

Copy 2

~~Copy 2~~

S/S by AL 600-8-101

12 Dec 1989

Army Regulation 612-2

Personnel Processing

# Preparation of Replacements for Oversea Movement (POR)

Headquarters  
Department of the Army  
Washington, DC  
28 February 1985

Pentagon Library (ANR-PL)  
ATTN: Military Documents Section  
Room 1A518, Pentagon  
Washington, DC 20315

What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply UPDATE handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

- o Subscription Card. Look for the subscription card -- it is extremely important. You should use it to let your publications clerk know exactly how many copies of this UPDATE publication your unit needs. It is a two-part card -- you must complete part one and route it to your publications clerk. The publications clerk must then complete part two by consolidating your unit's total requirements. If you return your subscription card right away, you will receive the quantity you request of the next updated issue.

The Editors

SlS by AR 600-8-101 ; 12 Dec 1989

# SUMMARY of CHANGE

AR 612-2  
Preparation of Replacements for Oversea  
Movement (FOR)

In this issue, the distribution for ARNG and USAR has been changed to distribution D. Other policy changes affect the following: requirement for weapons qualification and Army physical readiness test, the office symbol for reporting USAR personnel where disqualifying deficiency cannot be corrected (chap 1), the New Manning System, and members or units on TDY to special areas (chap 2). Minor changes were made to references (app A) and to orientation material and guidance (app B).

## UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

---

### UPDATE Cancel and Underscore Technique

1.	2.	3.
Text as it appeared in the last UPDATE issue:	<i>Change</i> text as it appears in this UPDATE issue:	<i>Fresh</i> text as it will appear in the next UPDATE issue:
The quick brown fox jumped over the lazy dog.	The quick <del>brown</del> <u>gray</u> fox jumped <del>over</del> <u>on</u> the lazy dog.	The quick gray fox jumped on the lazy dog.

---

### UPDATE Tint Technique

1.	2.	3.
Text as it appeared in the last UPDATE issue:	<i>Restructured change</i> text as it appears in this UPDATE issue:	<i>Fresh</i> text as it will appear in the next UPDATE issue:

#### Chapter 4 Hours of Duty

##### Section I General

###### 4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

###### 4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

#### Chapter 4 Alcoholic Beverages

##### Section I Introduction

###### 4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

###### 4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

#### Chapter 4 Alcoholic Beverages

##### Section I Introduction

###### 4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

###### 4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military Training and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

**Supersession Notice:** This UPDATE publication supersedes the standard format bound edition of AR 612-2 dated 1 November 1983.

**Distribution:** Distribution of this issue has been made in accordance with DA Form 12-9A requirements for AR 612-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 407 and 410 of the subscriber's DA Form 12-9A. AR 612-2 distribution is A for Active Army, D for ARNG and USAR.

**Subscription Information:** Valid account holders must use the enclosed subscription card to either increase or decrease the present quantity received of this publication. Complete the subscription card as shown in the instructions below. Mail it as soon as possible to ensure that you receive the correct number of copies you need when this publication is reprinted.

**Resupply:** Limited copies of this UPDATE publication are available from the Baltimore Publications Center. To obtain copies, submit a completed DA Form 4569 (USAAGPC Requisition Code Sheet).

**Editorial Comments:** This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

**Placement of Tables, Figures, Appendixes, and "R" Forms:**

- Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located after the last chapter of the publication. Less than full-page tables and figures will be placed nearest the first cited reference in the publication.

- All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

**A Special Note About Forms and Local Reproduction:** Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

- DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.

- The authority for local reproduction of DD Forms and their use is given in the directive.

- Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.

- The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a

modified format more convenient to local users. These provisions permit back-to-back printing, carbon sets, and continuous construction for word processing use.

- AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

- The rules for procuring printing differs from place to place; therefore, your FMO may not be able to approve the printing. In such a case the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication.

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

**Instructions for completing the subscription card inserted in this volume.**

**PART 1:** This section is for internal use within your unit.

**PART 2:**

*Publication Account Number*  
(Insert 5-digit account number. The first block will be a letter and each succeeding block will be a number.)

*If you do not have an established account and wish to open one, complete DA Form 12.*

**Quantity Required**

(Insert total number of copies your unit requires.)

**Name/Address of Unit**

(Insert full name, address, and zip code as it appears on the labels that you receive on mailings from the Baltimore AG Publications Center.)

UPDATE SUBSCRIPTION		
<b>PART 1. FOR COMPLETION BY USER OF PUBLICATION</b> Record copy requirements for your section. Pass card to unit publication clerk for consolidation of total subscription requirement.		
Name of section.	Number of copies desired for section use.	
<b>PART 2. FOR COMPLETION BY UNIT PUBLICATION CLERK</b> Use one of these cards to consolidate all section requirements into one unit subscription, then mail immediately.		
PUBLICATION ACCOUNT NO.		
FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED
12-14	0000	
Name / Address of Unit		Publications Clerk... These blocks MUST be filled in.
DA FORM 12-13, XXXX XXXX		

5/5 By AR 600-8-101  
12 Dec 1989

Headquarters  
Department of the Army  
Washington, DC  
1 November 1983

Army Regulation 612-2

Effective 1 December 1983

Personnel Processing

Preparation of Replacements for Oversea Movement (POR)

The original form of this regulation was first published on 1 November 1983.

This UPDATE publishes a new Change 1, which is effective 28 February 1985.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
General, United States Army  
Chief of Staff

Official:

DONALD J. DELANDRO  
Brigadier General, United States Army  
The Adjutant General

**Summary.** This regulation on the preparation of individual replacements and units for oversea movement has been revised. Procedural guidance for POR processing is contained in DA Pam 600-8-10. This regulation defines and assigns responsibility for a POR processing and movement control system to monitor processing and timely departure of personnel for overseas. It updates and more clearly defines POR processing responsibilities and coordination of all activities involved in the reassignment process; outlines the use of DA Form 4036-R (Medical and Dental Preparation for Oversea Movement); updates the portion on oversea orientation; and outlines POR requirements for members or units on temporary duty (TDY) to special areas.

**Applicability.** This regulation applies to all Active Army personnel (except general officers) being assigned to areas outside the

continental United States and those personnel reassigned between oversea areas. It applies to Army National Guard and US Army Reserve personnel only when called to active duty and individuals serving on Active Guard Reserve (AGR). This regulation also pertains to Cohesion, Operational Readiness, and Training (COHORT) units.

**Impact on New Manning System.** Beside normal POR processing, this regulation requires that personnel must be prescreened before their assignment to COHORT units. This insures that they will be eligible for oversea movement with their unit on the personnel shipment readiness date (PSRD) (para 2-5).

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from HQDA (~~DAPC-EPH-MP~~) (~~DAPC-EPZ-MP~~), ALEX VA 22332-0400.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the US Army Military Personnel Center (MILPERCEN). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (~~DAPC-EPH-MP~~) (~~DAPC-EPZ-MP~~), ALEX VA 22332-0400.

**Distribution.** Active Army—A, ARNG—D, USAR—ED.

**Contents** (Listed by paragraph number)

**Chapter 1**

**Introduction**

Purpose • 1-1

References • 1-2

Explanation of abbreviations and terms • 1-3

Responsibilities • 1-4

**Chapter 2**

**Peacetime Preparation of Replacements for Oversea Movement (POR) Processing**

General • 2-1

DA Form 4036-R (Medical and Dental Preparation for Oversea Movement) • 2-2

POR processing and movement control system • 2-3

Oversea orientation program • 2-4

New Manning System • 2-5  
TDY to special areas • 2-6

**Appendixes**

A. References

B. Orientation Material and Guidance

**Glossary**

## Chapter 1 Introduction

### 1-1. Purpose

a. This regulation prescribes responsibilities for—

(1) Preparing and processing personnel for movement to areas outside the continental United States, including their movement from one overseas area to another.

(2) Prescreening personnel before assignment to Cohesion, Operational Readiness and Training (COHORT) units, preparation of replacements for overseas movement (POR) qualification review, and preparation of the COHORT units for overseas movement.

(3) Processing personnel and units for deployment during contingency operations and mobilization.

b. The prescribed requirements and responsibilities for POR are to ensure completion of all necessary processing before service members and units depart from the losing installation. (See AR 614-30 and AR 220-10 for additional guidance.)

### 1-2. References

Required and related publications are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

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

### 1-4. Responsibilities

a. The Adjutant General will make available up-to-date overseas orientation briefing materials for field use.

b. The Commanding General, U.S. Army Military District of Washington (MDW) will POR process all enlisted and officer personnel within the National Capital Region, to include HQDA agencies, their field operating agencies, and other non-MDW activities on the MDW SIDPERS data base.

c. Commanders of major Army commands will—

(1) Establish inspection procedures needed to ensure that personnel receive a standardized overseas orientation briefing and are fully POR qualified for individual and unit movement overseas.

(2) Ensure division and installation commanders take corrective action to preclude recurrence of POR deficiencies reported by overseas commanders and HQDA.

d. Division and installation commanders will—

(1) ~~Ensure personnel receive a standardized overseas orientation briefing and are fully POR qualified which will include a standardized overseas orientation briefing for individual and unit movement overseas.~~

(2) Provide unit commanders with administrative and logistical support to accomplish POR processing for individual and unit movement.

(3) Ensure all local agencies and units respond promptly on matters related to POR processing.

(4) Establish a POR processing and movement control system to monitor the processing of service members and their departure from the installation early enough so they will arrive at the gaining command during their availability month.

(5) Ensure members assigned to COHORT units are fully qualified for assignment to the unit and for overseas deployment.

(6) Ensure units and individual fillers, who are subject to overseas movement on such short notice that there would not be time for normal POR processing, are continually POR qualified so a minimum of time is required to finish processing for departure.

(7) Preclude recurrence of POR deficiencies reported by overseas commanders and HQDA.

e. Unit commanders (battalion and company) will—

(1) Ensure compliance with this AR before persons or units depart for overseas. They will establish controls to ensure personnel—

(a) Are POR qualified for the overseas assignment and continue to be qualified on their availability or reporting date. If personnel become ineligible, appropriate deletion or deferment action will be initiated.

(b) Ordered to another installation or to a service school before reporting to a port of embarkation (temporary duty (TDY) en route) are POR qualified before departing from the losing organization.

(c) Alerted for overseas movement receive military training required by AR 350-1, table 4-1. Unit commanders will assume responsibility for overseas orientations for their units during contingency operations and mobilization due to time restraints or dissemination of sensitive information pertaining to their unit. (See AR 360-81, para 2-7e, for guidance.)

(d) Report for reassignment interviews, briefings, and other POR appointments on the dates and times scheduled.

(e) Depart early enough to arrive in gaining command by report date.

(f) In units subject to overseas movement on such short notice that there would not be time for normal POR processing, are continuously POR qualified so that a minimum of time is needed to finish processing for movement.

(g) In COHORT units are qualified for assignment to that unit and for overseas deployment.

(2) Insure attention is given to the following areas:

(a) Personnel Reliability Program (PRP) qualifications, if required, are strictly adhered to.

(b) ~~Weapons qualification and Army Physical Readiness Test (APRT) are current for soldiers being assigned to hostile fire zone. Army Physical Readiness Test (APRT) is current.~~

(c) Correspondence and progress reports concerning the overweight program are forwarded for inclusion in the military personnel records jacket (MPRJ).

(d) Physical profiles are reviewed and verified to ensure continued qualification for overseas movement. Service member's and commander's statement required by AR 600-200, paragraph 2-5, for personnel with a physical profile will be forwarded for inclusion in the MPRJ.

(e) Required medical treatment and dental work are completed prior to service member's departure.

(3) Preclude recurrence of POR deficiencies reported by overseas commanders and HQDA.

f. School commandants and commanders of other organizations to which persons are attached or placed on TDY en route overseas will verify that personnel are still POR qualified before their departure overseas. If item 8 of DA Form 4036-R (~~Medical and Dental Preparation for Overseas Movement~~) is checked "yes," a special medical review is necessary within 30 days of member's departure for overseas. Any change in POR qualification occurring during the TDY en route period will be corrected by the commander of the organization or commandant of the school to which the person is attached. If a disqualifying deficiency cannot be corrected, the person will be reported for further instructions to HQDA (DAPC—appropriate career branch) for further instructions for USAR personnel who are serving on AGR, reporting will be to Commander, ARPERCEN, ATTN: DARP-FS.

g. Commanders of medical and dental treatment facilities (MTF) will—

(1) Ensure personnel are medically and dentally qualified for overseas movement (to include family members when appropriate). Exceptional family members will be screened in accordance with AR 614-203.

(2) Conduct a medical evaluation of personnel on orders to Army attaches, military missions, military assistance advisory groups, or isolated areas. The commanders will also include a followup review not more than 30 days before departure to ensure no disqualifying changes have occurred.

(3) Evaluate members who are hospitalized en route to a port of embarkation to determine their continued medical eligibility for overseas assignment before their release from the hospital. If it is determined the member will not be able to comply with the established port call date due to hospitalization, the losing military personnel office (MILPO) and member's career branch at MILPERCEN will be notified immediately.

(4) Ensure physical profiles are valid and up-to-date prior to clearance of member for movement. (See AR 40-501.)

h. Oversea commanders will—

(1) POR qualify members reassigned to another overseas area as stated in e above.

(2) Report to losing commands via message or letter those POR deficiencies clearly

the fault of the losing installation. Information copies will be sent to HQDA(DAPC-EFZ-MP), ALEX VA 22332-0400.

(3) Brief each person newly arrived from CONUS or another overseas command according to AR 360-81, paragraph 2-7e(1).

(4) Correct POR deficiencies noted during inprocessing.

(5) Notify MILPERCEN of members with uncorrectable POR deficiencies.

*i. Military personnel officers will—*

(1) Establish internal operating procedures to POR process personnel promptly and accurately for movement overseas.

(2) Serve as the focal point for reassignment interviews, briefings, overseas orientations, and other actions relating to POR processing.

(3) Ensure members selected for overseas assignment are qualified to comply with the assignment instructions and continue to be qualified on the reporting date. If the members become ineligible, proper deletion or deferment action will be taken. Particular attention will be given to the following:

(a) Service remaining requirement for the member's designated overseas tour option will be met prior to departure from the losing organization by an extension or reenlistment.

(b) Correspondence and progress reports concerning the overweight program will be included in the MPRJ.

(c) PRP qualifications, if required, are strictly adhered to.

(d) Service member's and commander's statement required by AR 600-200, paragraph 2-5, for personnel with a physical profile are in the MPRJ.

(e) Security clearance requirements, if any, will be met prior to member's departure from losing installation.

(4) Set up a POR processing and movement control system to monitor the member's POR processing and departure from the installation early enough so the member will arrive at the gaining command during the availability month.

(5) Inform MILPERCEN that members are or are not expected to ship on time via the anticipated date of loss (DLOS) transaction.

(6) Preclude recurrence of POR deficiencies reported by overseas commanders and HQDA.

(7) Promptly notify the security manager of personnel security investigation and security clearance requirements for members alerted for overseas movement.

*j. Battalion personnel and administration center (PAC) and personnel staff noncommissioned officers (PSNCO) will—*

(1) Serve as the point of contact for all actions between the MILPO or other organization activities, the unit commander, and the member.

(2) Provide information to the unit commander and the member concerning POR requirements and deletion or deferment.

*k. The G2/security manager will—*

(1) Promptly initiate the proper security investigation or clearance request required for the new assignment.

(2) Inform the MILPO of the status of the security investigation or clearance request (to include final certification) when received.

*l. The member will—*

(1) Attend all POR briefings, interviews, and appointments at the scheduled time.

(2) Promptly prepare all necessary documentation in coordination with the security manager when initiation of a security investigation is required.

(3) Verify personal information in personnel, finance, health, dental, and similar records for accuracy.

(4) Report any change in reassignment eligibility to the battalion PAC as soon as it is known.

*m. Commanders in b through h above may designate activities within their commands to implement this regulation.*

## Chapter 2 Peacetime Preparation of Replacements for Oversea Movement (POR) Processing

### 2-1. General

POR processing during peacetime includes procedures, screenings, forms, briefings, and controls that together ensure members and units are prepared for overseas movement. (See DA Pam 600-8-10 for processing of individuals and AR 220-10 for units.)

### 2-2. DA Form 4036-R (Medical and Dental Preparation for Oversea Movement)

*a. DA Form 4036-R is prepared for all members being assigned overseas who meet the personnel qualifications for that assignment. The losing MILPO will initiate DA Form 4036-R after the reassignment interview and send it to the servicing MTF for completion.*

*b. MTF commanders will use the DA Form 4036-R to indicate that the members in a above are medically and dentally qualified for the overseas assignment. The medical review should also include an update of the medical profile, if applicable.*

*c. DA Form 4036-R will be completed and processed as described in DA Pam 600-8-10, procedure 3-2. DA Form 4036-R will be locally reproduced on 8½ by 11 inch paper. A copy for local reproduction purposes can be located at the back of this regulation.*

### 2-3. POR processing and movement control system

Getting members processed to depart on time is the joint responsibility of the installation, division, and unit commanders and the military personnel officer, with the assistance of associated installation activities. The military personnel officer, acting for the

installation or division commander, will develop a POR processing and movement control system to monitor POR processing of members to ensure they depart on time. The system will be developed to conform to local requirements; however, it should include, as a minimum, the following:

*a. Timely response to the MILPO by other installation agencies during reassignment processing. The transportation office, MTF, security manager, PAC, and unit commander must respond to the MILPO promptly to ensure that members move on time.*

*b. Followup action by the Personnel Management Branch to ensure members who miss reassignment interviews and POR processing appointments are identified to their commander. This will ensure makeup processing is completed.*

*c. Submission of the DLOS transaction by the Personnel Management Branch for all personnel as shown in DA Pam 600-8-2. The DLOS transaction informs MILPERCEN that the member is qualified for the assignment, has been interviewed, is available, and will depart in time to meet the designated overseas arrival month. (For enlisted personnel, it can also inform MILPERCEN that a deletion or deferment is being requested.) Accordingly, DLOS transactions should be submitted as they occur.*

*d. Followup action by the Outprocessing Section to ensure members who miss outprocessing appointments are promptly reported to their commander. This will ensure that members report for outprocessing as soon as possible.*

*e. Followup action by the Standard Installation/Division Personnel System (SIDPERS) Interface Branch to ensure a departure transaction is submitted on time by the member's unit. (For guidance, see DA Pam 600-8-1, procedure 2-11.) This action serves to verify that the member actually departed the installation as scheduled.*

*f. Command emphasis. The MILPO should alert the chain of command, to include the division or installation commander, of those activities and commands that are consistently delinquent in the POR process.*

### 2-4. Oversea orientation program

*a. The overseas orientation program is an important part of POR. It consists of a briefing package of films or TV tape cassettes, pamphlets, handouts, and briefings. (See app B.) The program is designed to help installations prepare members and their families for the actual process of moving overseas and for the experience and adjustment of living in a different country and a new environment. Oversea orientation requirements include the following:*

(1) Give members the required pamphlets and handouts at appendix B. Members should take the information home to their families to read.

(2) Show the following to the members and their family members:

(a) Films or TV tape cassettes that HQDA(DAAG-PSC) distributes or identifies as part of the oversea orientation program.

(b) Films that your major command identifies as part of POR.

(3) Refer members to the Army Community Service activity to get factsheets about the gaining command post.

(4) Tell members about the advantage of completing HEADSTART, GATEWAY, or other language programs before going overseas. Also tell them that these programs may be available to their family members.

(5) Encourage members to make maximum use of the sponsorship program. (See AR 612-10.)

b. The following are some sources for obtaining valuable input to the orientation sessions:

(1) Transportation and finance. Personnel from these areas can be particularly helpful in question-and-answer sessions after showing the film "Travel Entitlements."

(2) Office of the Staff Judge Advocate (legal).

(3) Army Community Service.

(4) Personal Affairs.

(5) Education (for information on language courses).

(6) Drug and Alcohol Abuse.

(7) Members who have recently returned from overseas.

(8) Family Housing.

(9) Civilian Personnel Office (for oversea employment information).

## 2-5. New Manning System

The goal of the NMS is to create and maintain a cohesive fighting team that will move overseas as a unit. Therefore, personnel must be screened before being assigned to COHORT units to insure they will be eligible for oversea movement on the personnel shipment readiness date (PSRD). Members assigned to COHORT units who become unqualified for movement overseas and cannot qualify by the PSRD will be reassigned from the unit as early as possible, but not after 90 days before deployment.

## 2-6. TDY to special areas

When members or units are ordered on mission-related activities or on TDY for 30 days or more to a country where no U.S. Army units are permanently assigned, the following will be accomplished:

a. Members will obtain two new panoramic dental X-rays. One will be filed at the POR processing station, and the member will handcarry one to the TDY location. The handcarried copy will be placed in the dental records if they are taken or in a separate folder. Prepositioning of the second panoramic dental X-ray and the fingerprint card in the POR packet of soldiers assigned to units having quick reaction contingency missions is not required.

b. Members will need two fingerprint cards DD Form 369 (Police Record Check).

4 FD Form 258

One copy will be filed at the POR processing station, and the member will handcarry one to the TDY location. The handcarried copy will be placed in the dental records if they are taken or in the separate folder containing the dental X-rays.

c. The member, on arrival in country with the above documents, will deliver them to the TDY activity for retention until the TDY is completed.

## Appendix A References

### Section I Required Publications

- AR 27-20**  
Claims. (Cited in para B-2.)
- AR 37-106**  
Finance and Accounting for Installations: Travel and Transportation Allowances. (Cited in para B-2.)
- AR 40-121**  
Uniformed Services Health Benefits Program. (Cited in para B-2.)
- AR 40-501**  
Standards of Medical Fitness. (Cited in para 1-4g(4).)
- AR 55-28**  
Port Calls Procedures for Passenger Movements. (Cited in app B.)
- AR 55-46**  
Travel of Dependents and Accompanied Military and Civilian Personnel to, From, or Between Oversea Areas. (Cited in para B-2.)
- AR 55-71**  
Transportation of Personal Property and Related Services. (Cited in para B-2.)
- AR 210-7**  
Commercial Solicitation on Army Installations. (Cited in para B-2.)
- AR 220-10**  
Preparation for Oversea Movement of Units (POM). (Cited in paras 1-1b and 2-1.)
- AR 310-10**  
Military Orders. (Cited in para B-2.)
- AR 350-1**  
Army Training. (Cited in para 1-4e(1)(c).)
- AR 360-81**  
Command Information Program. (Cited in paras 1-4e(1)(c) and 1-4h(3).)
- AR 600-10**  
The Army Casualty System. (Cited in para B-2.)
- AR 600-11**  
Authority of Armed Forces Personnel To Perform Notarial Acts. (Cited in para B-2.)
- AR 600-15**  
Indebtedness of Military Personnel. (Cited in para B-2.)
- AR 600-20**  
Army Command Policy and Procedures. (Cited in para B-2.)

**AR 600-200**  
Enlisted Personnel Management System. (Cited in para 1-4e(2) and i(3).)

**AR 608-2**  
Servicemen's Group Life Insurance (SGLI); Veterans' Group Life Insurance (VGLI); United States Government Life Insurance (USGLI) and National Service Life Insurance (NSLI). (Cited in para B-2.)

**AR 608-50**  
Legal Assistance. (Cited in para B-2.)

**AR 608-99**  
Support of Dependents, Paternity Claims, and Related Adoption Proceedings. (Cited in para B-2.)

**AR 612-10**  
Reassignment Processing and Army Sponsorship and Orientation Program. (Cited in paras 2-4a(5) and B-2.)

**AR 614-30**  
Oversea Service. (Cited in para 1-1b.)

**AR 614-203**  
Assignment of Personnel with Exceptional Family Members. (Cited in para 1-4g(1).)

**AR 930-4**  
Army Emergency Relief. (Cited in para B-2.)

**AR 930-5**  
American National Red Cross Service Program and Army Utilization. (Cited in para B-2.)

**DA Pam 55-2**  
It's Your Move. (Cited in para B-1.)

**DA Pam 360-400-series**  
DOD Pocket Guides. (Cited in para B-1.)

**DA Pam 360-524**  
Your Personal Affairs. (Cited in paras B-1 and B-2.)

**DA Pam 360-544**  
You and the Law. (Cited in paras B-1 and B-2.)

**DA Pam 600-8-1**  
SIDPERS Unit Level Procedures. (Cited in para 2-3e.)

**DA Pam 600-8-2**  
Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures. (Cited in para 2-3c.)

**DA Pam 600-8-10**  
Military Personnel Management and Administrative Procedures: Individual Assignment and Reassignment Procedures. (Cited in paras 2-1 and 2-2.)

**DA Pam 608-series**  
Facts You Need to Know. (Cited in para B-1.)

**MISC Pub 13-1**  
DOD Military Pay and Allowances Entitlements Manual. (Cited in app B.)

**MISC Pub 8-1**  
Joint Travel Regulations: Vol I: Members of the Uniformed Services. (Cited in app B.)

### Section II Related Publications

**AR 50-5**  
Nuclear Surety.

**AR 50-6**  
Chemical Surety Program

**AR 220-1**  
Unit Status Reporting.

**AR 600-9**  
The Army Weight Control Program.

**AR 614-100**  
Officers.

**AR 614-200**  
Selection of Enlisted Soldiers for Training and Assignment.

**AR 640-3**  
Identification Cards, Tags, and Badges.

**DA Cir 600-82-1**  
New Manning System.

## Appendix B Orientation Material and Guidance

### B-1. Pamphlets and handouts

a. *DA Pam 608-series.* These pamphlets provide information on countries and overseas areas. Members going to those areas are to receive a copy of the proper pamphlet as soon as possible after they are alerted.

b. *DA Pam 360-544.* This pamphlet provides information on legal matters overseas. It will be given to all members alerted for overseas assignment.

c. *DA Pam 360-524.* Since this pamphlet is required and mentioned in the film, "Personal Affairs," give it to the members when you show the film. (See para B-2.)

d. *DA Pam 55-2.* This pamphlet contains detailed information on shipping household goods, privately owned vehicles (POV), accompanied and unaccompanied baggage, weight allowance, and so forth. It is highly recommended for members going overseas. Give this pamphlet to members—

(1) Before transportation counseling.

(2) When you show the film, "Travel Entitlements."

e. *"Going Overseas."* This pamphlet covers information on tour options, considerations on taking a family overseas, and other important subjects that members and their families should read. Members should take the pamphlet with them when they travel. The section, "While You're Traveling," tells what to do if members lose their records, cannot report, have legal problems, must miss a plane, or experience other problems. This pamphlet is required and should be given to members as soon as possible, preferably before they select a tour option ("with dependents" or "all others").

f. *DA Pam 360-400-series.* These pamphlets are not required, but the revisions are helpful to members. In general, these pamphlets include information on the people and culture, a language guide, metric measurement charts for temperature, clothing, and so forth. This series is helpful to members going to countries for which there are no other DA pamphlets, films, or other information.

g. *Handouts.* Handouts for some countries and overseas areas are available. For information, call Oversea Orientation Program, AUTOVON 221-9390.

h. *Additional handouts.* Give members any other pamphlets that HQDA or major Army commands identify as requirements for overseas orientation. All of the above pamphlets and handouts were written for spouses and other family members as well as members.

### B-2. Films and TV tape cassettes

a. *Travel entitlements.*

(1) The "Travel Entitlements" film alerts members to problems and pitfalls of not knowing their entitlements. Because of this, members going overseas need to see the film

as soon as possible after they are alerted for overseas assignment and before they report for transportation counseling.

(2) The "Travel Entitlements" film also gives information on station housing allowance, temporary lodging allowance, and advance pay. Therefore, members need to see this film before they outprocess through the finance office.

(3) Request your transportation office to give members a transportation and entitlements briefing or counseling or subjects such as shipment of household goods, storage, accompanied and unaccompanied baggage, and shipment of POVs. Members with family members will be counseled as stated in AR 37-106 and AR 55-46. The Joint Travel Regulations, MISC Pub 8-1, also apply.

(4) See AR 612-10 for details in filling out and processing DA Form 4787 (Reassignment Processing).

b. *Travel.* "Going Our Way" is a film concerning travel to the overseas area. It highlights the travel and actions of which the member needs to be aware when traveling.

c. *Personal affairs.*

(1) The "Personal Affairs" film or cassette is a very short film that alerts the member to the importance of updating emergency data forms, wills, and insurance matters; where to go with financial problems; and the services available through agencies such as the American Red Cross and Army Emergency Relief.

(2) When showing this film, invite personnel from the following offices for briefings or question-and-answer periods: Staffing Judge Advocate; Army Community Services; American Red Cross; Army Emergency Relief; and specialists in Government insurance matters and death benefits for the military.

(3) For specific information on the following areas, refer to the cited references:

(a) To obtain information on the Uniformed Services Health Benefits Program, see AR 40-121.

(b) For guidance on legal matters, see AR 600-11, AR 608-50, DA Pam 360-524, and DA Pam 360-544. These publications also cover wills, power of attorney, and joint bank accounts.

(c) For guidance on income taxes, see Department of Defense Military Pay and Allowances Entitlements Manual, MISC Pub 13-1.

(d) For information on legal problems overseas and the Status of Forces Agreement, see DA Pam 360-544.

(e) For information concerning claims of military personnel for such matters as loss or damage to household goods during shipment, see AR 27-20.

(f) For information on the 6-months' death gratuity pay, see AR 600-10 and Department of Defense Military Pay & Allowances Entitlements Manual, MISC Pub 13-1.

(g) For information concerning Servicemen's Group Life Insurance, see AR 608-2.

(h) For air trip accident insurance information, members will be advised that this type of insurance is available at both commercial and military air terminals.

(i) For Army Emergency Relief, see AR 930-4.

(j) For information on the American Red Cross, see AR 930-5.

(k) To obtain information on settlement of commercial accounts and indebtedness, see AR 210-7, AR 600-15, and AR 600-20.

(l) For information on travel by POV, see AR 55-36, AR 612-10, and AR 310-10 and the Joint Travel Regulations, MISC Pub 8-1. If members desire to travel by POV to their new duty station in Alaska, the island portion of Newfoundland, or Central America (including Panama), they must get authorization from the appropriate overseas commander before traveling.

(m) For guidance on shipping a POV, see AR 55-71 and Joint Travel Regulations, MISC Pub 8-1, volume 1, chapter 11. Before going overseas, members should be made aware of the safety requirements and inspection their POV will be subject to overseas. They should plan on high insurance premiums compared to those in the continental United States. Members should also be informed that leased vehicles may not be shipped overseas. When purchasing a vehicle on credit, members will be cautioned to examine carefully any contracts before signing them. Normally, contracts with any lending institutions will not permit removal of the vehicle from CONUS without their consent.

(n) For material on the Sponsorship Program, see AR 612-10.

(o) To obtain information on orders, see AR 310-10. Members should carry at least three copies of orders with them. They should also put a copy of their orders in each piece of household goods shipment and keep copies to back up their claims for various financial allowances.

(p) For information concerning port calls, see AR 55-28 and AR 55-46.

(q) For information concerning support of family members, paternity claims, and related adoption proceedings, see AR 608-99.

(r) For information concerning antiterrorist training, see AR 190-52.

## Glossary

### Section I

#### Abbreviations

##### APRT

Army physical readiness training

##### COHORT units

Cohesion, Operational Readiness and Training units

##### DLOS

anticipated date of loss (SIDPERS transaction)

##### MACOM

major Army command

##### MDW

U.S. Army Military District of Washington

##### MILPERCEN

U.S. Army Military Personnel Center

##### MILPO

military personnel office

##### MPRJ

Military Personnel Records Jacket, U.S. Army

##### MTF

medical treatment facility

##### NMS

New Manning System

##### PAC

personnel and administrative center

##### POM

preparation for overseas movement of units

##### POR

preparation of replacements for overseas movement

##### POV

privately owned vehicle

##### PRP

Personnel Reliability Program

##### PSNCO

personnel staff noncommissioned officer

##### PSRD

personnel shipment readiness date

##### SIDPERS

Standard Installation/Division Personnel System

##### TDY

temporary duty

## Section II

### Terms

#### M-Day

The day the Secretary of Defense, based on a decision by the President or the Congress, directs selected, partial, full, or total mobilization.

#### New Manning System (NMS)

A concept based on three major precepts—stabilization, unit replacement, and home basing—operating within the framework of a regimental system. NMS integrates all manning functions, policies, procedures, and regulations as modified to stabilize members together in units and to deploy trained units from CONUS to overseas areas while still providing for the professional development of the member. Personnel will be stabilized in their unit. Company-sized units, versus individuals, will deploy to meet overseas commitments. These company-sized units are called Cohesion, Operational Readiness, and Training (COHORT) units. Interchangeable CONUS and overseas based units will be paired for deployment.

#### POR processing

A composite of procedures, screenings, forms, briefings, and controls that together ensure members and units are prepared for overseas movement.



**MEDICAL AND DENTAL PREPARATION FOR OVERSEA MOVEMENT**  
 For use of this form, see DA Pamphlet 600-8-10; the proponent agency is MILPERCEN.

TO	FROM
----	------

Prepare form in four copies. Forward original and two copies to the Medical Treatment Facility and place one copy in the office suspense file.

1. NAME (last, first, MI)	2. SSN	3. GRADE OF RANK/PMOS or SSI
4. PRESENT UNIT OF ASSIGNMENT	5. PROJECTED UNIT OF ASSIGNMENT (to include location/country)	
6. PROJECTED DUTY MOS or SSI (9 position code)	7. ANTICIPATED DATE OF LOSS	

8. IS MEMBER BEING ASSIGNED TO AN ISOLATED AREA AS DEFINED BY AR 40-501, PARAGRAPH 7-13c?	YES	NO
---	-----	----

9. IF ANSWER TO ITEM 8 IS "YES" AND IF MEMBER IS REQUESTING CONCURRENT TRAVEL OF FAMILY MEMBERS, ENTER THEIR NAMES. OTHERWISE ENTER "NA".

10. LIST ANY OTHER MEDICAL OR DENTAL SPECIAL INSTRUCTIONS CONTAINED IN THE ASSIGNMENT INSTRUCTIONS.

11. NAME, GRADE, and TITLE OF MILPO REPRESENTATIVE	12. SIGNATURE	13. DATE
--	---------------	----------

Complete the Medical and Dental Checklist portions below, return the original and one copy to the MILPO within 21 calendar days of the date shown in item 13, and forward one copy to the address shown in item 4.

**MEDICAL CHECKLIST**

14. PHYSICAL PROFILE SERIAL CODE (PULKES) IS \_\_\_\_\_. PHYSICAL CATEGORY CODE IS \_\_\_\_\_.  
 MEDICAL RECORDS REVEAL THE FOLLOWING ASSIGNMENT LIMITATIONS:

15. DOES THE MEMBER MEET THE MEDICAL FITNESS STANDARDS OUTLINED IN AR 40-501? IF "NO" BRIEFLY EXPLAIN. IF CONDITION IS TEMPORARY, EXPECTED DATE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT IS _____.	YES	NO
--	-----	----

16. IS THE MEMBER PREGNANT? IF "YES" EXPECTED DATE OF DELIVERY IS _____.	YES	NO	NA
--	-----	----	----

17. DOES THE MEMBER REQUIRE IMMUNIZATIONS? IF "YES" INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT.	YES	NO
---	-----	----

18. DOES THE MEMBER REQUIRE REMEDIAL MEDICAL CARE? IF "YES" INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT.	YES	NO
---	-----	----

19. IS THE MEMBER CURRENTLY UNDERGOING ALCOHOL OR DRUG ABUSE REHABILITATION? IF "YES" DATE THE MEMBER ENTERED THE REHABILITATION PROGRAM WAS _____.	YES	NO
---	-----	----

20. MEDICAL RECORDS INDICATE THE MEMBER REQUIRES THE FOLLOWING:

<input type="checkbox"/> TWO PAIRS OF SPECTACLES	<input type="checkbox"/> TWO HEARING AIDS
<input type="checkbox"/> PROTECTIVE MASK SPECTACLE INSERT	<input type="checkbox"/> MEDICAL WARNING TAG

IF THE MEMBER DOES NOT POSSESS REQUIRED ITEM(S), INDICATE WHICH IS/ARE MISSING AND DATE, TIME, AND LOCATION OF APPOINTMENT(S).



21. IF ITEM 8 HAS BEEN CHECKED "YES", CAN THE MEMBER BE ASSIGNED TO AN AREA WHERE MEDICAL FACILITIES ARE LIMITED OR NONEXISTENT? IF "YES" THE MEMBER (AND FAMILY MEMBERS, IF APPLICABLE) MUST BE SCHEDULED FOR A FOLLOWUP EVALUATION OF MEDICAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (ITEM 7). INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT(S).		YES	NO
22. NAME, GRADE, and TITLE OF MEDICAL OFFICER		23. SIGNATURE	
		24. DATE	
DENTAL CHECKLIST			
Complete only if item 8 is checked <input checked="" type="checkbox"/> "YES" or if required in item 10.			
25. IS THE MEMBER DENTALLY QUALIFIED? IF "NO" BRIEFLY EXPLAIN. IF CONDITION IS TEMPORARY, EXPECTED DATE THE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT IS _____.		YES	NO
26. DOES THE MEMBER REQUIRE REMEDIAL DENTAL CARE? IF "YES" INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT.		YES	NO
27. IF ITEM 8 HAS BEEN CHECKED "YES", CAN THE MEMBER BE ASSIGNED TO AN AREA WHERE DENTAL FACILITIES ARE LIMITED OR NONEXISTENT? IF "YES" THE MEMBER (AND FAMILY MEMBERS, IF APPLICABLE) MUST BE SCHEDULED FOR A FOLLOWUP EVALUATION OF DENTAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (ITEM 7). INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT(S).		YES	NO
28. NAME, GRADE, and TITLE OF DENTAL OFFICER		29. SIGNATURE	
		30. DATE	



0001157313

PENTAGON LIBRARY



0001157313