

AR 614-100

REFERENCE

Army Regulation 614-100

Officer Assignment Policies,
Details, and Transfers

**ASSIGNMENTS, DETAILS,
AND TRANSFERS**

*S/S by
Officers Rates Personnel
update
30 Apr 85*

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SOMETHING NEW

With this printing, AR 614-100 appears for the first time as an UPDATE publication and is up-to-date as of 29 June 1984. This UPDATE printing supersedes the previous standard version of this regulation.

Over the next 2 years, all regulations and many DA pamphlets will be converted to the new UPDATE format. Some will appear as a separate publication, like this one; others will contain a selection of related publications organized as a handbook like the Unit Supply UPDATE.

As in all UPDATE publications, you will always receive a fresh, up-to-date "posted" copy to make your job lighter. Using the efficiency of modern, computerized typography in UPDATE publishing gives the Army the opportunity for tremendous cost savings by freeing users from the time-consuming task of maintaining looseleaf publications.

A Summary of Change located at the front of this publication describes how the contents have changed since the previous edition. You should read this Summary of Change before using this publication.

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Another card is enclosed for you to let us know what you think about this UPDATE. We are continually working to improve our publications and want you to be part of this process. We urge you to complete this card immediately. Your opinions will definitely influence future decisions on how to improve this publication.

The Editors

SUMMARY of CHANGE

ASSIGNMENTS, DETAILS, AND TRANSFERS

AR 614-100

Officer Assignment Policies, Details, and Transfers

FIRST APPEARANCE AS AN UPDATE PUBLICATION. This is a complete revision of AR 614-100 which consolidates and updates regulatory policies pertaining to commissioned and warrant officer assignments and reassignments, details and transfers. It incorporates policy from AR 614-100, 614-101, 614-75, and the former AR 614-16. Due to the magnitude of the revision, it is not feasible to list all changes; however, this new version provides guidance on the new Officer Preference Statement and new or revised programs such as the New Manning System, the Homebase and Advanced Assignment Program, Army Educational Requirements Board (AERB), exceptional family member, and married Army couples reassignment program.

Supersession Notice: This UPDATE volume supersedes the standard format, bound edition of AR 614-75 dated 2 October 1969, AR 614-100 dated 21 January 1969, and AR 614-101 dated 30 November 1971.

Distribution: Special distribution of this issue has been made in accordance with DA Form 12-9A requirements for 614-series regulations. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 413 and 414 of the subscriber's DA Form 12-9A. AR 614-100 distribution is B for Active Army and C for ARNG and USAR.

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Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard regulations. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a referenced table).



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Effective 15 July 1984

Assignments, Details, and Transfers

Officer Assignment Policies, Details, and Transfers

This UPDATE publishes a revision which is effective 15 July 1984. Because the structure of the entire revised text has been reorganized no attempt has been made to highlight changes from the earlier regulation dated 21 January 1969.

By Order of the Secretary of the Army:

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

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

Summary. This regulation prescribes policies and procedures pertaining to the assignment, reassignment, details, and transfers of officers between commands, units, branches, specialties, and components of the Active Army, or between Services.

Applicability. This regulation applies to active duty officers of the Active Army, the Army National Guard (ARNG), and the US Army Reserve (USAR), except the following: general officers, members of the Active Guard/Reserve (AGR) Program, reservists serving on temporary tours of active duty, US Property and Fiscal Officers, members of the Selective Service System, and officers serving with the Reserve Forces Policy Board.

Impact On New Manning System (NMS). This regulation contains information that relates to the New Manning System. It outlines the interface between current assignment and reassignment procedures and those procedures required to implement the unit replacement and regimental systems. The NMS is a long-range program, which will require continuous revision of assignment procedures. These procedures will be published as needed.

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQDA(DAPC-OPD-M), ALEX VA 22332.

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. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-OPD-M), ALEX VA 22332.

Distribution. Active Army-B, ARNG-C, USAR-C.

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*This regulation supersedes AR 614-75, 2 October 1969; AR 614-100, 21 January 1969; and AR 614-101, 30 November 1971

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Chapter 1 Introduction

1-1. Purpose

a. This regulation establishes policies and procedures for the reassignment of commissioned and warrant officers between commands or units of the Army. Procedures are established for processing requests for reassignment and restrictions are imposed on permanent changes of station (PCS) of officers as individuals and as members of units.

b. This regulation remains in effect for all levels of contingency through partial mobilization unless otherwise stated under a Department of the Army (DA) approved operations plan. It will continue to govern reassignment procedures and policies as stated until so directed by the Army Staff (ARSTAF). Guidance pertaining to conditions of a full or total mobilization will be provided as required by the ARSTAF. In the event of any level of mobilization, the reassignment of an officer that has been approved but not executed may be revoked by OPMD, MILPERCEN, MACOMs and DA agencies will be informed as specific reassignment procedures are decentralized from MILPERCEN to MACOMs for OPMD-managed officers.

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 Commanding General, US Army Military Personnel Center (MILPERCEN), is responsible for the selection and assignment of all officers managed by the Officer Personnel Management Directorate (OPMD).

b. The Army Medical Department (AMEDD), the Judge Advocate General's Corps (JAGC), and the Chaplains Corps are responsible for the assignment and reassignment of warrant and commissioned officers of their branches.

c. Major Army commands (MACOM) and Headquarters, Department of the Army (HQDA) agencies and activities with requisitioning authority are authorized to make PCS reassignments as outlined in AR 614-6. PCS costs will be one of the factors considered in selecting officers to fill requirements.

1-5. Branch appointments and assignments

a. At least 80 percent of the US Military Academy (USMA) graduates each year will be assigned to the combat arms; that is, Armor, Air Defense Artillery, Aviation, Field Artillery, Infantry, or Engineer. The remaining 20 percent may compete for branches in combat service support and

combat support arms. Graduates of USMA are assigned only to those specialties that have troop leadership opportunities at the entry level. Additionally, 2 percent of each USMA class may be accepted for medical school.

b. Commissioned officers of the Regular Army (RA) are appointed without specification of branch, except in each of the special branches. Commissioned officers who are appointed RA without specification of branch are assigned and may be transferred and reassigned to branches other than the special branches according to their qualifications and the needs of the Army. RA commissioned officers are specifically appointed—

- (1) As chaplains.
- (2) In the JAGC.
- (3) In the several corps of the AMEDD.

c. Commissioned officers of the Army National Guard (ARNG), United States Army Reserve (USAR), and those appointed without specification of component are assigned to an appropriate basic branch upon appointment.

d. The basic branch to which a commissioned officer is assigned or appointed is affected only by transfer or detail to another branch as specified in this regulation.

e. When necessary to meet desired reporting dates, lieutenants being called to initial active duty may be assigned directly to the requisitioning agency without attending a basic branch course. However, completing a basic course or its equivalent is considered essential to initial branch qualification and subsequent promotion. The commander of the organization or activity to which the officer is initially assigned will allow the officer to attend the officer's basic branch service school course at the earliest date after entry on active duty.

f. Warrant officers (WO) appointed without specification of branch are assigned to duty positions corresponding to their primary military occupational specialty (MOS) per AR 611-112.

g. Commissioned and warrant officers assigned to or appointed in Military Intelligence (MI) must possess the following requirements in addition to security clearance prerequisites outlined in AR 604-5 and AR 611-101. Failure to maintain these requirements after assignment may preclude normal MI career development because of resulting restrictions on schooling and assignments.

(1) The officer must be a citizen of the United States by birth. The members of his or her immediate family must be US citizens (spouse, parents, brothers, sisters, and children).

(2) The officer and spouse will have no member of his or her immediate family residing in a country within whose boundaries physical or mental coercion is known to be a common practice. Included with family members are relatives or acquaintances of the officer and spouse to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. The

officer and spouse will have neither commercial nor vested interests in a country where the above people reside.

h. Waiver of the requirements stated in g above may be granted only in coordination with the Assistant Chief of Staff for Intelligence, DA, in instances where the exceptional qualifications and overall value of the individual fully justify the member's assignment to MI.

1-6. Overview of the Officer Personnel Assignment System

The Officer Personnel Assignment System is a functional subsystem of the Officer Personnel Management System (OPMS). The goal of this subsystem is to place the right officer in the right job at the right time.

a. The primary factors influencing an officer's assignment are Army requirements and the Officer Distribution Plan (ODP). Development of the ODP is based on numerous factors including documented requirements, DA priorities, and the availability of officer assets. The ODP then becomes the officer distribution planning document to distribute the officer assets to MACOMs throughout the Army.

b. Other assignment considerations include—

- (1) The officer's grade, specialty, education, and experience.
- (2) The professional development needs of the officer.
- (3) Availability.
- (4) Policy considerations, such as PCS costs, stabilization, and tour equity.
- (5) Officer's potential for advancement.
- (6) Personal preferences of the officer.

c. An officer's assignment to or position within a command will not be limited because a member of his or her family is employed.

d. The inability of a spouse to volunteer services or perform a role to complement an officer's discharge of military duties is a private matter and should not be a factor in the individual's selection for a military position.

e. The marital status of a command designated officer will not be a basis for acceptance or rejection of that officer by the MACOM or by subordinate commands. A married command-selected officer is not required to be accompanied by his or her family as a condition of acceptance as a designated commander. Should a MACOM believe a particular command position requires an exception, justification must be sent to the Commanding General, MILPERCEN, for a decision.

Chapter 2 Officer Preference Statements

2-1. General

DA Form 483 (Officer Assignment Preference Statement) allows officers to express their assignment and duty preferences. Individual preferences are considered by assignment managers each time an officer is reassigned by HQDA. Every effort is made to comply with the officer's preferences consistent with the needs of the Army. Detailed procedures for completing officer assignment preference statements are in DA Pam 600-8, procedure 6-3.

2-2. Preference statement

a. A preference statement may be submitted anytime an officer desires to change his or her preference, except for members who have submitted a request for a terminal assignment in the continental United States (CONUS) per paragraph 2-8. Members who have submitted a request for a terminal assignment to a CONUS location of choice are precluded from submitting any other request for consideration by HQDA. Submission of a new preference statement by other personnel supersedes any previously submitted statement.

b. Submission of an Officer's Assignment Preference Statement is recommended at the following times:

- (1) Approximately 12 months prior to completion of a long overseas tour.
- (2) On arrival at a short tour.
- (3) Approximately 12 months after reporting to a CONUS station.
- (4) Within 60 days prior to beginning a course of instruction at a military service school, a civilian institution, or training with industry that requires a PCS in CONUS.
- (5) When an officer wants to change his or her preference.

c. For OPMD-managed officers, preference statements will be sent to

MILPERCEN (appropriate Career Management Division as specified in table 2-1), ALEX VA 22332.

d. For special-branch-managed officers, forward preference statements to HQDA (appropriate address specified in table 2-2).

2-3. Automation of preference data

The mark sense data on the first page of DA Form 483 will be stored on the automated Officer Master File (OMF) maintained at MILPERCEN. The data will be used to determine the best match of officer skills and desires when considering officer assignments.

a. The year and month of the latest preference statement will be maintained on the Officer Record Brief (ORB) in section X, Remarks.

b. The preference data can be used in an automated system during peacetime to develop a list of qualified officers who have expressed a preference for a particular type duty and/or location. A stated preference for a location or type of duty will weigh the nomination toward the officer who possesses the required qualifications and has submitted a preference for that location or duty.

2-4. Exceptional family member considerations

Exceptional family member policies are outlined in paragraph 5-12 and in AR 614-203. The preference statement may be used to alert assignment officials of the special needs of the exceptional family member. To insure full consideration of those needs during the assignment process, officers will comply with application procedures for the Exceptional Family Member Program (EFMP) outlined in AR 614-203 and AR 612-10.

2-5. Spousal employment considerations

Officers may specify spousal employment considerations that they wish to be taken into account for the next reassignment. These considerations will be weighed; however,

the needs of the Army and the professional development of the officer will normally take priority. This information, in combination with the officer's other considerations, should be consistent with the selection of desired assignment locations. Assistance for determining whether the spouse's skills can be used at a given location may be obtained from the nearest Civilian Personnel Office. If spousal employment is a preference criteria, the officer should so indicate in the remarks section and provide any additional spousal employment information that may be of use to the assignment manager. Family members who are DA civilian employees may participate in any one of the DA-sponsored family member employment assistance programs. Additional information and assistance concerning spousal employment is available at selected Army Community Service (ACS) Centers. See AR 608-1 for information on the ACS Spousal Employment Program.

2-6. Joint domicile considerations

Officers married to members of the other Services should indicate their marital status on DA Form 483. Additionally, the comment portion of the form should include the name, social security number, service, branch, and pay grade of the military spouse. This information will better identify military spouses when attempting to facilitate officer preferences. See paragraph 5-8 for details on the Married Army Couple Reassignment Program.

2-7. Regimental assignment considerations

Regimental affiliation will be considered by assignment managers in selecting a new assignment (see also para 5-9b). Affiliation is listed in the Remarks section of the ORB. Officers who wish to request an exception to the normal regimental assignment consideration should indicate their desires on DA Form 483 and explain them in the Comments section.

2-8. Terminal assignment considerations

A terminal tour assignment allows the officer the opportunity to serve in a position located near a designated home of retirement. Such an assignment is encouraged as much as possible within Army requirements and the effective use of personnel and funds. However, reassignment within CONUS will not be made solely for retirement purposes. Officers who desire assignment consideration for a terminal tour that will precede retirement should indicate their preference of duty station in the Comments section on DA Form 483. A minimum of 24 months time on station at the terminal tour location is desirable, and a completed prescribed oversea tour is required.

Table 2-1
OPMD Career Management Divisions

Division	Grade	Office Symbols
Colonels	COL & LTC(P)	DAPC-OPC
Combat Arms	LT-LTC	DAPC-OPE
Combat Support Arms	LT-LTC	DAPC-OPF
Combat Service Support	LT-LTC	DAPC-OPG
Warrant Officers	WO	DAPC-OPW

Table 2-2
Special Branch Management Divisions

Division	Office Symbol	Location
Judge Advocate General	DAJA-PT	WASH DC 20310
Chaplains Corps	DACH-PEA	WASH DC 20310
Medical Department branches		1900 Half Street SW WASH DC 20324
Army Nurse Corps	SGPE-AN	
Dental Corps	SGPE-DC	
Medical Corps	SGPE-MC	
Medical Service Corps	SGPE-MS	
Army Medical Specialist Corps	SGPE-SP	
Veterinary Corps	SGPE-VC	

Chapter 3 Details

3-1. Branch detail

a. Chaplains will not be detailed in other branches nor will officers of other branches be detailed as chaplains.

b. Commissioned officers of the Medical, Dental, Veterinary, Army Nurse, and Army Medical Specialist Corps will not be detailed to other branches. Details between the Medical Service Corps and the basic branches are authorized subject to the approval of The Surgeon General (TSG) and the branch concerned.

c. Commissioned officers of the JAGC will not be detailed to other branches without the approval of The Judge Advocate General (TJAG).

d. Branch details are automatically terminated on separation, departmental transfer, transfer of basic branch, or execution of an oath of office for an RA commission. Branch details will not terminate automatically on Reserve Component transfer.

e. Civil Affairs and Staff Specialist USAR commissioned officers, when ordered to extended active duty, will be detailed for accounting purposes in appropriate basic Active Army branches. Detailing will be accomplished by the commander ordering such personnel to active duty, unless instructed otherwise by HQDA. The detailing will be into the most appropriate branch corresponding to the—

(1) Duty to be performed; or

(2) Officer's qualifications if duty will be performed in a staff and administrative position.

f. Officers selected for participation in the Funded Legal Education Program will be detailed to the JAGC.

3-2. Departmental detail

a. Commissioned officers may be detailed in another Service to perform duties in a specified field of their branch or specialty. Such details will not normally exceed 3 years.

b. Army officers detailed in another Service may be further detailed, reassigned, or directed to change station within and by that Service without reference to HQDA, provided the nature of the individual's duties is not changed.

c. A departmental detail involves a change in strength accountability from the Service in which currently serving to the detailed Service.

d. For the purpose of separation the Service in which detailed will request DA to terminate the detail and reassign the officer to an Army transfer activity per AR 635-10.

3-3. Duty detail

A duty detail does not affect the branch in which a commissioned officer is assigned or appointed. The number of duty details an individual may be directed to perform is not limited, except as provided in *c* and *d* below. Generally, duty details are a command

function; however, HQDA has a primary interest in duty details including the following:

a. Army General Staff.

(1) Under authority contained in section 3031, title 10, United States Code, officers of the Army of the United States may be assigned to Army General Staff agencies or be detailed to duty on the Army General Staff under instructions issued by the Chief of Staff of the United States Army.

(2) Commissioned officers programed for assignment to Army General Staff agencies or for detail to duty on the Army General Staff should—

(a) If selected for key positions, be graduates of command and staff college (CSC) or senior service college (SSC) level schooling, as appropriate.

(b) Possess the specialized experience or knowledge that the requisitioning agency determines to be required.

(c) Have high potential for outstanding performance of duty.

(d) Be promotable or in a grade commensurate with the proposed assignment. If exceptionally well qualified, an officer of lower grade may be assigned. Officers with high educational qualifications in specialized areas may be assigned to the Army General Staff agencies to permit the full use of the officer's skills. These personnel will be considered on the merit of their specialized skill without regard to rank or position.

(3) Warrant officers programed for assignment or detail to the Army General Staff should have the following qualifications—

(a) Be graduates of the Warrant Officer Senior Course (WOSC).

(b) Have high potential for continued outstanding performance of duty.

(4) Officers may be detailed to Army General Staff positions for a period not to exceed 4 years. Requests for extensions may be processed through the Commanding General, MILPERCEN, to the Deputy Chief of Staff for Personnel (DCSPER).

b. Defense agencies. The above criteria apply to assignment of commissioned officers to all Department of Defense (DOD) agencies when an authorized requirement exists.

c. General staff with troops.

(1) Positions for general staff with troops will be designated in approved tables of organization and equipment (TOE) and in approved tables of distribution and allowances (TDA). Authority to establish and designate general staff with troop positions is delegated to commanders reporting direct to HQDA within the following criteria:

(a) The coordinating staff in the headquarters of a commander occupying a position of general officer grade who plans or directs the operations of combined branches of the Army is authorized as general staff with troops.

(b) All United States Army (USA) missions, military assistance advisory groups, Army sections of joint missions and joint

military assistance advisory groups, senior Army advisor groups in each State, the senior Army advisor to those general officer commands of the reserve components that have a general staff organization, similar type of organizations meeting the requirements in (a) above, and military attaches are authorized as general staff with troops.

(c) Positions that are purely administrative, technical, or instructional or do not involve more than a single branch are not authorized as general staff with troops.

(d) Commissioned officers below the grade of captain may be detailed general staff with troops when officers of the appropriate grade (according to TOE and TDA authorization documents) are not available for these positions.

(e) Chaplains will not be detailed general staff with troops.

(f) Officers of the AMEDD and the JAGC will not be detailed general staff with troops without approval of TSG or TJAG, as appropriate.

(g) Commanding General, US Army Materiel Development and Readiness Command, may designate project manager staff officers, as limited by (d) above, as general staff with troops. Project managers will not be designated as general staff with troops.

(2) Detail of commissioned officers to general staff with troops (and relief therefrom, when required) will be accomplished by Command Letter or DA Form 2496 (Disposition Form) by the commander authorized such positions. Relief from assignment to the unit or from the authorized position requires simultaneous relief from detail.

d. Inspector general.

(1) Under authority contained in section 3065(a), title 10, United States Code, commissioned officers will be detailed as inspectors general (IG) to fill IG positions.

(2) IG positions will be designated in approved MTOEs and TDAs. Authority to establish and designate IG positions in TDAs is delegated to commanders reporting directly to HQDA.

(3) The following commissioned officers will not be detailed as IGs unless otherwise indicated:

(a) Chaplains.

(b) JAGC officers, except with concurrence of TJAG.

(c) AMEDD officers, except with concurrence of TSG.

(d) Those officers detailed Army General Staff, general staff with troops, and aides-de-camp.

(4) The minimum standards for a detail as IG follow:

(a) Grade of captain or above. (Captains will normally have successfully completed company, battery, or troop level command and be a graduate from the Officer Advanced Course.)

(b) Officers with broad experience and an Army background that reflects outstanding performance and demonstrates future potential.

(c) Moral attributes and personal traits necessary for a position of dignity and prestige.

(d) No previous detail as an inspector general. Subsequent details may be approved as an exception to policy with the approval of The Inspector General and with the specific consent of the officer concerned.

(5) The Secretary of the Army is authorized to detail commissioned officers as IGs throughout the Army. The Inspector General of the Army (TIG) has been delegated the authority to approve or disapprove the detail of officers nominated for IG assignments. (See AR 20-1.)

(6) MACOM or installation commanders and heads of DA agencies will nominate officers assigned within their organizations for detail as IG. They will submit the nominations to HQDA(DAIG-ZXM), WASH DC 20310, through the CG, MILPERCEN (appropriate address in table 2-1). The Commander, US Army Medical Department Personnel Support Agency will nominate AMEDD officers (other than Medical Corps officers) directly to TIG. The nomination will reflect the name of the incumbent to be replaced and the reason. Multiple nominations for one duty position will not be considered. The nominating agencies or commands will not assign the nominated officer to IG positions until the nomination has been approved by TIG and the officer has successfully completed the DAIG course. Personnel who are approved for IG duty will not be diverted or reassigned locally without the concurrence of TIG. Officers nominated to fill principal IG positions should be able to serve a minimum of 24 months in that position.

(7) Nominations for officers to fill requirements for IG assignments will be submitted to HQDA(DAIG-ZXM), by OPMD, MILPERCEN, for a determination of suitability for detail prior to issuing orders or assignment instructions.

(8) Detail as an IG will be announced as follows:

(a) In CONUS, with the exception of oversea returnees and intra-CONUS reassignees, details will be announced by Command Letter or DA Form 2496. Detail of oversea returnees and intra-CONUS reassignees will be announced on orders published in compliance with MILPERCEN assignment instructions.

(b) Detail of officers in areas outside continental United States (OCONUS) will be announced by Command Letter or DA Form 2496 published by the headquarters of the major oversea command reporting directly to HQDA.

(9) Normally, detail as an IG is for a 3-year stabilized tour. Officers approved for IG duties are required to complete a minimum of 24 months in the IG position. Details will not be extended beyond a total period of 3 years without the specific approval of TIG and the consent of the officer concerned. Requests for extension as an exception to policy will be submitted by Command Letter through the appropriate career

division of MILPERCEN to TIG, HQDA. Such requests should contain full justification.

(10) IGs may not be removed from detail by the commanders concerned without the approval of TIG, unless the officer is relieved for cause or the officer has completed a normal 36-month IG tour. Detail as an IG will remain in effect and does not require relief from detail and redetail to a new position if the officer is reassigned as an IG within a command having subordinate IG offices. In the following cases detail as an IG will be terminated:

(a) On permanent change of station. HQDA or the headquarters publishing orders in compliance with reassignment instructions will include termination of the detail in the additional instructions of the orders.

(b) On reassignment within a command to non-IG duties. The command terminating the detail will announce the termination of the detail by Command Letter or DA Form 2496.

(c) Automatically on relief from active duty.

(11) TIG is approval authority for USAR, Active Guard/Reserve, and Individual Mobilization Augmentee commissioned officer IG positions. Nominations will be submitted to HQDA (DAIG-ZXM), WASH DC 20310.

e. Adjutant appointments.

(1) Only commissioned officers will be appointed adjutant general, assistant adjutant general, acting assistant adjutant general, adjutant, assistant adjutant, acting adjutant, or acting assistant adjutant.

(2) Appointment will be made by Command Letter or DA Form 2496.

(3) Appointment to any of the positions listed in paragraph (1) above is not appropriate solely to delegate signature authority. Commanders may delegate signature authority to any of their subordinates per AR 340-15.

f. National Guard Bureau. Commissioned officers will be detailed in the National Guard Bureau on orders or specific instructions issued by HQDA under policies established by the Chief, National Guard Bureau.

3-4. Aides-de-camp detail

This paragraph prescribes policies and procedures for the selection, assignment, and reassignment of commissioned officers detailed as aides-de-camp to the personal staffs of general officers of the Active Army, Army National Guard, and USAR.

a. Entitlements.

(1) Each general officer occupying a position in an approved MTOE may be assigned an aide-de-camp as prescribed by that MTOE or as authorized in table 3-1.

(2) Each general officer occupying a command position in an approved TDA may be assigned an aide-de-camp according to the grades of rank prescribed in table 3-1. A general officer is also considered as being in

command of troops if he or she is one of the following:

(a) A deputy commander of an installation.

(b) A deputy commander of a training center.

(c) An assistant commandant of a service school.

(d) A deputy or assistant commander who directs a headquarters at a different installation from that of the commander.

(3) The Vice Chief of Staff of the Army, generals assigned as deputy commanders or chiefs of advisory groups, and military missions may be assigned one aide-de-camp each, not to exceed the maximum grade of rank appropriate for the rank of the general officer (table 3-1). All other general officers occupying approved TDA positions who are not commanding troops are not entitled to aides-de-camp.

(4) When commanders feel that the services of an aide-de-camp are required in support of general officer positions other than those prescribed in this chapter, a request for an exception will be submitted to HQDA(DAPE-MBA), WASH DC 20310.

b. Duties. Aides-de-camp perform many duties that include a combination of administrative tasks that change with the needs of the Army and the requirements of the assignment. A description of the duties of one aide-de-camp would normally require modification to apply to another.

c. Selection. Any general officer authorized an aide-de-camp may select and assign an aide-de-camp of appropriate grade of rank within his or her own command, within the limitations prescribed in *a* above.

d. Reassignment. When ordered to perform duty beyond the geographic limits of his or her command, a general officer may order the aide-de-camp to accompany him or her. When a general officer is ordered to a PCS, he or she may request reassignment of the aide-de-camp, provided the general officer is authorized an aide-de-camp of the same or higher grade of rank at the new assignment. The losing command will send the request to the appropriate career management division (table 2-1 or 2-2). Any question concerning the authorization of an aide-de-camp in the new assignment will be directed to the gaining command. This determination will be made prior to issuance of change of station orders for the aide-de-camp. Change of station orders for the aide-de-camp will cite the same movement designator code for travel expenses as that under which the general officer travels. Change of station between oversea theaters for the aide-de-camp will be processed per AR 614-30.

e. Limitation on length of tour. No prescribed tour length is established for commissioned officers serving as aide-de-camp. However, consideration should be given to the impact that long and repetitive tours usually will have on the career development of the officers concerned.

f. Component. Commissioned officers selected for assignment as aides-de-camp

within the grade of rank limitations specified in table 3-1 may be assigned, regardless of component.

Chapter 4 Transfers

4-1. Requests for branch transfers

a. A branch transfer permanently changes a commissioned officer's branch, component, or department. Normally, an officer will not be transferred without his or her consent. However, an officer may be transferred involuntarily by MILPERCEN, when deemed appropriate and in the best interests of the Service. (See para 4-3.)

b. Requests for branch transfers submitted by individual officers serving on active duty will clearly state the reasons for the request and will be forwarded through the chain of command to the appropriate career management division as specified in table 2-1.

c. On approval of the branch transfer, the losing branch is responsible for revoking any existing assignment instructions and submitting a control branch (CTLBR) change to the OMF.

4-2. Voluntary branch transfers

a. Voluntary branch transfers are authorized for active duty officers between basic branches only. Such transfers are made without loss of grade, change of position on the promotion list, or change of status.

b. Officers must have completed 2 years Active Federal Commissioned Service in the branch in which originally appointed before they will be eligible for a branch transfer.

c. Officers applying for transfer to MI must have a favorably completed Special Background Investigation, and be favorably adjudicated for access to Sensitive Compartmented Information (SCI) prior to transfer. In this regard, the following will be submitted with their request:

(1) DD Form 1879 (Request for Personnel Security Investigation) (one set). Item 6 should include the remark "MI Branch Transfer".

(2) DD Form 1584 (Department of Defense National Agency Check) (one set) to be completed for applicant and one set to be completed for spouse (items 1 through 6).

(3) DD Form 398 (Statement of Personal History), one original and four copies.

(4) FD Form 258 (Fingerprint Card), two copies.

d. Key factors in determining whether or not a branch transfer request is approved are as follows:

(1) Specialty alinement by year group, in both the officer's current specialty, and requested branch or specialty.

(2) Civilian and military education.

(3) Overall manner of performance and career potential within requested branch.

(4) Special qualifications, as appropriate.

(5) Demonstrated aptitude for branch specific training and assignments.

Table 3-1
Aide-de-camp authorization ¹

General Officers	Aides-de-camp				
	LTC	MAJ	CPT	LT	TOTAL
Chief of Staff, USA	1				1
General	1				1
Lieutenant General		1			1
Major General			1		1
Brigadier General				1	1

¹ Grade of rank indicated is highest grade of rank authorized. Selection of an aide of lower grade of rank is discretionary on the part of the general officer concerned.

(6) Needs of the Army.

e. Branch transfers are not normally authorized for active duty commissioned officers between a basic branch and a special branch or between special branches.

f. Branch transfer requests must include a statement from the individual's rating official that the officer meets the height and weight standards in AR 600-9.

g. Branch transfer requests submitted by individuals who hold a medical profile must include a statement from competent medical authorities concerning physical limitations of the officer.

h. Authority for final approval of voluntary branch transfer requests is vested in the Director, OPMD, MILPERCEN.

4-3. Involuntary branch transfers

a. Involuntary branch transfer actions must be approved by the Commanding General, MILPERCEN, under authority delegated by the Secretary of the Army.

b. Generally, involuntary branch transfer actions will only be initiated for cause by the MILPERCEN career management division concerned. Involuntary branch transfer actions can be initiated for reasons such as—

(1) MI officers losing eligibility for access to SCI.

(2) Failure of officers to maintain eligibility for participation in nuclear and chemical weapons personnel reliability programs. (See AR 50-5, AR 50-6 and AR 380-380.)

(3) Demonstrated inability to perform effectively in the current branch or to assimilate branch related specialty course training.

(4) Conscientious objector status when it has been determined that the officer can be better managed by another branch.

(5) Failure of aviators to maintain physical or technical proficiency.

c. Any commander receiving disqualifying information as above will notify the appropriate career management division for action.

d. Under no circumstances will involuntary branch transfer action be initiated in lieu of appropriate administrative or disciplinary action.

e. Involuntary branch transfers may also be directed by Competitive Voluntary Indefinite (CVI) Boards. The board action may result in involuntary transfer from an over

to an under strength branch/SC/MOS concurrent with the acceptance of the voluntary indefinite status (VI).

4-4. Interservice transfers

Policy and procedures pertaining to interservice transfers are found in—

a. AR 140-10, which applies to Reserve officers not on active duty.

b. AR 614-120, which applies to Army commissioned officers on the Active Duty List.

Chapter 5 Reassignment of Officers

5-1. Officer reassignment policy

a. MILPERCEN and other DA assignment agencies reassign officers who are in a must move status to meet Army requirements.

(1) A must move category is an officer who—

(a) Has a scheduled Date Eligible for Return from Overseas (DEROS).

(b) Is completing a military or civilian school course.

(c) Is completing a statutory tour.

(2) Primary emphasis is placed on meeting Army requirements overseas. CONUS units provide the sustaining base to keep oversea commands at the required manning levels. The reassignment of officers from CONUS to overseas is based on—

(a) Date of availability (DTAV).

(b) Time on station.

(c) Tour equity.

(d) Turn-around time for officers possessing critical specialties.

b. CONUS-to-CONUS assignments or assignments within MACOMs are necessary when there are insufficient officers of the required specialties rotating from overseas or from other must-move categories to meet Army requirements.

c. Stabilization objectives considered during the assignment process are—

(1) Personnel stability is a fundamental principle of all DOD personnel management policies. Assignment procedures will avoid unnecessary personnel movement while providing for mission accomplishment and the professional development of the officer corps.

(2) The OPMD objective is to provide maximum stability for all officer tours. The

CONUS tour *objective* is 36 months on station; and the overseas *objective* is completion of the specified tour.

(3) AR 614-5 establishes tour lengths for officers assigned to selected agencies, activities, and units. All officers who PCS to other than a military or civilian school are stabilized for a minimum of 12 months on their arrival at the gaining installation.

5-2. Reassignment restrictions

a. Reassignments involving a PCS will not be requested or directed for officers who—

(1) Have a PCS in the same fiscal year. Exceptions are contained in AR 614-6.

(2) Have less than 2 years to serve on active duty (except assignments to, from, or within an overseas command under the provisions of AR 614-30).

(3) Are scheduled to return from foreign service during the same fiscal year.

(4) Are obligated Army Education Requirement Board (AERB) assets serving in an AERB validated position and who have not completed the required utilization. (See AR 621-108 and paragraph 5-11 for deferral and curtailment procedures.)

(5) Are assigned to a Cohesion, Operational, Readiness and Training (COHORT) Company that has not completed its life cycle. Officers assigned by the installation commander to COHORT companies are stabilized by AR 614-5 for the unit life cycle.

(6) Are in an approved stabilized position or unit as prescribed in AR 614-5.

(7) Are serving a prescribed tour of duty overseas.

b. If a PCS of officers referred to in *a* above is needed because of unit PCS, inactivation, reorganization, or other exceptions as specified in AR 614-5 or AR 614-6, consider first—

(1) Reassignment at the same duty station and, if applicable, within the same regiment.

(2) Encouraging voluntary extension of the foreign service tour (FST).

(3) Curtailment of the FST per AR 614-30, chapter 6.

c. Cases that cannot be resolved by one of the actions in *b* above will be submitted to MILPERCEN for consideration as exception to policy. Requests will be sent to addresses as shown in table 2-1 or 2-2 and the following information will be included:

(1) Grade, name, branch, social security number, SC/MOS, and relief from active duty date of the officer.

(2) Present duty station, date of departure from previous station (Joint Travel Regulation (JTR) vol I, para M9005-1), and whether the dislocation allowance was payable (JTR vol I, para M9003), or paid.

(3) Proposed new duty station, current dependency status including residence of family members, and whether such residence will change if the proposed move is approved.

(4) Full justification for the proposed move and whether a replacement will be

required if the request is approved. The justification will include information as to the availability for reassignment of other similarly qualified officers for whom exceptions to policy would not be necessary.

(5) A copy of any approved stabilization action. (See AR 614-5.)

d. Personnel who exceed the Army weight standards contained in AR 600-9 will not be permitted to attend professional military or civilian schooling. Professional military schooling is defined as those courses beyond the basic branch course or equivalent. This does not include MOS, special qualification identifier (SQI), or additional skill identifier (ASI) producing courses (except WOSC), refresher courses, or skill specialty training courses, such as, aviation and medical. Professional civilian courses are those post-secondary and technical courses, fully or partially funded by the Army, in which the officer participates full time.

e. Officers who are one time nonselects for Army Competitive Category (ACC) promotion to the grades of captain, major or lieutenant colonel will not normally be reassigned until final action of a subsequent ACC Promotion Board has been published. This does not restrict the assignment of officers in a must move status. Additionally, officers who are one-time nonselects may be removed from orders if in the best interest of the Service or the officer concerned. Questions concerning other exceptions should be directed to MILPERCEN (DAPC-OPD-M) or appropriate special branches.

f. Regimentally affiliated officers being considered for assignment to a battalion or lower level position will not normally be assigned outside the regiment to which they are affiliated.

g. First-term officers (3 years or less of active duty) will normally be given only one assignment following initial basic skill training unless required to serve a short tour. First-term officers (4 year obligation) will normally be given no more than two assignments following initial basic and skill training regardless of tour length.

h. Reassignment restrictions pertaining to joint domicile are contained in paragraph 5-8g.

i. Officers will be deleted or deferred from assignment instructions that require a specific security clearance based on receipt of potentially disqualifying information from the Central Clearance Facility (CCF), MILPERCEN, or the individual's commander or personal security officer.

(1) CCF will notify the appropriate Career Management Division on receipt of any unfavorable security determination when the officer is currently on assignment.

(2) Any commander receiving potentially disqualifying information on assigned officers currently on assignment instructions will forward a recommendation for deletion or deferment with documentation to the appropriate career management division shown at table 2-1 or 2-2.

(3) When the career management division receives information cited above indicating an officer may not meet required security qualifications, a determination will be made as follows:

(a) To defer the officer if data received indicates that a final decision can be expected in time to allow backfill of the requirement (without changing the report date) in the event of an unfavorable security clearance determination.

(b) To delete the officer in all other cases, and immediately backfill the requirement. If the final personnel security determination is unfavorable, the officer may appeal according to AR 604-5. If the determination is favorable, the officer regains eligibility for consideration for future assignments requiring that level of clearance.

5-3. Policies that apply to officers in CONUS

Personnel will not be reassigned in CONUS solely due to the passage of time or completion of a stabilized tour or detail. While CONUS assignments are normally for a period of 3 years or longer, authorized exceptions are as follows:

a. An officer is reassigned or relocated overseas as a result of the unit movement of an element of the officer's regiment.

b. An officer has completed at least 12 months time on station and is reassigned for initial skill training.

c. An officer who has 12 months on station is selected for attendance at SSC.

d. An officer selected for CSC or SSC is in the last year of eligibility or is serving in a position to be terminated.

e. An officer is most available and best qualified to fill a high priority position that cannot otherwise be filled.

f. An officer is relieved for cause. The officer will normally be reassigned to another position on the same installation. If no other position is available or the installation commander determines that reassignment within the same station is not in the best interest of the Army, the commander may request PCS reassignment instructions. The written request will be sent with complete documentation to the appropriate address shown in table 2-1 or 2-2. Complete documentation is defined as an adverse officer evaluation report or other official instruments such as a letter of reprimand, article 15, etc., which will become an official record in the officer's military personnel file.

g. An officer is disqualified under AR 50-5 or AR 50-6 from further service in Personnel Reliability Program (PRP) positions and reassignment at the same installation is not feasible.

h. An officer is serving in, but no longer qualified for ranger, airborne or special forces duty and cannot be reassigned at the same installation.

i. An officer volunteers and is accepted for assignment to a ranger, airborne, or special forces unit, and has completed a minimum of 12 months time on station.

j. An officer selected for graduate schooling or Training with Industry (TWI) has served 24 months of a CONUS tour.

k. A JAGC or AMEDD officer is reassigned to insure that grade, experience, and specialty requirements are met or to meet professional development requirements.

l. A chaplain is reassigned to meet denomination coverage requirements.

m. An officer is selected to attend flight training and has completed at least 12 months on station.

n. An officer's request for joint domicile is approved (para 5-8). Officers are required to serve a minimum of 12 months on station prior to departure.

o. An officer's request for a compassionate reassignment is approved.

p. An officer's reassignment is based on "threat to life".

q. An officer is selected for battalion or brigade command.

r. An officer has completed command and cannot be assigned at the same installation.

s. An officer is assigned from a medical holding detachment or company.

t. An RA lieutenant whose initial assignment was to a TDA unit is to be reassigned to an MTOE unit after 18 months on station.

u. An officer is to be reassigned as a direct result of a major weapons system change or unit conversion.

v. An officer has served 24 months as a US Army Recruiting Command (USAREC) company, battalion, or brigade commander; or as a Military Enlistment Processing Command commander.

w. An officer has served 18 months as a USAREC commander and has been selected to be an operations officer within USAREC.

x. An RA officer or USAR officer on voluntary indefinite status, stationed in CONUS received an initial specialty designation change, and there are no opportunities to perform duties in his or her new specialty at the current location.

y. An officer to attend Officer Advance Course (OAC), Warrant Officer Advance Course (WOAC), or Warrant Officer Senior Course (WOSC) en route to overseas assignment has completed 24 months on station in CONUS.

z. An officer is a qualified volunteer or next eligible for overseas assignment according to AR 614-30, chapter 2, and has completed a minimum of 12 months time on station.

aa. A company grade aviator is assigned to an installation's only authorized operational flying position which is abolished.

5-4. Policies that apply to officers OCONUS

Officers in overseas commands will normally remain assigned at one permanent duty station for the duration of the overseas tour as prescribed in AR 614-30. Subject to the provisions of paragraph 5-2, exceptions

must stipulate that programed intracommand replacements or reassignments not involving PCS cannot remedy the personnel situation. MILPERCEN or special branch approval for intertheater transfers will be obtained by addressing requests in accordance with table 2-1 or 2-2 and by including information required by paragraph 5-2c.

a. Officers may be reassigned within the major overseas command (intertheater transfers (ITT)) per AR 614-30 and—

(1) When necessary to meet minimum unit readiness objectives.

(2) To and from command positions at company, battery, battalion, or higher echelon for serving the optimum command tour prescribed in AR 600-20. Moving a commander to and from a centrally selected battalion or higher command position requires MILPERCEN or special branch approval. Such reassignment will be made only when any one of the following exists—

(a) There are no similarly qualified officers available for the position for whom a PCS would not be necessary.

(b) There is no position for which a PCS would not be necessary.

(c) There is no position available to which an officer may be reassigned without a PCS when a command tour is completed.

(3) On assignment for duty or on completion of prescribed tour with an allied Army element in an approved exchange program.

(4) When selected for special forces assignment if requisite training may be provided within the command.

(5) When determined physically or otherwise disqualified for airborne or special forces duty.

(6) From a medical holding detachment or company for duty.

(7) For reasons of extreme family hardship.

(8) To maintain continuity in essential MTOE or TDA duty positions that would have to be filled by officers on temporary duty status in excess of 60 days.

(9) When selected by DA to attend a foreign military school, and on completion of such training.

(10) Where essential to provide completion of training in the Foreign Area Officer (FAO) Specialty Program or on completion of such training.

(11) When reassignment of officer is required by a unit PCS.

(12) When necessary to provide for career rotation duty between field medical units and operational medical treatment facilities for applicable AMEDD officers.

(13) When reassignment of chaplains is required to meet unit or regional realignment of religious denomination.

(14) On completion of the 3-year life cycle of a COHORT unit.

(15) When reassignment of JAGC officer is required to meet grade, experience, and specialty requirements.

(16) On relief for cause when specialty density prevents rehabilitative reassignment within the command.

b. Curtailment of overseas tours will be per AR 614-30, chapter 8. Tour credit will be awarded per AR 614-30, table 7-1.

c. Exceptions to completing overseas tours to attend centrally selected senior service level schools (SSC, CSC, and WOSC) will be announced annually in the DCSPER slating guidance.

5-5. Reassignment on call to active duty as warrant or commissioned officer

Reassignment on call to active duty as a warrant officer or commissioned officer from an enlisted or warrant status (excluding Officer Candidate School graduates) is as prescribed in the PCS provisions of AR 614-6.

5-6. Reassignment on approval of branch transfer

a. Officers in CONUS. Officers in CONUS at the time branch transfer is approved will—

(1) Be reassigned to an appropriate position at the same duty station.

(2) Remain in current assignment until reassignment may be directed under the PCS provisions of paragraph 5-3r and AR 614-6.

b. Officers in overseas commands.

(1) If current assignment is branch immaterial, the officer will continue in the current assignment for the remainder of the overseas tour.

(2) If current assignment is branch material to the officer's former branch, the officer will be reassigned within the—

(a) Oversea MACOM (if specialty/MOS density allows); or

(b) Theater (if he or she has 12 months remaining in the FST).

(3) The restrictions in (1) and (2) above do not prevent reassignments that may be directed under the PCS provisions of AR 614-6.

5-7. Reassignment of promotable officers

a. Selection for promotion will not constitute a reason for move. Reassignment must be coupled with the inability of the current location to support the continued assignment of the officer at the next higher grade and an Army requirement at some other location.

b. MILPERCEN and special branches will assign promotable officers in a must move status to locations where their promotions can be absorbed. The fact that an officer is on an approved DA promotion list will be included in DA assignment instructions. The gaining command may use these officers in their current serving grade. If the expectation of promotion is relatively soon, the command may elect to place these officers in assignments appropriate to their promotable rank. However, officer accountability remains a function of promotable grade for strength management and requisitioning purposes. (See AR 614-185.)

c. The provisions above do not preclude reassignments that may be made under the policy in paragraphs 5-3 or 5-4.

d. Officers not yet on a promotion list (above the zone or promotion zone officers) will not normally be reassigned by MILPERCEN or special branches to fill requirements at the next higher grade. If they are in a must move status, they will be reassigned in their serving grade to a location that can absorb their future selection and promotion. This policy includes promotion zone SSC graduates.

5-8. Policy on assignment of married Army couples

a. **Applicability.** This paragraph applies only to officers married to other Army members. Army personnel who are married to civilians or to members of other military services are not covered by the Married Army Couples Reassignment Program. On declaration of general war or full mobilization, the provisions of this section are superseded.

b. **General.**

(1) Army requirements and readiness goals are paramount when considering personnel for assignment. Married Army couples desiring joint assignment to establish common household (joint domicile) must request such assignment. The assignment desires of officers married to other Army members in order to establish common households will be fully considered. Decisions on family planning, reenlistment, and career development for married Army couples should take into consideration the Army goal of providing all qualified personnel equity in assignments. Married Army couples must be prepared to meet their military obligations regardless of assignment. Requests for reassignment to establish a joint domicile will normally be approved when—

(a) There is a need for the military skills of both members in one area.

(b) Career progression of both members is not adversely affected.

(c) The married Army couple is otherwise eligible for the assignment.

(2) Officers who have an Army spouse and who apply for PCS schools or special assignments should be told that colocating the spouse may be limited. When one member, however, is to attend a school for more than 1 year, the other member may apply to join the spouse. Applications should be sent to HQDA (appropriate career management division as noted in table 2-1 or 2-2) for special consideration. See e below for instructions for submitting applications.

(3) When possible and desired by the members, married couples in the Army will be reassigned to permit concurrent travel. If the projected assignment is to an overseas area and a joint domicile is not approved, the spouse may apply to serve concurrently in the same or different overseas area. This will enable both members to rotate to

CONUS at about the same time and minimize their having to serve overseas tours at different times.

(4) When members are serving overseas, the last to arrive may be granted a tour curtailment to permit that member's DEROS to coincide with the other's, provided the applicant serves at least an "all others" tour length. Similarly, tours may be voluntarily extended (AR 614-30, table 7-1). Any adjustment of DEROS must be made before receipt of reassignment instructions. When only one member is serving overseas, that member will serve the "all others" tour unless the "with dependents" tour is elected.

(5) When married members are serving at different CONUS or overseas long tour locations, either spouse may request assignment to the other's location, provided that the last to arrive serves the "all others" tour according to AR 614-30, table A-1. Reassignment from overseas short tour locations, other than for a completion of tour, is not permissible.

(6) Request to join or accompany a spouse will also be considered from officers whose spouse is in another US military service.

c. **Eligibility and assignment conditions.**

(1) A request must be based on actual marriage. Requests based on projected marriages will not be submitted.

(2) Applicants stationed in CONUS must have served 12 months at their current station prior to departure unless request coincides with completion date of a school attended in a PCS status. Applicant serving overseas must have completed the prescribed tour. (See AR 614-30, table A-1.)

(3) A valid requirement must exist for applicant's specialty code and grade at the proposed duty station.

(4) An assignment to join a spouse will not be approved if either member is scheduled a PCS within 12 months (e.g., if either is completing an overseas tour, CONUS stabilized tour, or PCS school).

d. **Continuous consideration for a joint domicile assignment.** Married Army couples wanting to be continually considered for worldwide joint assignments need only apply once to enroll in the Married Army Couples Program. Thereafter, when one member is being considered for reassignment, the other member will be automatically considered for reassignment to the same location. Assignment instructions for each member will indicate whether or not the joint domicile assignment is approved. Automatic assignment consideration under the Married Army Couples Reassignment Program may be terminated by either member of the married Army couple at any time by notifying MILPERCEN in writing of his or her desire to no longer be considered for joint domicile assignments. Applications for automatic consideration for joint domicile assignment and requests for termination of automatic consideration will be submitted under DA Pam 600-8, procedure 3-32-1.

e. **One time consideration for a joint domicile assignment.** Married Army couples

not wanting automatic consideration for worldwide assignment together may apply for joint domicile each time they wish to be considered. The Army spouse of a member who has received assignment instructions must request reassignment by submitting an application under DA Pam 600-8, procedure 3-32-2.

(1) Application requests will include the following information for both applicant and military spouse:

(a) The name, grade, SSN, and SC or MOS.

(b) The date of last PCS and date returned from overseas, if appropriate.

(c) The current and, if appropriate, projected unit of assignment.

(d) Desired reassignment action.

(2) Application and assignment procedures.

(a) Request for assignment to accompany or join a spouse must be initiated by one of the two persons involved. If the application is submitted for an enlisted spouse, it will be processed per AR 614-200.

(b) Officers should apply to accompany or join a spouse on receipt of notification that the spouse is moving. The request should be submitted by the member within 5 workdays after notification. When members are not jointly located, this suspense may not be met; however, application should be promptly processed.

(c) Officers returning from overseas will identify their military spouse and assignment desires for both on an Officer Assignment Preference Statement. (See para 2-6.) Formal applications in these cases are not necessary.

f. **Approval authority.** Final action on all requests for reassignment will be taken by MILPERCEN or the appropriate special branch.

g. **Assignment restrictions.** Normal PCS restrictions apply to all approved assignments. When both husband and wife are Army members, the following additional restrictions will apply:

(1) When an officer is reassigned to join a spouse, neither member will be involuntarily reassigned for at least 12 months from the date the reassigned member arrives on station. This policy will also apply when both members are reassigned to establish a common household. The 12-month period will be computed from the later of the two arrivals when these differ.

(2) On completion of an unaccompanied overseas tour by either or both members, and whenever possible neither will normally be required to serve a similar tour until they have served together in CONUS or overseas for at least 12 months.

(3) Oversea tour lengths for married Army couples are prescribed in AR 614-30, table A-1.

(4) An officer will not be assigned out of a COHORT unit to establish a joint domicile.

h. **Joint spousal assignments to Korea and other short tour unaccompanied areas.** The unavailability of on-post or off-post

housing normally precludes approval of joint domicile assignments to establish a common household in family-restricted areas. However, a joint spousal assignment may be requested under the following conditions:

(1) Assignment will be with the understanding that members occupy separately designated quarters.

(2) Members will not be entitled to request family accommodations or other special considerations.

(3) Assignment will be in an unaccompanied status, which accrues short tour credit.

5-9. New Manning System reassignment policy

a. The New Manning System (NMS) combines unit replacement and rotation, homebasing, and the career association of the soldier with a specific regimental unit. Initially, the NMS involves only combat arms branches. The goal of the NMS is to foster cohesion and stability by keeping soldiers together longer and promoting recurring assignments to the same regiment throughout the soldier's career. The NMS incorporates both regimental units and COHORT units.

b. A regimental requirement is defined as a position at battalion level or below in an element of the regiment. A regimental requirement includes the proper affiliation as an assignment consideration. A COHORT assignment does not require regimental affiliation unless the unit belongs to a regiment. Installations identify officer NMS requirements to MILPERCEN, which will assign affiliated and nonaffiliated officers to the CONUS installation or OCONUS commands. Installation or commands are responsible for fill of officer requirements and proper use of affiliated officers. Affiliated officers should not be assigned to a regiment other than their own. AR 614-185 provides specific guidance and procedures for the requisitioning of officers for regimental and COHORT requirements.

c. Officers will continue to be assigned to installations per the ODP. The MACOM or installation commander will distribute officer assets as priorities dictate. Nonaffiliated officers may be assigned to any regiment of their combat arms branch. On their first regimental assignment, they will become affiliated. Affiliated officers will have their regimental affiliation as an additional assignment consideration. The normal CONUS assignment tour length policy described in paragraph 5-3 does not prevent an officer assigned to a regiment in CONUS from deploying to an overseas regimental requirement as part of a unit movement.

d. Whenever possible, affiliated officers should serve all of their assignments at battalion level or below with an element of their regiment. They may also expect to serve in units above battalion level and in TDA units. These types of assignments are defined as extra regimental assignments. DA Circ 600-82-2 provides an overview

and explanation of the NMS and guidance concerning officer cadre selection for COHORT units.

e. Company command selection will continue to be made in the same manner as it is in nonregimental units.

f. The central command selection system will consider an officer's previous assignment history in the battalion command slating process so that an affiliated officer has the opportunity to command elements of the regiment.

5-10. Homebase and Advanced Assignment Program (HAAP)

a. This regulation establishes policies, prescribes procedures, and assigns responsibilities governing the homebase and advanced (sequential) assignment program for officers (WO through LTC) selected for a family restricted short tour (12 months).

b. HAAP CONUS assignments are provided to officers (WO through LTC) selected for a dependent restricted short tour prior to their departure from CONUS. The program's intent is to conserve PCS funds and to minimize family turbulence associated with a move to a short tour overseas area. All officers regardless of marital status are eligible to participate in this program.

c. Officers assigned to COHORT units who are deployed to a long tour overseas area and elect to serve an 18 month "all others" tour, may voluntarily request to participate in the homebase portion of HAAP.

d. If household goods are moved to other than the programed HAAP location, the service member is no longer eligible for HAAP.

e. A homebase assignment may only occur when the family will not change the place of residence (no moves). An advanced (sequential) assignment occurs when the family location will change only once (one move).

(1) Homebase assignment. The officer will return to CONUS installation to which he or she was assigned prior to selection for a short tour.

(a) If the officer wants to return to the same installation (a homebase assignment), he or she must apply using DA Form 4187 (Personnel Action). This application will be sent through the installation commander or his designated representative to the appropriate career management division as specified in table 2-1 or 2-2.

(b) A request for a homebase assignment must arrive at the appropriate career management division within 30 days after an officer is notified of a short tour assignment.

(2) Advanced (sequential) assignment.

(a) An officer receiving an advanced (sequential) assignment will be preassigned to a designated CONUS installation prior to his or her deployment overseas.

(b) An officer participating in HAAP with an advanced (sequential) assignment may only incur one move and may not elect to move his or her family a second time at one's own expense.

(c) Concurrence of the installation commander is not required for advanced (sequential) assignments.

f. The housing policy in support of HAAP is outlined in AR 210-50.

(1) Officers through the grade of lieutenant colonel on orders to a 12-month, family restricted, short tour area may retain their quarters.

(2) Retention of Government quarters is voluntary. However, formal notification of intent should be submitted as soon as possible after receipt of orders, but not later than 30 days prior to departure of sponsor.

(3) Occupants of designated quarters may not retain their quarters. While they usually are not permitted retention of these designated Government quarters, they may be eligible for priority assignment to other available quarters at the same installation, with movement at Government expense.

g. Changes in programed HAAP assignments will be kept to a minimum. Some assignments may warrant change due to unanticipated overstrength situations at the programed CONUS installation or due to professional development needs for the officer concerned. Such changes will be made only after notifying the officer of the circumstances requiring the change.

h. Under the following conditions a programed HAAP assignment may be changed without the officer's concurrence:

(1) The projected installation or activity is scheduled for closing. The officer's HAAP assignment will be changed to a new installation where a requirement can be projected in his or her SC/MOS and grade.

(2) The unit to which the officer is projected is inactivated. The officer will remain projected to the same installation if a requirement exists for his or her SC/MOS and grade. If not, a new assignment will be made.

(3) The unit to which the officer is projected moves to a new geographical location. Three options exist:

(a) The officer's HAAP assignment will be changed to the new unit location.

(b) The officer will remain programed to the installation formerly occupied by the unit if a requirement will exist for his or her SC/MOS and grade.

(c) The officer's HAAP assignment will be changed on a least-cost basis to another installation where a requirement for his or her SC/MOS and grade can be projected. While concurrence of the officer is not required in these cases, OPMD will coordinate with the officer concerned.

i. Officers who move their family subsequent to determination of the HAAP assignment may be reprogramed to an installation closest to the family's location.

j. Officer management personnel at all levels will coordinate with the officer selected for a family restricted short tour (12 months) to insure complete understanding of HAAP provisions and the officer's requirements in HAAP. The following should be discussed with the officer:

(1) Family location and the importance it has in the officer's follow-on assignment.

(2) The impact of a promotion on assignments. Army requirements and professional development considerations may necessitate a change in initial assignment due to promotion to the next higher grade.

(3) Selection for schools (OAC, CSC, WOSC and SSC) may nullify an officer's follow-on assignment unless the officer declines or defers attendance.

(4) An FST extension will affect the projected assignment and will be reviewed upon submission of request to extend.

(5) An approved ITT will automatically cancel a HAAP assignment.

(6) Regimental locations and the impact of regimental affiliation on assignments. Affiliated officers are eligible for HAAP assignments. However, they may also be returned to a CONUS regimental location to fill regimental requirements (battalion level or below). Regimental assignments to fill regimental requirements do not fall within the provisions of HAAP.

5-11. Army Educational Requirements Board (AERB) assignment policy

a. An AERB asset is any officer who obtained a civilian graduate degree in an academic discipline that supports his or her specialty/MOS. This degree may have been earned prior to entering active duty or acquired while on active duty. These officers may serve in validated AERB positions and will be counted in overall inventory of available AERB officers.

b. Any officer who attends civil schooling under any Army Civil Schools Program or receives fully or partially funded support is considered an obligated AERB asset. They are required by DOD Directive 1322.10 and AR 621-108 to serve a utilization tour in a validated AERB position for a minimum of 36 months.

c. An AERB assignment will occur only when—

(1) The officer has a graduate degree (or bachelors degree for certain warrant officer positions) that supports the specialty/MOS requested by the command, installation, or activity in the validated AERB position;

(2) The command, installation, or activity has given written approval for an officer being assigned to an AERB position who does not meet the qualifications for that position; or

(3) The command, installation, or activity has assigned an officer to an AERB position from available assets of their inventory without regard to type of degree the officer possesses. This type of assignment will be reported to MILPERCEN (DAPC-OPD-M) on DA Form 2654-R (Military Personnel Requirements for Graduate Level Education). According to AR 621-108, a statement in the "remarks" section will include that the officer is not a qualified AERB asset and whether a qualified AERB asset will be accepted when one becomes available.

d. Assigning and requisitioning of officers to AERB validated positions will be according to AR 621-108 and AR 614-185. Assignment orders will indicate the specific AERB position number (e.g., TCNB001). The gaining command has the responsibility to insure that—

(1) All assignments filling an AERB requisition (type "K") have an AERB valid position annotated in the special instructions of the request for orders (RFO).

(2) The officer is properly assigned to the AERB position annotated on the RFO.

(3) In those cases where a command or agency requires temporary diversion or movement of an AERB asset from an AERB position, the command or agency will request permission prior to movement from MILPERCEN. Complete justification for diversion or interruption of the utilization assignment will be according to AR 621-108 on DA Form 2654-R.

e. On assignment of an AERB asset to a valid AERB position, no further requisitions for a replacement of that AERB position will be validated—

(1) For a period of 36 months;

(2) Until the AERB asset is reassigned by MILPERCEN; or

(3) Until approval for temporary diversion or movement of an AERB asset from MILPERCEN (DAPC-OPA-E) has been received.

f. Requests for deferral or curtailment from an AERB utilization assignment will be processed through MILPERCEN (DAPC-OPD-M) to MILPERCEN (DAPC-OPA-E).

5-12. Exceptional family member reassignment policy

a. The Exceptional Family Member Program (EFMP) is a voluntary program with the goal of recognizing the special needs of handicapped family members of officers. Officers with family members who are physically, emotionally, or intellectually handicapped and who require special medical treatment or educational facilities, may request recognition of the availability of required facilities as an assignment factor to be considered by the CG, MILPERCEN, TSG, TJAG, or the Chief of Chaplains, as appropriate. The Army Medical Department has the responsibility for identifying and coding the special education and health needs of family members of Army personnel and forwarding these coded needs to MILPERCEN. For more detailed policy and procedural information on EFMP, refer to AR 614-203 and contact the nearest Medical Treatment Facility (MTF).

b. Officers who have handicapped family members are considered eligible for worldwide assignments in accordance with the needs of the service. However, after enrollment in the EFMP, HQDA will give special consideration to the availability of required medical or educational facilities when such members are assigned within CONUS or on an accompanied overseas tour. This policy

does not apply to overseas, dependent restricted assignments (unaccompanied short tours).

c. Family members must meet the following criteria:

(1) Only family members who are eligible for both Civilian Health and Medical Program of the Uniformed Services and health benefits in uniformed services facilities as outlined in AR 40-121 qualify for this program.

(2) Determination of handicap duration, recommended type of care, and enrollment in the EFMP will be made by the local MTF per established criteria.

d. Deletion from overseas assignment instructions procedures are detailed in AR 614-30. Request for assignment due to extreme family problems may be made per chapter 6.

e. Officers approved for entry in the program who are affiliated with a regiment where medical treatment or special schooling is not available in both CONUS or OCONUS locations of the regiment may request a change of affiliation to a regiment where facilities are available.

5-13. Conscientious objector assignment policy

a. Officers designated as conscientious objectors, classification 1-A-0, will be used in a proper noncombat arms specialty and precluded from unit assignments in which they are required to bear arms or be trained in their use. (See AR 600-43.) This policy should not be construed to require automatic reclassification into an AMEDD specialty. Officers possessing combat arms specialties will have their specialty redesignated to a noncombat arms specialty. Officers possessing a noncombat arms specialty will continue to perform in that specialty subject to the limitations above.

b. If, after a thorough evaluation, the branch, installation or MACOM determines that a 1-A-0 conscientious objector cannot be used within the proponent grouping, an involuntary branch transfer may be initiated. (See paragraph 4-3b(4).)

5-14. Company command assignment policy

a. Company command is an invaluable assignment for developing leadership abilities and as such is an extremely important part of the professional development of an Army officer. Company command positions should be filled by officers who have demonstrated the potential for and the desire to command troops.

b. As important as command is to the development of the officer corps, stability of commanders is critical to unit readiness and cohesion. In keeping with the actions taken to improve stability, the CONUS and overseas long tour company command tour length is established at 18 months, plus or minus 6 months. The OCONUS short tour length is 12 months. Factors influencing the change of command date are—

(1) Availability of a qualified officer to fill the command position.

(2) Unit stability considerations.

(a) Unit readiness.

(b) State of unit training.

(c) Pending major exercises or inspections.

(d) Availability and stability of other officers and noncommissioned officers in the unit.

(3) Professional development of the officer.

(a) Type of unit and its relationship to the officer's specialty.

(b) Unit activities during the command period.

(c) Individual's performance in command and rate of development.

(d) Consideration of other development opportunities in his or her specialty.

c. The CONUS time on station objective and the overseas long tour length are 36 months. Local commanders should provide eligible officers the opportunity to complete a company command tour during the expected time on station. MILPERCEN will consider each request for extension on station for purposes of command. The following guidelines apply:

(1) An officer will not be placed in command at the losing installation if alert notification of PCS has been received.

(2) An officer with 24 or more months time on station (TOS) will not be placed in a company, battery, or troop command position without prior coordination with the appropriate career management branch of MILPERCEN. Requests for stabilization for purposes of command will be submitted to MILPERCEN for consideration. (See AR 614-5.)

(3) If an officer is placed in command with less than 24 months TOS and MILPERCEN subsequently initiates reassignment action, he or she will not be removed earlier than 18 months for any assignment unless approved by his or her commander.

(4) MILPERCEN will approve requests for extension or stabilization up to 12 additional months on station or until completion of 18 months in command, whichever is sooner.

d. An officer will not be placed in a subsequent command position without prior coordination with MILPERCEN.

e. See AR 600-20 for more information pertaining to company command tour policy.

Chapter 6 Individual Requests for Compassionate Reassignment, Deletion, or Deferment from Assignment Instructions

Section I General

6-1. Individual requests for reassignment actions

a. Requests by officers for PCS, deletion, or deferment from orders will be submitted per policies and procedures outlined in this chapter. These requests will be carefully reviewed by all commanders to insure that only those reassignments essential to the needs of the service or those meeting specific criteria outlined in this chapter are approved.

b. Applications for foreign service submitted under provisions of AR 614-30 will not be processed under the provisions of this chapter.

c. Officers alerted or on orders for reassignment, who are submitting a request per this chapter, will be advised that—

(1) The needs of the Service will be the major determining factor in approval or disapproval of a request.

(2) Once an application has been submitted, the officer will be retained at the home station pending a final decision.

(3) If the problem involves the health and welfare of a family member, the affected person must be the spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the officer. Other persons, including parents-in-law, may be considered provided they are authorized dependents.

6-2. Responsibilities

a. The CG, MILPERCEN—

(1) Implements policy guidance for officer reassignments received from the DCSPER.

(2) Approves or disapproves requests for reassignment, deletion, or deferment submitted by commissioned officers of the basic branches and warrant officers.

b. TJAG, Chief of Chaplains, and TSG may approve or disapprove requests for reassignment, deferment, or deletion submitted by their officers.

c. Installation commanders or general court martial (GCM) authorities may approve or disapprove requests for deferment and deletion as specified in sections III and IV.

6-3. Basis for requesting PCS, deletion, or deferment

Officers who have extreme family problems that can only be alleviated by an assignment to a particular geographical area may request reassignment, deletion, or deferment for the reasons listed below:

a. An extreme family problem that necessitates the officer's reassignment to a particular geographical area (sec II).

b. An extreme family problem that is not expected to be resolved within 90 days (sec III).

c. An extreme family problem that is temporary and can be resolved in 90 days (sec IV).

d. Emergency conditions (sec V).

Section II Reassignment When Family Problems Are a Factor

6-4. Responsibilities

a. Appropriate authority in paragraph 6-2 will determine whether or not an officer's family problem warrants reassignment and appropriate action.

b. Commanders having GCM authority over an officer submitting a request will evaluate each application to determine if the established standards have been met.

6-5. Eligibility criteria and guidelines for approval or disapproval

a. Eligibility criteria. Applications must be accompanied by supporting evidence indicating that the following conditions exist:

(1) The problem can be alleviated only by the officer's presence in a particular geographic locality and cannot be solved through the use of leave (including emergency leave if the officer is overseas).

(2) The problem is expected to be resolved within a reasonable time. The condition or situation affecting the officer's family may be permanent or continuing; however, the problem created by the situation must be resolvable within a reasonable period of time, normally less than 1 year.

(3) The problem neither existed nor was reasonably foreseeable at the time of latest entry on active duty.

b. Guidelines for approval or disapproval. The conditions that normally warrant approval or disapproval of requests for change in assignment listed below are provided to assist commanders in processing these actions and should not be considered in isolation as the sole reason for recommending approval or disapproval. A commander may recommend approval in any case he or she feels warrants a change in assignment, provided it meets the criteria in a above. Each case will be reviewed individually.

(1) The following conditions normally warrant favorable consideration:

(a) The recent death of the officer's spouse or child. (The death of other family members is addressed in sec IV.)

(b) Terminal illness of a family member in which death is expected to occur within a short time, normally less than 1 year.

(c) Prolonged hospitalization or inpatient psychiatric care, actual or anticipated, of a family member wherein the officer's temporary presence is deemed essential to resolve associated problems.

(d) A recent severe psychotic episode involving a spouse or child.

(e) The officer's children are being made wards of the court or placed in an orphanage or a foster home as a result of family separation incident to military service and not because of neglect or misconduct on the part of the officer.

(f) Adoption cases in which the home study, determining if a child is to be placed, has been completed and the child is scheduled to be placed in the officer's home within a short period, normally 90 days.

(2) The following conditions alone will normally warrant disapproval:

(a) Death of a family member other than a spouse or child.

(b) Divorce or separation actions resulting from family separation due to military requirements.

(c) The officer has recently been awarded custody of a dependent child or children under the terms of a divorce or legal separation by temporary or permanent court order.

(d) Psychoneurosis of a family member resulting from family separation due to military requirements.

(e) Pregnancies involving threatened miscarriage, breech birth, caesarian section, or RH incompatibility of spouse.

(f) Minor allergies suffered by members of the family due to climatic conditions.

(g) Problems relating to homeownership.

(h) Financial problems resulting from mismanagement, or where the difficulty is related to off-duty employment, spouse's employment, or private business activities.

6-6. Application procedures

a. A request for a change in assignment will be submitted by the officer on a DA Form 4187 (Personnel Action) with a completed DA Form 483 (Officer's Assignment Preference Statement) as an enclosure. If the officer includes a self-addressed DA Form 209 (Delay, Referral, or Follow-up Notice), it will be returned when the request arrives in HQDA. Detailed application procedures are contained in DA Pam 600-8, procedure 3-16. Endorsement should include appropriate recommendations to the first commander in the chain of command exercising GCM authority. US Army Forces Command (FORSCOM) units or activities located on a US Army Training and Doctrine Command (TRADOC) installation will forward the request to the installation commander and not to HQ FORSCOM. The same procedure applies to TRADOC units or activities located on a FORSCOM installation. Applications originated by persons in behalf of the officer will not be accepted. Endorsing commands will make appropriate recommendations with justifying remarks (when indicated) and state whether a replacement is required if the request is approved. Recommendations of approval that contain the statement "contingent upon the arrival of a replacement," will be considered without the contingency. Unless a specific date of availability is shown, an officer will be considered as immediately available.

b. In addition to meeting the requirements above, the following documentation will be submitted with the request:

(1) Medical problems. A signed statement from the attending physician setting forth the specific medical diagnosis and prognosis of the illness, including life expectancy if illness is terminal. The statement should list any other factors deemed pertinent to establish the officer's presence as essential and show how the presence will have bearing on the medical conditions. The evidence supporting the request will be referred to local military surgeons for evaluation and recommendations. Evaluation will include consideration of the following factors:

(a) Current mortality trends for the disease or medical condition.

(b) Prognosis for recovery from the disease or solution to the medical problem within a reasonable period of time, normally 1 year.

(c) Expected effect of reassignment on the medical problem.

(2) Legal problems. A signed statement from an attorney describing the problem and the reasons why alternative solutions will not resolve the problem. The applicable, duplicate copies of court orders, divorce decrees, or other legal documents will be submitted. If the attorney is civilian, the material will be referred to the local Staff Judge Advocate for evaluation and recommendations.

(3) Other problems. Supporting statement from individuals who are in a position to have personal knowledge of the facts of the case (e.g., clergyman, social workers, court clerks).

(4) Additional documentation.

(a) Identification of any previous request for reassignment or deferment from overseas service, including date submitted and circumstances prompting the request and action taken.

(b) Relationship, age, location, health, occupation and monthly income of authorized dependents, brothers and sisters, parents and parents-in-law, as well as brothers-in-law and sisters-in-law if the problem centers around the officer's parents-in-law.

(c) Attempts made by applicant to remedy the conditions prior to applying for reassignment.

c. When, in the opinion of the first officer in the chain of command having GCM jurisdiction, the documentary evidence submitted with the application does not contain enough information on which to base a decision, a request may be made to the American Red Cross representative serving that headquarters to obtain additional information. Officers may also request help from the American Red Cross or other agencies to obtain the necessary substantiating documents.

d. The GCM authority will evaluate each application to determine if the individual meets the criteria established. Cases involving medical or legal problems should be referred to the local surgeon or the Staff

Judge Advocate for evaluation and recommendations. The GCM authority may disapprove those cases that do not clearly meet the criteria in paragraph 6-5. Disapproved applications will be returned to the officer stating the reasons his or her request does not meet the established criteria.

e. When officers have submitted applications for reassignment, installation commanders will preclude their movement from home station until final approval or disapproval action has been taken. In no case, however, will these provisions be used for an unjustified delay in departure from the officer's home station after receipt of normal reassignment orders. When the officer is in receipt of an RFO specifying a mandatory reporting date and an application for compassionate reassignment is still under consideration, this fact will be reported immediately to MILPERCEN or the appropriate special branch.

6-7. Actions by MILPERCEN or special branches

a. All responses by OPMD or appropriate special branches to requests for a change in assignment will be by electrical message directly to the installation or activity submitting the requests. For cases that are disapproved, the reasons for the disapproval will be cited. Approved requests will be in the form of message assignment instructions and will cite sufficient information and authority to reassign the individual. When applicable, information copies will be given to other interested parties.

b. When OPMD or the special branch determines that no more than 90 days will be required to resolve a particular family problem, the attachment of the officer to the location desired may be directed. This will be a permissive attachment and at no expense to the Government. Per diem travel allowance will not be authorized and all travel time to and from the attached station will be charged as leave.

6-8. Stabilization

An officer who receives an approved compassionate reassignment will be stabilized for up to 1 year. Deletion or deferment from orders will normally be in effect until the problem is solved or for 1 year, whichever occurs first. If the problem is resolved before the stabilization period ends, the OPMD or special branch career manager will be advised by message. Termination of the stabilization period does not necessarily mean that the officer will be reassigned. Subsequent moves will be based primarily on military requirements.

Section III

Deletion from Orders When Family Problems Are a Factor

6-9. Responsibilities

a. Commanders having GCM authority over an officer submitting a request for deletion from orders when family problems are

a factor may approve the request when it meets the criteria in paragraph 6-10.

b. All requests based on conditions not specified in paragraph 6-10 will be forwarded to MILPERCEN or the appropriate special branch at the address shown in table 2-1 or 2-2.

6-10. Eligibility criteria and guidelines for approval or disapproval

a. Officers alerted or on orders for reassignment may be granted deletion from orders by the installation commander or GCM authority under the following criteria:

(1) Terminal illness of a family member where death is anticipated within 1 year.

(2) The death of the officer's spouse or child within 90 days of alert.

(3) Prolonged hospitalization of more than 90 days, actual or anticipated, of a family member wherein the officer's presence is deemed essential to resolve related problems.

(4) Recent documented rape or sexual abuse of the officer's spouse or child.

b. Requests based solely on family separation incident to overseas assignments will not be considered.

c. All requests based on conditions not specified in *a* above will be forwarded to MILPERCEN or appropriate special branches for action.

6-11. Application procedures

a. Installation commanders or GCM authorities will establish local procedures for applications for deletion for which they are the approval authority.

b. Applications that must be forwarded to MILPERCEN or appropriate special branches will be per paragraph 6-6. Detailed application procedures are contained in DA Pam 600-8-10, procedure 4-2.

6-12. Actions by installation commander or GCM authority

Commanders receiving applications for deletion will—

a. Approve the request and immediately notify MILPERCEN or special branch (appropriate career manager) by telephone and notify the gaining commander by message. A copy of the approved request will be forwarded to MILPERCEN or special branch (appropriate career manager) within 14 days following final approval;

b. Disapprove the request, state reasons for disapproval, and return the application to the officer; or

c. Forward the application to MILPERCEN or special branch, as appropriate.

6-13. Actions by MILPERCEN or special branches

a. All responses to requests for deletion from orders will be per the procedures in paragraph 6-7.

b. Reassignment instructions will be issued by MILPERCEN or special branches

only in those cases in which the officer's reassignment is in conjunction with a deletion from orders.

6-14. Stabilization

An officer who receives an approved deletion from orders will be stabilized under paragraph 6-8.

Section IV

Deferment From Orders When Family Problems Are a Factor

6-15. Responsibilities

a. Commanders having GCM authority over an officer submitting a request for deferment from orders when family problems are a factor may approve the request when it meets the criteria in paragraph 6-16.

b. All requests based on conditions not specified in paragraph 6-16 will be forwarded to MILPERCEN or appropriate special branch.

6-16. Eligibility criteria and guidelines for approval or disapproval

a. Officers alerted or on orders for reassignment may be granted deferment from orders for up to 90 days by the installation commander or GCM authority under the following criteria:

(1) Recent death of a family member.

(2) Illness of a family member that requires hospitalization of less than 90 days.

(3) Recent custody of a child or children as a result of divorce, legal separation, or desertion.

(4) Established court dates for legal matters that require the officer's presence.

(5) A domestic hardship involving the immediate family, provided that the officer's presence during the deferment period will result in reasonable, permanent relief that cannot be achieved by other satisfactory means.

b. Requests based solely on family separation incident to overseas assignments will not be considered.

c. All requests based on conditions not specified in *a* above, or require a deferment of more than 90 days will be forwarded to MILPERCEN or special branch for appropriate action.

6-17. Application procedures

a. Installation commanders or GCM authorities will establish local procedures for applications for deferment for which they are the approval authority.

b. Applications that must be forwarded to MILPERCEN will be per paragraph 6-6. Detailed application procedures are contained in DA Pam 600-8-10, procedure 4-2.

6-18. Actions by installation commander or GCM authority

Commanders receiving applications for deferment will—

a. Approve the request and immediately notify MILPERCEN or special branch (appropriate career manager division) by telephone and notify the gaining commander by message. A copy of the approved request will be forwarded to MILPERCEN or the special branch within 14 days following final approval;

b. Disapprove the request, state reasons for disapproval, and return the application to the officer; or

c. Forward the application to MILPERCEN or special branch as appropriate.

6-19. Stabilization

a. Officers for whom a deferment is authorized for 90 days or less will normally remain at home station. On completion of the deferment period, the officer will be reassigned under the original assignment instructions.

b. In each case of an officer deferred in excess of 90 days, action concerning deletion from the reassignment instructions or movement on completion of deferment will be as prescribed by MILPERCEN or the appropriate special branch.

Section V

Application Procedures Under Emergency Conditions

6-20. General

a. Situations of an immediate emergency nature may be associated with requests for reassignment, deletion, or deferment. Therefore, commanders and action personnel must be alert to identify cases requiring prompt handling. A statement about the emergency situation will be part of each endorsement. For these cases, actions will be coordinated by telephone or electrical means with necessary followup documentation.

b. Local commanders will assist officers in submitting their applications. The local commander will send applications without referral to the GCM authority, directly to MILPERCEN or the appropriate special branch.

6-21. Officers on leave

Officers in leave status may apply for a change in assignment through the commander of the nearest Army installation or activity that has a unit personnel officer, provided it is an emergency case. Officers who cannot report to an Army installation should notify their career managers by telephone during duty hours and receive additional instructions. Contact the MILPERCEN Staff Duty Officer during nonduty hours (AUTOVON 221-8851).

6-22. Attachment of officers

a. If authorized leave expires, an officer may be attached to the installation or activity processing the request for no more than 14 days. A complete request must be processed and dispatched to OPMD or the appropriate special branch during this 14

day period. The attachment will be permissive, and per diem is not authorized (JTR, vol I, M6453). If the officer is assigned or is in transit to an oversea unit, the commander accomplishing the attachment will notify the oversea commander by message, citing this regulation as authority. The OPMD or special branch career manager will be an information addressee on the message. No attachments are authorized for officers on leave while en route between CONUS installations without prior approval of the losing commander. In these cases, the coordination will be between the commanders concerned without referral to HQDA.

b. During the period of attachment, the officer is expected to remain at the installation and perform duties deemed appropriate by the commander. The officer will be given enough free time to document the request. However, any absence of more than 72 hours will be charged as ordinary leave. If the officer has not submitted an application by the end of the 14th day of the attachment period, he or she will be released from attached status and directed to return to his or her home station. At the direction of the attaching commander, the officer may be granted 5 additional days leave en route. If the application has been submitted to OPMD or the special branch, the officer's attachment will be continued until a reply is received. Under no circumstances will the individual remain attached beyond 30 days without the prior approval of OPMD or the special branch. If a reply has not been received by the end of the 30 day attachment period, OPMD or the appropriate special branch will be notified immediately by message.

c. Additional instructions and procedures are contained in DA Pam 600-8, procedure 4-5.

Section VI Permissive Reassignment at No Expense to the Government

6-23. General

a. Individuals may request reassignment to another area in the United States, its territories and possessions, or within the same oversea command without cost to the Government when personal problems are involved that do not meet the criteria established in sections II through V. Reassignment under the provisions of this section will be considered only when a grade and SC/MOS vacancy exists in the unit or at the station to which the assignment is requested. An individual may not request reassignment under this authority solely on the basis of his or her wanting to be used in another unit or at a different station.

b. Documentary evidence as indicated in paragraph 6-6b, will be furnished to establish clearly the existence of the personal problem. Permissive reassignment will not be considered as being primarily in the best interest of the Service, and the individual

concerned will bear all expenses incident to the move.

6-24. Application procedures

Each individual requesting a permissive reassignment will include in the request a statement that, if the request is approved, all expenses incident to travel to the new station including transportation of dependents and shipment of household goods will be borne by him or her, that Government facilities, including packing and drayage, will not be used, and that arrangements will be made by the member for shipment of household goods by commercial means. Permanent change of station orders will cite the appropriate movement designator code (MDC) for permissive reassignment (see AR 310-10) and will state that a waiver for transportation has been given. Orders will not cite any appropriations. Ordinary leave will be authorized in orders issued during the time of travel to the new station. Individuals will be informed that such reassignments will not change their eligibility for foreign service. No stabilization period is authorized for such assignments.

Section VII Assignment of Sole Surviving Son or Daughter

6-25. General

a. The CG, MILPERCEN, will assign sole surviving sons or daughters based on the assignment limitations in this section.

b. Commanders having general court-martial authority will authorize assignment limitations. This will be done after determining that the applicant is a sole surviving son or daughter.

c. The provisions of this section apply to other than Regular Army (OTRA) officers only.

6-26. Reassignment policies

a. An OTRA officer who is the sole-surviving son or daughter of a family that has suffered the loss of the father, mother, or one or more sons or daughters in the military service will not be required to serve in combat. He or she will not be subjected to hostile fire. Accordingly, such officers may apply for sole-surviving son or daughter status.

b. A sole-surviving son or daughter is the only remaining son or daughter in a family in which the father, mother, or one or more sons or daughters—

(1) Was killed in action or died in the line of duty while serving in the Armed Forces as a result of wounds, accident, or disease.

(2) Is captured or missing-in-action.

(3) Is permanently 100-percent physically or mentally disabled, is hospitalized on a continuing basis, and is not gainfully employed because of disability. Verification of the conditions above must be made by the Veterans Administration or one of the military services.

c. Neither the gaining nor the retaining of sole-surviving son or daughter status depends on the continued existence of any other living family member (Supreme Court Decision, *McKart vs US*, 395, US 185). Thus, the continued existence of a family unit is not a prerequisite for qualification as sole-surviving son or daughter status. This also applies to the existence of a sole-surviving son having one or more surviving sisters, or to a sole-surviving daughter having one or more surviving brothers.

6-27. Assignment limitations

a. On requesting noncombat duty, or at the request of their immediate family, sole-surviving sons or daughters, may not be assigned to duties normally involving actual combat with the enemy or to duty where the officer might be subject to hostile fire. However, when the parent alone makes the request, it may be waived by the officer (para 6-28c).

b. Unless entitlement to sole-surviving son or daughter status is waived, the officer will not be assigned to—

(1) Combat and hostile fire areas; or

(2) Duties that require travel within the limits of the hostile fire zone.

c. Exception to b(1) above may be made only when the sole-surviving son or daughter is assigned to a command where combat conditions exist, but the command is not physically located in the geographical limits of the hostile fire zone.

6-28. Application for reassignment

a. The officer's application will be forwarded through channels to the commander having general court-martial jurisdiction. The GCM authority will grant the assignment limitation when it can be established, by the evidence presented, that the soldier is the sole-surviving son or daughter. When an installation is without GCM authority, commanders in the grades of colonel and above have the authority.

b. Immediate family members of an OTRA officer eligible for sole-surviving son or daughter status may request the same protection on behalf of the service member. Requests will be submitted to MILPERCEN(DAPC-OPP-M), ALEX VA 22332 or the appropriate special branch shown in table 2-2. The request will include supporting proof and identification of all personnel involved. However, before final determination, the officer will be given an opportunity to waive the parental request. The CG, MILPERCEN, will direct the appropriate assignment limitation. This will be done after determining that the evidence submitted warrants action.

c. The officer may waive entitlement to the assignment limitation, whether entitlement was based on member's own application or the request of member's immediate family.

d. An officer who has waived sole-surviving son or daughter status may request reinstatement of that status at any time. Initially, a request for reinstatement may be

made orally; however, it must be confirmed in writing. A commander with GCM authority will approve the request for reinstatement.

e. The officer will be removed promptly from the hostile fire area to a safe place within the combat zone until reassigned by MILPERCEN. Requests for reassignment instructions will be sent to MILPERCEN(DAPC-OP-Appropriate Career Management Division), ALEX VA 22332, or special branch career management division, by the fastest means. (See table 2-1 or 2-2.) A sole-surviving son or daughter who has received assignment orders or instructions to a combat zone or hostile fire area will be held at home station pending reassignment by HQDA.

6-29. Procedures

DA Pam 600-8, procedure 3-37, contains detailed guidance concerning submitting and processing requests for sole-surviving son or daughter status.

Section VIII

Retirement, Resignation, or Release from Active Duty in Lieu of PCS

6-30. Retirement in lieu of PCS

a. Officers who have at least 19 years and 6 months of active Federal service and who receive an alert or orders for a PCS reassignment may request retirement in lieu of complying with such alert or orders. The retirement application must be submitted within 30 days of receipt of the alert or orders, whichever is earlier, and is subject to the conditions prescribed in AR 635-100, chapter 4. Application procedures and additional guidance are contained in the above cited reference.

b. An officer who requests retirement in lieu of PCS will normally remain at the same duty station unless the needs of the service or local circumstances clearly dictate a move to properly use the officer because of deletion of position, reorganization, disciplinary problems, etc. Members in such situations will be reassigned within the post, camp, or station where they can be properly used. Where this is not possible, members will be reassigned to the closest military installation where they can be used. Members will not be reassigned solely to move them to the installation nearest to their requested place of retirement.

c. The career management division concerned will delete the member from the PCS as a result of an approved retirement. An approved retirement submitted in lieu of PCS will not be withdrawn nor will the retirement date be extended. Requests for change to effect earlier retirement will be considered on a case-by-case basis. A retirement application submitted in lieu of PCS is considered to be "approved" and is binding when the application has been cleared by the career manager.

6-31. Resignation or release from active duty in lieu of PCS

a. Officers on orders to a course of instruction, an oversea station, or any other assignment that will subject them to an active duty obligation will comply with the orders unless an exception is granted by HQDA. Exceptions will be considered on an individual basis provided the resignation or release from active duty is submitted within 30 days of receipt of the alert or reassignment order, whichever is earlier.

b. Specific guidance and procedures pertaining to requests for resignation in these cases are contained in AR 635-120, paragraph 3-1c(4).

c. Specific guidance and procedures pertaining to requests for release from active duty in these cases are contained in AR 635-100, paragraph 3-75b.

6-32. Assignment alert notice

Assignment alert is the official notification to an officer of an impending assignment. An assignment is considered "firm" when an officer has been selected for fill of a command's requisition. Any one of the following notification actions sufficiently constitutes an assignment alert:

a. A firm "where/when" assignment notification to an officer from a career manager, an installation point of contact, or the officer's commander/supervisor during an interview.

b. A telephone call with a firm "where/when" assignment notification to an officer from a career manager, an installation point of contact, or the officer's commander/supervisor.

c. Written correspondence stating a firm "where/when" assignment to an officer from a career manager, installation point of contact, or the officer's commander/supervisor.

d. Receipt of a copy of the RFO generated by the career manager and verified by the installation point of contact when the installation point of contact is part of the assignment process.

Appendix A References

Section I Required Publications

AR 614-5

Stabilization of Tours (Cited in paras 5-1c(3), 5-2a(6), 5-2b, 5-2c(5), 5-14c(2))

AR 614-6

Permanent Change of Station Policy (Cited in paras 1-4c, 5-2a(1), 5-2b, 5-5, 5-6)

AR 614-30

Oversea Service (Cited in paras 3-4d, 5-2b(3), 5-3z, 5-4(a), 5-8b(4), 5-8c(2), 5-12d, 6-1b)

AR 614-185

Requisitions and Assignment Instructions for Officers (Cited in paras 5-7b, 5-9b, 5-11(d))

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

AR 10-6

Branches of the Army

AR 20-1

Inspector General Activities and Procedures

AR 40-121

Uniformed Services Health Benefits Program

AR 50-5

Nuclear Surety

AR 50-6

Chemical Surety Program

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 210-50

Family Housing Management

AR 310-10

Military Orders

AR 340-15

Preparing Correspondence

AR 380-380

Automated Systems Security

AR 600-9

The Army Weight Control Program

AR 600-20

Army Command Policies and Procedures

AR 600-43

Conscientious Objection

AR 604-5

Clearance of Personnel for Access to Classified Defense Information and Material

AR 608-1

Army Community Service Program

AR 611-101

Commissioned Officer Specialty Classification System

AR 611-112

Manual of Warrant Officer Military Occupational Specialties

AR 612-2

Preparation of Replacements for Oversea Movement (POR)

AR 612-10

Reassignment Processing and Army Sponsorship and Orientation Program

AR 614-105

Initial Assignment of Regular Army Second Lieutenants

AR 614-120

Interservice Transfer of Army Commissioned Officers on the Active Duty List

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment

AR 614-203

Assignment of Personnel with Physically, Emotionally or Intellectually Handicapped Dependents

AR 621-108

Military Personnel Requirements for Civilian Education

AR 635-10

Processing Personnel for Separation

AR 635-100

Officer Personnel

AR 635-120

Officer Resignations and Discharges

DA Cir 600-82-2

The New Manning System

DA Pam 600-3

Officer Personnel Development and Utilization

DA Pam 600-8

Military Personnel Management and Administrative Procedures

DA Pam 600-8-10

Management and Administrative Procedures: Assignment and Reassignment Procedures

DOD 1322.10

Policies on Graduate Education for Military Officers

DOD 1315.7

Military Personnel Assignments

JTR Vol I

Joint Travel Regulations, Volume I

Glossary

Section I Abbreviations

ACC
Army Competitive Category

ACS
Army Community Service

AERB
Army Educational Requirements Board

AMEDD
US Army Medical Department

AR
Army Regulation

ARSTAF
Army Staff

ASI
additional skill identifier

CCF
Central Clearance Facility

COHORT
Cohesion, Operational Readiness, and Training

CONUS
continental United States

CSC
Command and Staff College

DA
Department of the Army

DCSPER
Deputy Chief of Staff for Personnel

DEROS
date eligible for return from overseas

DOD
Department of Defense

DROS
date returned from overseas

EFMP
Exceptional Family Member Program

FORSCOM
US Army Forces Command

FST
foreign service tour

GCM
general court martial

HAAP
Homebase and Advanced Assignment Program

HQDA
Headquarters, Department of the Army

IG
inspector general

IMA
individual mobilization augmentees

ITT
intertheater transfer

JAGC
Judge Advocate General's Corps

JTR
Joint Travel Regulations

MACOM
major Army command

MEDDAC
Medical Department Activity

MEPCOM
US Army Military Enlistment Processing Command

MI
military intelligence

MILPERCEN
US Army Military Personnel Center

MOS
military occupational specialty

MTF
medical treatment facility

MTOE
modification table of organization and equipment

NMS
New Manning System

OAC
Officer Advanced Course

OCONUS
outside continental United States

ODP
Officer Distribution Plan

OMF
Officer Master File

OPMD
Officer Personnel Management Directorate

ORB
Officer Record Brief

OTRA
other than Regular Army

PCS
permanent change of station

PRP
Personnel Reliability Program

RA
Regular Army

ROTC
Reserve Officer Training Corps

SC
specialty code

SCI
sensitive compartmented information

SQI
special qualification identifier

SSC
Senior Service College

SSN
social security number

TDA
table of distribution and allowances

TIG
The Inspector General

TJAG
The Judge Advocate General

TOE
table of organization and equipment

TRADOC
US Army Training and Doctrine Command

TSG
The Surgeon General

TWI
training with industry

US
United States

USAR
US Army Reserve

USAREC
US Army Recruiting Command

USMA
US Military Academy

VI
voluntary indefinite

WO
warrant officer

WOAC
Warrant Officer Advanced Course

WOSC
Warrant Officer Senior Course

Section II

Terms

AERB assets

Any officer who has a civilian degree in an academic discipline that supports his or her specialty or MOS.

All others tour

The tour prescribed for those officers who have family members and elect to serve in an unaccompanied status.

Basic branches

There are 15 OPMD-managed basic branches of the Army. They are categorized as either combat arms, combat support arms, or combat service support. The basic branch is normally the accession branch of an officer. The two additional basic branches are Civil Affairs (USAR) and Staff Specialist (USAR, ARNG).

Branch detail

Temporary detail outside one's basic branch to another branch for control and duty. The military status as a member of the branch to which assigned or in which appointed is not changed as a result of detail.

Branch immaterial

A phrase used to describe any position, duty, or detail that has no requirement for an officer qualified in a specific branch.

Branch material

A phrase used to describe any position, duty, or detail that requires an officer qualified in a specific branch.

Career Management Division

Within OPMD, the section responsible for managing and assigning OPMD officers. This includes the Warrant Officer Division and the Combat Arms, Combat Support Arms, and Combat Service Support Divisions, each of which manages and assigns officers within their respective branches. Also included is the Colonels Division, which manages and assigns OPMD officers in the grade of colonel. Within the special branches, it is the section responsible for managing and assigning their officer population.

Combat arms

The combat arms branches are Air Defense Artillery, Armor, Aviation, Field Artillery, Infantry, and the Corps of Engineers.

Combat service support

The combat service support branches are the Adjutant General's Corps, Finance Corps, Ordnance Corps, Transportation Corps, and Quartermaster Corps.

Combat support arms

The combat support arms are Chemical Corps, Military Intelligence, Military Police Corps, and Signal Corps.

Control branch

The branch to which an officer is assigned for accountability. The control branch is responsible for the career management and reassignment of its officers.

Departmental detail

Temporary detail from assignment and duty in one's service in which appointed to another service. Military status as a member of the service in which appointed is not affected.

Detail

Temporary relief from assignment in one's control branch and specialty and temporary assignment of duty in another branch, arm, service, or designated duty.

Disaffiliation

Termination of affiliation with a regiment.

Duty detail

A unique duty assignment that does not affect one's control branch. Such military duties include assignment to Army general staff, defense agencies, general staff with troops, inspectors general, National Guard Bureau, aide-de-camp, and appointments to adjutant.

Extra regimental assignment

An assignment outside of a soldier's regiment that is consistent with regimental affiliation. Assignments "consistent with regimental affiliation" are assignments in TDA units, above battalion in the soldier's branch, or to any unit position in another branch.

Must-move status

Status of an officer requiring assignment as a result from returning from overseas or because of a PCS from a school.

Obligated AERB asset

Officers who attended civil schooling under the Army Civil Schools Program and who are required to serve a 36-month utilization tour in a validated AERB position. An officer becomes an obligated AERB asset when he or she attends civil schooling, either under DA fully-funded or partially-funded program for 26 weeks or more.

Partial mobilization

Expansion of the active Armed Forces (short of full mobilization) as a result of action by Congress or the President to mobilize Reserve Component units and/or individual reservists to meet all or part of the requirements of a particular contingency and/or incident to hostilities.

Regimental affiliation

The close and continuous association or identification of an officer with one regiment throughout his or her career.

Regimental requirement

A requirement to a position at battalion level and below in an element of the regiment to which the officer is affiliated.

Slating

The process that matches those individual officers selected through the centralized command or school selection system to a specific command or school.

Special branches

The special branches of the Army are not OPMD managed. They are the medical branches of the Army Medical Department (Medical Corps, Dental Corps, Army Nurse Corps, Medical Service Corps, Veterinary Corps, and Army Medical Specialist Corps), the Chaplains Branch, and the Judge Advocate General's Corps.

Utilization tour

Service in a designated AERB position to offset the officer's obligation to the Army for partially or fully funded civil or military schooling.