

COPY 2

*S/S Enlisted Ranks
Personnel Update
5 July 1984*

Immediate Action INTERIM CHANGE

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Department of the Army
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*AR 614-200
Interim Change
No. 111
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ASSIGNMENTS, DETAILS, AND TRANSFERS

SELECTION OF ENLISTED SOLDIERS FOR TRAINING AND ASSIGNMENT

Justification. This interim change prescribes policies for requisitioning and assigning soldiers regimentally affiliated under the New Manning System (NMS). The NMS permits all combat arms soldiers to become affiliated with a regiment and to serve all battalion level assignments in an element of the regiment with which the soldier is affiliated. It also includes requisition validation procedural changes and policy changes on assignments under the Married Army Couples Program and the Homebase and Advance Assignment Program (HAAP).

Expiration. This interim change expires 2 years from date of publication and will be destroyed at that time unless sooner rescinded or superseded by a permanent change.

1. AR 614-200, 1 February 1980, is changed as follows:

Page 2-4. Paragraph 2-7a is superseded as follows:

a. AEA Code "A" with termination date will be awarded to soldiers who are temporarily ineligible for an oversea assignment or who are not eligible for any future assignment. If temporarily ineligible for oversea assignment, the termination date will be the expiration date or projected expiration date of the temporary condition. If permanently ineligible for future reassignment, the termination date will be the ETS date or the effective date of retirement. Examples of soldiers to be awarded AEA Code "A" are in (1) and (2), below.

Page 2-6. Paragraph 2-9d is added as follows:

d. The validation of requisitions for CONUS requirements will be limited to the number of requisitions which match the numbers of soldiers available for assignment based on oversea returnees, training base output, and reenlistments.

Page 2-7. Paragraph 2-11b is superseded as follows:

b. Requisitions for major overseas commands will be submitted for all known or projected vacancies. CONUS requisitioning activities will submit requisitions according to monthly distribution guidance provided by MILPERCEN (*appropriate enlisted distribution branch shown in paragraph 2-17*).

Page 2-9. Paragraph 2-16.1 is added after paragraph 2-16.

2-16.1. Requisitioning regimentally affiliated soldiers. Requisitions for combat arms soldiers in Career Management Fields 11 (Infantry), 13 (Field Artillery), and 19 (Armor) for assignment to regimental units will be identified as follows:

a. Parent Unit Designator (PUD) and Descriptive Designator (DD) in card columns 26-30 must be a battalion of the regiment for which a replacement is being requested, unless one of the exceptions in (1) or (2), below, applies:

(1) The appropriate company UIC will be used in requisitions for--

- (a) Co C, 4th Bn, 327th Infantry (Abn) - Alaska
- (b) Co C, 5th Bn, 327th Infantry (Abn) - Alaska
- (c) Co C, 6th Bn, 327th Infantry (Abn) - Alaska
- (d) Co A, 2nd Bn, 187th Infantry (Abn) - Panama

(2) Requisitions for soldiers to fill staff positions above the battalion level (e.g., brigade, division, corps, garrisons, or communities) will contain the UIC of the headquarters and headquarters company (HHC) of the staff headquarters to which the soldier will be assigned. Soldiers who are affiliated with units below staff headquarters level may be assigned to fill staff positions above the battalion.

b. The unit identified in card columns 31-50 must match the PUD and DD indicated in card columns 26-30.

c. A special instruction trailer card (SITC) must be submitted with each requisition for regimentally affiliated soldiers (Appendix C). The SITC will contain the remark "*This is a regimental requirement for (identify regiment).*" If the unit is deploying overseas the SITC will also contain the remark "*Deployment date is (indicate date).*"

Page 2-9. Paragraph 2-17a is superseded as follows:

a. Requisitions, except for linguists, will be addressed to HQDA (DAPC-EPS) Alexandria, VA 22331. Linguist requisitions will be addressed to HQDA (DAPC-EPT-S). The requisitions will be submitted so as to arrive by the second working day of each month. A listing of the requisitions will be forwarded with the requisition cards.

(1) Oversea requisitions will be validated on the basis of projected strengths, existing requisitions that have not been filled, utilization criteria (AR 600-200), and authorizations as stated in the Personnel Structure and Composition System (PERSACS).

(2) CONUS requisitions will be validated on the basis of monthly distribution guidance provided by MILPERCEN (para 2-11b).

(3) MILPERCEN may top-load requisitions into the CAP III System for valid requirements of requisitioning activities.

(4) Requisitions not validated will be cancelled by MILPERCEN.

(5) All unfilled requisitions, except those for overseas joint activities, will be cancelled by MILPERCEN on the first CAP III cycle of the requirement month.

(6) MILPERCEN will provide requisitioning activities with validation reports on a monthly basis.

Pages 2-10 and 2-11. Table 2-1, EPMD Line Numbers.

Change so much of the heading on the use of blocks of numbers as reads "columns 31 to 34" to read "columns 72 to 75."

Page 2-23. Paragraph 2-38c.1. is added as follows:

c.1. Soldiers affiliated with a regiment will be provided a HAAP assignment to their regimental homebase, to an authorized headquarters staff assignment within the chain of command of the regiment, or to an extra regimental assignment (ERA). ERA assignments include duty such as drill sergeant, recruiter, ROTC instructor, etc. As an exception, the following applies to soldiers who are serving in dependent-restricted areas at the time they are initially affiliated with a regiment:

(1) HAAP assignment commitments in effect on the date of regimental affiliation will be honored.

(2) A change of HAAP to an assignment consistent with the regimental affiliation will be considered at the soldier's request, providing his or her family has not been relocated at government expense as a result of the current HAAP assignment. Application for a change in HAAP assignment under this provision will be forwarded to HQDA (DAPC-EP-appropriate career branch), Alexandria, VA 22331.

(3) Soldiers (grades E4 and below) who are initially assigned to a regimental unit after arrival in the overseas command will be affiliated with the regiment immediately upon assignment. Regimental affiliation will be

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considered when assigning the soldier to CONUS following completion of oversea tour. Normally, soldiers in grades E4 and below will be assigned to the regimental homebase on return to CONUS since there are few ERA assignments for soldiers in these grades.

Page 2-23. Paragraph 2-38d is superseded as follows:

- d. The primary factors in determining assignments under the HAAP are--
- (1) The needs of the Army;
 - (2) Professional development considerations;
 - (3) Least cost factors;
 - (4) Assignment choice, and
 - (5) Regimental affiliation.

Page 3-10. Paragraph 3-23b is superseded as follows:

b. There are two ways married Army couples can apply for joint domicile assignment consideration.

(1) Married Army couples desiring to be continually considered for world-wide joint assignments need only apply on a one-time basis. Thereafter, when one member is being considered for reassignment, the other member will be automatically considered for reassignment to the same location/area. Assignment instructions for each member will indicate whether or not joint domicile assignment is approved (para C-5c, Appendix C). Automatic assignment consideration under the Married Army Couples 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. This does not apply to soldiers in AIT. Soldiers in AIT must submit individual applications as indicated in paragraph 3-23c. Applications for automatic consideration for joint domicile assignment and requests for termination of automatic consideration will be submitted to the addresses shown in paragraph 3-25.

(2) Married Army couples not desiring automatic consideration for world-wide assignment together may apply for joint domicile each time consideration is desired. The Army spouse of a soldier who has received assignment instructions must request reassignment by submitting an application to the appropriate address shown in paragraph 3-25.

Page 3-12. Paragraph 3-25 is added as follows:

3-25. Submitting applications and terminating consideration.

a. Married Army couples desiring continual automatic consideration for world-wide joint assignments, or termination of such consideration, must send applications to HQDA (DAPC-EPH-MP), 2461 Eisenhower Avenue, Alexandria, VA 22331.

b. Members of married Army couples not automatically considered for joint assignments world-wide who desire consideration for a joint domicile assignment to the specific location of his/her Army spouse's assignment should submit an application to the appropriate MILPERCEN career division shown below:

(1) Combat arms soldiers - HQDA (DAPC-EPK), 2461 Eisenhower Avenue, Alexandria, VA 22331.

(2) Combat support soldiers - HQDA (DAPC-EPL), 2461 Eisenhower Avenue, Alexandria, VA 22331.

(3) Combat service support soldiers - HQDA (DAPC-EPM), 2461 Eisenhower Avenue, Alexandria, VA 22331.

Page 3-12. Paragraph 3-24e is superseded as follows:

e. The soldier applying for joint domicile assignment must have completed at least 12 months at the current duty station in either CONUS or overseas, except as provided in c, above. He or she must also be able to complete at least 12 months at the new duty station if that assignment is in CONUS. If the requested assignment is overseas, the tour lengths for married Army couples in Table A-1, Appendix A, AR 614-30 apply. The soldier may extend a foreign service tour, reenlist, or extend enlistment to fulfill these requirements. Such actions must be completed before reassignment orders are issued. Soldiers serving overseas may not have their oversea tours curtailed for the purpose of being reassigned to CONUS to establish a joint domicile except as provided in AR 614-30.

Page 4-3. Paragraph 4-5l is added as follows:

l. Soldiers who are classified as overweight in accordance with AR 600-9, will not be authorized to attend professional military schooling. As defined in AR 600-9, professional military schooling is NCOES courses beyond the basic, AIT, one-station unit training/one-station training level. This does not include MOS, SQI, and ASI producing courses, refresher or skill level courses.

Page 8-36. Paragraph 8-78b is superseded as follows:

b. A remark will be entered in item 35, DA Form 2-1, to show that the soldier is performing duty as an enlisted aide (MOS 94B - with proper skill level). The entry will also include the grade and name of the general officer on whose personal staff the soldier is serving. Assignment eligibility and availability (AEA) Code "B" will be awarded to the soldier. Soldiers assigned as enlisted aides will not be reassigned unless the general officers and MILPERCEN (DAPC-EPZ-E) concurs.

Page 9-8. Table 9-1 is superseded as follows:

Table 9-1. Space Imbalanced MOS

Based on an oversea authorization of 55 percent or more, the following is the current list of Space Imbalanced MOS being managed within the SIMOS Program. Centralized personnel management will be accomplished by the MILPERCEN career branch responsible for control of the designated PMOS (see table 1-1).

| <i>MOS</i> | <i>Career Branches</i> | <i>MOS</i> | <i>Career Branches</i> |
|------------|------------------------|------------|------------------------|
| 05D | DAPC-EPL-M | 25L | DAPC-EPL-C |
| 05H | DAPC-EPL-M | 26R | DAPC-EPL-C |
| 05K | DAPC-EPL-M | 26V | DAPC-EPL-C |
| 12E | DAPC-EPL-E | 31J | DAPC-EPL-C |
| 15D | DAPC-EPL-A | 31T | DAPC-EPL-C |
| 15E | DAPC-EPK-A | 32D | DAPC-EPL-C |
| 15J | DAPC-EPK-A | 32G | DAPC-EPL-C |
| 16B | DAPC-EPK-A | 34C | DAPC-EPM-P |
| 16C | DAPC-EPK-A | 34F | DAPC-EPM-P |
| 16D | DAPC-EPK-A | 34H | DAPC-EPM-P |
| 16E | DAPC-EPK-A | *34K | DAPC-EPM-P |
| 21G | DAPC-EPL-C | 35F | DAPC-EPM-L |
| 21L | DAPC-EPL-C | 35H | DAPC-EPL-C |
| 22L | DAPC-EPL-C | 46N | DAPC-EPL-C |
| 22N | DAPC-EPL-C | 55G | DAPC-EPM-L |
| 23U | DAPC-EPL-C | 55Z | DAPC-EPM-L |
| 24G | DAPC-EPL-C | 72G | DAPC-EPL-C |
| 24U | DAPC-EPL-C | 98G | DAPC-EPL-M |

Page C-5. Appendix C, paragraph C-5 is changed as follows:

Add SI Code CH ----- Regimentally affiliated soldier. Assign to (Regimental Unit) or to a staff above the battalion level.

Change so much of the instructions for SI Code CK as reads "Award ASI _____ on completion of the training" to read "Award ASI _____ NLT midpoint of course (para 2-17g, AR 600-200)".

Change so much of the instructions for SI Code CN as reads "Handicapped Dependent Program" to read "Exceptional Family Member Program".

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Page C-7. Paragraph C-5c. The following special instruction codes and instructions are added:

| <u>SI code</u> | <u>Instruction</u> |
|----------------|---|
| JA ----- | Joint domicile has been approved. Pinpoint assignment is to _____ . Appropriate assignment instructions will be issued by the spouse's career branch. |
| JB ----- | This is a joint domicile assignment based on a request by the soldier's spouse. Pinpoint assignment is to _____ . |
| JC ----- | Joint domicile assignments for spouse to the gaining installation specified in these assignment instructions has been considered but could not be accomplished. |

Page D-1. Appendix D, Surplus Qualification Card Codes and Format, is changed as follows:

Oversea Area of Preference Code will be entered in punch columns 37-38.

Punch columns 39-59 will be blank.

2. Post these changes per DA Pam 310-13.
3. File this interim change in front of the publication.

(DAPC-EPH-P)

By Order of the Secretary of the Army:

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General, United States Army
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Major General, United States Army
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ARMY REGULATION

No. 614-200

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 February 1980

ASSIGNMENTS, DETAILS, AND TRANSFERS

**SELECTION OF ENLISTED SOLDIERS FOR TRAINING
AND ASSIGNMENT**

Effective 1 March 1980

This is a complete revision, and changes have been made throughout. This revision incorporates policy of DOD Directive 1315.7, 6 Dec 77; eliminates procedural material that is now contained in DA Pamphlets 600-8 or 600-8-10; and reorganizes the subject matter. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to HQDA (DAPC-EPF-P), Alexandria, VA 22331; other commands will furnish one copy of each to the next higher headquarters.

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

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CHAPTER 1 GENERAL POLICIES AND PROCEDURES

Section I. GENERAL

1-1. Purpose. This regulation governs the reporting, selection, and assignment of enlisted personnel. These instructions are in addition to those in AR 614-5, AR 614-6, and AR 614-30. This chapter provides general assignment policies and responsibilities pertaining to the Enlisted Personnel Assignment System.

1-2. Applicability. This regulation applies to Active Army enlisted personnel and to Army National Guard and Army Reserve members only when they are on Federal active duty, other than active duty for training (ADT), unless otherwise indicated in succeeding chapters.

★1-2.1 New Manning System Impact. This regulation prescribes policies for assignment to and movement of soldiers in New Manning System Units.

1-3. Responsibilities. *a.* The Commanding General, US Army Military Personnel Center (MILPERCEN) is responsible for the distribution of trained soldiers to support the Army's mission worldwide and for providing all soldiers broad opportunities for career progression and development. The Enlisted Personnel Management Directorate (EPMD), MILPERCEN selects and assigns enlisted personnel by name. The career management branches within this organization manage certain groupings of MOS. See table 1-1 for detailed listing of these branches, their office symbols, and the PMOS that they manage. Offices that control training within EPMD are indicated below:

(1) Trainee Assignment Branch selects nonprior service personnel for advanced individual training (AIT). This branch also selects nonprior service personnel for direct assignment to a unit after basic training (BT) when the soldier's PMOS is based on civilian-acquired skills. Inquiries on these personnel will be addressed to HQDA (DAPC-EPT-I) Alexandria, VA 22331.

(2) Schools Branch controls quotas for input to MOS-producing courses and language train-

ing. All correspondence about school courses will be addressed to HQDA(DAPC-EPT-S) Alexandria, VA 22331.

b. Commanders or heads of agencies in appendix A will submit personnel requisitions to MILPERCEN. They will ensure that soldiers being reassigned are qualified for reassignment prior to departure, are fully prepared for movement, and depart the installation early enough to arrive at the gaining command during the availability month.

(1) Installation commanders will establish a movement control system to monitor soldiers on assignment instructions until actual departure from the installation.

(2) Installation commanders will ensure that all local agencies respond promptly to MILPO on matters related to reassignment processing.

(3) MILPO commanders will ensure that MILPERCEN is informed through the servicing SIDPERS activity via a Date of Loss (DLOS) transaction whether the soldier will comply with the assignment instructions in the month stated. The DLOS transaction is intended to inform MILPERCEN that the soldier is qualified for the assignment, is available, and will depart in time to meet the designated oversea arrival month or that a deletion or deferment is being requested. DLOS transactions will be submitted following reassignment interviews and whenever changes in a situation affects the soldier's availability for the assignment (e.g., if a soldier who previously requested deletion or deferment becomes available for assignment). (Detailed procedures for submitting DLOS transactions are in procedure 2-25, DA Pam 600-8-2; chap 2 and procedure 3-1, DA Pam 600-8-10).

(4) Unit commanders will ensure that soldiers report for reassignment interviews and other appointments on the dates scheduled by MILPO.

1-4. General assignment policies. The following general assignment policies are in addition to

those in AR 614-6 and AR 614-30. On declaration of general war or full mobilization, the policies prescribed in this paragraph remain in effect except as shown in *u* below.

a. A soldier may make a second or later permanent change of station (PCS) in the same fiscal year only when—

(1) Authorized in accordance with AR 614-6.

(2) Approved by the Secretary of the Army.

b. The needs of the Army are the main considerations in selecting individuals for reassignment. Consistent with these needs, an attempt will be made to assign the soldier to his/her area of preference.

b.1. Soldiers will be selected for overseas service in accordance with eligibility criteria and priorities prescribed in AR 614-30. On mobilization, eligibility for movement overseas will be in accordance with chapter 9, AR 614-30.

c. Qualified volunteers will be considered first for all assignments. However, they must have spent 12 months at their present duty station before being reassigned.

d. German aliens will not be assigned to duty in the Federal Republic of Germany.

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

f. Soldiers released from civil or military prisons and being restored to duty (AR 190-47) will not be assigned to the foreign country or area where the offense was committed.

g. Former officers or warrant officers reverting to enlisted status will be reassigned to another installation. They will be reported as immediately available (chap. 2). MILPERCEN may grant exceptions to this policy provided—

(1) The soldier requests to remain at the original installation;

(2) The installation commander concurs;

(3) There is a valid vacancy; and

(4) There are no higher priority requirements which dictate a reassignment.

h. Promotion of soldiers to grades E8 and below will not be the only reason for a PCS.

i. Soldiers whose names are on DA promotion lists will be considered for assignments in the grades to which they will be promoted.

j. A sole surviving son or daughter may be exempt from assignment to a hostile fire area (see chap. 3).

k. Soldiers returning from overseas will not be assigned involuntarily to another overseas area. They must serve in CONUS for 1 year. As an exception, soldiers assigned to Hawaii may be reassigned to another overseas area. (See chap. 1, AR 614-30 for exceptions.)

k.1. Soldiers who are reassigned on a PCS will be stabilized at the new installation for a minimum of 12 months before being reassigned.

★k.2. (Rescinded)

l. Enlisted women will not be assigned to battalions or similar size units in the following categories:

(1) Infantry.

(2) Armor.

(3) Cannon Field Artillery.

(4) Combat Engineer.

(5) Low Altitude Air Defense Artillery.

m. Personnel in grades E5 through E8 (except E8 promotable) be given either a homebase or advanced assignment when selected for a dependent restricted (short tour) area.

n. Known or suspected narcotic users will not be assigned duties involving aircraft systems or subsystems.

o. PCS will not be made within CONUS solely because of the passage of a set time. Soldiers may be reassigned for reasons such as job stress, need for fresh expertise, or time limitations set by law.

p. Assignments will not be made on a nominative basis except as specifically authorized in this regulation.

q. When a soldier is to be returned to CONUS before completing a normal tour, assignment instructions (AI) will specifically direct curtailment of foreign service tour. The AI will contain a special instruction code which directs curtailment. When curtailment is directed, the instructions will show whether the soldier will be credited with completing a normal oversea tour.

r. Soldiers who have physically, emotionally, or intellectually handicapped dependents may

request MILPERCEN consider the condition when making assignment selections. See AR 614-203 for rules and Procedure 4-28, DA Pam 600-8, for procedures.

s. Prior to departure in compliance with assignment instructions, a soldier must take actions authorized in chapter 3, AR 601-280 to meet any remaining service requirement.

t. Soldiers will be given equal assignment opportunity without regard to race, color, age, religion, national origin, marital status, or whether or not they will be accompanied by their spouses (see AR 600-21).

★t.1. Subject to the requirements of law and regulation, including AR 600-50 (Standards of Conduct for DA Personnel), a soldier's assignment or position within a command will not be limited because a member (or members) of his or her family is (are) employed. The inability of a spouse to volunteer services or personally perform a role to complement the soldier's discharge of military duties is a private matter and should not be a factor in selecting the soldier for a military position.

u. On declaration of general war or full mobilization, certain general assignment policies are suspended.

(1) Second PCS in the same fiscal year, other than designated limitations on mobilization (*a* above).

(2) Assignment according to individual preference (*b* above).

(3) Requirement to spend 12 months at present duty station before being reassigned (*c* above).

(4) Restriction on assignment of German aliens to the Federal Republic of Germany (*d* above).

(5) Assignment of officers to another installation when reverting to enlisted status (*g* above).

(6) Involuntary assignment overseas without having served in CONUS for 1 year since last oversea assignment (*k* above).

(7) Homebase and Advance Assignment Program (*m* above).

1-5. Assignment authority. **a.* All PCS moves must meet the requirements of AR 614-6. In time of national emergency or on declaration of general war or full mobilization the provisions of AR 614-6 are suspended. However, on declaration of general war or full mobilization, *b* through *d* below remain in effect or are modified as indicated.

**b.* PCS travel for all military personnel will be made only because of military necessity. To increase stabilization and to save travel funds, nonessential personnel movement must be eliminated.

(1) Commanders may approve reassignment of soldiers within their commands provided the movement cost no more than \$100. Reassignment between major commands (including major commands at the same installation) is not authorized unless approved by MILPERCEN.

(2) CONUS commanders may approve reassignment of soldiers in grades E5 and below when—

(*a*) The PCS involves a unit redeployment overseas or a CONUS unit relocation.

(*b*) The soldier will have completed at least 1 year at the old duty station and will complete at least 1 year at the new duty station. On

declaration of general war or full mobilization, the time on station requirement is deleted.

★(3) Major oversea commanders may approve reassignment of all personnel, except for those in grades E9 and E8(P), within their command provided the move will not exceed their allotted operational moves. On declaration of general war or full mobilization these commanders may approve reassignments for all soldiers within their commands.

c. When reassigning personnel in accordance with the policies in *b* above, all commanders will utilize soldiers according to AR 600-200. Soldiers will be placed in positions that further their career progression and development.

d. Oversea commanders will reassign soldiers within their commands in accordance with the policies in *b* and *c* above and only for the following reasons:

(1) To maintain strength and operational readiness.

(2) To participate in approved exchange programs with allied armies.

(3) When a host government declares a soldier to be "persona non grata," or a soldier is involved in affairs which may discredit or embarrass the United States.

(4) When a soldier's security clearance is revoked. Reassignment is not authorized when security clearance is revoked because of administrative findings.

(5) When a soldier is suspected of endangering command security (e.g., actual or probable defector). When this happens, the soldier may be reassigned to a position or an activity that is not sensitive.

(6) When a soldier volunteers and is accepted for airborne or special forces duty. This is based on the availability of in-theater training facilities or previous qualification of the individual.

(7) When a physically or otherwise unqualified soldier is released from airborne or special forces duty.

★(8) When a soldier is selected for or promoted to grade E9.

(9) To ensure proper utilization (AR 600-200) of individuals who receive an enlistment bonus (EB), variable reenlistment bonus (VRB), or selective reenlistment bonus (SRB).

(10) To maintain continuity in essential TOE/TDA duty positions which would otherwise have to be filled by soldiers on temporary duty for more than 60 days.

★(11) For duty with the personal staff of general officers (sec XI, chap 8):

(12) Due to inactivation or permanent change of station of a unit.

(13) When a soldier is released from the hospital. Soldiers from the medical holding detachment will be reassigned to their former units, except for soldiers who are—

(a) Within 30 days of date eligible for return from overseas (DEROS) or expiration term of service (ETS).

(b) Eligible for separation (AR 635-200).

(c) Awarded a permanent physical profile requiring reclassification.

(b) Released from the hospital after 6 months or longer.

(e) Being released from a medical facility that is not collocated with their former unit of assignment.

(14) When there is no locally available duty position for a soldier who has been permanently disqualified from Nuclear or Chemical Surety Personnel Reliability Program because of unsuitability (AR 50-5 and AR 50-6).

Section II ADMINISTRATIVE ASSIGNMENT POLICIES

1-6. DA Form 2635. (Enlisted Preference Statement). The preference statement gives soldiers a way to communicate to MILPERCE N their personal choices (such as assignments, schools, and special duty). The soldier's preference is considered before making an assignment (chap. 2). Submission of a preference statement cancels earlier statements; therefore, each applicable item must be completed.

★ a. All soldiers for whom EPMD maintains a career management individual file (CMIF) (table 1-1) will submit DA Form 2635 (fig. 1-1). Instructions for completing DA Form 2635 are on the reverse of the form. Oversea areas available for use with the Enlisted Preference Statement are in AR 614-30. Codes for the areas of preference are in AR 680-29.

b. DA Form 2635 may be submitted at any time but must be submitted by the following soldiers within the time specified:

(1) All soldiers serving in PMOS indicated in column B(1), table 1-1—within 30 days after promotion to pay grade E6.

(2) Intensively managed soldiers indicated in column B(2), table 1-1—within 30 days after classification/reclassification into a PMOS shown in that column.

★(3) Enlisted aides—within 30 days after assuming duties as an enlisted aide.

c. DA Form 2635 will be submitted to the Military Personnel Office (MILPO). The MILPO will submit a SIDPERS (Standard Installation/Division Personnel System) data change transaction in accordance with procedure 2-16, DA Pam 600-8-2, and forward the form to the appropriate career branch (table 1-1).

d. Soldiers serving overseas should submit an updated preference statement not later than 7 months before expected rotation date.

e. The following general instructions apply when completing DA Form 2635:

(1) If soldier is a former prisoner of war (PW), the notation "FORMER PW" and the foreign country in which held captive will be entered in item 25.

(2) Former members of the Peace Corps must enter in item 25 the notation "FORMER PEACE CORPS" and the country in which they served or were trained to serve.

(3) Soldiers who wish assignments not listed in item 14 will add their choice in item 25.

(4) An intensively managed soldier married to another intensively managed soldier will add

the spouse's grade, name, SSN, PMOS, current assignment, and DEROS (if overseas) in item 25. (See table 1-1 for grade and MOS of intensively managed soldiers.) If the couple wants to be automatically considered for assignment together, both must enter in item 25, "I volunteer for worldwide assignment to establish a common household." If this statement is not on the spouse's preference statement, the assignment manager at MILPERCEN will *not automatically consider* the married Army couple for assignment together. This does not prevent an individual from requesting reassignment to establish a joint domicile.

(5) The preference statement is also used to request intertheater transfers. The soldier's servicing MILPO must submit such requests to the appropriate career branch (table 1-1). The request will be submitted on DA Form 2635 no earlier than 15 months before DEROS and no later than 10 months before DEROS. Item 16 will indicate the oversea area of choice.

(6) For non-CONUS residents, item 25 will indicate—

(a) That they are non-CONUS residents.

(b) The location of their home of record.

(7) Individuals who have 17 or more years of active duty must complete item 21.

f. Detailed procedures for completing and submitting DA Form 2635 are in procedure 5-21, DA Pam 600-8.

1-7. Career management individual files (CMIF). a. The career management branches keep a CMIF for each soldier in grades E6 through E9. A file is also kept on those who possess a PMOS listed in column B(2), table 1-1. These files are separate and distinct from the official military personnel file (OMPF) kept at the US Army Enlisted Record and Evaluation Center, Ft. Benjamin Harrison, IN. MILPERCEN uses these files in making career management decisions. The files contain the following (not an all inclusive list):

★(1) Copies of enlisted evaluation and academic reports.

(2) Enlisted Evaluation Data Reports (USAEREC Form 10A).

(3) DA Form 2635 (Enlisted Preference Statement).

(4) DA Forms 2, 2-1 (Personnel Qualification Record).

(5) Photograph (for E9 and promotable E8 personnel).

(6) Reclassification orders.

(7) Retirement applications.

★b. The US Army Enlisted Records and Evaluation Center (USAEREC) will furnish copies of the enlisted evaluation report and the annual performance fiche to the appropriate career management branch. The MILPO will furnish the other documents.

1-8. Requests for MILPERCEN approval of reassignment actions. a. Requests for approval to reassign personnel will be forwarded through command channels to the commanders who submit requisitions directly to CG, MILPERCEN. After approval at the requisitioning command level, these requests will be submitted to the appropriate career management branch by message or letter.

b. If a commander relieves a soldier from duty and the relief requires a PCS move, the commander must submit a request to MILPERCEN for authority to reassign the soldier and provide justification therefor.

c. Requisitions for soldiers to replace those relieved will be made in accordance with chapter 2.

d. Procedures for obtaining MILPERCEN approval are contained in procedure 3-36, DA Pam 600-8.

1-9. Security clearance. Assignment instructions received from MILPERCEN will include the degree of security investigation required for each assignment. If the required security investigation has not been initiated or completed, commanders will request one promptly. If results are not received before the soldier leaves for a new assignment, it will be indicated in item 33 of the soldier's DA Form 2 that a request has been initiated. For example, "BI initiated 24 Sep 78." The results, when received, will be

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promptly forwarded to the gaining unit. When assignment instructions indicate that the soldier must have a Special Background Investigation for Special Intelligence access, the soldier will not depart the losing command until the final results of the investigation are received unless the

assignment instructions state otherwise. For all remaining security investigations, soldiers will not be held at the home station pending the results of the investigation unless such guidance is in the assignment instructions.

★Table 1-1. MOS Career Management Responsibilities

The office symbols shown in this table will be used when contacting MILPERCEN. Inquiries and correspondence relating to the assignment and professional development of enlisted personnel must be addressed to HQDA (DAPC-appropriate career management branch) Alexandria, VA 22331.

| I T E M | Column A | Column B PMOS Managed (Note 1) | |
|------------------|--|---|---|
| | Career Management Branch and Office Symbol. | (1) Career Management Individual File Maintained for Pay Grades E8 thru E8. (See Item 11) | (2) Career Management Individual File Maintained for Pay Grades E1 thru E8. (See Item 11) |
| 1 | Field Artillery/Air Defense Artillery Branch (DAPC-EPK-A). | ★13, 16 (except 16B, 16C, 16D, 16E), 17B, 17C, 82C, 93F. | 15, 16B, 16C, 16D, 16E. |
| 2 | Infantry/Armor Branch (DAPC-EPK-I). | 11, 19. | SQI "S" in 05B, 11B, 11C, 12B, 31V, 91B (Note 2). SQI "X" (except Ft Leonard Wood). All soldiers assigned to Ranger Battalions. |
| ★8 | Communications/Electronics Branch (DAPC-EPL-C). | 27, 28, 29, 31, and 84 | 71Q and 71R. |
| 4 | Engineer Branch (DAPC-EPL-E) | ★12 (except 12E), 41B, 51, 62 (except 62B), 81 (except 81E), 82 (except 82C), 88 | 00B, 12E, 52E. SQI "X" (Ft Leonard Wood only) |
| ★5 | Military Police/Military Intelligence Branch (DAPC-EPL-M) | 05D, 05G, 05H, 83S, 17K, 17M, 95 (except 95D), 96H, 98C, 98G, 98J, 98Z. | ★05K, 95D, 96B, 96C, 96D, 97B, 97C. |
| ★6 | Transportation/Aviation/Maintenance Branch (DAPC-EPL-T). | 34G, 41 (except 41B, 41E, 41G, 41K), 44, 45, 52C, 52D, 54D, 57H, 61, 62B, 63, 64, 67, 68, 71N, 71P. | |
| 7 | Administrative Branch (DAPC-EPM-A). | 00D, 02 (except 02S), 03, 71D, 71L, 71M. | 00J, 00U, 02S, 71C, 71E. |
| 8 | Health Services Branch (DAPC-EPM-H). | ★01H, 85G, 85U, 42, 71G, 76J, 91, 92B, 94F. SQI "S" 91B (E8 only). | |
| 9 | Logistics Branch (DAPC-EPM-L). | 35F, 43, 54 (except 54D), 55, 57 (except 57H), 76 (except 76J), 92C, 92D, 94 (except 94F), all SQI "K". | |
| 10 | Personnel Branch (DAPC-EPM-P). | 00E, 79D. | 34 (except 34G) and 74; 78 and 75 (Note 3). |
| 11 | CSM/SGM Office (DAPC-EPZ-E). | All E9, promotable E8, and all enlisted aides (regardless of PMOS). | |

Notes.

¹ Chapter 9 lists additional MOS and indicates where the CMIF is maintained.

² Special Forces (SF) (SQI "S") qualified soldiers in other PMOS and those in pay grade E8 in 31V and 91B, will be managed by the career management branches shown for the respective PMOS.

³ CMIF are maintained only for pay grades E5 through E8 in MOS 73 and 75; requests for personnel actions on soldiers in pay grades E1 thru E4 must be accompanied by copies of current DA Forms 2 and 2-1.

| ENLISTED PREFERENCE STATEMENT | | | | | | | | | | SEE REVERSE SIDE FOR INSTRUCTIONS. | |
|---|-------------------------------------|----------------|-------------------------------------|--|-----------------|--|------|--|---|------------------------------------|----------------------|
| FOR USE OF THIS FORM, SEE AR 614-200; THE PRODDENT AGENCY IS MILPERCEN. | | | | | | | | | | | |
| BEFORE COMPLETING THIS FORM SEE REVERSE FOR DATA REQUIRED BY THE PRIVACY ACT. | | | | | | | | | | | |
| SECTION I - IDENTIFICATION AND CLASSIFICATION DATA | | | | | | | | | | | |
| 1. NAME | | | 2. SOCIAL SECURITY NO. | | | 3. GRADE | | 4. MOS | | | |
| Tansmore, Doris Olivia | | | 000-00-0000 | | | SGM | | 75Z50 | | 71L50 | |
| 5. DUTY | | 6. DROB/ DEROS | | 7. ARRIVAL DATE CURR ORG | | 8. CURRENT ORGANIZATION | | | | 9. UNIT PROCESSING CODE | 10. YR & MO LAST PCS |
| 75Z | | 1 Jun 77 | | 15 Jun 77 | | 10th Admin Co | | | | | 7706 |
| SECTION II - CURRENT CONUS AND OVERSEA ASSIGNMENT PREFERENCE AND AEA CODE | | | | | | | | | | | |
| 11a. CURR O/S AREA OF PREF | | | b. CURRENT CONUS AREA OF PREFERENCE | | | c. AEA | | | *See Item 3b of Instructions on Reverse Side. | | |
| Korea | | | 7 Ft Hood | | | TH X 7809 | | | | | |
| SECTION III - REQUESTED CONUS AND OVERSEA ASSIGNMENT PREFERENCE (List area of preference for next assignment in order of priority by number) | | | | | | | | | | | |
| 12a. PRIMARY OVERSEA AREA OF PREFERENCE | | | | | | b. PRIMARY CONUS AREA PREFERENCE | | | | | |
| Korea | | | | | | 7 Ft Hood TH | | | | | |
| 13. NO. | LONG TOUR AREA | | CODE | NO. | SHORT TOUR AREA | | CODE | NO. | CONUS ARMY AREA STATION | | CODE |
| 1 | JAPAN | | 8 | 2 | TAIWAN | | 6 | 2 | Ft Sill | | OS |
| 2 | HAWAII | | 2 | 3 | JOHNSTON ISLAND | | 6 | 3 | Ft Sam Houston | | TS |
| 3 | ALASKA | | 1 | | | | | 4 | Ft Bliss | | TB |
| | | | | | | | | 5 | Ft Carson | | CC |
| | | | | | | | | 6 | Ft Riley | | KR |
| SECTION IV - DUTY ASSIGNMENT PREFERENCE | | | | | | | | | | | |
| 14. <input type="checkbox"/> RECRUITING/CAREER COUNSELOR * <input type="checkbox"/> DRILL SERGEANT <input type="checkbox"/> FIRST SERGEANT <input type="checkbox"/> RESERVE COMPONENT DUTY <input type="checkbox"/> SERVICE SCHOOL INSTRUCTOR <input type="checkbox"/> MAAG MISSION * <input checked="" type="checkbox"/> TROOPS <input type="checkbox"/> STAFF <input type="checkbox"/> ROTC DUTY *See Item 3c of Instructions on Reverse Side | | | | | | | | | | | |
| 15. MILITARY SCHOOL PREFERENCE (DA PAM 351-4) | Personnel Management Officer 7C-41A | | | | | | | | | | |
| SECTION V - MISCELLANEOUS | | | | | | | | | | | |
| 16. UPON COMPLETION OF MY CURRENT OVERSEA TOUR AN INTERTHEATER TRANSFER IS DESIRED <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES" indicate country or area) | | | | | | | | | | | |
| 17. TYPING ABILITY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO WPM 60 | | | | 18. WHEN SERVING OVERSEAS WILL YOUR DEPENDENTS ACCOMPANY YOU? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | | 19. BIRTHPLACE OF SPOUSE Alexandria, VA US CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 20. DEPENDENT DATA | | | | | | 21. INDICATE CONTEMPLATED DATE AND PLACE OF RETIREMENT | | | | | |
| NAME | | | RELATIONSHIP | | DATE OF BIRTH | Route 3, Box 55 Culpepper, VA 00000 | | | | | |
| Homer K. | | | Husband | | 1 Oct 30 | | | | | | |
| Ima G. | | | Daughter | | 1 Apr 67 | | | | | | |
| Filmore K. | | | Son | | 10 Nov 68 | | | | | | |
| 22. CURRENT ADDRESS OF DEPENDENTS 467-B Whistle Drive Ft Story, VA 00000 | | | | 23. DEPENDENTS PROJECTED LOCATION WHEN YOU ARE ASSIGNED TO A SHORT TOUR AREA 467-B Whistle Drive Ft Story, VA 00000 | | | | 24. LEAVE MAILING ADDRESS FOR CONTACT PURPOSES 67 Main Ave Alexandria, VA 00000 | | | |
| <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input checked="" type="checkbox"/> GOVT QTRS | | | | PHONE 000-000-0000 | | | | A/C | | | |

25. REMARKS

My spouse is MSG Homer K. Tanismore, 000-00-0000, 752, 815th Admin Co, Ft Story, VA. I volunteer for worldwide assignment to establish a common household.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Section 301, Title 5 USC

PRINCIPAL PURPOSE: To show individual's preference for type of duty, location, training and other considerations which he/she desires to make known to the personnel manager.

ROUTINE USES: Used by personnel managers in accomplishing assignment actions. Data pertaining to duty type, dependents, and qualifications are used by personnel managers in placement actions.

DISCLOSURE: Disclosure of SSN is mandatory as the SSN is the service member's identifying number. Disclosure is mandatory as preference and allied data are essential for management use. Failure of service member to disclose appropriate data would be a violation of departmental regulations IAW Article 92, UCMJ.

| | | |
|------------------------------|--|------------------------------------|
| 26. DATE <i>11 Jan 81</i> | 27. SIGNATURE <i>Doris O. Tanismore</i> | 28. MPO INITIALS AND DATE _____ |
|------------------------------|--|------------------------------------|

INSTRUCTIONS

FOR THE INDIVIDUAL

1. The most current preference statement on file at MILPERCEN is used each time you are considered for reassignment, or if a change in your status occurs. This form must be submitted when required by para 1-8, AR 614-200, but may also be forwarded whenever you wish to change your assignment preferences. Resubmission voids the previous statement, so each item must be completed each time the form is submitted.
2. You must submit this form through your servicing MILPO to insure that requested areas of preference (blocks 12a and 12b) are updated by the SIDPERS data system. The MILPO will forward this form to your career branch (table 1-1, AR 614-200), and initiate SIDPERS Input Data (DA Form 3728), as appropriate. If blocks 1-11c have not been completed for you, information required to complete them should be obtained from your most current Personnel Qualification Record (DA Form 2).
3. The following additional guidance is provided to help you complete this form—
 - a. Blocks 11a and 11b are primary oversea and CONUS areas of preference as shown in blocks 43 and 44 of your current DA Form 2. Changes should be entered in blocks 12a and 12b. Codes may be obtained from AR 680-29. These areas of preference may be expanded by completion of block 13.
 - b. Block 11c. If AEA Code H is shown, or if you are married to another Army member, provide your spouse's name, grade, PMOS, SMOS, SSN, and, if applicable, AEA Code and Termination Date in block 25.
 - c. Block 14. Indicate your duty preference in 1, 2, 3, 4 order. If block "Recruiter/Career Counselor" is checked, comply with AR 601-1. If block "MAAG-Mission" is checked, comply with Chapter II, AR 614-200.
 - d. Block 15. Do not list courses unless you meet prerequisites outlined by DA Pam 351-4.
 - e. Block 25. Indicate any personal considerations not covered elsewhere on the form. Include any family requirements for special medical or educational facilities, information about language qualification of dependents, information about length of involuntary family separations caused by PCS oversea assignments, or other information you feel should be considered in your assignments.

FOR THE MILPO

1. Military Personnel Officer initials in block 28 certify:
 - a. Accuracy of data in blocks 1-12b.
 - b. Submission of DA Form(s) 3728 to reflect new area(s) of preference, as appropriate.
2. Completed form should be mailed to HQDA (DAPC-appropriate office symbol from Table 1-1, AR 614-200) Alexandria, VA 22331.

CHAPTER 2

THE ENLISTED PERSONNEL ASSIGNMENT SYSTEM

Section I. GENERAL

2-1. **Goals.** The primary goal of the enlisted personnel assignment system is to satisfy the personnel requirements of the Army. The secondary goals of the system are to—

a. Equalize desirable and undesirable assignments by reassigning the most eligible soldier from among those of like MOS and grade.

b. Equalize the hardships of the military service.

c. Meet the personal desires of the soldier.

d. Assign each person so that he/she will have the greatest opportunities for professional development and promotion advancement.

2-2. **Overview of the assignment system.** Figure 2-1 is a simplified overview of how the enlisted personnel assignment system works.

a. Normally the MILPO, in coordination with the unit, compares authorized and projected positions with current assigned strength and known or projected gains and losses to determine the requirements. Requisitions are then prepared for the requirements and submitted to CG, MILPERCEN. On receipt, MILPERCEN edits and validates the requisitions. The unit must not over-requisition or under-requisition and must resolve any discrepancy before submitting the validated requisition for processing.

b. Soldiers become available to be applied against requisitions for various reasons. Soldiers who enlist in the Army are available for assignments on completion of training and award of an MOS. Other soldiers are available for reassignment when they have—

- (1) Volunteered for reassignment.
- (2) Completed an oversea tour of duty.
- (3) Completed schooling/training.
- (4) Completed stabilization.
- (5) Completed normal time on station in CO-

NUS for MOS (i.e., turnaround time).

★c. The Centralized Assignment Procedure III (CAP III) System is used to assign all soldiers except those completing BT/AIT. This system is an automated nomination/assignment procedure that compares the qualitative requirements recorded on requisitions against selected qualification factors for each soldier. Some of the major qualifications considered are:

- (1) Grade.
- (2) MOS and skill level.
- (3) Special qualification identifier (SQI).
- (4) Expiration of term of service (ETS).
- (5) Months since last PCS.
- (6) Months since return from overseas.
- (7) Additional skill identifier (ASI).
- (8) Soldier's availability month compared with requirement month.
- (9) Area of preference.

★d. Each soldier is compared to each requisition and given a numeric score for every one for which he/she can be nominated. The scores are derived from the comparison described in c above. Once every soldier's record has been reviewed and points have been awarded for a qualitative match to each requisition, the system then selects that group of nominations which provides the best overall requisition fill in terms of quantity and quality. The assignment preferences of the soldier are considered. However, the needs of the Service must be given primary consideration. A soldier may be assigned according to his or her preference only if the needs of the Army can also be served. The nomination process has three basic goals:

★(1) Each valid requisition will have at least one soldier nominated to it, provided sufficient soldiers are available for assignment.

(2) Requisitions will be filled by relative priority. When a shortage of soldiers exists, the shortage will be shared proportionately by all requisitioning activities according to priority.

★(3) A soldier will be nominated to an assignment for which he or she is qualified.

e. CAP III will produce nominations to match the requisition. These nominations are passed to assignment managers for verification. Based on a review of all available information, the assignment manager either accepts a soldier for the assignment or rejects all nominees and returns the requisition to the selection process for new nominations. If maintained by EPMD, the CMIF will also be included in this review. A qualified individual may also be selected manually to match the requisition regardless of nomination by CAP III.

f. Assignment instructions are transmitted to both the losing and gaining command or installation by AUTODIN. The next step is a pivotal point in the assignment process. The losing commander verifies the assignment. Due to delays in

reporting and errors in the data bases, the selected individuals may not qualify for the assignment. When assignment instructions are received, the MILPO will verify the soldier's qualifications and eligibility. The MILPO will interview the soldier and review his/her records.

g. If the individual is qualified and the assignment is in keeping with announced DA policy, the process is finished when the necessary orders for travel are issued. If the soldier does not qualify or cannot qualify in time to meet the requirement, a deletion or deferment request must be submitted (sec. V, this chap.).

2-3. **Responsibility for data.** The equity, efficiency, and responsiveness of the entire assignment process depend on the accuracy of the information describing both the requirement and the people being reassigned. Data in the personnel assignment system must be accurate. Nearly every person (from the company clerk to the highest level commander) is, in some way, directly responsible for reporting, recording, and transmitting these data.

Section II. ASSIGNMENT AVAILABILITY

2-4. **Applicability.** The policies in this section apply to all active Army enlisted personnel, including those in a trainee, transient, patient, and student (TTP&S) program status. The policies do not apply to—

a. Individuals in BT or AIT.

★b. Soldiers serving in oversea commands except for soldiers who are assigned to COHORT units and those who have approved applications for retirement or who have been barred from reenlisting under the provisions of AR 600-200 or AR 601-280.

2-5. **Responsibilities a. CG, MILPERCEN will—**

(1) Establish assignment eligibility and availability (AEA) policies.

(2) Determine when a soldier is eligible and available for reassignment.

b. The MILPO, along with the commander,

determines each soldier's assignment eligibility and availability (AEA) status. The MILPO reports the AEA status of each soldier to MILPERCEN.

2-6. **Applying AEA policies.** A soldier's eligibility and availability for reassignment will be shown by an AEA code. An AEA code will be awarded to a soldier promptly on arrival at a unit. It will be updated as required. The AEA code awarded will be the one that best reflects a soldier's availability and eligibility for assignment. For example, when two or more AEA codes apply, the AEA code with the longest period of stabilization will be reported.

a. AEA codes that have time limits will not be awarded if the termination date is within 3 months. This is because of leadtime needed by MILPERCEN to make assignments.

b. Changes in AEA status will be reported as soon as possible. MILPERCEN must have cur-

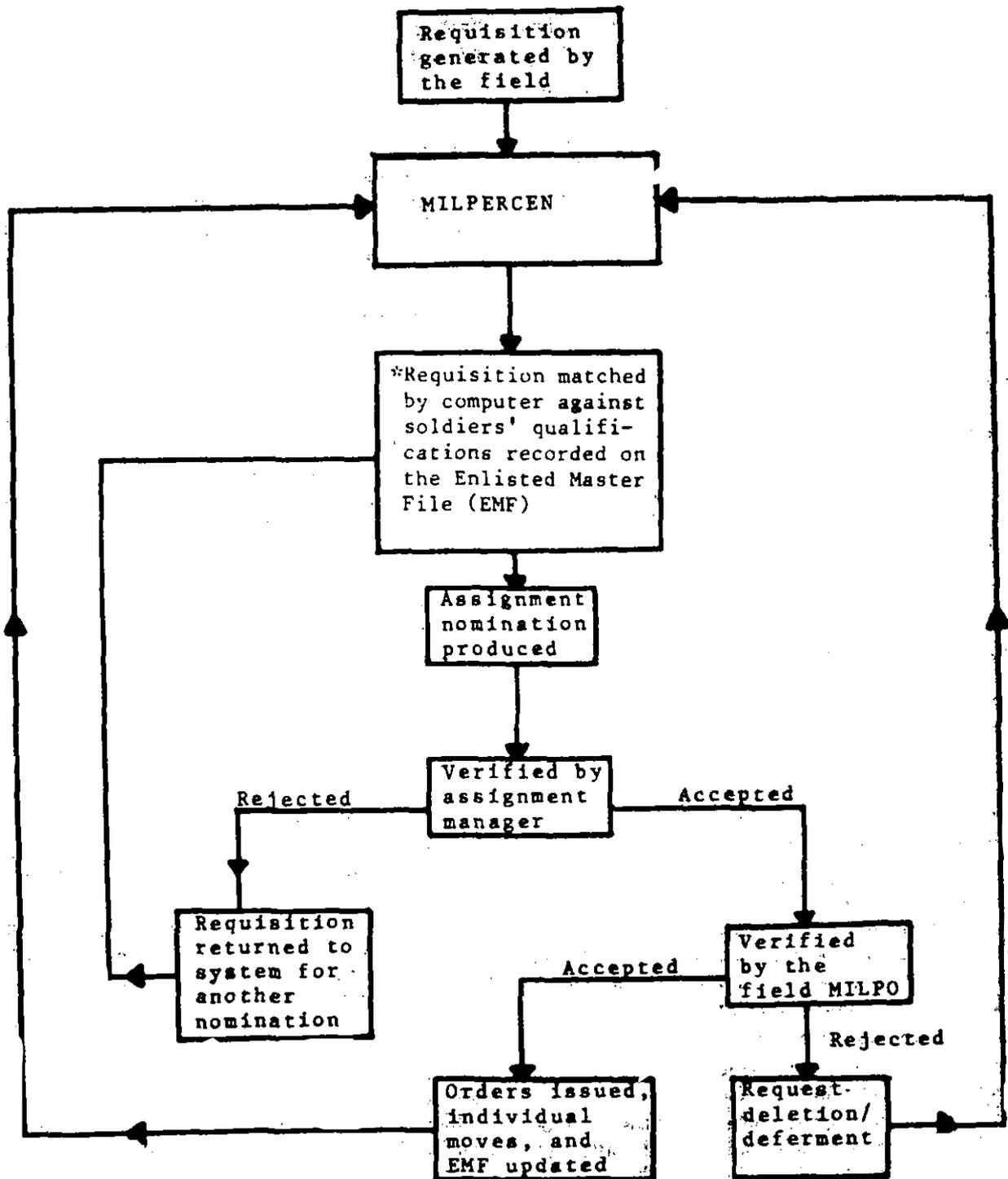


Figure 2-1. The enlisted personnel assignment system.

rent information showing a soldier's exact eligibility and availability.

★c. On the termination date of an AEA code, except for AEA codes "B" and "X," MILPERCEN will automatically change the code on the EMF to AEA code "L." When changes are made, change notices are sent to the servicing SIDPERS unit. This is done so that the local SIDPERS data base will be updated. No manual changes are necessary to update the data base.

d. The termination date of an AEA code will be the date a soldier becomes eligible for assignment or the termination date of stabilization. (See AR 614-5 for procedures on stabilizing individuals.)

(1) The termination date for soldiers assigned by MILPERCEN to units/positions that require stabilization will be computed from the date the individual reports to the installation, organization, or activity. (See para 1-4f, AR 614-5.)

(2) The termination date for soldiers assigned to organizations/activities by a commander who has authority to publish orders will be based on the date provided by MILPERCEN (para 2-3b, AR 614-5).

2-7. AEA codes indicating status. The AEA codes established in a through k below will be used to show the soldier's AEA status.

a. AEA code "A" will be awarded to soldiers who are temporarily ineligible for an overseas assignment or who are not eligible for any future assignment. The termination date for soldiers who are not eligible for any future assignments will be the ETS date. Examples are:

(1) Temporarily ineligible. Soldiers who—

(a) Are medically disqualified for reasons such as pregnancy or convalescence.

(b) Have been dropped from the rolls of an organization as a deserter and have not served 12 months in CONUS since the date returned to duty.

(c) Have been confined as a result of conviction by a special or general court-martial and

have not served 12 months in CONUS after release.

★(d) Are enrolled in Track III of the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) and completes the residential treatment program. Soldiers will be stabilized in their present unit of assignment 12 months from the date of enrollment in Track III of the ADAPCP (para 4-5f(3), AR 600-85).

(2) Permanently ineligible for future reassignment. Soldiers who—

(a) Decline or cannot reenlist or extend their term of service to meet remaining service requirements in conjunction with reassignment. Individuals being assigned overseas must be able to serve 12 months from arrival date in the gaining overseas command.

(b) Have forwarded a request for retirement or request retirement after receipt of assignment instructions (para 12-10, AR 635-200).

(c) Have been barred from reenlistment in accordance with AR 601-280 and AR 600-200 and one of the following applies:

1. Assigned in CONUS and have less than 12 months to serve until ETS.

2. Assigned to a long tour overseas area and will have 6 months or less remaining service at DEROS. (See rule 5, table 7-1, AR 614-30.)

3. Assigned to a short tour overseas area and will have 120 days or less remaining service on DEROS. (See rule 5, table 7-1, AR 614-30.)

(d) Are involuntarily ordered to active duty in individual status or as a member of intact units for 12 months or less (Reserve personnel except for REP 63.)

b. AEA code "B" will be awarded to soldiers who are being considered for elimination from the service. This code will also be awarded to soldiers if the assignment precludes their selection for overseas service for an unspecified period of time. Examples are when a soldier is—

(1) Being considered for separation or elimination (e.g., soldiers requesting discharge for hardship, dependency, or conscientious objec-

tion; or those being considered or investigated for elimination because of unsuitability or misconduct).

(2) Assigned to a Presidential support activity, the US Army Band (Pershing's Own), the US Army Field Band, or the US Military Academy Band.

(3) Being confined, under investigation, or awaiting trial by court-martial or civil court. This code also applies to soldiers who are under suspension of favorable personnel actions (AR 600-31), unless transfer of action (para 5b(3), AR 600-31) has been approved by MILPERCEN. This code will not be awarded to soldiers whose suspension will end within 90 days.

(4) In a trainee (includes soldiers undergoing on the job training in Army units), transient, patient, or student (TTP&S) programs. This does not apply to soldiers undergoing initial entry training. For students assigned to a PMOS-producing school on PCS, the servicing MILPO will furnish a termination date. It will be the date the individual is scheduled to complete the training.

(5) A member of an authorized personal staff of a general officer (sec XI, chap 8).

c. MILPERCEN will award AEA code "K" to soldiers who have been stabilized under the FORSCOM Commander's Key Soldier Deletion Program. Under this program soldiers are stabilized one time for 12 months. MILPERCEN will put the AEA code and the termination date on the EMF. (Questions about soldiers awarded AEA code "K" should be referred to MILPERCEN (DAPC-EPS-S).)

*d. AEA Code "L" will be awarded to all soldiers not otherwise stabilized. The termination date will be 1 year from the soldier's arrival at the installation. Upon expiration of the termination date, soldier will be available for assignment. Soldiers with AEA Code "L" may also possess one of the following assignment limitations.

(1) Former prisoner of war (chap. 8, AR 614-30).

(2) Travel restrictions (AR 380-35). Sol-

diers restricted for this reason will have a letter in their MPRJ stating this fact. Soldiers restricted for reasons other than those in AR 380-35 will have a letter in their MPRJ stating this fact.

(3) German aliens (chap. 8, AR 614-30).

(4) Former members of the Peace Corps (chap. 1).

(5) Sole surviving son/daughter (sec IV, chap 3).

e. AEA code "R" will be awarded to soldiers assigned to Cohesion, Operational Readiness and Training (COHORT) units. Soldiers assigned to COHORT units will be stabilized until the end of the unit's life cycle (36 months).

(1) Termination date of AEA code "R" will be 36 months from the Reception Station Date (RSD) of the COHORT unit. The RSD is the date the unit begins processing as a package at the Reception Station.

(2) AEA code "R" will remain in effect the entire life cycle (36 months) of the unit. It will not be removed if the unit deploys overseas.

(3) For soldiers reassigned locally from the COHORT unit, AEA code "R" will terminate on the effective date of reassignment.

(4) Questions about the award of AEA code "R" and termination dates should be referred to MILPERCEN (DAPC-EPS-D).

f. AEA code "S" will be awarded to soldiers being reassigned or stabilized by MILPERCEN for extreme family problems. These soldiers are not eligible for reassignment for up to 12 months unless the problem is resolved prior to 12 months.

(1) MILPERCEN will put the code and the termination date on the EMF.

(2) If the soldier's problem is resolved before 12 months, MILPERCEN will be advised promptly by message. The message, addressed to CDR MILPERCEN ALEX VA//DAPC-EPA-C//, will state that the soldier may be assigned worldwide.

g. AEA code "T" will be awarded to soldiers performing duties as directed by MILPERCEN. AEA code "T" and the termination date will be

recorded on the EMF by MILPERCEN. (Questions about soldiers awarded AEA code "T" should be referred to MILPERCEN (DAPC-EPS-S).)

h. AEA code "U" will be awarded to soldiers with enlistment commitments. The termination dates will be reported to MILPERCEN. They will be based on the information shown in the soldier's enlistment contract. Termination dates will be computed for soldiers enlisted for unit of choice and special unit of choice enlistment options from the date soldiers are actually assigned to the unit. Termination dates will be computed for soldiers enlisted for the station of choice enlistment option beginning with the date the soldier is assigned to the station of choice.

i. AEA code "V" will be awarded to soldiers stabilized under the provisions of AR 614-5 or by other HQDA authority. The termination date will be reported to MILPERCEN.

j. AEA code "X."

(1) This code will be awarded to—

★(a) Rescinded.

(b) Soldiers in grades E6 through E9 who are assigned to Army Readiness and Mobilization Regions (ARMR) and who are stabilized for

24 months (AR 614-5). This includes active component soldiers who are attached to National Guard or Reserve Component units for duty in full-time manning positions.

(c) Soldiers who are assigned to ROTC Instructor Groups and are stabilized for 36 months (AR 614-5).

(d) Soldiers assigned to US Army Recruiting Command in administrative or support positions and are stabilized for 36 months (AR 614-5).

(2) Termination dates for the above categories of soldiers will be reported to MILPERCEN. AEA code "X" will not be removed on termination date. The termination date serves to notify MILPERCEN that the soldier may be reassigned and will automatically purge upon reassignment. The code and termination date will be removed only when the soldier has been reassigned from an authorized position in the organization.

k. AEA code "Z" denotes deletion of a previously assigned AEA code and termination date.

2-8. **Procedures.** Procedures 5-3, DA Pam 600-8, contains detailed guidance for reporting AEA codes and termination dates.

Section III. REQUISITIONS

2-9. **General.** *a.* All commands, agencies, activities, and installations authorized to submit requisitions (fig. 2-2) directly to MILPERCEN are listed in appendix A. The format and content of a requisition are contained in appendix B.

b. Requisitions for Army National Guard and Army Reserve personnel under mobilization conditions will be submitted in accordance with AR 135-300.

c. Requisitioning for E9 requirements is not necessary.

2-10. **Responsibilities.** *a.* CG MILPERCEN distributes all soldiers to requisition activities. The Director of Enlisted Personnel, MILPERCEN, assigns all enlisted personnel.

b. Requisition activity commanders—

(1) Combine, edit, and review monthly requirements submitted by subordinate or supported elements and submit the requisitions to MILPERCEN within the leadtimes shown in paragraph 2-12.

(2) Ensure that soldiers within their commands are properly assigned and utilized (AR 600-200).

(3) Reassign surplus soldiers to match requirements within their commands and report surplus soldiers who cannot be utilized (AR 600-200) as prescribed in section VII of this chapter.

2-11. **Determining requirements.** A personnel requisition states a requirement for a soldier in a grade with certain skills needed at a certain place during a given month. A requirement ex-

ists when there is a known or projected vacancy against a position authorized by the authorization column (not the recognized requirement column) of the command's approved Modification Table of Organization and Equipment (MTOE), table of distribution and allowances (TDA), or Joint Table of Distribution (JTD).

a. A vacancy exists or can be projected only after the commander has reassigned those surplus soldiers who can be properly utilized and one of the following conditions is met:

(1) No soldier is assigned to the position.

(2) There is no outstanding requisition against the position.

(3) A soldier is in the position, but not according to proper utilization criteria (AR 600-200).

(4) A soldier is properly filling the position, but will be a loss to the command within the timeframe of the requisition being prepared.

b. Requisitions will be submitted for all known or projected vacancies and will include those positions for which recruiting action has been taken.

2-12. Requisition leadtime. The leadtime required in submitting personnel requisitions provides time for selecting and preparing soldiers for movement. It allows them time to settle personal matters, to travel, and to arrive in the new unit. To provide the assignment system with enough time, CONUS requisitions will be submitted 6 months and oversea requisitions 10 months before the requirement month. When adding leadtime, do not count the month in which the requisition is submitted. For example, a requisition received at MILPERCEN on 2 February should have a requirement month of August for CONUS and December for overseas. Requisitions will normally be sent so as to arrive at MILPERCEN by the second work day of each month. Negative reports are not required.

a. Exceptions to the monthly submission date and the 6-month or 10-month leadtime schedules are:

(1) When there is a need for a soldier to at-

tend functional or contractor training courses before reporting for duty. The length of the training courses must be added to the normal leadtime. Special instruction trailer cards (SITC) must identify the specific training courses and length of time.

(2) US Army Courier Service will use a 10-month leadtime for requisitioning of enlisted couriers. Other enlisted requirements of the US Army Courier Service will be within the normal 6-month leadtime.

(3) Linguist requisitions (para 2-14).

(4) Deploying unit requisitions (para 2-15).

(5) Requisitions which require screening according to sections V and VI, chapter 8. All requirements for TOP SECRET Special Intelligence certification will project an 8-month leadtime on CONUS requisitions and a 12-month leadtime on oversea requisitions.

★(6) Requisitions for replacement of soldiers with AEA code "X" (para 2-7j) will be submitted 9 months before the end of the stabilized period of the incumbent. Also, a Special Instruction Trailer Card which contains SI code "AJ" and applicable information (app C) will be sent with the requisition. Requisitions for US Army Recruiting Command administrative and support positions will specify the month before the month of the incumbent's departure as the requirement month.

(7) Routine requisitions for soldiers in grades E7 and E8 for assignment to inspector general duty positions will be submitted at least 7 months before the requirement month for CONUS and 10 months before requirement month for overseas.

b. Requisitions for emergency requirements may be submitted at any time. However, emergency requisitions must have a minimum leadtime of 3 months for CONUS requirements and 6 months for oversea requirements. Submission of a requisition with a short leadtime is discouraged because there are few soldiers available on short notice. The current assignment system tries to use all available soldiers within the 6- or 10-month timeframe. This provides maximum advance notice to the soldier and the

gaining and losing commanders. Except for special cases, an availability date will be set at least 3 months beyond the date that MILPERCEN issues assignment instructions without regard to the requisition requirement date. Requisitions with short leadtimes may be aged (i.e., cancelled due to no fill by the first day of the requirement month) or they may be filled and an availability date set 2 or more months beyond the requirement month.

c. Requisition leadtime will not be projected more than 12 months unless otherwise authorized by CG MILPERCEN.

2-13. Preparing requisitions. A separate card will be prepared for each requirement. The cards will be consolidated by requirement month.

a. When there is more than one requirement, the requisitions will be put in sequence by MOS and grade, then in ascending numeric-alpha order (e.g., 05C20 E5, 11B10 E3, 11B10 E4, 11B20 E5, 11B30 E6, 11B40 E7, 12B30 E6, 12B40 E7). When the requisitions have been arranged in this manner, the EPMD requisition control and line number will be punched consecutively into each card.

b. The lowest EPMD requisition control and line number (highest priority) should be assigned to requisitions that require special qualifications (such as SQI, ASI, and PRP) and security clearance to obtain maximum fill of priority requirements. Also, requisitions should be numbered in order of priority for each requisitioning activity. As an example, if Health Services Command requisitions for WRAMC are higher priority than a MEDDAC, they should have a lower EPMD requisition control and line number. See appendix B and paragraph 2-18 for information on the use of the EPMD requisition control and line numbers.

c. The proper special qualification codes in appendix B should be used in requisitions to identify special instructions or qualifications that may affect the selection of a replacement.

d. An SITC or DA Form 477A (Special Instructions for Enlisted Personnel) (fig. 2-3)

(available through normal publication supply channels) will be submitted with requisitions that have a "S" code in column 80. See appendix C for preparation instructions and a listing of the special instruction codes.

e. Specific MTOE/TDA positions have been designated for fill by oversea returnee SIMOS program soldiers utilizing their SMOS. Requisitions for soldiers to fill these positions will contain code "N" in column 23 of the requisition with the special instruction trailer card (SITC) narratively annotated "Suitable for fill by SIMOS soldier in SMOS."

2-14. Requisitioning enlisted linguists. a. Department of the Army circulars in the 350 series list language school schedules and the dates for submitting requisitions. Requisitions for unprogramed or emergency linguists cannot normally be filled until soldiers have been taught the language. The leadtime for unprogramed oversea and CONUS linguist requisitions will be 6 months plus the training time.

b. Linguist requisitions that are not submitted with the proper additional leadtime must include justification. MILPERCEN will attempt to fill valid emergency requirements from lists of available, prior qualified linguist personnel.

★c. All requisitions for enlisted linguists will have code "S" punched in column 80. The accompanying SITC will contain the grade, name, and social security number (SSN) of the soldier who is leaving. The SITC may be used to identify the foreign language reading and listening comprehension rating required for the position. If the rating is higher than 3-3, written justification must be provided to support the request.

2-15. Requisitioning soldiers for deploying units. Requisitions will be prepared and submitted for deploying units within 21 days after receipt of the unit warning order. The requisition will provide for the net personnel requirement after installation commanders have selected their soldiers for transfer to the deploying unit. Ninety days must be allowed to fill these requirements. Requisitions will be can-

celled that cannot be filled by the first day of the requirement month shown on the requisition. The gaining command will be notified of the cancellation. If the requirement still exists, the commander will submit a new requisition that will indicate the oversea command to which the deploying unit is to be assigned.

2-16. Requests for soldiers with special skills. Requirements for these personnel will be submitted as prescribed in the references below.

- a. Special bandpersons—section VII, chapter 7.
- b. Assignees to Presidential support activities—chapter 8.
- c. Special duty assignments (MOS OOD), chapter 14, AR 611-201.
- d. Enlisted aides—section XI, chapter 8.
- e. Attache specialists—AR 611-60.

2-17. Requisition processing policies. a. Requisitions, except for linguists, will be addressed to HQDA (DAPC-EPS) Alexandria, VA 22331. Linguist requisitions will be addressed to HQDA (DAPC-EPT-S). The requisitions will be submitted so as to arrive by the second working day of each month. A listing of the requisitions will be forwarded with the requisition cards.

(1) MILPERCEN will acknowledge receipt of the requisition, citing the date of the requisition and the EPMD requisition control and line number in the return answer. If a reply is not received within 3 weeks, the requisitioning activity will notify HQDA (DAPC-EPS (DAPC-EPT on requisitions for linguists).

(2) MILPERCEN will cancel all unfilled requisitions on the first day of the requirement month. As an exception, requisitions for Security Assistance Units, DA Staff and field activities, DOD and joint activities, and US Army Intelligence and Security Command (INSCOM) will remain open unless cancelled by MILPERCEN. MILPERCEN will also cancel requisitions which are invalid or excess to the needs of installations, commands, and activities. In addition, MILPERCEN will top-load requisitions

into the CAP III System for valid requirements of requisitioning activity. MILPERCEN will inform requisitioning activities of all cancellations and top-loaded requisitions.

b. Requisitioning activities will cancel outstanding requisitions as soon as possible if the requirement no longer exists. Requests for cancellation will be sent to MILPERCEN by message or letter and will include the MOS, grade, EPMD requisition control and line number, and the reason for the cancellation. Requests will be addressed as shown below. An information copy will be sent to the appropriate EPMD career branch (table 1-1).

- (1) HQDA (DAPC-EPS-F), Alexandria, VA 22331 for functional commands.
- (2) HQDA (DAPC-EPS-I), Alexandria, VA 22331 for CONUS installations.
- (3) HQDA (DAPC-EPS-O), Alexandria, VA 22331 for oversea major commands.

2-18. EPMD requisition control and line number. a. This number provides a unique identification for each individual requisition sent to CG MILPERCEN. It permits rapid and easy identification of the requisitioning command and automated processing of the requisition. It also provides an identifiable reference when the requisition activity queries MILPERCEN on the status of a requisition. The numbers are explained as follows:

- First two digits Identify the requisition activity and the codes in appendix A that will be used.
- Third digit (cycle indicator) A variable code that normally identifies the requirement month.
- Codes "A"-"L" Represent the months for odd numbered years (e.g., requisitions sent for March 79 would be coded "C").
- Codes "M"-"X" Represent the months for even numbered years (e.g., requisitions sent for July 80 would be coded "S").
- Last four digits These are line numbers. They identify the type of requisitions and provide a unique identifier when used in conjunction with the rest of the code.

The use of the line numbers is further explained in table 2-1.

b. The requisition activity normally punches the EPMD control and line number into the card. This is done after receipt of the input from

subordinate supported units and only after the requisitions have been sequenced (para 2-13a).

2-19. Procedures. Procedures 3-8, DA Pam 600-8 contains detailed guidance on preparing requisitions.

Table 2-1. EPMD Line Numbers

| <i>Type of requisition</i> | <i>Use these blocks of numbers in columns 31 to 34</i> | <i>As follows</i> |
|----------------------------------|---|--|
| Routine | 0001-8999, A001-A999, B001-B999, C001-C999, D001-D999, E001- E999, F001-F999, G001-G999, H001- H999, J001-J999, and K001-K999 | Each card submitted for a particular requirement month will be numbered in sequence beginning with 0001. <i>Example:</i> If Ft. Bliss submits 810 requisitions for requirement month DEC 1979, the line numbers would begin and end as follows: 8VL 0001 to 8VL 0810. CONUS based functional commands who requisition for oversea positions will identify the country of these oversea requirements by using the following alpha codes in the first position of the line number: A Alaska B Okinawa C Canal Zone (Central and South America) D Taiwan E Europe (less Germany) F Thailand G Germany H All other oversea areas J Japan K Korea |
| Requiring Special Screening | V001-V999 | Each card submitted for a particular requirement month will be numbered in sequence, beginning with V001. |
| Linguist (Emergency or Routine). | L001-L999 | If it is necessary to submit more than one linguist requisition for a particular requirement month (combination of one routine and one or more emergency requisitions), the next unused consecutive line number will be used for each subsequent submission. <i>Example:</i> CINCUSAREUR submits a routine linguist requisition for April 1979 containing 78 items identified as "6ED L001-L078." The command subsequently identifies a requirement to submit an emergency linguist requisition for April 1979 containing 10 additional items; this would be identified as "6ED L079-L088." |

Table 2-1. EPMD Line Numbers—Continued.

| <i>Type of requisition</i> | <i>Use these blocks of numbers in columns 31 to 34</i> | <i>As follows</i> |
|---|--|---|
| ★ Emergency | R001-R999, S001-S999, and T001-T999 | Emergency requirements will be identified by using these line numbers. The first submission for a particular month will begin with the R001 thru R999 block. When this block has been completely exhausted, subsequent requirements for the same month will use S001 thru S999. If additional line items are required, the T001 thru T999 block will be used. |
| Deploying Unit | P001-P999, and Q001-Q999 | The first submission of a deploying unit requisition for a particular requirement month will begin with the R001 block. Subsequent deploying unit requisitions submitted for the same requirement month will begin with Q001 regardless of whether or not the R001-R999 block has been exhausted. |
| ★ COHORT/New Manning System Units | U001-U999 | For MILPERCEN use only. |
| Airborne "D" Requirement. | W001-W999 | (Rescinded—See Special Qualification Code "W", app B.) Restricted for MILPERCEN use only. |
| | 9001-9999, N001-N999, and X001-Z999 | |

Section IV. ASSIGNMENT PROCESSING

2-20. Responsibilities. a. CG, MILPERCEN, issue assignment instructions for all soldiers (chap. 1).

b. The installation/division commander distributes assignment instructions to the MILPO within 3 working days after receipt.

c. The MILPO verifies the eligibility of soldiers for proposed assignment. If appropriate, the MILPO requests deletion or deferment. Within 7 days of receipt of assignment instructions, the MILPO will inform the soldier of the assignment.

★ 2-21. Assignment instructions. All assignment instructions issued by MILPERCEN will be issued or confirmed through CAP III System. Assignment instructions for soldiers going to BT/AIT are made and issued according to AR 612-201. With few exceptions, MILPERCEN transmits as-

ignment instructions weekly, via AUTODIN to the losing installation/division commander. The transmission of assignment instructions to the gaining activity will be delayed until 6 months before the soldier's arrival month. As an exception, assignment instructions to the gaining commander will not be delayed when the soldier is being assigned upon completion of AIT or when the soldier's arrival month is less than 6 months from the current month. These assignment instructions will be issued to the losing installation/division and the gaining activity at the same time. CAP III assignment classification and CAP III type transaction codes are in appendix E.

a. Functional commands (e.g., DARCOM, USACC, and INSCOM) whose subordinate elements are serviced by more than one MILPO will be furnished assignment instructions. However,

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the servicing MILPO will process the soldier for reassignment.

b. Assignment instructions for soldiers who are available for immediate movement will be issued

by electrical message and will be confirmed by CAP III. The message constitutes the authority to move the soldier. The soldier will not be held pending receipt of AI through CAP III.

| SPECIAL INSTRUCTIONS FOR ENLISTED PERSONNEL | | | | | | | | | | TO (Include ZIP Code): | | | | | | | | | | FROM (Include ZIP Code): | | | | | | | | | | DATE PREPARED | | | | | | | |
|---|------------------------|--------------------------|-----------------|--------------------|---------------------------|---|--|-----------------|------------|--------------------------------------|--------------------|-------------------|------------------|-------------|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|--|--|---------------|--|--|--|----------------|--|--|--|
| (See Appendix B, AR 614-200 for detailed preparation instructions.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | PAGE NO. 2 | | | | NO. OF PAGES 2 | | | |
| AUTOMATED TRANSMISSION DATA | | | | | SPECIAL INSTRUCTION CODES | NARRATIVE OF SPECIAL INSTRUCTION | SP. INSTR. OR IDENT. LAST CARD INDICATOR | SEQUENCE NUMBER | CARD COUNT | EPO REGISTRATION ACTIVITY CYCLE LINE | EPO CONTROL NUMBER | LINE NUMBER START | LINE NUMBER STOP | INSTR IDENT | | | | | | | | | | | | | | | | | | | | | | | |
| RECORD SIZE | ACTIVITY TO WHICH SENT | ACTIVITY FROM WHICH SENT | REC. IDENT. NO. | MILPERCEN USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | ETCB | TABLE 8-4, AR 614-200/NA/NA/NO. CO. SPEC | W | 1 | 2 | CLR | 32 | 34 | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | ACTIVITIES PERSONNEL FT MYER VA 22211/ALEX VA/V | M | 2 | 2 | CL | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | ALL PERS WILL RPT TO MILPERCEN ADMIN OEC RM | M | 3 | 2 | CL | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | 4NS3 HOFFMAN BLDG II 200 STOVALL ST ALEX VA | M | 4 | 2 | CL | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | 2232 BTWN #734-1644 MRS. W/DYS. W/PERS & HEALTH | M | 5 | 2 | CL | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | PCDS FOR INPROCESSING/ | M | 6 | 6 | 2 | CLR | 32 | 34 | Z | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |
| 0080 | 0 | 0 | B9 | | | | | | | | | | Z | | | | | | | | | | | | | | | | | | | | | | | | |

DA FORM 477A

EDITION OF 1 FEB 75 WILL BE USED UNTIL EXHAUSTED.

Figure 2-3. Special instructions for requisitions.

Assignment instructions issued by message will be in the format shown in figure 2-4. Each message will contain five paragraphs as follows:

| <i>Paragraph</i> | <i>Content</i> |
|------------------|---|
| 1..... | Information about losing and gaining commands, soldiers selected for assignment, personal data, and movement rules. |
| 2..... | Supplemental assignment information such as TDY en route, cancellation of previous assignment instructions, assignment in duty MOS, or similar assignment data. |
| 3..... | Codes that relate to instructions listed in appendix B, AR 310-10. |
| 4..... | Codes for special assignment instructions not listed in AR 310-10 but used repetitively by MILPERCEN in the issuing of assignment instructions. AR 680-29 contains codes used but not defined in AR 310-10. |
| 5..... | Miscellaneous information and special instructions that cannot be adapted to the coding in paragraphs 3 and 4. |

(1) When information for a paragraph is not required, "N/A" will be entered after the paragraph number.

(2) All data will be separated by a slash (/). If a certain data field does not apply, it will be enclosed in blank slashes(/ /).

c. If assignment instructions received from CG, MILPERCEN conflict, the MILPO will contact the appropriate MILPERCEN Career Management Branch for clarification.

d. On receipt of assignment instructions from CG, MILPERCEN, the losing installation or activity commanders will ensure that each soldier is eligible for assignment. Each soldier must—

(1) Be eligible for oversea service in accordance with AR 612-2, AR 614-30, and other DA operating policies.

(2) Be physically qualified for duties associated with the MOS, assignment, and geographic area.

*(3) Meet the security investigation requirements coded in the MILPERCEN assignment instructions. If necessary, the required security investigation will be requested. When assignment instructions require a Special Background Investigation for Special Intelligence ac-

cess, the soldier will not depart until final results of the investigation are received unless the assignment instructions state otherwise. For all remaining security investigations, soldiers will not be held at the home station pending the results of the investigation unless such guidance is in the AI. The losing command will make a report by telephone or electrical message to the soldier's career branch in MILPERCEN (table 1-1) if the US Army Central Personnel Security Clearance Facility—

(a) Can not issue the security clearance, or

(b) Furnishes information which causes the soldier to be disqualified by the losing unit commander for a Personnel Reliability Program (AR 50-5) or Chemical Personnel Reliability Program (AR 50-6) assignment.

In all cases, the results of the investigation will be sent to the gaining command.

(4) Meet the special qualifications and comply with the special instructions in the MILPERCEN assignment instructions. Soldiers who do not meet the required qualifications or who cannot become qualified before scheduled departure from home station will be reported to CG, MILPERCEN (DAPC-EPS-S) as prescribed in this chapter.

e. The following soldiers will continue to be eligible for assignment.

(1) Soldiers in grades E1 through E7 who have been appointed or selected for promotion to the next higher grade.

(2) Soldiers in grades E6 and below who are reduced not more than two grades will be assigned as directed. No further disciplinary or board action must be pending and all prerequisites for the assignment must be met. However, substituting an NCO for a specialist is not authorized unless specified by MILPERCEN.

(3) Soldiers who have been reclassified as follows:

(a) From an entry group to an advanced MOS in the same CMF.

(b) To a different skill level in the same three-character MOS.

f. Soldiers in grade E8 on a promotion list to

E9 will not depart home stations until MILPERCEN confirms or changes their assignment instructions. The MILPO will send an electrical message to CDR MILPERCEN ALEX VA/DAPC-EPZ-E. The message will contain—

- (1) Name, SSN, and MOS.
- (2) EPMD control and line number.
- (3) Organization or station to be assigned.
- (4) Estimated date of departure.
- (5) Mode of travel.
- (6) Whether movement of dependents is involved, if so, the number.
- (7) Number of days of leave granted.
- (8) Leave address.

g. Requests for deferments and deletions due to extreme family problems or operational reasons will be submitted to MILPERCEN (chap. 3).

★h. US Army 1st Personnel Command (1st PERSCOM) will furnish pinpoint assignment instructions (PPAI) as provided in (1) through (3) below for soldiers being assigned to USAREUR.

Special processing instructions in paragraph 3-2j, DA Pam 600-8-10, apply.

(1) Soldiers in grades E4 and below, will be furnished PPAI upon their arrival in USAREUR.

(2) For soldiers in grades E5 and above PPAI will be furnished the losing MILPO during the fifth month before the soldier's scheduled arrival month in USAREUR, or within 20 working days of the date of the appropriate CAP III AUTODIN cycle if the arrival month is less than 5 months from the date of the CAP III AUTODIN cycle.

(3) Soldiers in grade E5 and above, whose scheduled arrival date is less than 2 months from the date of the appropriate CAP III AUTODIN cycle, will be furnished PPAI upon arrival in USAREUR. The losing MILPO will issue orders assigning these soldiers to 21st AG Replacement Battalion and notify the Commander, 1st PERSCOM by electrical message.

2-22. **Procedures.** DA Pam 600-8-10 contains the procedures which will be used to process assignment instructions.

Section V. EARLY ARRIVAL, DELETION, AND DEFERMENT

2-23. **Responsibilities.** *★a.* MILPERCEN (DAPC-EPH-S) is the approval authority for—

- (1) All deletion and deferment requests (except deferment for pregnancy).
- (2) All requests for early arrival of soldiers being assigned to short tour areas.
- (3) All requests for early arrival in excess of 60 days for soldiers being assigned to long tour areas.
- ★(4)* All requests for early arrival when TDY en route is involved.

★b. The losing installation commander is the approval authority for—

- (1) Deferment because of pregnancy for soldiers on orders for assignment overseas.
- (2) Requests for early arrival of 60 days or less to long tour areas. If TDY en route is involved, MILPERCEN (DAPC-EPH-S) is the approval authority.

c. Commanders must insure that each request is fully justified and submitted to MILPERCEN on time (chap 4, DA Pam 600-8-10).

★d. Approval authority for deletions or deferments for reasons other than specified above will be as prescribed in chapter 3.

★2-24. General policy. Requests for deletion, temporary deferment from assignment instructions, or an adjustment to the arrival month for early arrival are authorized for extreme family problems and for medical, operational, or other administrative reasons.

★a. Requests for deletion or deferment due to extreme family problems will be submitted to HQDA(DAPC-EPA-C) Alexandria, VA 22331. All other requests for deletion or deferment and early arrival of a soldier will be submitted to HQDA(DAPC-EPH-S) Alexandria, VA 22331.

★b. Commanders will carefully review requests,

based on operational requirements to determine whether internal adjustments, curtailment of non-essential functions, or other actions can be taken. All requests for operational deletion/deferment that are to be justified as exceptions will be forwarded through commanders having general court-martial (GCM) authority. Only requests which are fully documented and clearly indicate that mission requirement is more critical than that of the gaining command will be approved. Requests for operational deletion/deferment for soldiers who have received instructions for assignment overseas to a special management command will not be submitted (or if submitted, will not be approved) unless the DAMPL rating of the losing organization exceed that of the gaining overseas unit. Requests for operational deletion/deferment must be sent in time to reach MILPERCEN within 60 days of the date of the CAP III cycle in which the assignment instructions were issued. Requests submitted outside the established timeframe will not be considered by MILPERCEN unless the reason for late submission is fully justified. Justification must include specific circumstances that changed and could not be foreseen at the time assignment instructions were issued. All requests for early arrival of a soldier initiated by the gaining command will be submitted to HQDA(DAPC-EPH-S), Alexandria, VA 22331.

c. Requests for deletion, deferment, or early arrival will include a cover Disposition Form (DA Form 2496) and proper documents (fig. 4-1-1, DA Pam 600-8-10). Before submitting a deletion, deferment, or early arrival request (except for 60 days or less to long tour areas) a Date of Loss (DLOS) Transaction Card will be sent through the servicing SIDPERS activity. Two copies of DA Form 4883 (Deletion/Deferment Request Transmittal) will be sent with all deletion, deferment, and early arrival requests, including those for operational reasons. Telephonic inquiries on the status of a deletion or deferment request will not be made until 30 days after the signed DA Form 4883 is submitted to MILPERCEN. Telephonic and message requests for deletion are not authorized. Information that is received telephonically on deletions, deferments, or early arrival is unofficial and is not authority to revoke or amend orders.

★d. The gaining and losing commanders will be informed of all MILPERCEN decisions on deletion, deferment, and early arrival requests. MILPERCEN approval will be provided via the CAP III assignment system. Deferments authorized by commanders for pregnancy must be confirmed via the CAP III assignment system by MILPERCEN (DAPC-EPH-S). A request based on extreme family problems may be disapproved by the first commander in the chain of command having GCM authority. A request for other reasons, including operational reasons, may be disapproved by the MILPO or any commander in the chain of command. These disapproved requests will be returned to the requesting unit without referral to MILPERCEN. However, if a soldier has been retained beyond the specified arrival month, the request must be sent to MILPERCEN for final action.

e. If a soldier is eligible for a request for reassignment due to extreme family problems and an operational or other category of deletion/deferment, one will not be withheld pending the outcome of the other. Since these actions are not directly related and are based on separate factors, withholding one action pending the outcome of the other would only delay a final decision on moving the soldier. When two actions are submitted, each indorsement will have, if practical, the date the other action was submitted and to what office.

f. Soldiers for whom deletion or deferment requests have been submitted will be retained by the installation until MILPERCEN takes final action. If necessary, MILPERCEN will adjust the arrival month. Losing commanders will fully justify requests submitted outside the established timeframes. (See chap. 4, DA Pam 600-8-10).

★g. Requests for deletions not resolved within 60 days from the date sent to MILPERCEN will be traced by the losing installation to HQDA (DAPC-EPH-S), (or to (DAPC-EPA-C)) if initial request was sent for extreme family problems). A copy of the DA Form 4883 that transmitted the request for deletion will be used for the tracer. A copy of the disposition form on DATA to Support Deletion/Deferment Request with all supporting documents sent with the origi-

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nal request will be included (proc 4-1, DA Pam 600-8-10).

h. Commanders receiving deletion responses through CAP III via AUTODIN will set up procedures so the soldier and the losing and gaining units may be informed quickly.

i. Commanders will ensure that soldiers comply with their assignment instructions in the month stated by MILPERCEN or that deletion or movement in a different month is granted. Normal POR processing, including requests for port calls, will continue until MILPERCEN makes a decision on the request for deletion/deferment. The entire POR function, including deletion/deferment processing, must receive command emphasis.

★j. If a soldier in receipt of instructions for assignment to a long tour area wishes to submit a request to arrive early up to 60 days, a request should be sent through channels to the losing installation commander, except when TDY enroute is involved (para 2-23b(2)). If the installation commander approved the early arrival request, the servicing MILPO will so inform CDR MILPERCEN ALEX VA //DAPC-EPH-S// by electrical message. Deferment code "HE" will be cited in the message (item 6, sec III, table 4-1-1, DA Pam 600-8) and will be included by MILPERCEN in the CAP III confirmation of the soldier's early arrival if approved. The gaining commander will be included as an information addressee on the message. If the commander disapproves the early arrival request, the soldier will

comply with the original arrival month specified in the assignment instructions. Requests for early arrival to short tour areas or for early arrival in excess of 60 days to long tour areas will be sent to HQDA(DAPC-EPH-S), Alexandria VA 22331 for approval. Requests for early arrival will include the documents prescribed in c above for deletion/deferment requests.

2-25. Deletion, deferment, and early arrival responses. *a.* These transactions will be transmitted to the field by AUTODIN via the CAP III system.

b. Deletion/deferment actions, approved or disapproved, will be shown on SIDPERS report for gaining and losing commands. The reason for approval or disapproval will be indicated on these reports. (See DA Pam 600-8-10).

c. Transactions for soldiers who have been transferred to a unit serviced by another MILPO at the same installation will be forwarded to that MILPO.

d. Responses to deletion/deferment requests for operational reasons will be by message, letter, or indorsement directly to the losing command. The gaining command will be informed if a change in arrival month or deletion is granted. MILPERCEN will followup all decisions through the CAP III system.

2-26. Procedures. Procedures 4-1, DA Pam 600-8-10, contains detailed guidance for requesting deletions and deferments.

| JOINT MESSAGEFORM | | | | | | SECURITY CLASSIFICATION | | | |
|---|-------------------------------|------------|------|-----|--|-------------------------|---|-----------------|----|
| | | | | | | UNCLASSIFIED | | | |
| PAGE | DRAFTER OR RELEASEE TIME | PRECEDENCE | | LMP | CLASS | CIC | FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY | | |
| | | ACT | INFO | | | | DATE - TIME | MONTH | YR |
| 01 OF 01 | | RR | RR | | UUUU | | 311217Z | JAN | 79 |
| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | |
| <p>FROM: CDRMILPERCEN //{{CAREER BRANCH}}//</p> <p>TO: {ADDRESSEE}</p> <p>INFO {AS NECESSARY}</p> <p>UNCLAS</p> <p>SUBJ: I. ENL ASG INSTR {MA}</p> <p>1. INFO: /CO C/68 SIG BN/01-09035/NY/E1/BRJCO/ /WINTER SAL/002364199/5/45M20/1MVAA/FC/SJYV001/02/79/I/M/D/ZJY0121/</p> <p>2. SMO SM'S ASG TO HQ MDW FT MYER VA IS REVOKED.</p> <p>3. NA.</p> <p>4. KICE): F4 {BI}.</p> <p>5. REF FONECON SSG BENNETT UR HQ AND MRS LOUIS THIS HQ 28 JAN 79, AND UR MSG 261734Z JAN 79. CAP III CYCLE WILL CONFIRM THIS ASG. LOSING/GAINING CDR WILL NOTIFY MILPERCEN IF CAP III AI NOT RECEIVED. SM WILL NOT BE HELD PENDING RECEIPT OF CAP III AI. THIS MSG CNTN ONE NAME.</p> | | | | | | | | | |
| <p>6 5 4 3 2 1 0</p> | | | | | | | | | |
| <p>0</p> | | | | | | | | | |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE | | | | | SPECIAL INSTRUCTIONS | | | | |
| A E L E A S E | | | | | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | |
| SIGNATURE | | | | | SECURITY CLASSIFICATION | | | DATE TIME GROUP | |
| | | | | | UNCLASSIFIED | | | | |

DD FORM 173, DEC-70

REPLACES DD FORM 173, 1 JUL 66, WHICH WILL BE USED.

Figure 2-4. Sample enlisted assignment instruction message.

Explanation for figure 2-4

| | A | B | C | D | E | F | G | | | | | | | | | | | | | |
|------------------|---------------------------|----------------------------------|-----|-------------------------|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|
| Para 1. INO: | /CO | C/68th | SIG | BN/01-0935/NY/E1/BRJC0/ | / | | | | | | | | | | | | | | | |
| | H | I | J | K | L | M | N | O | P | Q | R | S | T | | | | | | | |
| WINTER | SAL/002364199/5/45M20/1MV | AA/FC/SJYV001/02/79/1/M/ZJY0121/ | | | | | | | | | | | | | | | | | | |
| A. /CO C/ | | | | | | | | | | | Gaining Organization Number | | | | | | | | | |
| B. /68TH SIG BN/ | | | | | | | | | | | Gaining Unit Designator | | | | | | | | | |
| C. /01-09035/ | | | | | | | | | | | Gaining Country Code & APO or Station | | | | | | | | | |
| D. /NY/ | | | | | | | | | | | Gateway or State | | | | | | | | | |
| E. /E1/ | | | | | | | | | | | Gaining Command Code | | | | | | | | | |
| F. /BRJC0/ | | | | | | | | | | | Gaining PUD DD | | | | | | | | | |
| G. / / | | | | | | | | | | | Port of Entry | | | | | | | | | |
| H. /WINTER SAL/ | | | | | | | | | | | Name | | | | | | | | | |
| I. /002364199/ | | | | | | | | | | | Social Security Number | | | | | | | | | |
| J. /5/ | | | | | | | | | | | Pay Grade | | | | | | | | | |
| K. /45M20/ | | | | | | | | | | | Requisition MOS | | | | | | | | | |
| L. /1MVAA/ | | | | | | | | | | | Losing PUD DD | | | | | | | | | |
| M. /FC | | | | | | | | | | | Losing Command Code | | | | | | | | | |
| N. /SJYV001/ | | | | | | | | | | | EPMD Req Control & Line Number | | | | | | | | | |
| O. /02/ | | | | | | | | | | | Arrival Month | | | | | | | | | |
| P. /79/ | | | | | | | | | | | Arrival Year | | | | | | | | | |
| Q. /1/ | | | | | | | | | | | Assignment Classification Code | | | | | | | | | |
| R. /M/ | | | | | | | | | | | EPD ID Group Code | | | | | | | | | |
| S. /ZJY0121/ | | | | | | | | | | | EPMD Req Ctl & Line No of the Deleted Assign- ment | | | | | | | | | |

- Para 2: Self-explanatory.
- Para 3: Not Applicable in this message.
- Para 4: K1 (E) Concurrent Travel Code E AR 55-46 applies.
F4 (BI) Favorable Background Investigation in accordance with AR 604-5 is required.
- Para 5: Self-explanatory.

Figure 2-4.—Continued.

Section VI. IMMEDIATELY AVAILABLE ENLISTED PERSONNEL

2-27. **Responsibilities.** a. CG, MILPERCEN, provides assignment instructions for immediately available soldiers to the servicing MILPO.

b. Installations, organizations, agencies, and activities that submit requisitions to CG, MILPERCEN will also request assignment instructions for soldiers listed in table 2-2. In general, all soldiers who fall into one of the categories in table 2-2 will be reported using the appropriate code. Soldiers in categories D, E, and I who can be utilized in accordance with chapter 3, AR 600-200, need not be reported.

2-28. **Interviewing immediately available personnel.** Soldiers who are to be reported as immediately available for assignment will be interviewed as necessary. Data for all elements of the report must be complete and correct. Before the report is prepared, the following actions will be taken on soldiers in the given groups.

a. Airborne and special forces qualified personnel will be personally interviewed to determine whether they want to continue in an airborne or special forces status in their next assignment. This must be done before reporting the SQI "S" or "P." If airborne or special forces duty is not desired, SQI "S" or "P" will be removed (para 2-33, AR 600-200).

b. Prior-service soldiers (enlisting or reenlisting for training in an MOS that is not the same as the PMOS held in a prior period of service) will be reported in the PMOS in which training is required. Skill level "0" (e.g., 11B00) will be indicated to show that the soldier requires training in that MOS. The previous PMOS will then be reported as SMOS or AMOS if the soldier is still qualified in the MOS. If no further training is required on reenlistment, the soldier will be reported as having the PMOS and skill level for which he/she enlisted.

c. The physical profile serial (PULHES) and physical category code on soldiers in all groups will be carefully reviewed. The soldier's ability to perform duty in the reported PMOS must continue. Reclassification will be completed, if nec-

essary, before reporting the soldier as immediately available.

2-29. **Classifying immediately available personnel.** Soldiers reported as immediately available will be classified into one of the categories in table 2-2. To make reporting simple, the letter code for the appropriate category will be used when possible. Each case that is not described by one of the categories listed should be fully explained in the remarks section of the report.

2-30. **Submitting reports** a. Soldiers who are immediately available for assignment will be reported to CG, MILPERCEN, as soon as their availability date is known, but no later than 1 day after date of availability. Reports will be transmitted by electrical message.

b. Reports will be combined so that no more than one report per day will be transmitted by each reporting element to each addressee listed below.

| Report | Address |
|--|---|
| Enlisted Aides | CDR MILPERCEN ALEX VA //DAPC-EPZ-E// |
| Soldiers who have not completed training for first award of MOS, or soldiers for whom more basic or advanced training is required. | CDR MILPERCEN ALEX VA //DAPC-EPT-I// |
| Soldiers who have completed training for award of MOS but who have not yet reported for duty to their first TOE or TDA unit as a member of the permanent party. Include all soldiers reported under codes "F" and "C" (table 2-2). | CDR MILPERCEN ALEX VA //DAPC-EPT-F// |
| Soldiers, other than above, and former officers or warrant officers reverting to enlisted status (AR 601-210 or AR 601-280). | CDR MILPERCEN ALEX VA //(office symbol corresponding to PMOS as shown in table 1-1)// |

2-31. **Assignment instructions.** *a.* CG, MILPERCEN, will provide assignment instructions for immediately available soldiers (sec. IV, this chap.).

600-8-10.

b. Immediately available soldiers will be processed and moved in accordance with DA Pam

2-32. **Procedures.** Procedure 3-5, DA Pam 600-8, contains detailed guidance for the report format and for reporting immediately available personnel.

Table 2-2. Immediately Available Reporting Codes and Categories

| <i>Code</i> | <i>Category</i> |
|-------------|--|
| A | Soldiers who fail to complete courses at Army service schools, training centers, officer candidate schools, or civilian institutions, or while in airborne, drill sergeant, or special forces training, unless otherwise directed by DA. |
| B | Hospital patients assigned to medical holding detachments. These soldiers will be reported not earlier than 60 days nor later than 15 days before the estimated date they will complete hospitalization. When soldiers cannot actually be assigned within 30 days following the original estimated release date, a request will be submitted to cancel assignment instructions. A new request for assignment instructions will be submitted when the patient is again ready for release. |
| C | Soldiers assigned to Military Personnel Transportation and Assistance Offices (MPTAO) in emergency PCS status who require further assignment instructions. |
| ✓D | Soldiers who possess disqualifying factors which require their reassignment. Examples are the failure of a soldier to meet prerequisites for special assignments in accordance with this regulation, disqualification of personnel in accordance with AR 50-5 and AR 50-6 airborne and/or special forces terminators and ineffective recruiters (AR 601-1). |
| E | Oversea returnees assigned to transfer stations who are ineligible for transfer processing. |
| F | Prisoners in CONUS sentenced to punitive discharges who are being restored to duty in CONUS. Assignment instructions will be requested as soon as directed to restore to duty (AR 190-47). |
| G | Absentees restored to duty within CONUS for whom no other provision for disposition is made in AR 630-10. |
| H | Soldiers available for assignment who, because of absence without leave or other reasons, were previously withheld from shipment (short-shipped) against assignment instructions issued in accordance with AR 612-201. |
| I | Prior service personnel who have enlisted or reenlisted under options for which pertinent regulations do not provide specific processing and assignment instructions and no further training, |

Table 2-2. Immediately Available Reporting Codes and Categories—Continued

| Code | Category |
|------|---|
| | or less than 8 weeks of basic training, is required. Soldiers inducted, recalled, or ordered to active duty from the Army Reserve, Army National Guard, or from an Army retired status will be included in this category. (Does not apply to REP soldiers ordered to active duty for training only.) |
| J | Soldiers who complete courses at Army service schools, Navy, Air Force, or civilian schools (other than college level training (AR 621-1) and AIT 612-201)). Request assignment instructions for all soldiers in grades E6 through E9 and soldiers in grades E1 through E5 when PMOS is listed in column B(2), table 1-1 according to the schedule below: <p style="margin-left: 40px;">COURSE LENGTH—Over 12 weeks—not later than 60 days before graduation; 8-12 weeks—not later than 45 days before graduation; Less than 8 weeks—not later than 15 days before graduation. All other soldiers will be reported 45 days before graduation.</p> |
| K | Soldiers completing college level training at civilian schools (AR 621-1). Requests will identify the soldier by reporting code 09D00 and will be submitted 45 days before date of completion of training. |
| L | Soldiers in airborne training. Requests for assignment instructions will be forwarded by roster from the airborne school during the first week of training. Soldiers who become physically or otherwise unqualified for airborne duty while in airborne training in CONUS will be reported immediately under code A above. |
| M | Trainees who become MOS qualified and do not receive assignment instructions (AR 612-201). |
| N | Soldier requires rehabilitative treatment under the provisions of the Department of the Army Alcohol and Drug Abuse Prevention and Control Plan. He/she must be assigned to an installation that can provide rehabilitative treatment. When reporting this code, area of preference should coincide with installations announced by HQDA as having a rehabilitative capability. |
| P | Former officer or warrant officer reverting to enlisted status (AR 601-210 or AR 601-280). In accordance with paragraph 1-4b, add one of the codes below in item F to indicate the soldier's assignment status: |
| P1 | a. Soldier requires a new PCS assignment in CONUS or OCONUS. |
| P2 | b. Soldier desires and has command approval to be retained at current installation. |
| P3 | c. Soldier desires and has command approval to be retained within the oversea command, and if approved by HQDA, will be reassigned to a new installation. |

Table 2-2. Immediately Available Reporting Codes and Categories—Continued

| Code | Category |
|------|---|
| Q | Soldiers who for security reasons, require transfer from current post, camp, or station. |
| ★R | Soldiers who have completed a period of stabilization (para 3-8c) for extreme family problems, whose grade and PMOS are not authorized at the present duty station, and have not been issued assignment instructions. |

Section VII. SURPLUS ENLISTED PERSONNEL

2-33. Responsibility. *a.* CG, MILPERCEN, reassigns surplus soldiers in accordance with distribution priorities and assignment policies. MILPERCEN provides assignment information about soldiers selected for reassignment via the CAP III system.

b. Installations and organizations that submit requisitions directly to CG, MILPERCEN, will submit surplus reports (exempt report, para 7-2h, AR 335-15).

2-34. Policies for reporting surplus personnel.

a. Surplus reports on soldiers who received enlisted bonus or Shortage Specialty (Proficiency Pay) and who meet one or more of the conditions in table 2-3 will be submitted monthly in accordance with *h* below. Surplus reports on all other personnel will be submitted when requested by MILPERCEN or considered appropriate by the local commander. However, on declaration of general war or full mobilization, all surplus reporting requirements of this section are suspended except upon HQDA request.

b. All available utilization techniques (chap. 3, 6, and 9, AR 600-200) will be exhausted before reporting a soldier as surplus.

c. Soldiers who receive an enlistment or reenlistment bonus will be placed in authorized positions. They will be placed according to their bonus (or comparable) MOS ahead of those who did not get a bonus.

d. MOS conversion of Career Management Fields (CMF) (revised under the Enlisted Personnel Management System (EPMS)) will be

considered before naming soldiers in the CMF as surplus.

e. Once a surplus is identified based on an overall overstrength, the commander will select and report, as surplus, the required number of soldiers. Soldiers reported as surplus must meet the conditions in rules 7 through 9, section I or rule 3, section II, table 2-3.

f. After determining MOS and grade where a surplus exists, the commander will report those soldiers in the overage MOS and grade who have been assigned to the installation/activity the longest since last PCS. Time limitations shown in table 2-3 will be considered.

★*g.* Soldiers who must be reassigned due to the inactivation of a post, camp, or station (rule 10, sec I and rule 4, sec II, table 2-3) will be reported 180 days before the inactivation date.

h. Surplus reports will be submitted in the format shown in appendix D for soldiers in grades E 1 through E8. Reports will be sent to HQDA(DAPC-EPMS-D) Alexandria, VA 22331. The appropriate Initial Report Code, table 2-4, will be punched in card column 78 to show the reason a soldier is being reported surplus. When facilities permit, a computer listing of the cards will also be sent. Reports will be submitted so as to arrive at MILPERCEN the first working day of each month.

★*i.* Changes to information that was previously reported will be submitted as they become known. The proper change code in table 2-4 will be entered in card column 78. Requests to re-

move soldiers from surplus will be sent by electrical message to CDR, MILPERCEN ALEX VA//DAPC-EPH-S//. The request will include the grade, name, SSN, PMOS, and date first reported. Requests for deletion or deferment from assignment instructions will be submitted to

HQDA(DAPC-EPH-S), Alexandria, VA 22331 (sec V, this chap.)

2-35. **Procedures.** Procedure 3-4, DA Pam 600-8, contains detailed guidance for reporting surplus personnel.

Section VIII. HOMEBASE AND ADVANCE ASSIGNMENT PROGRAM (HAAP)

2-36. **General.** *a.* The Homebase and Advance Assignment Program (HAAP) reduces family dislocation and the expenditure of PCS funds. Only Active Army soldiers serving in grades E5 through E8 who are assigned to 12-month dependent restricted short tour areas are affected by this program. HAAP assignments will not be given to soldiers who voluntarily elect to serve 12-month "all others" tours when assigned to accompanied tour areas. Soldiers in grade E8 (Promotable) or E9 are not eligible for HAAP assignments. However, consistent with the needs of the Army, the CSM/SGM Office, MILPERCEN, will whenever possible honor individual preferences when issuing assignment instructions returning the soldier to CONUS.

b. On declaration of general war of full mobilization, the Homebase and Advance Assignment Program is suspended.

2-37. **Responsibilities.** *a.* The CG, MILPERCEN, provides eligible soldiers assigned to a dependent restricted short-tour area with a projected homebase or advance assignment.

b. Installation/division commanders ensure that orders for soldiers departing for assignments to dependent restricted short-tour areas include the projected homebase or advance assignment.

2-38. **Homebase and advance assignment policies.** *a.* Eligible soldiers will be given a homebase or an advance assignment when selected for a dependent restricted short-tour area.

(1) *Homebase assignments.* The soldier is projected to return to his/her prior permanent duty station after the short-tour.

(2) *Advance assignments.* The soldier is projected to be assigned to a duty station other than his/her prior permanent duty station after the short tour.

b. Eligible soldiers stationed in CONUS and Hawaii will be provided a homebase or advance assignment. However, CONUS residents will not be homebased in Hawaii without their consent.

c. Eligible soldiers stationed in an overseas accompanied long-tour area, who volunteer for an intertheater transfer, will be notified in advance of projected HAAP assignment after the short tour.

d. The primary factors in determining assignments under the HAAP are—

- (1) The needs of the Army;
- (2) Professional development considerations;
- (3) Least cost factors; and
- (4) Assignment choice.

e. Unless a request for change of a homebase or advance assignment can be approved under the provisions of chapter 3, it will not be approved.

f. The assigned homebase or advance assignment will be provided the MILPO in a special instruction trailer card (SITC). If an advance or homebase assignment is not included in the assignment instructions for eligible soldiers, the MILPO will contact the appropriate MILPERCEN career management branch.

g. Homebase and advance assignments are projected assignments that must be validated by CAP III before the MILPO in the overseas short-

tour area issues reassignment orders. The assignments are closely managed to ensure the soldiers return to either the homebase or advance assignments.

2-39. Procedures. Procedure 3-1, DA Pam 600-8-10, contains detailed guidance for processing assignment instructions.

Table 2-3

Conditions for Reporting Surplus Personnel

| E U L E | Section I—For Soldiers Stationed in CONUS | | |
|------------------|--|---|--|
| | If the soldier | And the soldier | Then the soldier |
| 1 | cannot be properly utilized (as outlined in chap. 3, AR 600-200) in an authorized TOE or TDA position, | has 15 months or more remaining to ETS and has completed at least 9 months at current station, or | will be reported surplus using the reporting format at appendix D. |
| 2 | " | has been assigned at current station for at least 9 months and has completed more than 6 years active Federal service, or | " |
| 3 | " | has less than 15 months remaining to ETS and intends to extend or reenlist, | " |
| 4 | is serving on an enlistment for which an Enlistment Bonus (EB) (DA Cir 611-series), Variable Reenlistment Bonus (VRB), or Selective Reenlistment Bonus (SRB) (chap. 9, AR 600-200), was received, and cannot be utilized in his/her bonus MOS or a DA-approved comparable MOS, | has 15 months or more remaining to ETS and has completed at least 9 months at current station, or | will be reported surplus using the reporting format at appendix D. |
| 5 | " | has been assigned at current station for at least 9 months and has completed more than 6 years active Federal service, or | " |
| 6 | " | has less than 15 months remaining to ETS and intends to extend or reenlist, | " |
| 7 | exceeds the valid authorizations of an installation/activity because of an overall numerical overstrength, | has 15 months or more remaining to ETS and has completed at least 9 months at current station, or | will be reported surplus using the reporting format shown at appendix D. |
| 8 | " | has been assigned at current station for at least 9 months and has completed more than 6 years active Federal service, or | " |
| 9 | " | has less than 15 months remaining to ETS and intends to extend or reenlist, | " |
| 10 | is assigned to a unit, facility, post, camp, or station that is inactivated, | is not eligible for separation under the provisions of paragraph 5-13, AR 635-200, | will be reported surplus using the reporting format shown at appendix D. |

| Table 2-3 | | | |
|--|--|---|--|
| Conditions for Reporting Surplus Personnel | | | |
| R U L E | Section II—For Soldiers Stationed Overseas | | |
| | If the soldier | And the soldier | Then the soldier |
| 1 | cannot be properly utilized (as outlined in chap 3, AR 600-200) in an authorized TOE or TDA position, or | has completed at least five-sixths of the overseas tour, | will be reported surplus using the reporting format at appendix D. |
| 2 | is serving on an enlistment for which an Enlistment Bonus (EB) DA Cir 611 series), Variable Reenlistment BONUS (VRB), or Selective Reenlistment Bonus (SRB) (chap 9, AR 600-200), was received, and cannot be utilized in his/her bonus MOS or a DA-approved comparable MOS, | | |
| 3 | exceeds the valid authorizations of an overseas command because of an overall numerical overstrength, | has completed at least five-sixths of the overseas tour, | will be reported surplus using the reporting format at appendix D. |
| 4 | is assigned to a unit, facility, post, camp, or station that is inactivated, | is not eligible for separation under the provisions of AR 635-200, and cannot be properly utilized within the overseas command, | |

Table 2-4. Reporting Codes for Surplus Personnel

| | Initial report code | Change report code |
|--|---------------------|--------------------|
| Personnel reported under rules 1 through 3, section I, and rule 1, section II, table 2-3 ... | A | 3 |
| Personnel reported under rules 4 through 6, section I, and rule 2, section II, table 2-3 ... | B | 4 |
| Personnel reported under rules 7 through 9, section I, and rule 3, section II, table 2-3 ... | C | 5 |
| Personnel reported under rule 10, section I, and rule 4, section II, table 2-3 | D | 6 |

CHAPTER 3 INDIVIDUAL REQUESTS FOR PCS OR DELETION FROM ASSIGNMENT INSTRUCTIONS

Section I. GENERAL

3-1. General. This chapter establishes specific policies governing individual requests which may be submitted by soldiers for a PCS or deletion from assignment instructions. Oversea volunteer applications and service school applications are not included in this chapter.

3-2. Responsibilities. *a.* CG, MILPERCEN, establishes policies concerning individual requests for reassignment. MILPERCEN takes final action on those requests forwarded by installation/division commanders.

b. Installation/division commanders will assist the soldiers in preparing and processing requests.

c. Request for reassignment must be submitted by the soldier.

3-3. Reasons for requesting PCS or deletion.

a. A soldier may submit a request for PCS or deletion for any of the reasons listed below:

- (1) Extreme family problem that is temporary and can be resolved in 1 year (sec II).
- (2) Extreme family problem that is not expected to be resolved within 1 year (sec III).
- (3) Soldier is a sole surviving son or daughter (sec IV).
- (4) Married Army couples (sec V).
- (5) Exchange assignment (sec VI).

b. All approved reassignments under sections II through V will result in PCS. The Government will pay all costs. Dependent travel is authorized for those soldiers who qualify under paragraph 7000, JTR, Vol 1 (Ar 55-46).

c. In all cases, the needs of the service will be the final determining factor.

Section II. REASSIGNMENT OR DELETION/DEFERMENT WHEN PERSONAL PROBLEMS ARE TEMPORARY

3-4. Responsibilities. *a.* CG, MILPERCEN, will determine whether or not a soldier's special family problem warrants reassignment, deletion, or attachment and direct appropriate action.

★b. Commanders having general court-martial (GCM) authority over soldiers submitting requests or installation commanders will evaluate each application. These commanders have authority to approve on a one-time basis, deletions for up to 1 year for those conditions in paragraph 3-5b(1) and temporary deferments for up to 90 days for only those conditions in paragraph 3-5b(2).

c. On declaration of war or full mobilization, the provisions of this section that require requests for reassignment, or deletion/deferment

from assignment, due to extreme family problems (compassionate reassignment) be sent to HQDA (DAPC-EPA-C), are suspended. Final approval authority for these requests is automatically delegated to major commanders on D-Day or M-Day. During a limited war, partial mobilization and contingency operations, CG MILPERCEN will, on direction of ODCSPER (DAPE-MP), delegate authority to approve these requests to major commanders. This delegation of authority is not automatic on D-Day or M-Day of a limited war, partial mobilization, or contingency operation.

3-5. Eligibility criteria and guidelines for approval or disapproval. *a.* The following condi-

tions must exist for a soldier to be considered for a change in assignment.

(1) The problem is temporary and is expected to be resolved within 1 year.

(2) The problem cannot be resolved through the use of leave, correspondence, power of attorney, or through the help of family members or other parties.

(3) The problem neither existed nor was foreseen at the time of latest entry on active duty. (Reenlistment without a break in service is not considered to be the latest entry on active duty.)

(4) 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 soldier. Other persons, including parents-in-law, may be considered provided they are authorized dependents (AR 606-5).

(5) If the problem is based on the condition of a parent-in-law, there must be no other members of the spouse's family to help resolve the problem.

b. Service members alerted or on orders for reassignment may be granted temporary deferment of not more than 90 days or deleted from the assignment by the installation commander/GCM authority under the conditions below.

(1) Criteria for deletion. All requests based on conditions not cited below will be processed in accordance with paragraph 3-6d.

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

(b) The recent death of a soldier's spouse or child.

(c) Prolonged stay in hospital or institution of more than 90 days, actual or expected of a family member where the soldier's presence is essential to resolve related problems.

(d) Recent documented rape of soldier's spouse or child where the soldier's presence is essential to resolve related problems.

(e) Documented child abuse where the sol-

dier's presence is essential to resolve related problems.

★(f) All requests based on conditions not specified in (a) through (e) above, to include requests of soldiers in a student status, will be processed in accordance with paragraph 3-6d.

(2) Criteria for deferment. All requests based on conditions not cited below will be processed in accordance with chapter 3, AR 614-30.

(a) Recent death in the soldier's family other than spouse or child. (See para 3-5a(4)).

(b) Illness of a family member which requires staying in hospital or institution for less than 90 days.

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

(d) Soldier has established court date for legal matters which absolutely require the soldier's presence and matters can be resolved to allow soldier to comply with assignment instructions within 90 days of original port call.

(e) Domestic hardship involving a soldier's family, providing his/her presence during the deferment period will result in reasonable permanent relief that cannot be achieved by other satisfactory means.

c. Those situations not stated in b above be sent to MILPERCEN for approval or disapproval of compassionate deletions or deferments. The conditions which normally warrant approval or disapproval of a request are listed in (1) and (2) below. These will assist commanders in processing requests. They are examples and do not include all conditions. A commander may recommend approval in any case that he or she feels warrants a change of assignment. However, it must meet the standards in paragraph 3-5a above.

(1) The following conditions normally warrant approval:

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

(b) The soldier's children are being made wards of the court or placed in an orphanage or a foster home as a result of family separation.

Separation must be because of military service and not because of neglect or misconduct on the part of the soldier.

(c) A person who is discriminated against cannot get adequate off-post housing after a reasonable time. (A reasonable time is defined as the time required for a person who is not discriminated against to obtain housing in the same area.)

(d) Adoption cases in which the home study (deciding if a child is to be placed) has been completed and a child is scheduled to be placed in the soldier's home within 90 days. Additionally, if the soldier is pending reassignment action, he/she must have initiated the adoption proceedings prior to the notification of assignment.

(2) The following conditions alone normally do not warrant approval:

(a) Divorce or separation that is the result of family separation because of military service.

(b) Psychoneurosis of a family member that is the result of family separation due to military requirements.

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

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

(e) Problems of home ownership or housing shortages other than in (1)(c) above.

(f) Financial problems, alone, or as the result of mismanagement of financial affairs by the soldier or his or her family, or problems related to an off-duty job, spouse's job, or private business activities.

(g) The recent awarding of custody of a dependent child or children to the soldier. This must be under the terms of a divorce or legal separation by temporary or permanent court order.

3-6. Application policies. a. On receipt of applications for deletions and deferments approved under paragraph 3-5b, the approval authority will inform the service member and send the ap-

plication to HQDA (DAPC-EPA-C), Alexandria, VA 22331, within 7 days for final processing. A copy of the approval indorsement to the service member will accompany the application. Also, CDR MILPERCEN ALEX VA //DAPC-EPZ-E// will be notified by message of all approvals for soldiers in grades E9 and E8(P). Applications disapproved will be returned to the soldier stating the reasons for disapproval. In all other cases, a request for a change in assignment or deletion/deferment from orders will be submitted by the soldier, through command channels, on a DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems). Indorsements should include recommendations to the first commander exercising GCM authority in the chain of command. (FORSCOM units or activities located on a 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 other persons in behalf of the soldier will not be accepted. The following documents will accompany each application, as required by the specific condition listed below.

(1) *Medical problems.* A signed statement from the attending physician giving the specific medical diagnosis and prognosis of illness. It will include date of onset, past and anticipated periods of hospitalization, and period of convalescence if applicable. If illness is terminal, the life expectancy will be included. The statement must list any other factors which will establish that the soldier's presence is essential. It should also show how the soldier's presence will have a bearing on the medical conditions.

(2) *Legal problems.* A signed statement from a licensed attorney stating the problem and the reasons why alternative solutions other than reassignment of the soldier are unacceptable. If applicable, a copy of the court order, divorce decree, or other pertinent legal documents should be submitted.

(3) *Other problems.* Supporting statements from responsible persons (e.g., clergymen, social workers, court clerks) who have personal knowledge of the problem.

(4) *Marital and dependent status.* In all cases that involve assignment of soldiers who are not authorized transportation of dependents (JTR Vol 1 M7000), a statement by the soldier, witnessed by an officer, will be included. It will state that—

(a) The soldier has been advised that travel for dependents at Government expense is not authorized; and

(b) When assignment is overseas, the dependents may neither accompany nor join the soldier at Government expense.

b. Soldiers who want their applications to be considered for change of assignment (sec III) or hardship discharge if their request for a change in assignment is disapproved should complete item 27, DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems) (fig. 3-1).

c. Soldiers who have an unfulfilled enlistment commitment will state in their application that they waive their enlistment commitment if their request for compassionate reassignment or deletion is approved.

*d. Commanders having approval authority will review each application to determine that established standards have been met. Cases that involve medical or legal problems should be referred to the local surgeon or the Staff Judge Advocate for evaluation and recommendations. Requests that do not meet the standards for a change in an assignment will not be approved. Applications that are not approved will be returned to the soldiers. The reasons for disapproval will be given. All requests for which the approval authority recommends approval will be sent through channels to HQDA(DAPC-EPA-C) Alexandria, VA 22331 to arrive within 60 days of the date of the CAP III cycle in which the assignment instructions were issued. If a situation occurs after the initial 60 days the request will be initiated within 72 hours after the situation occurs or becomes known to the soldier, and will be forwarded through channels to reach HQDA within 7 days after submission. The soldier's current status must be included in the forwarding comment (i.e. whether he/she is attached or assigned; assigned organization;

administrative hold pending school completion; enroute; or TDY). If reassignment orders have been published, copies of the orders should be enclosed. If the soldier is attached, copy of the attachment order and the soldier's DA Form 31 will be included in the application.

e. The following applies to movement of personnel:

(1) Commanders will not move a soldier who has a request for a change in assignment pending at the GCM authority or at MILPERCEN from his/her home station, even for TDY.

(2) Soldiers in BT will not be deferred from AIT pending the results of a request for a change in assignment. The soldier will be reassigned to the new activity. CDR MILPERCEN ALEX VA //DAPC-EPA-C// will be notified by electrical message to send the response to the new commander.

3-7. Application under emergency conditions.

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

(1) They have a verified compassionate problem that can be resolved only by remaining in CONUS; and/or

(2) The local commander, based on supporting documents provided by the soldier, determines that an emergency situation exists.

b. An Army installation is defined as any unit which normally initiates personnel actions. This includes, but is not limited to, Armed Forces Examining and Entrance Stations (AFEES), District Recruiting Command (DRC), and depots.

c. Normally, soldiers who are returned from overseas on emergency leave qualify as emergency cases. Soldiers who cannot report to an installation should telephone HQDA (DAPC-EPA-C) during duty hours (area code 202-325-7730). If on leave from an oversea command, the nearest Military Personnel and Transportation Assistance Officer (MPTAO) will be contacted. The following policies apply to applications submitted under these conditions:

(1) Local commanders will assist soldiers in submitting their applications. In coordination with GCM authority, they may disapprove those which clearly do not meet the established standards. Applications for which approval is recommended will be submitted to the headquarters having GCM authority. The GCM authority may disapprove the request or forward it to HQDA(DAPC-EPA-C) Alexandria, VA 22331, for final action.

(2) If the local commander determines there are grounds for submitting a request for compassionate reassignment, a soldier may be attached for 30 days to the installation or activity processing the request. During this time, the request must be processed and submitted to the general court-martial convening authority. Payment of per diem and travel allowance is not authorized. If the soldier has not applied by the end of 30 days, he/she will be released from attached status and directed to comply with current assignment instructions or return to parent unit. If the soldier is attached while en route to an oversea unit, the commander authorizing attachment will ensure that proper notification is made (Procedure 5-20, DA Pam 600-8).

(3) Attachment is not authorized for soldiers on leave from or en route between CONUS installations without prior approval of the gaining commander. In these cases, commanders will coordinate without referral to MILPERCEN.

(4) During the period of attachment, the soldier will remain at the installation and perform duties as directed by the commander. The soldier will be granted enough free time to permit him/her to document his/her request. However, any absences in excess of 72 hours will be

charged as ordinary leave. If the application has been submitted to MILPERCEN, the soldier will remain attached until a reply is received. If 30 days have elapsed since the application was forwarded and a response has not been received, local commander will promptly notify MILPERCEN (DAPC-EPA-C) by telephone (area code 202-325-7730 or AUTOVON 221-7730).

3-8. Actions by MILPERCEN. *a.* MILPERCEN will respond to requests for a change in assignment by electrical message. The message will be transmitted to the GCM authority submitting the requests. For cases that are disapproved, the reasons will be cited. Approved requests will be in the form of message assignment instructions and will cite enough information and authority to reassign the individual. Information copies will be given to other interested commands.

b. When MILPERCEN determines that no more than 90 days will be required to resolve a special family problem, the soldier will be attached to the location desired. Attachment will be in a permissive travel status with no expense to the Government (i.e., per diem and travel allowance will not be authorized). All travel time to and from the assigned duty station will be charged as ordinary leave.

c. A soldier who receives an approved reassignment will normally be stabilized for 1 year. On arrival at the new duty station, a soldier in this category will be awarded an AEA code "S" (chap. 2). AEA code "S" and

| APPLICATION FOR ASSIGNMENT/DELETION/DEFERMENT FOR EXTREME FAMILY PROBLEMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------|--------------------|---|---|----------------|-----|--------------|----------------|------------|------------------|-----|-----------------|--|--|-----------------|----|-----------------|---|------|-------------------------|--|--|--|--|-------------------------|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|
| For use of this form, see AR 614-200; the proponent agency is MILPERCEN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (SEE REVERSE FOR PRIVACY ACT STATEMENT) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I request: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Reassignment to <u>Ft Lee, VA</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Defement of _____ days from orders to _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Deletion from orders to _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The following information is submitted for consideration (Application should be forwarded to arrive HQS MILPERCEN in one copy only). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. NAME (Last - First - Middle Initial) | 2. SSN | 3. GRADE | 4. PRO-PAY CATEGORY EB/VRS | 5. ENL COMMITMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Xibson, Claud L. | 000-00-0000 | E6 | N/A | 3 yrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. FMOS | 7. SMOS | 8. LATEST PCS | 9. CURRENT STATUS | 10. ASG/ATCH UNIT AND PHONE NO. (Autovon) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75C30 | 71L30 | 7 Jul 76 | <input type="checkbox"/> DUTY <input type="checkbox"/> ORD LV <input type="checkbox"/> EMERG LV | HHC, 1st Log Cmd 687-9999 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <input checked="" type="checkbox"/> ATCH <input type="checkbox"/> DDALV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. DEROS | 12. DROS | 13. MARITAL STATUS | 14. DATE OF MARRIAGE | 15. NAME, AGE AND PRESENT ADDRESS OF SPOUSE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N/A | 6 Jul 76 | M | 6 Jul 76 | Sally Z. Xibson 25 yrs 6791 Waycross Drive Petersburg, VA 00000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. BASD | 17. PEDD | 18. ETS | 19. PHONE NO. (Home/ Area Code) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 Jul 69 | 4 Jul 69 | 4 Jul 79 | None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. AUTHORIZED DEPENDENTS, CHILDREN OR OTHERS AUTHORIZED AS DEPENDENTS IAW AR 600-5. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>NAME</th> <th>AGE</th> <th>RELATIONSHIP</th> <th>ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Joe K.</td> <td>2</td> <td>Son</td> <td>Same as item 15</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | | NAME | AGE | RELATIONSHIP | ADDRESS | Joe K. | 2 | Son | Same as item 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | AGE | RELATIONSHIP | ADDRESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joe K. | 2 | Son | Same as item 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 21. PARENTS (To be completed by all applicants.) (If deceased, so state.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>NAME</th> <th>AGE</th> <th>ADDRESS</th> <th>MONTHLY INCOME</th> <th>HEALTH</th> </tr> </thead> <tbody> <tr> <td>FATHER: Deceased</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOTHER: Ella M.</td> <td>60</td> <td>Same as item 15</td> <td>0</td> <td>Poor</td> </tr> <tr> <td>FATHER-IN-LAW: Deceased</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOTHER-IN-LAW: Deceased</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">IF REQUEST BASED ON LOCO PARENTIS, PERSONS WITH WHOM YOU RESIDED:</td> </tr> <tr> <td colspan="5">FROM: _____ TO: _____ (Month and Year) (Month and year)</td> </tr> </tbody> </table> | | | | | NAME | AGE | ADDRESS | MONTHLY INCOME | HEALTH | FATHER: Deceased | | | | | MOTHER: Ella M. | 60 | Same as item 15 | 0 | Poor | FATHER-IN-LAW: Deceased | | | | | MOTHER-IN-LAW: Deceased | | | | | IF REQUEST BASED ON LOCO PARENTIS, PERSONS WITH WHOM YOU RESIDED: | | | | | FROM: _____ TO: _____ (Month and Year) (Month and year) | | | | | |
| NAME | AGE | ADDRESS | MONTHLY INCOME | HEALTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FATHER: Deceased | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOTHER: Ella M. | 60 | Same as item 15 | 0 | Poor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FATHER-IN-LAW: Deceased | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOTHER-IN-LAW: Deceased | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IF REQUEST BASED ON LOCO PARENTIS, PERSONS WITH WHOM YOU RESIDED: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FROM: _____ TO: _____ (Month and Year) (Month and year) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. APPLICANT'S BROTHERS AND SISTERS WHETHER LIVING AT HOME OR ELSEWHERE AND OTHER MEMBERS OF FAMILY (Include brothers/sisters-in-law, if request is based on in-law problem). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>NAME</th> <th>AGE</th> <th>RELATIONSHIP</th> <th>ADDRESS</th> <th>OCCUPATION</th> <th>MONTHLY INCOME</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | | NAME | AGE | RELATIONSHIP | ADDRESS | OCCUPATION | MONTHLY INCOME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | AGE | RELATIONSHIP | ADDRESS | OCCUPATION | MONTHLY INCOME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 23. HAS APPLICANT SUBMITTED ANY PREVIOUS REQUESTS FOR REASSIGNMENT/DELETION OR DEFERMENT FROM OVERSEAS SERVICE? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If answer is Yes, include date submitted, circumstances prompting the request, and final decision) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>24. GIVE REASONS FOR REQUESTING REASSIGNMENT/DELETION OR DEFERMENT. (If illness or injury is involved, give date on onset, nature, severity and prognosis and attach statement from attending physician, IAW Para 3-6a(1), AR 614-200.)</p> <p>(Self explanatory)</p> | |
| <p>25. WHAT ATTEMPTS HAVE BEEN MADE BY APPLICANT TO REMEDY THE CONDITIONS OTHER THAN APPLYING FOR A REASSIGNMENT?</p> <p>(Self explanatory)</p> | |
| <p>26. The applicant is advised that if this request for reassignment/deletion is approved, he/she may be assigned to duties in other than PMOS. Further, a waiver of any enlistment commitment must be accomplished IAW Appendix H, AR 601-210 and Chapter 4, AR 601-280.</p> | |
| <p>27. IF REASSIGNMENT UP CHAPTER 3, AR 614-200 IS NOT APPROVED, I DESIRE THE APPLICATION TO BE CONSIDERED FOR A HARDSHIP DISCHARGE UP AR 635-200.</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> | |
| <p>28. REMARKS (If submitted by applicant on leave, DDALV or in attached status, a copy of DA Form 31 or orders must be included with request.)</p> | |
| <p>29. INCLOSURES (List evidence submitted) (Include copy of DA Forms 2 and 2-1, and assignment information cards for all requests for deferment/deletion.)</p> | |
| <p>I have been interviewed by a Commissioned Officer and additionally advised that false statements on this application will constitute a violation of the UCMJ 1951 (as amended) and may subject me to a trial by courts-martial.</p> | |
| SIGNATURE OF APPLICANT | DATE |
| <p>DATA REQUIRED BY THE PRIVACY ACT</p> <p>AUTHORITY: Section 501, Title 5, USC.</p> <p>PRINCIPAL PURPOSE: To obtain the necessary personal data to support a soldier's request for reassignment based on a compassionate reason or a family problem.</p> <p>ROUTINE USES: Data given is used to determine the validity and justification of a soldier's request for an assignment which will alleviate the family problem.</p> <p>DISCLOSURE: Voluntary. However, if soldier does not provide the desired information, there is no basis for considering the application.</p> | |

the termination date will be placed on the EMF by MILPERCEN. If the problem is resolved before this period ends, the MILPO will advise CDR MILPERCEN ALEX VA//DAPC-EPA-C// by electrical message. The message will state that the soldier is ready for worldwide assignment or may be awarded another AEA code on the EMF. This will limit his/her assignment eligibility. MILPERCEN will enter the new AEA code on the EMF. Termination of the stabilization period and withdrawal of AEA code "S" do not necessarily mean that the soldier will be reassigned. Later moves will be based primarily on military requirements and will be in keeping with reducing personnel turbulence. If the soldier's PMOS is not authorized at the in-

stallation, the soldier will be reported to HQDA(DAPC-EP (appropriate career branch)) as immediately available (chap. 2).

3-9. Procedures. The following procedures contain detailed guidance for use in submitting and processing requests in accordance with this section:

a. For reassignment due to extreme family problems, see Procedure 3-16, DA Pam 600-8.

★b. For special clearance processing of service members unable to rejoin their oversea units, see Procedure 4-5, DA Pam 600-8.

c. For deletion and deferment, see Procedure 4-1, DA Pam 600-8-10.

Section III. ASSIGNMENTS WHEN AN EXTREME FAMILY PROBLEM IS NOT EXPECTED TO BE RESOLVED WITHIN A YEAR

3-10. Responsibilities. a. CG, MILPERCEN, will determine whether or not a soldier's family problem warrants reassignment and will direct the action, if appropriate.

b. Local commanders will assist the soldier in submitting the application.

c. Commanders having general court-martial authority over soldiers submitting requests will assess each application.

★d. On declaration of war or full mobilization or under conditions of limited war, partial mobilization and contingency operations, policy on approval authority and forwarding request to HQDA as outlined in paragraph 3-4c, applies.

3-11. Applying for and approval of reassignments. a. Applications for reassignment will be forwarded through command channels to the GCM authority. The request will state, "This request is submitted for consideration in accordance with section III, chapter 3, AR 614-200."

b. No reassignment will be approved if a soldier is assigned overseas (except as noted in (2) and (3) below) or on assignment instructions for an oversea area. Reassignments may be approved only when they involve an assignment—

(1) From one CONUS installation to another CONUS installation.

(2) Between stations within the same country of an oversea command.

(3) From CONUS to Hawaii, Alaska, Puerto Rico, Canal Zone, Guam, American Samoa, or the Virgin Islands or other foreign countries. The requested area must be the soldier's home of record (chap. 1, AR 614-30).

3-12. Eligibility criteria. The following conditions must exist for a soldier to be considered for a change in assignment.

a. The problem cannot be resolved through the use of leave, correspondence, power of attorney, or through the help of family members or other parties.

b. If the problem involves a family member, the soldier must be related (para 3-5a(4)). In this case, nondependent parents-in-law may also be included.

c. A second PCS in the same fiscal year is not involved.

d. A valid requirement exists for the soldier's grade and MOS (PMOS or SMOS) at the desired location, as determined by MILPERCEN.

e. The soldier will be stabilized (para 3-8c) to permit him/her to make plans so that he/she will be available at a later date for worldwide assignment. The needs of the Service will always be the determining factor.

f. If the problem is based on the condition of the parent-in-law, there must be no other members of the spouse's family to help solve the problem.

3-13. Guidelines for approval or disapproval. The conditions which normally warrant approval or disapproval of requests for reassignments are listed in a and b below. These will assist commanders in processing requests. These conditions are guidelines and do not include all conditions. A commander may recommend approval on any case in which reassignment is considered to be appropriate (para 3-12 and this para).

a. Conditions which normally warrant approval are:

(1) Extreme family problems stated in section II which cannot be resolved in 1 year.

(2) A recent death in the soldier's family (para 3-5) other than spouse or child.

(3) Serious chronic health problems.

(4) Disabling allergies that will be aggravated by climatic conditions.

(5) Retarded or handicapped children who need special schools that are not in assigned area and whose sponsors are otherwise not eligible under AR 614-203.

b. Conditions which alone will normally be disapproved are:

(1) A request based solely on a soldier's wish to be in a new area.

(2) When the problem can be expected to be resolved by the family members joining the soldier at his duty station.

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

(4) Problems relating to home ownership or housing shortages.

(5) Financial problems, alone, or the result of mismanagement of financial affairs by the soldier or his family, or problems related to an off-duty job, spouse's job, or private business activities.

3-14. Actions by MILPERCEN. a. MILPERCEN will respond to requests for reassignment (para 3-8).

b. When a request meets the established standards but no valid requirement exists for the soldier at the desired location, the request will be disapproved. It will be returned to the soldier with appropriate instructions.

c. A soldier who receives an approved reassignment will normally be stabilized for 1 year. On arrival at the new duty station, a soldier in this category will be awarded an AEA code "S" (chap. 2). AEA code "S" and the termination date will be placed on the EMF by MILPERCEN. If the problem is resolved before the stabilization period ends, the MILPO will advise CDR MILPERCEN ALEX VA //DAPC-EPA/C// by electrical message. The message will state that the soldier is ready for worldwide assignment or that he/she may be assigned another AEA code. This will limit his/her assignment eligibility. The end of the stabilization period and withdrawal of AEA code "S" do not necessarily mean that the soldier will be reassigned. Later moves will be based primarily on military requirements. If the soldier's PMOS is not authorized at the installation, the soldier will be reported to HQDA(DAPC-EP (appropriate career branch) as immediately available (chap. 2).

3-15. Procedures. Procedure 3-16, DA Pam 600-8, contains detailed guidance for the submission and processing of requests.

Section IV. ASSIGNMENT OF SOLE SURVIVING SON OR DAUGHTER

3-16. Responsibilities. a. 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.

3-17. Reassignment policies. a. The sole surviving son or daughter of a family which 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/she will not be subjected to hostile fire. Accordingly, such soldiers may apply for sole surviving son or daughter status. Soldiers who become sole surviving sons or daughters after their enlistment may request discharge under AR 635-200. This does not include a soldier who qualifies as a sole surviving son or daughter based on the captured or missing-in-action status of a father, mother, brother, or sister. In these cases, the assignment limitations of paragraph 3-18 apply.

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; or

(3) Is permanently 100 percent physically disabled (including 100 percent mental disability) as decided by the Veterans Administration or one of the military services and is hospitalized in a continuing basis and is not gainfully employed because of disability.

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 required as 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.

d. The policies prescribed in this section for sole surviving sons or daughters do not apply to those soldiers who are sole parents unless the sole parent is also a sole surviving son or daughter.

3-18. Assignment limitations. a. A sole surviving son or daughter, on his/her request or the request of his/her immediate family for noncombat duty, may not be assigned to duties normally involving actual combat with the enemy or to duty where he/she might be subjected to hostile fire. However, when the parent alone makes the request, it may be waived by the soldier (para 3-19c).

b. Unless entitlement to sole surviving son or daughter status is waived, the soldier 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 that is not physically located in the geographical limits of the hostile fire zone.

3-19. Application for reassignment. a. The soldier'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 a soldier eligible for sole surviving son or daughter status may request the same protection on behalf of the service member. Requests will be submitted to HQDA(DAPC-EPA-S) Alexandria, VA 22331. The request will include supporting proof and identification of all personnel involved. However, before final determination, the soldier will be given an opportunity to waive the parental request. CG, MILPERCEN, will direct the appropriate assignment limitation. This will be done after determining that the evidence submitted warrants action.

c. The soldier 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. A soldier who has waived sole surviving son or daughter status may request reinstatement.

ment of that status at any time. Initially, a request for reinstatement may be made verbally. It must be confirmed in writing. A commander with GCM authority will approve the request for reinstatement. The soldier will be removed promptly from the hostile fire area or to a "safe haven" within the combat zone until reassigned by HQDA. Requests for reassignment instructions will be sent to HQDA (DAPC-EP-appropriate career branch) Alexandria, VA 22331, by the fastest means. (See table 1-1.) A sole sur-

living 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 Department of the Army.

3-20. **Procedures.** Procedure 3-37, DA Pam 600-8, contains detailed guidance concerning submitting and processing requests for sole surviving son or daughter status.

★Section V. ASSIGNMENT OF MARRIED ARMY COUPLES

3-21. **Applicability.** The provisions of this section apply to married Army couples only. Army personnel who are married to civilians or to members of other military services are not covered. On declaration of general war or full mobilization, the provisions of this section are superseded.

3-22. **Responsibilities.** a. CG, MILPERCEN, makes final decisions on all requests for reassignment to establish a common household and issues assignment instructions directing reassignment for approved requests.

b. Commanders of installations/divisions ensure that—

(1) Soldiers are assisted in preparing requests.

(2) The request meets the established criteria.

(3) Assignment instructions are processed in a timely manner.

c. The soldier will take those actions which will increase the chances of obtaining joint assignments (e.g., joint career fields and reenlistment planning).

3-23. **Policy on assignment of married Army couples.** a. 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 members married to other military 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 there is a need for the military skills of both members in one area, career progression of both members is not adversely affected and the married Army couple is otherwise eligible for the assignment.

b. Married Army couples desiring to be continually considered for world-wide joint assignments in all future assignments need only apply on a one-time basis. Thereafter, when one member is being considered for reassignment, the other member will be automatically considered for assignment to the same location/area. Assignment instructions for each member will indicate whether or not a joint domicile assignment is approved. Assignment consideration under the Married Army Couples Program may be terminated by either member of the married Army couple at any time by notifying the appropriate MILPERCEN career branch in writing of his/her desire to no longer be considered for joint domicile assignments. This provision does not apply to soldiers in AIT. Soldiers in AIT must submit individual applications as indicated in paragraph 3-10c below.

c. Personnel in AIT must apply for assignment to the spouse's location before completing AIT. If both members are in AIT, only one member should apply for assignment under the Married Couples Policy giving the graduation date, location, and MOS of the other member. If

one spouse has an enlistment commitment for a specific location (unit/station), MILPERCEN will attempt to assign both parties to that location. If both members have enlistment commitments for different locations, one spouse must waive his or her commitment in order to be assigned to the location of the other spouse. In some instances, it may be necessary for both members to waive their enlistment commitments so that they can be assigned together.

d. When possible, and if the members desire, married Army couples may receive concurrent oversea assignments. If they are assigned to the same oversea command, concurrent travel will normally be arranged.

e. When a married Army couple is serving in the same oversea area, one spouse may extend his or her tour to coincide with the DEROS of the other. Conversely, the tour of duty of the spouse who arrived last may be curtailed to agree with the DEROS of the spouse who arrived first provided that the one who arrived last will, upon DEROS, have served at least the prescribed "all others" tour.

f. Assignment to short tour oversea areas.

(1) Members who apply for automatic assignment consideration (para 3-10b) will be automatically considered for assignment to the same short tour area for purposes of establishing a common household. In those cases where a joint domicile assignment cannot be accomplished, the second member will not be automatically placed on assignment to the same short tour area. However, the second member may submit an individual request for assignment to the same short tour area or a different short tour area. The request must indicate that the member recognizes that the assignment does not provide for establishment of a common household and the couple is not entitled to Government family housing or other special considerations based upon their marital status.

(2) Members who do not apply for automatic assignment consideration (para 3-10b) must submit individual requests when they desire joint domicile assignment consideration. The request must specify whether the member desires consideration for assignment to the same short tour area or another short tour area if the joint domicile (common household) provision can not

be accommodated. If assignment to the same area is desired, the request must indicate that the member recognizes that such assignment does not provide for establishment of a common household and the couple is not entitled to Government family housing or other special considerations based on their marital status.

(3) If on-post or off-post housing is not available, assignments to establish a common household will normally not be approved. When a married Army couple cannot obtain approval or does not desire to establish a common household in a short tour area, serving concurrent short tours in the same or different oversea areas will usually reduce family separation and facilitate joint assignment of the couple on return to CONUS. Oversea assignments of this type are "unaccompanied" and each member will receive short tour credit.

g. Married Army couples with minor dependents may apply for assignment to a dependent restricted oversea area. Their applications must state that they have arranged for the proper care of their dependents during their absence.

h. If both members of a married Army couple with minor dependents are involuntarily assigned to a dependent restricted oversea area, one member may request a temporary deferment for the purpose of arranging for the care of their children. Requests for deferment will be submitted in accordance with Procedure 4-1, DA Pam 600-8-10.

i. The MILPO will brief married Army couples—

(1) On tour length requirements and options (AR 614-30). Both spouses must sign the statement in paragraph A-4b, AR 614-30, confirming that they have received an explanation of their oversea tour options and indicating the type tour they have elected to serve (i.e., with dependents or all others).

(2) With dependents on the provisions of AR 55-46. Approval of a common household application does not mean that dependents may move to the oversea command. They must apply for dependent travel in accordance with AR 55-46.

j. When one member of a married Army couple leaves a common household assignment because of an exchange assignment (sec VI, this

chap.); a common household may not be reestablished until the next DA-directed reassignment of either member.

k. Members submitting a common household request must meet the eligibility and assignment conditions of paragraph 3-24.

l. Soldiers assigned to COHORTS/NMS units will not be assigned out of the unit for purpose of establishing a joint domicile. The spouse of the soldier in the COHORT/NMS unit may request a joint domicile assignment in or near the location of the COHORT/NMS unit provided the criteria of this section can be met. Army member spouses of soldiers in COHORT/NMS units may apply for joint domicile assignment using procedure 3-32, DA Pam 600-8.

3-24. Eligibility and assignment policies. a. Request must be based on a valid marriage. The Army recognizes marriages considered valid by the State in which they occur (part 3, chap. 2, sec. D, DOD Military Pay and Allowances Entitlement Manual and para 30216, AR 37-104-3). Action based on intended marriage will not be considered or forwarded to CG, MILPERCEN, as an exception to policy.

b. There must be a valid requirement for the applicant.

c. A second PCS within a fiscal year will not

be granted except as provided for in AR 614-6.

d. PCS restraints which apply in CONUS to CONUS or CONUS to oversea movements (or vice versa) of other Army personnel apply equally to married Army couples.

e. The soldier applying for common household must have completed at least 12 months at the current duty station, in either CONUS or overseas, except as provided in c above. He/she must also be able to complete at least 12 months at the new duty station if that assignment is in CONUS. If the requested assignment is overseas, the provisions of appendix A, AR 614-30, apply. The soldier may extend a foreign service tour, reenlist, or extend enlistment to fulfill these demands. Such actions must be completed before reassignment orders will be issued.

f. As an exception to e above, a soldier who has less than 12 months' remaining service, is returning to CONUS from overseas, and is otherwise eligible may request a joint assignment in CONUS.

★ **3-25. Submitting applications. (Rescinded).**

3-26. Procedures. Procedures 3-32, DA Pam 600-8, contains detailed guidance for preparing and processing requests for reassignment to establish a common household.

Section VI. EXCHANGE ASSIGNMENTS

3-27. Responsibilities. a. Commanders who receive applications for exchange assignments will coordinate with the other installation involved.

b. Commanders of installations involved in the exchange assignment are the final approving authority.

c. Soldiers who are exchanging assignments will pay all costs incurred in relocation.

3-28. Exchange assignment policy. For mutual convenience, CONUS-assigned soldiers may request an exchange assignment with a soldier within CONUS; OCONUS-assigned soldiers may

request an exchange assignment with a soldier within their same OCONUS command.

a. This policy only applies to exchange of current duty assignments.

b. Only one of the soldiers will apply.

c. Prior agreement between the two soldiers will be arranged on a person-to-person basis. Inquiries about an application will not be made through official correspondence, nor will installation commanders be queried by personal letters.

d. If a married Army couple currently occu-

CHAPTER 4
ATTENDANCE AT SERVICE SCHOOLS
(ARMY, NAVY, AIR FORCE)

4-1. Applicability. *a.* This chapter applies to—

(1) Active Army permanent party enlisted personnel and

★(2) Army National Guard and Army Reserve members only when they are serving on active duty, or active duty for training (ADT) to attend service school.

b. This chapter does not apply to—

(1) Soldiers undergoing basic training and advanced individual training for school courses. These personnel will be processed under AR 612-201.

(2) Combat disabled soldiers who have reenlisted under AR 601-280 or have continued on active duty under AR 635-40. These personnel will be processed under AR 635-40.

4-2. Responsibilities. *a.* Commanders listed in table 4-1—

(1) Have centralized control of quotas for soldiers who volunteer or are nominated for school attendance under the provisions of this chapter, and

(2) Will ensure that each soldier selected for schooling is qualified for the specific course for which selected.

b. Installation/activity commanders will verify the eligibility of the individuals applying for schooling and will forward applications to the appropriate agency in table 4-1.

★**4-3. Applications and qualifications.** *a.* Applications for attendance at service schools will be submitted to the appropriate commander or agency shown in table 4-1. If serving a stabilized tour, the soldier cannot submit an application until five-sixths of the tour has been served. If the soldier is assigned overseas, the application will be submitted to the appropriate approval authority not more than 12 months or less than 5 months prior to DEROS. All soldiers with

approved applications will attend the course for which selected, unless approved for deletion or deferment prior to the class starting date. All soldiers who, for valid reasons, are unable to attend school or report on the scheduled date will be reported expeditiously to the office or agency in (1) or (2) below, for deletion or deferment from school attendance, and assignment if appropriate:

(1) If training is directed in a PCS or TDY en route status, reports will be made to HQDA(DAPC-EPS-S) Alexandria, VA 22331.

(2) If training is directed in a TDY and return status, reports will be made to the appropriate control office or agency shown in table 4-1.

(3) Guidelines for assignment or attachment of soldiers selected to attend service schools are in table 4-2.

b. Soldiers will not apply for school attendance unless they meet the qualifications and the selection criteria in paragraph 4-5. Soldiers who do not qualify but who possess other significant civilian-acquired skills or qualifications may be accepted for entry in the specific course for which applying. If it is later determined that enlistees are qualified for more advanced courses than that for which recruited, they must waive their enlistment commitments in favor of the alternate courses. They must also obtain approval from HQDA(DAPC-EPT-1) Alexandria, VA 22331.

★*c.* Bonus recipients may not voluntarily apply for training except in the line of normal progression (chap 3, AR 611-201), or mandatory training (e.g., MOS classification or structure changes).

★*d.* Soldiers may apply for schooling that will result in voluntary reclassification only if—

(1) They are serving in an MOS from which exit is authorized, and

(2) The requested training will be in an MOS in which entry is authorized (DA Cir 611-series, Career Management of the Enlisted Force).

4-4. **Waivers.** *a.* Waiver of qualifications prescribed in DA Pam 351-4 may be granted by the commandant of the school, by other authority shown in the pamphlet, or by directive from MILPERCEN, TRADOC, or CONUSA. (See *c* below regarding waiver of enlistment/reenlistment commitment.) Soldiers should be encouraged to apply for waivers of course prerequisites in technical MOS-producing courses if they have demonstrated that they are capable of completing the course.

(1) Waivers will not be granted for service-remaining requirements. Paragraph 4-6*a* contains instructions for those soldiers otherwise qualified to meet service-remaining requirements.

(2) The granting of waivers for prerequisites is authority for the soldier to be enrolled in the course for which applying.

b. For proper evaluation, all requests for waiver will be forwarded with the application and will include—

- (1) Appropriate justification;
- (2) All aptitude area scores;
- (3) The course prerequisite(s) to be waived; and
- (4) Any outstanding facts to support the request.

★c. A soldier who desires to waive an enlistment/reenlistment commitment to attend a school course or to select an alternate course must sign two copies of a statement substantially as shown below. (See item 3*f*, app, AR 640-10.)

"I voluntarily waive enlistment choice made at the time of my enlistment in favor of attending (course number and title). I realize and fully understand that on completing the schooling, I will be assigned in accordance with the needs of the Service."

A copy of the soldier's statement to waive his or her enlistment or reenlistment commitment must be sent to MILPERCEN (DAPC-EPT-S)

with the application for school attendance. (See procedure 3-10, DA Pam 600-8, for instructions on the disposition of the statement.) If the soldier has an enlistment commitment for a specific unit, station, command, or geographic area, contact HQDA(DAPC-EPT-1) Alexandria, VA 22331 (AUTOVON 221-8489 or 221-8490) before taking any action. Waiver of enlistment commitment is not authority to change the training MOS without approval of the CG, MILPERCEN.

4-5. **Selection policies.** *★a.* Soldiers will be selected to attend Army service schools under the provisions of this chapter, DA Pam 351-4, and AR 611-201. In addition to the above, the provisions of AR 351-1, AR 600-200 will apply when selecting soldiers to attend courses of Noncommissioned Officer Education System (NCOES). Selection for formal resident refresher training course in support of the Enlisted Space Imbalanced MOS (SIMOS) Program will be made in accordance with DA circular 611 series, Implementation of the SIMOS Program. MILPERCEN will announce selection criteria for attendance at Navy and Air Force schools or for courses not listed in DA Pam 351-4.

b. Selection of soldiers for school training will be based on the best qualified method. Selection of the best qualified soldiers will be based on the requirement for technically trained personnel and the projected assignment for the soldier. When excessive numbers of soldiers apply for the same course, or a limited number of quotas are available, MILPERCEN will select the best qualified personnel. Major commanders will not establish additional selection criteria.

c. Soldiers selected to attend service schools must be able to complete the remaining service requirements specified in paragraph 4-6.

d. Soldiers must have completed basic training before attending service school courses.

e. Normally, soldiers will be selected for schooling in the same career management fields in which they are classified. A soldier will not be selected for a course in the same career group which trains at a skill level lower than that in which he/she already qualifies. School training

should be in progressively higher skill levels to promote career progression of the soldier. The grade standards shown below apply in selecting soldiers for MOS training:

(1) *Specialist level courses.*

(a) Personnel in pay grades E2 and E3 may be selected for specialist level courses without regard to grade authorization.

(b) Only specialists in pay grades authorized in the MOS (including skill level) for which the course trains may be selected.

(c) NCO may be selected for training in MOS not having an NCO level of skill and be appointed in a specialist grade on completion of such training. Grade standards for specialists ((b) above) will apply to NCO selected for specialist courses (AR 611-201).

(d) NCO may be selected for specialist-level courses, which train in an MOS authorized for their NCO skill level without loss of NCO grade, unless only specialist grade is authorized for the MOS (AR 611-201). If only specialist grade is authorized, the soldier will be redesignated a specialist on completion of training.

(2) *NCO level courses.* Only soldiers in grades E4 or higher will be selected for an NCO level course. To qualify for selection, soldiers must be in a grade equal to or lower than the highest grade authorized for the school trained MOS (including skill level).

f. Soldiers will not be selected for successive attendance at two or more courses in different entry groups, unless training in one course is a prerequisite for the second, or training is directed by MILPERCEN.

g. Soldiers who have successfully completed a service school course will not be selected again for the same or an equivalent course unless such training is required to maintain proficiency in the MOS. Soldiers will not be selected to attend a course if, because of prior training or experience, they already possess the knowledge and skills which would be trained through successful completion of the course. Requests for exception to these criteria must clearly explain why school training is necessary if the soldier—

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

(2) Does not hold the MOS for which the course trains but has performed duty in that MOS and is qualified for award of the MOS. (Unless otherwise prohibited by this regulation or AR 600-200, a soldier who has performed in an MOS or an extended period of time should be considered qualified and awarded the MOS.) Those MOS which require formal training are identified in AR 611-201.

(3) Is drawing proficiency pay or has achieved a verification score on the most recent SQT and holds the MOS as a verified MOS.

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

i. Oversea commanders will select soldiers to attend Army service schools during the term of service in their command only when qualified soldiers are not available through normal replacement channels. Selectees will attend the school in a temporary duty status. On completion of the course they will be returned to the oversea command from which ordered to school. TDY attendance at NCOES courses and return to the oversea command is authorized provided the soldier will have at least 6 months remaining to serve in the oversea command after completing the course.

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

k. Soldiers who enlisted under the Stripes for Skills program are ineligible to attend any MOS-producing school course until completion of 1 year of service in the accelerated grade awarded under the program.

4-6. Service-remaining requirements. a. Unless MILPERCEN directs otherwise, in-service career soldiers must meet the service-remaining

requirements appropriate for the courses for which selected (*b* below). This applies to soldiers who attend service schools. It also applies to those who attend functional courses, seminars, etc., at civilian institutions (on a contract or reimbursable basis) for training not available in the service school system and for which there are no other established service-remaining requirement. Soldiers who do not meet the service-remaining requirement can qualify by extending their enlistment or by reenlistments. Extensions of enlistments will be accomplished in accordance with chapter 3, AR 601-280, prior to the soldier's compliance with orders directing movement to the school. The only exception to the service-remaining requirements are in *e* through *g* below.

★*b.* The required amount of service time remaining will be computed from the completion date of the course. When a soldier is selected to attend two or more successive courses, the combined length of the courses (and/or obligation in (2) through (5) below) will be added to obtain the total service-remaining obligation. In no case will the total service-remaining obligation be in excess of 36 months. Service-remaining obligations will be based on the length of the course as shown in (1) below, unless otherwise prescribed in (2) through (4), below.

(1) Course length in weeks and minimum service-remaining requirements in months:

| <i>Length of course (in weeks)</i> | <i>Service time remaining (in months)</i> |
|--|---|
| Less than 4 | None |
| 4-9 | 9 |
| 10-11 | 10 |
| 12 | 11 |
| 13 | 12 |
| 14-15 | 13 |
| 16 | 14 |
| 17 | 15 |
| 18-19 | 16 |
| 20 | 17 |
| 21 | 18 |
| 22-23 | 19 |
| 24 | 20 |
| 25 | 21 |
| 26-27 | 22 |
| 28 | 23 |
| 29 | 24 |
| 30-32 | 25 |

| <i>Length of course (in weeks)</i> | <i>Service time remaining (in months)</i> |
|--|---|
| 33-36 | 26 |
| 37-40 | 27 |
| 41-45 | 28 |
| 46-50 | 29 |
| 51-55 | 30 |
| 56-60 | 31 |
| 61-65 | 32 |
| 66-70 | 33 |
| 71-75 | 34 |
| 76-80 | 35 |
| 81 or more | 36 |

★(2) Soldiers who attend the Basic NCO Course/Combat Arms (BNCOC/CA), Primary NCO Course/Combat Arms (PNCOC/CA), and Primary Leadership Course (PLC), incur a 3-month service-remaining obligation.

(3) Soldiers who attend the US Army Sergeants Major Academy or the equivalent senior enlisted academy of one of the other uniformed services, incur a 19-month service-remaining obligation.

(4) Soldiers who attend NCOES courses other than those shown in (2) and (3) above, incur a 6-month service-remaining obligation regardless of the length of the course.

(5) Soldiers selected for additional schooling under special training programs before completing BT or AIT must meet the service-remaining obligation prescribed by the regulation governing that program.

c. Oversea commanders will ensure that soldiers reassigned to CONUS schools in PCS or TDY status are returned in time to allow for desired leave, travel, and arrival at the school by the reporting date. When necessary to curtail or extend a soldier's overseas tour, it will be adjusted in accordance with chapter 6 or 7, AR 614-30.

d. Regular Army soldiers who will become eligible to retire under section 3914 or 3917, title 10, United States Code, before fulfilling their service-remaining obligation, must sign a statement. This statement acknowledges that they have been informed that voluntary retirement will not be approved until the required service is completed after either graduation or termination of class attendance (para 12-9c, AR 635-200).

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C 2, AR 614-200

The soldier will be required to sign the statement prior to movement to the school.

e. Students who meet prerequisites at the beginning of a course and who are recycled, hospitalized, or lack security clearance may be put in the next available course. The time remaining in-service requirement will not be changed. Enlistment commitments will be honored without any additional service-remaining requirements.

f. Soldiers attending school courses because of DA-directed involuntary reclassification will not

incur a service obligation due to course attendance.

g. Soldiers selected for additional schooling under special training programs before completing BT or AIT must meet the service-remaining obligation prescribed by the regulation for that program.

h. Members of the Army National Guard and US Army Reserve units on active duty who are

selected to attend service schools must sign an agreement that they will remain on active duty to complete the course although their units may be released from active duty earlier.

4-7. Additional processing policies. *a. Security clearance.* The immediate commander will ensure that the soldier has the security clearance required for—

(1) The course of instruction.

(2) Award of an MOS following the course if it differs from that required for attending the course. The immediate commander will ensure before the soldier departs for school that he/she has or has applied for a security clearance of the level required for award of the MOS.

b. Clothing and equipment. Soldiers ordered to Army service schools from organizations in CONUS will take the clothing and equipment required by AR 700-84. Special clothing indicated in DA Pam 351-4 will be furnished to the soldiers before they depart for school. Soldiers ordered to schools directly from an oversea command will be furnished required clothing and equipment that are available in the command. Items that are not available will be furnished the soldier on arrival at the school.

c. Dependents and household effects.

(1) Each soldier will be advised that dependent travel and shipment of household goods to schools at Government expense is not authorized under Joint Travel Regulations (JTR) unless the member is being assigned on a PCS to a school or installation to attend either—

(a) A course of 20 weeks or more, or

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

(2) Dependents will not accompany soldiers ordered to schools from oversea commands at Government expense when they are scheduled to return overseas, regardless of the length of the course being attended.

(3) Soldiers will be advised that if dependents accompany or join them at school installations, at their own expense, they may encounter some of the hardships below:

(a) On-post dependent housing is not available. Students normally are not permitted to live off-post.

(b) In many areas, housing near schools or installation is unavailable or extremely costly. In some areas, if it is available, it is substandard.

(c) Rigid training schedules often preclude regular visits away from the school or installation.

(4) Soldiers in CONUS who are entitled to dependent travel and shipment of household goods (JTR) and who are selected for a course or courses of less than 20 weeks will sign a statement as shown below. *The statement will be filed as a permanent document in the soldier's MPRJ.*

"I have been advised of the provisions of JTR which restrict dependent travel and movement of household goods to schools at Government expense when course to be pursued is of less than 20 weeks duration. I understand that if my dependents accompany me to the school, it will be at my own expense. I also understand that PCS orders for assignment on completion of course, when applicable, will authorize dependent travel and movement of household goods only from the station from which I was ordered to school to the new PCS assignment. I further understand that if my PCS orders are canceled and I am returned to my old permanent station, I am not entitled to a dislocation allowance. Failure to complete the course satisfactorily will result in cancellation of the PCS portion of the orders."

d. Leave. Any leave en route to the school or on completion of the course will be granted in accordance with AR 630-5.

e. Records. DA Form 201 (Military Personnel Records Jacket, US Army) will be transmitted in accordance with AR 640-10.

4-8. Assignment within schools and classification. The commandant of an Army service school is responsible for the following:

a. Evaluation and assignment within schools. The personnel records of soldiers arriving at school in a PCS status will be reviewed. Personnel management personnel will evaluate the soldier's qualifications to—

(1) Ensure input of qualified personnel to school courses, and

(2) Preclude unnecessary training of individuals already qualified in the skills and knowledge in which the course trains.

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

(b) Soldiers may be assigned by the school commandant to a course other than that for which selected only after approval by the CG, MILPERCEN. A different assignment will be considered when a student fails to qualify for the course for which selected or is exceptionally qualified for a course other than the one for which selected, particularly a more advanced course. Requests for approval to assign students to another course will be submitted to HQDA (DAPC-EPT-S) Alexandria, VA 22331. In cases that involve personnel attending school in a TDY status, the consent of the commander shown in the TDY orders will be obtained before requesting approval for assignment from MILPERCEN. Students relieved from school under conditions stated in paragraph 4-9a will not be reassigned, except as provided in paragraph 4-9b.

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

(d) Soldiers found to be fully qualified in all skills and knowledge in which the course trains and who require no additional training will be classified into the appropriate MOS, or awarded the ASI, SQI, LIC, and reported for assignment. Award of MOS and LIC will be reported to MILPERCEN (DAPC-EPT-S); award of identifiers such as ASI, and SQI will be reported to MILPERCEN (DAPC-EPT-F).

b. *Assignment of soldiers erroneously sent to school.* If a soldier is erroneously ordered to a school or the course has been relocated from one school to another, the commandant will reassign the soldier to the school that conducts the

course. Travel will be chargeable to Military Personnel, Army Funds (AR 37-100).

c. *Assignment to correct misclassification.* In exceptional cases, to correct serious misclassification in original selection, a school commandant may recommend to CG, MILPERCEN, that a soldier be assigned to another school to attend a course for which better suited by qualification and interests. If CG, MILPERCEN approves, assignment will be chargeable to Military Personnel, Army Funds (AR 37-100).

d. *Classification in MOS.* On successful completion of an MOS-producing course, graduates will be awarded the school trained MOS and will be reclassified as appropriate (chap. 2, AR 600-200).

e. *Entries on DA Forms 2 and 2-1.* Chapters 2 and 3, AR 640-2-1 prescribe the entries to be made on DA Forms 2 and 2-1 for soldiers who successfully complete a school course. When DA Forms 2 and 2-1 are not available at the school, the commandant will—

(1) Furnish the soldier's unit of assignment a report that contains information to be entered on the forms.

(2) Furnish a copy of the report on each soldier to the appropriate career management branch in MILPERCEN (table 1-1). This is an exempt report (para 7-2h, AR 335-15).

4-9. **Relief from school.** a. School commandants may relieve students from school for any of the following reasons:

(1) *Academic deficiency.* Soldier may be relieved at any time after being given a reasonable trial period or for failure to complete a course satisfactorily.

(2) *Disciplinary reasons.* Soldier may be relieved at any time for disciplinary reasons (chap. 2, AR 351-1).

(3) *Lack of security clearance.* A soldier may be relieved when the commandant is informed that the security clearance or authorization for access to classified cryptographic information (AR 604-5) required for the MOS for which being trained cannot be obtained or has

been denied. If final security clearance is denied a student attending school on an interim clearance, the student will be dropped from the course immediately. The student must return all classified information and material which has been issued in the course and will be debriefed (DOD 5200.1-R and AR 380-5).

(4) *Determination of unsuitability for assignment to a nuclear or chemical duty position.* When the commandant determines that a soldier attending a course which trains for nuclear or chemical duty positions is not maintaining the suitability standards for such an assignment (AR 50-5 or AR 50-6), the soldier will be relieved.

b. When soldiers are relieved from school in compliance with this chapter, the following actions will be taken:

(1) *Army personnel.*

(a) Soldiers who attend school in a PCS status (or TDY en route) will be reported as immediately available for assignment (sec. VI, chap. 2). This affirms that he/she has been evaluated, should be retained in the Army, and can be trained.

(b) Soldiers attending school on temporary duty and return basis will be returned immediately to their parent unit. (If relief is because of AWOL, the commander of the unit of attachment will take action prescribed in AR 630-10.)

(c) If a soldier fails to complete a 2-week (or longer) course of either MOS producing or non-MOS producing, the commandant will notify the soldier's immediate commander by letter.

The letter will state the reasons why the soldier did not successfully complete the course. A copy of the letter will be sent to the Commander, US Army Enlisted Records and Evaluation Center, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249. It will be included in the soldier's OMPF (item 8, app. AR 640-10). Adverse letters will be processed in accordance with paragraph 1-13, AR 623-1.

(2) *Other service personnel.* When personnel from other services are relieved from school for reasons stated in a above, the administrative unit of the appropriate branch of the service located at the Army school will take action for their transfer. Where there is no such administrative unit, the action below will be taken:

(a) Personnel attending school on temporary duty will be returned immediately to their parent unit.

(b) Personnel in a casual status who are relieved will be reported by electrical means to the unit to which assigned, as reflected in orders detailing them to training. The report will include the soldier's name, grade, SSN, and identification of the orders transferring him/her to the school. The unit of assignment will be responsible for issuing assignment orders.

(c) Personnel relieved or for whom graduate assignment orders have been received will be withheld from assignment and reported in accordance with (b) above.

4-10. **Procedures.** Procedure 3-10, DA Pam 600-8, contains detailed guidance for processing applications for service school attendance.

★ Table 4-1. School Application Approval Authority

| Area of responsibility (A) | Approval authority (B) | Address (C) |
|--|--|--|
| I. MOS-Producing/Advanced Skill Level Courses a. MOS-producing courses except as indicated in b through f below. b. 02 series (F-I course) OOU | MILPERCEN (Specialized Training Branch) MILPERCEN (Administrative Branch) | HQDA (DAPC-EPT-F) Alexandria, VA 22331 HQDA (DAPC-EPM-A) Alexandria, VA 22331 |

★ Table 4-1. School Application Approval Authority—Continued

| Area of responsibility (A) | Approval authority (B) | Address (C) |
|--|---|--|
| c. OOE 79D | MILPERCEN (Personnel Branch) | HQDA (DAPC-EPM-P) Alexandria, VA 22331 |
| d. 97B 97C | MILPERCEN (MP/MI Branch) | HQDA (DAPC-EPL-M) Alexandria, VA 22331 |
| e. 95D | USACIDC | Commander US Army Criminal Investigation Command (CIDG-PT) 5611 Columbia Pike Falls Church, VA 22041 |
| f. Medical MOS Advanced Skill Level Courses | MILPERCEN (Specialized Training Branch) | HQDA (DAPC-EPT-F) Alexandria, VA 22331 |
| g. O0J | MILPERCEN (Career Programs Br, OPMD) | HQDA (DAPC-OPA-C) Alexandria, VA 22332 |
| II. Functional Courses | | |
| a. Functional (including ASI/SQI) or non-MOS producing school training, except as indicated in b through f below. | MILPERCEN (Specialized Training Branch) | HQDA (DAPC-EPT-F) Alexandria, VA 22331 |
| b. Airborne (1) Training and assignment. | MILPERCEN (Appropriate MOS control authority indicated in table 1-1.) | HQDA (DAPC-EP (<i>appropriate office symbol</i>)) Alexandria, VA 22331 |
| (2) Training only. | MILPERCEN (Specialized Training Branch) | HQDA (DAPC-EPT-F) Alexandria, VA 22331 |
| c. Ranger (1) Training and assignment. | MILPERCEN (Infantry/Armor Branch) | HQDA (DAPC-EPK-I) Alexandria, VA 22331 |
| (2) Training only. | MILPERCEN (Specialized Training Branch) | HQDA (DAPC-EPT-F) Alexandria, VA 22331 |
| d. Special Forces (1) Training and assignment. | MILPERCEN (Special Forces Branch) | HQDA (DAPC-EPK-S) Alexandria, VA 22331 |
| (2) Training only. | MILPERCEN (Specialized Training Branch) | HQDA (DAPC-EPT-F) Alexandria, VA 22331 |
| e. AMEDD functional (Non-MOS/ Non-ASI producing courses) | US Army Medical Department Personnel Support Agency | HQDA (SGPE-EDT) Washington, DC 20324 |
| f. Organizational Effectiveness (SQI 3) | MILPERCEN (Programs Office) | HQDA (DAPC-EPZ-P) Alexandria, VA 22331 |

Table 4-2

Guidelines for Assignment or Attachment of Soldiers Selected for Training at Service Schools

| R U L E | A | B | C | D | E |
|------------------|---------------------------|------------------------------|---------------------------------|----------------------|--|
| | If soldier is a member of | Is stationed | And is selected for training at | And course length is | Then soldier |
| 1 | Army | CONUS | Army, Navy, or Air Force school | less than 20 weeks | who is being returned to organization to which presently assigned will be placed on TDY at the school until completion of the course. |
| 2 | Army | CONUS | Army school | less than 20 weeks | who is not being returned to present organization will be assigned to the school in a TDY en route status. The ultimate unit of assignment must be shown in orders prior to the soldier's departure from the losing organization. |
| 3 | Army | CONUS | Navy or Air Force school | less than 20 weeks | who is not being returned to present organization will be assigned to the school in a TDY en route status. The ultimate unit of assignment must be shown in orders prior to the soldier's departure from the losing organization. Soldier will be paid by the Navy and Air Force. AR 87-104-3 prescribes procedures on Financial Data Records. (See note.) |
| 4 | Army | Overseas | Army, Navy, or Air Force school | less than 20 weeks | will be assigned upon DEROS in a PCS status to the gaining CONUS unit with TDY en route at the school designated. |
| 5 | Army | CONUS or Overseas /11 | Army, Navy, or Air Force school | 20 weeks or longer | may be relieved from present unit of assignment and assigned in a PCS status direct to the school. Upon completion of the course or if relieved prior to completion, will be assigned as directed by MILPERCEN. |
| 6 | Navy or Air Force | ----- | Army school | ----- | may be attached TDY to the school until returned to respective military department upon completion of the course. School commandants are authorized to relieve from attachment those personnel who are attached contrary to these instructions. Personnel so relieved will be transferred or reported in accordance with 4-9b(2). |

Note. Soldiers undergoing training in Explosive Ordnance Disposal (EOD) may be assigned to the school in a temporary duty pending further orders status (TDPFO).

CHAPTER 5

COMMAND SERGEANTS MAJOR/SERGEANTS MAJOR

Section I. GENERAL

5-1. General. This chapter establishes policies for the assignment and utilization of command sergeants major, sergeants major, and personnel grade E8 who have been selected for promotion to grade E9.

5-2. Responsibilities. *a.* CG, MILPERCEN, is responsible for assigning Command Sergeants Major and Sergeants Major and ensuring that the professional development plans prepare NCO for these assignments.

b. Commanders are responsible for ensuring

that the policies in this chapter are strictly followed.

5-3. Centralized management. All personnel in grade E9 and those who have been selected for promotion to grade E9 will be managed by the CSM/SGM Office, Enlisted Personnel Management Directorate, MILPERCEN. All correspondence for the Department of the Army concerning the assignment and utilization of these personnel will be directed to HQDA (DAPC-EPZ-E) 2461 Eisenhower Avenue, Alexandria, VA 22331.

Section II. SELECTION, ASSIGNMENT, AND UTILIZATION OF COMMAND SERGEANTS MAJOR (CSM)

5-4. General. This section establishes policy and criteria for selecting and assigning command sergeants major.

5-5. Applicability. This section applies to active Army command sergeants major and personnel who have been selected for appointment to CSM. It applies to Army National Guard and Army Reserve members only when they are serving on Federal active duty, other than active duty for training.

5-6. Responsibilities. *a.* CG, MILPERCEN, is responsible for overall administration of the CSM Program.

b. Commanders and heads of agencies identified in appendix A will submit reports as required by section IV of this chapter. They will ensure that members of the CSM Program are utilized in accordance with the policies outlined in this section.

5-7. Designation of CSM positions. *a.* Establishment of a CSM position is appropriate only if—

(1) The incumbent is to be the principal enlisted assistant to the commander in an organization with enlisted troop strength equivalent to a battalion or higher level, and

(2) Commanded by a lieutenant colonel or above.

b. The TDA equivalent to a battalion is an organization that is commanded by a lieutenant colonel or higher; the commander has authority over 300 or more enlisted soldiers.

c. Enlisted soldiers under the commander's authority will include—

(1) Those authorized by TDA and MTOE of subordinate units in the official chain of command, and

(2) Assigned students, transients, trainees, and patients.

5-8. Selection of CSM. *a.* A CSM selection board will convene as required to select personnel for appointment as CSM. The zone of consideration for selection will be as announced by DA. Individuals who meet the announced selection

criteria but do not desire to serve as CSM may decline consideration. Declinations will be submitted as provided for in the DA CSM selection board announcement and must be received prior to the date the board is to convene. The statement of declination must indicate that the individual understands his/her decision to decline appointment consideration is final and disqualifies him/her from future consideration for CSM appointment. This will result in a bar to consideration by future CSM selection boards.

b. The following personnel will not be considered:

(1) Personnel who have an approved application for retirement.

(2) Personnel who have previously been removed from the CSM Program or a recommended list, either voluntarily or involuntarily.

(3) Personnel with over 26 years active service as of the date the board convenes.

(4) Personnel who have attained age 51 by the date the board convenes.

(5) Personnel in the announced zone who have declined consideration for appointment to CSM.

c. The provisions of *b*(3) and (4) above are to ensure that all individuals have sufficient allowable service remaining after appointment to be eligible for worldwide assignment.

d. Qualifications for selection require that the individual possess the highest qualities of leadership, integrity, dedication, and professionalism. Performance must demonstrate potential commensurate with the qualifications, duties, and requirements described in AR 611-201 for award of MOS 00Z5 (Command Sergeant Major).

★e. The selection board will consider the performance and commendatory and disciplinary data portion of the Official Military Personnel File (OMPF). Soldiers in the announced zone of consideration may write to the president of the board inviting attention to any matter of record on file at HQDA that they feel is important in considering their records. Communications will be sent to the address shown in the message that announces the zone of consideration and

must be received before the convening date of the board. The communication will not be acknowledged by the board, and it will not be a basis for reconsideration. Communications addressed to the president of a DA selection board are considered privileged information and are to be filed with the board proceedings. They will not be included in the soldier's OMPF. Communications from third parties, including a soldier's chain of command/supervision, are not authorized.

f. The board will select personnel to fill existing and projected vacancies for a 12-month period.

g. A selection list will be announced by MILPERCEN. The list will include administrative instructions for appointment of the sergeants major whose names appear on it.

★5-9. Accepting appointment. Soldiers selected for the CSM Program must, within 30 days after MILPERCEN has announced the selection list, do one of the following:

a. Accept entry into the CSM Program by furnishing their commander an acceptance statement as follows: "I (grade, name, SSN) accept entry into the Command Sergeants Major Program. By accepting, I understand that I will be subject to worldwide assignment at any time and that voluntary withdrawal from the program may be made only in accordance with paragraph 5-11c, AR 614-200. I have not served as a member of the Command Sergeants Major Program and have not previously declined such appointment." One copy of the statement of acceptance will be sent to HQDA (DAPC-EPZ-E), Alexandria, VA 22331. By executing the acceptance statement, the CSM selectee is indicating that he or she understands that—

(1) Duty as a CSM does not begin until the effective date of reclassification to MOS 00Z5, and

(2) Any service requirement as a CSM prior to voluntary release from the program is computed from that date.

b. Decline entry into the CSM Program by furnishing their commander a declination statement

as follows: "I (grade, name, SSN) decline entry into the Command Sergeants Major Program. I understand that my decision to decline this appointment is final and disqualifies me from future considerations for CSM appointment." One copy of the statement of declination will be sent to Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249. It will be included in the soldier's OMPF.

5-10. Appointment to CSM. On assignment by MILPERCEN to a CSM position, the selected sergeant major will be laterally appointed to the rank of CSM and reclassified to primary MOS 00Z5. Secondary MOSC will be awarded as directed by MILPERCEN. Other MOSC may be awarded as additional MOS according to the qualifications of the individuals in accordance with AR 600-200. The effective date of the reclassification will be the date the individual vacates the former position en route to the assigned CSM position or as directed by MILPERCEN. Date of rank for CSM is the same as the date of rank when individuals are promoted to pay grade E9.

5-11. Release from the program and removal from recommended list. Release from the CSM Program and removal from CSM recommended list may be accomplished by—

a. Department of the Army direction.

(1) CG, MILPERCEN, will identify those CSM or personnel on the selection list whose physical status, conduct, or performance is below the standard set for program members. This will be done by reviewing evaluation reports and other official communications.

(2) The CSM or CSM selectee will be informed, through channels, of the basis for possible removal from the program or selection list. He/she will be given the opportunity to submit any matters in rebuttal, mitigation, or extenuation. If he/she elects not to submit such matters, he/she will so indicate by written indorsement.

(3) Once the soldier has reviewed the documents, each commander in the chain of command will—

(a) Review the matters presented, and

(b) Include an appropriate recommendation (retain in or release from the CSM Program or concurrence/nonconcurrence in removal of a CSM selectee).

(4) If on review of any matters submitted by the soldier and the commanders in the chain of command MILPERCEN determines that he/she should be removed from the CSM Program or selection list, the case will be submitted to a Standby CSM Reclassification Board. The recommendation of the Standby CSM Reclassification Board will be the basis for the final determination.

(5) The individual will be informed of the final decision through command channels.

★b. Commander's recommendation.

(1) When the immediate commander considers that a CSM selectee fails to meet or maintain the performance standards of the CSM Program, the commander will prepare an appropriate recommendation.

(2) The recommendation, with supporting documentation, will be presented to the CSM selectee. He/she will be given an opportunity to submit matters in rebuttal, mitigation, or extenuation. If he/she elects not to submit such matters, he/she will so indicate by written indorsement.

(3) The commander proposing removal will submit the recommendation, with supporting documentation and statement(s) from the CSM selectee, through channels to the first headquarters commanded by a general officer. That commander will review the data and recommendations and, if removal is concurred in, forward the correspondence to HQDA (DAPC-EPZ-E) Alexandria, VA 22331. The case will be submitted to a Standby CSM Reclassification Board. The recommendation of the Standby CSM Reclassification Board will be the basis for the final determination.

(4) The individual will be informed of the final determination through command channels.

★c. Commanders exercising general courts-martial authority. Commanders (major general and above) having general courts-martial authority (GCMA) may take final action on recom-

mentations to remove CSM from the CSM Program for cause. All approved removals will be reported to HQDA (DAPC-EPZ-E), Alexandria, VA 22331, for reclassification in accordance with AR 600-200.

d. Voluntary withdrawal.

(1) A CSM may voluntarily withdraw from the program provided he/she meets the criteria below.

(a) Has not been alerted for reassignment, either going to or returning from overseas, intra-overseas, or intra-CONUS.

(b) If serving overseas, must fulfill the overseas tour requirements prescribed in AR 614-30. He/she may request withdrawal from the program provided application is made before assignment instructions are received. Effective date of withdrawal from the program will be 1 day prior to departure from oversea command.

(c) If a CSM serving in CONUS, he/she must have completed 1 year at present duty station. When a CSM selectee was assigned to a CSM position at the same installation in CONUS where currently serving, he/she must complete 1 year in that position after appointment to CSM.

(2) Requests for voluntary withdrawal for compelling personal reasons can be submitted by a CSM or CSM selectee for consideration at any time. Requests will be fully defined and documented.

(3) The request for withdrawal must be forwarded through channels to HQDA (DAPC-EPZ-E) Alexandria, VA 22331 on DA Form 4187 for final action. Each request must include—

(a) The reason for the request for withdrawal, and

(b) A statement by the individual indicating that he/she understands that withdrawal disqualifies him/her from future consideration for CSM.

★*e. Approval of retirement application of CSM selectee.* When a retirement application is approved, CG MILPERCEN will administratively remove the name of the CSM selectee from the selection list.

5-12. Assignment/utilization. a. Policies.

(1) Only CG, MILPERCEN, will assign CSM and personnel whose names appear on an approved selection list and have accepted appointment as a CSM. Accordingly, no assignment action on such personnel will be taken without prior approval of HQDA (DAPC-EPZ-E) Alexandria, VA 22331. This includes movement of a CSM or SGM on selection list to another position in the same command.

(2) CSM will be assigned only to positions that have been designated by the Deputy Chief of Staff for Personnel, DA as CSM positions.

★(3) To improve training and readiness at battalion level, only career management field (CMF) qualified CSM will be assigned and used in branch-related TOE battalions. This takes advantage of the CSM's past MOS training and experience. However, when assignment by specific CMF does not meet the needs of the service, MILPERCEN may grant exceptions to allow assignment outside the CMF to a battalion within the same category as the soldier's CMF (i.e., combat arms, combat support, combat service support). For other than TOE battalions, this does not apply. However, branch qualified CSM will be assigned to non-TOE battalions when possible.

(4) As an exception to (1) and (3) above, combat zone commanders will assign CSM and personnel on selection list to or between CSM positions; however, this is not authority to appoint SGM to CSM without prior approval of CG, MILPERCEN. A combat zone commander may further delegate to division and separate brigade commanders the authority to reassign CSM. Such assignments will be reported to HQDA (DAPC-EPZ-E) Alexandria, VA 22331.

(5) Only MILPERCEN may make exceptions to (2) above to place selected individuals in specific assignments to broaden their experiences and knowledge.

(6) There are three basic levels of CSM positions: battalion level, brigade/group level, and nominative positions. Battalion level positions are those in which the CSM serves in a unit commanded by a lieutenant colonel or colonel.

Brigade/group level positions are those in which the CSM serves in a unit commanded by a brigadier general, or commanded by a colonel and has at least one subordinate unit which is authorized a CSM. Nominative positions are those in which the CSM serves in a unit commanded by a major general or above. Units commanded by a colonel that do not meet the requirement for designation as brigade/group level may request such designation. Justification will be submitted as an attachment to the report required by section IV.

(7) When possible, CSM will initially be assigned at battalion level. Based on their performance, they will be considered for progression to brigade/group level and then to nominative positions as described in c below.

★(8) CSM will be stabilized for 30 months, except for oversea areas where stabilization will not exceed normal tour length. Stabilization in CONUS units will begin with date assigned to the installation. AEA Code "V" will be awarded and reported in accordance with Procedure 5-3, DA Pam 600-8. MILPERCEN may terminate stabilization when necessary to meet priority requirements or to maintain tour equity.

b. Routine assignment procedures.

(1) CONUS. CG, MILPERCEN, will fill CONUS requirements from oversea returnees, immediately available personnel, and assignment of individuals within and between commands. TDY assignments in excess of 60 days will be coordinated with CG, MILPERCEN, to avoid dual assignment actions.

(2) Overseas. CG, MILPERCEN, will fill oversea requirements from personnel serving in CONUS and assignment of individuals within and between oversea commands. CMF background of CSM will be considered as the military qualification referred to in paragraph 4-1a, AR 614-30. Therefore, tour equity will be determined by CMF background, and turnaround time between oversea tours may vary accordingly. CSM may volunteer for foreign service under AR 614-30. Applications will be forwarded through channels to HQDA (DAPC-EPZ-E) Alexandria, VA 22331. CSM serving in oversea areas may volunteer for inter-theater transfer (ITT) under AR 614-30.

(3) *Assignment to USASMA.* Members of the CSM Program who are selected for and accept attendance at the USASMA will attend in the grade of SGM. Soldiers who have been appointed to the grade of CSM will be laterally appointed to SGM 1 day prior to departure from losing organization en route to the USASMA. They will be assigned to a CSM position on graduation from USASMA and laterally appointed to CSM on the date of graduation.

(4) *Individual requests.* Individual requests for reassignment will be submitted under chapters 3 and 6 of this regulation.

(5) *Commanders' requests.* Commanders' requests for reassignment of personnel within their commands will be submitted in accordance with section IV.

(6) *Immediately available personnel.* CSM will be reported separately to HQDA (DAPC-EPZ-E) Alexandria, VA 22331, as prescribed in chapter 2.

(7) *Abolished or redesignated CSM positions.* CSM positions which are abolished or redesignated will be reported in accordance with section IV.

c. Nominative positions. Positions in which the incumbent CSM is to be the principal enlisted assistant to the commander of an organization that is authorized a major general or higher will be filled by the nominative procedure below.

(1) When such a position is established or when a replacement is required due to the reassignment or retirement of the incumbent, MILPERCEN will query the commander to determine any special qualifications he/she may desire in the CSM.

(2) Once MILPERCEN has been informed of the special qualifications or that there are none, the CMIF of all CSM available for the assignment will be reviewed to identify those who are best qualified.

(3) MILPERCEN will query commanders of CSM identified as best qualified for the assignment to determine if they would be recommended for the assignment. CSM may not re-

quest that they not be considered for the assignment.

(4) CSM identified by MILPERCEN and recommended for the assignment by their current commander will be nominated to the com-

mander who will make the final selection. A copy of DA Forms 2 and 2-1 for each nominee will be provided to assist in the selection. Normally, a minimum of three CSM will be nominated for each position.

Section III. ASSIGNMENT AND UTILIZATION OF SERGEANTS MAJOR

5-13. Applicability. This section applies to all Active Army SGM and soldiers who have been selected for promotion to SGM. It applies to Army National Guard and Army Reserve members only when they are serving on Federal active duty, other than active duty for training.

5-14. Responsibilities. *a.* CG, MILPERCEN, will establish assignment and utilization policies and monitor the assignment of SGM throughout the Army.

b. Commanders and heads of agencies listed in appendix A will submit reports as required by section IV and will utilize SGM in accordance with this section.

5-15. Assignment and utilization policies. SGM and soldiers selected for promotion to SGM must be managed efficiently and effectively. Procedures will provide for a pattern of assignment in a variety of positions. Primarily they will be within the soldier's CMF based on proven performance and professional development. These procedures are designed to utilize the soldier within his/her area of expertise. This will take advantage of personal interests, aptitude, and experience.

a. CG, MILPERCEN, will assign SGM and soldiers whose names are on a DA-approved selection list for promotion to SGM to TOE/MTOE/TDA positions. This will be done based on unit authorizations.

b. Normally, soldiers will be assigned within their primary MOS. However, soldiers may be assigned outside of their primary MOS based on the needs of the Army.

c. SGM serving in authorized positions will be stabilized for 24 months. In oversea areas, stabilization will not involuntarily exceed normal

tour length. Stabilization in CONUS units will begin with the date assigned to the installation. AEA code "V" will be awarded and reported in accordance with chapter 2. MILPERCEN may terminate stabilization to meet priority requirements or to maintain tour equity.

5-16. Routine assignment procedures. *a.* CG, MILPERCEN, will fill CONUS requirements from oversea returnees, from immediately available personnel, and by assigning individuals within and between commands.

b. CG, MILPERCEN, will fill oversea requirements from soldiers in CONUS and by assigning soldiers within or between oversea commands. SGM may volunteer for foreign service (AR 614-30). Applications will be forwarded through channels to HQDA (DAPC-EPZ-E) Alexandria, VA 22331. SGM serving overseas may volunteer for intertheater transfer (ITT) (AR 614-30).

c. Individual requests for assignment will be submitted in accordance with chapters 3, 6, and 8.

d. Commanders' requests for reassignment of soldiers within their commands will be submitted in accordance with section IV.

e. Immediately available soldiers will be reported separately to HQDA (DAPC-EPZ-E) Alexandria, VA 22331 (chap. 2).

5-17. Nominative assignment procedures. To determine acceptance for projected vacancies, SGM will be nominated for assignment to presidential support activities; Office, Secretary of Defense; Office, Secretary of the Army; and Office, Joint Chiefs of Staff. No other agencies or activities will be furnished nominations for SGM. When appropriate, the losing commander will be

requested to provide necessary personnel data and security forms to the gaining commander.

On acceptance, CG, MILPERCEN, will issue assignment instructions (chap. 2).

Section IV. REPORTING PROCEDURES AND BRANCH CLEARANCES FOR CSM AND SGM

5-18. Reporting requirements. *a.* This section establishes the requirement for a report (Current and Projected E9 Requirements Report (RCS MILPC-63) for all E9 and promotable E8. The report provides the required data to assist DA in programing assignments and is submitted in lieu of individual requisitions.

b. Each report will be complete and will supersede all previous reports. Requirements on each report remain valid until filled, are canceled by the reporting agency, or until replaced or changed by later reports.

c. Reports will show the reporting agency's projection for assignment and reassignment of all E9 and promotable E8 within the command. It will also reflect the requirements for replacements to be provided by HQDA. To keep from assigning soldiers against positions that have been filled by internal adjustments, branch clearance will be obtained from HQDA (DAPC-EPZ-E) Alexandria, VA 22331 prior to any internal reassignment action.

5-19. Applicability. This section applies to agencies and activities listed in appendix A that are dependent on HQDA for enlisted personnel support. This section does not apply to the Army National Guard or Army Reserve.

5-20. Objectives. Reporting procedure objectives are:

a. To establish a combined reporting and requisitioning system for planning, programing, and controlling the assignments of E9 and promotable E8 within the Army.

b. To permit the most effective utilization of E9 through long-range planning according to the current and projected needs of the Army.

5-21. Reporting procedures. *a.* Reports will be prepared on DA Form 4802-R (Command Sergeants Major Authorizations) (fig. 5-1), DA

Form 4802-1-R (Sergeants Major Authorizations) (fig. 5-2), and DA Form 4802-2-R (Surplus E9/E8(P)) (fig. 5-3). These forms will be reproduced locally on 8 by 10½-inch paper. They will not be modified and will be prepared in accordance with paragraph 5-22.

b. Reports will be forwarded, by letter, to HQDA(DAPC-EPZ-E) Alexandria, VA 22331. The grade, name, and telephone number of a point of contact will be included in the letter. Reporting agencies may request branch clearance for proposed internal adjustments in this letter. The CSM/SGM Office will act on these requests and notify the reporting command of the decision by return correspondence. A projected reassignment in the report will not serve as a request for branch clearance.

c. Separate reports will be submitted by each enlisted requisitioning activity or agency that has E9 authorizations or E9/E8(P) soldiers assigned. Only those sections that apply to the reporting activity need be completed.

★d. Reports will be submitted semiannually so as to arrive at HQDA on the second Monday of the month according to the schedule below:

(1) *January and July:* Activities listed in paragraph *a* through *d*, appendix A and US Army 1st Personnel Command.

(2) *February and August:* Activities listed in paragraph *f*, appendix A.

(3) *March and September:* Activities listed in paragraph *g*, appendix A.

(4) *April and October:* FORSCOM activities listed in paragraph *h*, appendix A.

(5) *May and November:* TRADOC activities listed in paragraph *h*, appendix A.

(6) *June and December:* Special Management Commands listed in paragraph *e*, appendix A.

e. One copy of DA Form 4802-R and three

copies each of DA Form 4802-1-R and DA Form 4802-2-R will be forwarded to HQDA (b above). Legible reproduced copies are acceptable.

(Locate figures 5-1, 5-2, and 5-3 (fold-ins) at the end of the regular size pages.)

5-22. Report preparation details. Reports will be prepared in three sections on forms indicated in paragraph 5-21a.

a. Section I, Command Sergeants Major Authorizations. Only positions that have been designated by the Deputy Chief of Staff for Personnel, DA, as CSM positions that appear on an approved VTAADS (Vertical The Army Authorization Documents System) will be included.

(1) Column a, Position Identification. Prepare column a as follows:

| | |
|------------------------------------|--|
| Line number | Begin with 001 and number in sequence. |
| CMF background | Identify CMF most closely related to the mission of the organization. |
| UIC | Report the 2d-6th character. |
| Command code | Report the code identifying the major command of the unit (para 2-4, AR 680-29). |
| Unit designation | Self-explanatory. |
| Geograph location | Self-explanatory. |
| APO or zip code | Self-explanatory. |
| Country code | Report information in appendix B, paragraph B-4. |
| | —or— |
| CONUS requisition area code | Use code listed in paragraph 1-18, AR 680-29. |
| Position level | Indicate position level (para 5-12a(6)) as follows: Battalion—level 1 Brigade/group—level 2 Nominative—level 3 |
| Dependent travel status code | For positions overseas, state the type of travel authorized for movement of dependents and the tour length. Use the codes in paragraph 2-7, AR 680-29. |

(Example: 001/67/1D7AA/TC/1BN TC SCH BDE/Ft Eustis VA/23604/VE/1.)

(2) Column b, Special Requirements. This column will be used to identify special qualifications

the incumbent must possess (such as security clearance, parachutist, ranger, airborne-qualified). Also, indicate any special instructions to be included in assignment instructions. For level 2 positions, include the grade of the unit commander. If the grade of the commander is colonel, report subordinate units authorized a CSM. Also, indicate suitable alternative CMF qualifications will be indicated.

(3) Column c, Incumbent. List name, grade SSN, and DEROS (if overseas) of the soldier filling the position. List known gains with all their information underlined.

(4) Column d, Remarks. Indicate programed internal changes by showing name, grade, SSN, DEROS, line number of current position, and the effective date the change is planned. If the incumbent is to be reassigned locally, indicate the position and the effective date of the reassignment. Also include any additional information (such as voluntary or mandatory retirement dates or departure date of incumbent). Note that all programed internal adjustments require prior branch clearance. Also, replacements will not be furnished for retirees until the CSM/SGM Office, MILPERCEN, receives a copy of the approved DA Form 2339.

b. Section II, sergeants major authorizations. Only positions that appear on an approved VTAADS document will be included. Positions will be reported in MOS sequence (same sequence as MOS appear in sec I, chap. 2, AR 611-201).

(1) Column a, Position Identification. Line number, authorized MOS (5 character), UIC, command code, unit designation, geographic location, APO or ZIP code, country code/CONUS requisition area code, duty section and position title, and dependent travel status code will be reported in this column. Each position in this section will be assigned a line number beginning with 501 and numbered in sequence. The duty section need only be reported when the position title does not adequately describe the duties. The instructions for completing the form in a(1) apply. (Example: 501/71L5H/3MHAA/FC/USARR V/Ft Sheridan IL/60037/RS-ENL ADV.)

(2) Column b, Special Requirements. This

column will be used to identify special qualifications which the incumbent must possess (such as security clearance, ASI, language codes). Any special instructions to be included in assignment instructions or suitable MOS substitutions will also be noted. For unit advisor positions, the designation of the major unit advised and duty station will be listed. For ROTC instructor positions, the name of the school and duty station will be indicated.

(3) *Column c, Incumbent.* Name, grade, SSN PMOS, and DEROS (if overseas) of the incumbent will be reported in this column. Known gains will be listed with all information underlined.

(4) *Column d, Remarks.* See a(4) above.

c. Section III, surplus E9/E8(P). All E9 and promotable E8, assigned to the reporting activity, that are not in authorized positions will be reported in this section. They will be listed in PMOS/RMOS sequence (same sequence as MOS appear in sec I, chap 2, AR 611-201).

(1) *Column a, PMOS/RMOS.* For E9, PMOS will be noted. For E8(P), RMOS shown on DA promotion list will be noted.

(2) *Column b, Name.* Self-explanatory.

(3) *Column c, SSN.* Self-explanatory.

(4) *Column d, Rank.* For E9, SGM or CSM will be indicated. For E8(P), promotion sequence number will be indicated.

(5) *Column e, DEROS.* Applicable only to oversea commands.

(6) *Column f, Unit, UIC, Location.* Self-explanatory.

(7) *Column g, Remarks.* Voluntary or mandatory retirement dates, programed reassignments, or any other information that may apply will be entered. For soldiers serving on advisor duty, it will be indicated if he/she is serving in an authorized position other than grade E9, authorized MOS, grade, duty title, and unit the soldier advises.

5-23. **Interim reports.** Frequent changes occur in authorization documents. The reporting activity will report promptly any approved changes to CSM/SGM authorizations. For deletions, only the position number and date of report must be given. For additions, all information in paragraph 5-22 must be reported.

5-24. **Branch clearances.** *a.* Branch clearance must be obtained before reassigning/changing duties of any E9 or promotable E8. This may be accomplished by letter or message to HQDA (DAPC-EPZ-E) Alexandria, VA 22331. Requests will be submitted in narrative form. If the soldier is being moved to a position that has been reported in the Current and Projected E9 Requirements Report (RCS MILPC-63), only the position number for the position being vacated, the number of the proposed position, and date of move will be reported. All requests will indicate whether the move constitutes a PCS (AR 614-6).

b. As an exception to *a*, above, combat zone commanders may assign CSM/SGM/E8(P) without prior approval of CG MILPERCEN. Report these assignments the same as requests for branch clearances.

CHAPTER 6 AIRBORNE, RANGER, AND SPECIAL FORCES

Section I. GENERAL

6-1. General. This chapter prescribes policies and eligibility criteria for—

a. Volunteering for airborne training and assignment.

b. Selection and assignment to a ranger battalion.

c. Training and assignment to special forces units.

6-2. Responsibilities. *a.* CG, MILPERCEN, will assign soldiers to units/duties as provided for in this chapter.

b. Division/installation commanders will recruit volunteers for assignment to airborne, ranger, and special forces units and support recruiting teams.

6-3. Concept. Soldiers assigned to these units must volunteer and be highly motivated to com-

plete the required training and successfully perform the duties. Because of the unique mission/capabilities of the units, a high state of readiness is required. Accordingly, volunteers will be assigned on a priority basis. Stringent screening processes will be adhered to, to ensure acceptance and assignment of only the highest quality volunteers. Soldiers who desire to apply for duty or assignment may do so without regard to current assignment. Only full qualified soldiers will be accepted for duty. Installation commanders may disapprove requests when the applicant does not meet the minimum eligibility standards with authorized waivers as prescribed here. Disapproved applications will be returned through the chain of command, citing specific reason(s) for disapproval. Other applications will be forwarded to CG, MILPERCEN, with recommendations for the installation commander.

Section II. AIRBORNE TRAINING AND ASSIGNMENT

6-4. Responsibilities. *a.* CG, MILPERCEN, approves applications for airborne training and assigns soldiers to airborne units.

b. CONUS installation/activity commanders and oversea commanders will ensure that applications for airborne training are promptly processed and forwarded. Each request will include a copy of the applicant's DA Forms 2 and 2-1.

c. Major oversea commanders will—

(1) Assign selected applicants to airborne training at an appropriate airborne training activity within their command, or

(2) Submit the application to HQDA (DAPC—(appropriate office symbol from table 1-1)), Alexandria, VA 22331.

6-5. Assignment policies. *a.* After completing airborne training, soldiers may be assigned to an

airborne unit. Those who are assigned to an airborne unit will serve a minimum of 1 year in an airborne position. First term soldiers completing airborne training will normally be assigned to an airborne unit. First term soldiers who are assigned to an airborne unit, at completion of training, will normally remain at the location in an airborne position for the duration of their first enlistment.

b. Soldiers who attend airborne training, other than on TDY or TDY en route, will be reported to CG, MILPERCEN, for assignment (sec VI, chap. 2).

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

★*d.* Soldiers possessing SQI "P", "S", "V", or "Y" who are on assignment instructions to an airborne unit will be utilized at least 1 year in an airborne position unless physically disqualified. Within 7 days of receipt of assignment instructions, and before issuing PCS orders, the losing commander will inform the soldier of the proposed assignment. The soldier must sign the appropriate statement in procedure 3-1, DA Pam 600-8-10. The original copy of the statement will be forwarded to HQDA(DAPC-appropriate office symbol, table 1-1), Alexandria, VA 22331. It will be included in the soldier's CMIF. Soldiers who decline the assignment are deliberate terminators. If a soldier declines an airborne assignment, SQI "P" will be withdrawn. Since SQI "S", "V", and "Y" are dependent upon SQI "P", those SQI, if held by the soldier, will also be withdrawn if the soldier declines airborne assignments.

e. Deliberate terminators of airborne duty will be reported to HQDA(DAPC-appropriate office symbol, table 1-1) Alexandria, VA 22331 for reassignment (sec VI, chap. 2). When possible, these soldiers will be locally reassigned to reduce PCS costs.

f. Soldiers accepted for airborne training incur, on graduation, an obligation to serve at least 1 year in an airborne position unless physically disqualified.

g. Soldiers stationed overseas will submit applications not more than 10 or less than 6 months before DEROS. Information on date of return and leave desired en route to airborne training will be included.

h. Table 6-1 includes the conditions for removal from airborne training and provides guidance for reassignment.

6-6. Eligibility criteria. Soldiers volunteering for airborne training must—

a. Have completed basic and advanced individual training (except for MOS 43E) or the equivalent of such training (i.e., possess civilian-acquired skills or qualify for on-the-job AIT on graduation from BT). This requirement will not apply to soldiers who enlist under the Airborne Training Platoon Concept.

b. Meet the medical qualifications for airborne training and duty (AR 400-501).

c. All potential airborne volunteers enlistees must achieve the aptitude score for the MOS in which enlisting. Trainees with an enlistment option for MOS 43E will be scheduled by MILPERCEN (DAPC-EPT-I) to attend airborne training en route to MOS 43E training.

d. Not have more than 30 days lost under section 972 of title 10 United States Code during current enlistment.

e. Be less than 36 years old on the date of application. Soldiers in grades E5 and above may obtain a waiver for age with favorable recommendation from a medical doctor. As an exception to AR 40-501, soldiers who are 36 years or over will have an electrocardiogram (EKG).

f. Have enough service remaining on current enlistment to complete at least 12 months service after airborne training. An applicant without enough service remaining to meet this requirement and who is otherwise qualified, must take action to meet the length of service requirements (AR 601-280). This will be accomplished before orders to attend airborne training are issued.

g. Not be alerted for or under orders to an oversea area (either as an individual or as a member of a unit) unless the projected assignment is to an airborne unit.

h. Not be under court-martial charges or investigation which may result in trial by court-martial.

i. Not possess a DA-controlled or shortage MOS, unless the MOS is in an airborne TOE identified by SQI "P" for airborne qualified soldiers. Soldiers who possess PMOS that are not in an airborne TOE are ineligible to apply for airborne training.

j. Not be an AIT. (If conditions warrant, exceptions may be granted on a by-name basis only on written request to HQDA(DAPC-EPT) Alexandria, VA 22331. On declaration of general war or full mobilization, this criterion is suspended.

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

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

m. Not have deliberately terminated previous airborne duty or training. (This does not apply to those whose termination was based on extreme family problems (chap. 3). On declaration of general war or full mobilization, this criterion is suspended.

★*n.* Pass physical readiness test. The test will be—

(1) Not more than 30 days before the date of application and again not more than 15 days before the class starts for permanent party personnel. Those who fail to pass the second test will be reported to HQDA(DAPC—appropriate office symbol, table 1-1) Alexandria, VA 22331 for reassignment. Orders assigning the soldier to airborne training will be revoked.

(2) Within 2 weeks before departing from the basic training activity for soldiers completing BT and attending airborne training before reporting for on-the-job advanced individual training; or

(3) During advanced individual training for new accessions to the Army, except as in (2) above. Soldiers who fail the first test will be

retesting during AIT. Those who fail to pass the final test will be reported to HQDA (DAPC-EPT-1) Alexandria VA 22331 for reassignment (sec. VI, chap. 2).

o. Meet the medical, physical, and mental prerequisites for attending airborne training (AR 40-501 and DA Pam 351-4).

6-7. Management of airborne soldiers. Airborne soldiers will be managed by the career management branch that controls their PMOS (table 1-1). All airborne qualified soldiers will be given equal consideration with their peers in career development actions, even though the soldier has acquired SQI "P".

a. If soldiers are qualified as parachutists and are assigned to nonairborne duty positions, they may apply for reassignment to airborne duty positions. These applications will be disapproved only by CG, MILPERCEN; however, oversea commanders may disapprove applications submitted by members of their commands. Qualified airborne soldiers may be involuntarily assigned to an airborne unit if necessary to maintain a high state of unit readiness.

b. When airborne qualified soldiers are excess or surplus to the needs of a unit, regardless of MOS, MILPERCEN may reassign them to satisfy Army-wide requirements. First priority will be to assign these soldiers to other airborne units.

6-8. Procedures. Procedure 3-19, DA Pam 600-8, contains detailed guidance for submitting an application for airborne training and assignment.

Section III. RANGER TRAINING AND ASSIGNMENT

6-9. Applicability. This section applies to Active Army male soldiers and Army National Guard and Army Reserve male soldiers when they are on active duty.

6-10. Responsibilities. *a.* CG, MILPERCEN, approves all applications for ranger training and assignments to ranger battalions.

b. Commanders of CONUS divisions and in-

stallations and oversea commands will ensure that—

- (1) Applications for assignment to ranger duty are processed promptly,
- (2) Applications are forwarded to the

proper approving authority (HQDA (DAPC-EPK-S) Alexandria, VA 22331), and

6-11. Training and assignment policies. a. When soldiers volunteer for ranger training,

| Table 6-1 | | | | |
|---|--|--|---|--|
| Policies for Removal from Airborne Training | | | | |
| R U L E | A | B | C | D |
| | If the soldier released from training is | and, he/she was | and, rejection is due to soldier being | then, |
| 1 | permanent party | assigned to an airborne activity prior to entry into airborne training | temporarily medically disqualified for an expected period of over 30 days and has completed at least one qualification jump | <ol style="list-style-type: none"> 1. the soldier will be returned to parent organization, where he/she may be scheduled later to complete qualification jumps IAW the current program of instruction for airborne courses 011-F1, USA Infantry School. 2. On completion of qualification jumps, parent unit commander will notify the Comdt, USAIS, ATTN: AJIIS-C, who will issue the necessary certification (AR 672-5-1). 3. After certification by USAIS, parent organization will publish necessary orders awarding the parachutist badge. Use format 320, app A, AR 310-10. |
| 2 | replacement stream personnel (includes those in a TDY en route status) | assigned to a non-airborne activity | temporarily medically disqualified for an expected period of over 30 days | the soldier will be relieved from airborne training and retained at the training activity until receipt of instructions from MILPERCEN to proceed to another assignment. |
| 3 | | assigned to either an airborne or non-airborne activity prior to entry into training | permanently medically disqualified | the soldier will be returned to his/her former unit of assignment. |
| 4 | | (N/A) | disqualified because of permanent medical defects or training failure | the soldier will be reported for reassignment (sec. VI, chap. 2). |
| 5 | | | temporarily medically disqualified for an expected period of over 30 days | |

they must meet the standards in this section. On successful completion of ranger training and award of SQI "V," soldiers are available for assignment to duty positions that require ranger qualifications. However, first priority for assignment will be to the unit for which the soldier volunteers.

(1) Soldiers will attend ranger training on temporary duty and return to their parent organizations to occupy ranger duty positions or proceed on PCS to ranger units.

(2) Applications for training will be submitted not more than 8 months or less than 5 months before DEROS. Soldiers selected for training must complete the normal overseas tour, unless, CG, MILPERCEN, curtails the tour.

b. All members of a ranger battalion should be volunteers. However, qualified ranger personnel will be involuntarily assigned to a ranger unit if necessary to maintain a high state of unit readiness. All male soldiers may apply for ranger training or assignment to a ranger battalion, except those soldiers—

(1) Assigned to CONUS and alerted for or under orders to an overseas area (either as a member of a unit or as an individual).

(2) Involved in court-martial proceedings, under investigation which may result in trial by court-martial, or under suspension of favorable personnel actions (AR 600-31).

(3) Who have been convicted by special or general court-martial, or who have any record of time lost under section 972 of title 10 United States Code during their current term of service.

(4) Who previously terminated airborne or ranger duty, unless it was because of extreme family problems. Each exception will be considered individually. Requests must include full justification and be addressed to HQDA (DAPC-EPK-S) Alexandria, VA 22331 for final approval. If approved, the soldier will be reassigned to a ranger duty position. Soldiers who voluntarily terminate ranger status will have SQI "V" withdrawn. However, unless airborne termination is requested, SQI "P" will be awarded and the soldier will be eligible for assignment to an airborne position.

(5) In advanced individual training, except for MOS listed in c(5) below. However, soldiers who enlisted for the ranger battalion option (table H-18, AR 601-210) will be assigned to the appropriate battalion in accordance with their enlistment commitment.

c. Personnel applying for a ranger unit must—

(1) Volunteer for ranger training and, if not already qualified, airborne training.

(2) Meet the medical, physical, and mental prerequisites for attending airborne/ranger schools (AR 40-501 and DA Pam 351-4) regardless of prior airborne/ranger qualification. Waivers for age and grade requirements are not required.

(3) Have 18 months of service remaining at expected time of arrival at a ranger battalion; if not, take action to acquire sufficient service to meet this period prior to departing the losing command (AR 601-280).

(4) Possess a personal background record which would reasonably guarantee a minimum security clearance of "SECRET" (E5 and above) or "CONFIDENTIAL" (E4 and below).

(5) Possess one of the following MOS as PMOS or SMOS and be in grade shown.

| MOS | Grade authorized |
|-----------|------------------|
| 00Z ----- | E9 |
| 05B ----- | E3 and E4 |
| 11B ----- | E1 through E8 |
| 11C ----- | E1 through E6 |
| 13B ----- | E1 through E4 |
| 13E ----- | E1 through E6 |
| 31V ----- | E6 and E7 |
| 36K ----- | E1 through E4 |
| 71L ----- | E1 through E4 |
| 71M ----- | E1 through E4 |
| 75B ----- | E1 through E5 |
| 75Z ----- | E6 and E7 |
| 76Y ----- | E1 through E7 |
| 91B ----- | E1 through E5 |
| 91C ----- | E1 through E6 |
| 94B ----- | E1 through E7 |

6-12. Procedures. Procedure 3-15, DA Pam 600-8, contains detailed guidance for applying for assignment to a ranger unit or for ranger training.

Section IV. SPECIAL FORCES TRAINING AND ASSIGNMENT

6-13. Applicability. This section applies to soldiers of the Active Army and Army Reserve in CONUS and in oversea commands. Army National Guard personnel will be administered under National Guard Bureau instructions.

6-14. Responsibilities. *a.* CG, MILPERCEN, will approve applications for training and assignment to special forces units.

b. CG, FORSCOM, is responsible for the US Army Special Forces Personnel Procurement Program.

c. Commanders at all levels will publicize the program and process applications for training and assignment to special forces organizations.

6-15. Policies and selection criteria. *a.* Generally, special forces personnel requirements are met by assigning volunteers. Previously qualified personnel and volunteers for airborne training may also be assigned to meet these requirements.

b. All male soldiers 17 years old or over may apply for special forces training and duty, except soldiers—

(1) Alerted for or in receipt of orders for oversea assignment (either as a member of a unit or as an individual).

(2) Under suspension of favorable personnel action (AR 600-31).

(3) Who have 30 days or more lost time under section 972 of title 10 United States Code within current or preceding enlistment.

(4) Who have been convicted by special or general court-martial during their current term of service.

(5) Who are deliberate terminators of formal special forces or airborne duty. These soldiers are ineligible for future assignment to special forces or airborne units unless termination was because of extreme family problems. Personnel who voluntarily terminate special forces status will have SQI "S" withdrawn. However, unless airborne termination is specifically requested, SQI "P" will be awarded and the individual will

be eligible for assignment to an airborne position. Exceptions to the provisions of this paragraph will be considered individually. Requests must include full justification and should be addressed to HQDA(DAPC-EPK-S) Alexandria, VA 22331 for final approval. If approved, former special forces terminators will be reassigned to a special forces organization.

(6) Who are taking BT and who are committed to station/unit or installation of choice or special unit of enlistment options. (Waiver of enlistment options will be considered.)

(7) Who are taking AIT, except in those MOS in special forces units.

(8) Who have received a bar to reenlistment.

c. Active Army soldiers selected for special forces training must—

(1) Have successfully completed high school or have passed a general education development (GED) test for high school diploma.

(2) Have completed basic, advanced individual, and basic airborne training before taking the *Special Forces Qualification Course*.

(3) Meet applicable medical fitness standards in AR 40-501.

(4) Be able to swim 50 meters while wearing fatigues and boots (para 455a(2), FM 21-20).

★(5) Pass the Advanced Physical Readiness Test (para 4-22d, FM 21-20).

(6) Have at least a CONFIDENTIAL security clearance and be eligible for a SECRET clearance.

(7) Attain a standard score of—

(a) 100 to higher in either CO or IN for MOS 11B and 11C,

(b) 100 or higher in either CO or AE for MOS 12B,

(c) Minimum audio perception (AP) score of 100 for MOS 11B, 05B, and 31V, and

(d) A minimum score of 100 in ST or GT for 91B unless waiver is approved.

(8) Have at least 18 months of service re-

remaining at completion of training or the amount of remaining service indicated in (a), (b), or (c) below. Soldiers will acquire the necessary service-remaining requirement prior to departing the losing command (AR 601-280).

(a) MOS 11B, 11C, 12B, 31V, and 05B requires an 18-month remaining service obligation. This is an exception to paragraph 4-6b due to the extensive special forces training received.

(b) For MOS 91B, special forces training of 32 weeks requires a service-remaining obligation of 24 months.

(c) If it is necessary to qualify a soldier for special forces training by preceding this training with an MOS-producing course (MOS 11B, 11C, 12B, 05B, 31V, or 91B) or basic airborne training, compute the total service obligation in accordance with paragraph 4-6b.

d. US Army Reserve personnel selected for assignment to USAR Special Forces units must have the qualifications in c above. If not airborne qualified, training must be completed within 1 year after being assigned. If school quota is not available, this requirement may be deferred until a quota is available.

e. Active Army soldiers assigned to special forces units who perform duties that require special forces qualification but lack the required SQI can normally only obtain SQI "S." This is done by satisfying the criteria in c above and successfully completing the resident Special Forces Qualification Course. It is possible, as an exception to this rule, to obtain the SQI "S" without having attended the resident Special Forces Qualification Course. This exception applies only when—

(1) It is infeasible for a soldier to attend a resident course, or he has acquired, through experience, considerable background in unconventional warfare, or

(2) The soldier formerly held the additional skill indicator "5G" as a commissioned officer and later reverted to enlisted status.

6-16. **Waivers.** a. *Active Army.* CG, USAJFK-CENMA, Fort Bragg, NC, will consider requests for waivers from volunteers who

do not achieve the standard score of 100 (para 6-15c(7)). They must have shown the maturity and motivation essential in the training of special forces personnel. Waiver requests will be submitted with volunteer requests. They will include information which describes or establishes that the soldier possesses one or more of the following:

(1) Previous special forces experience.

(2) Special forces related combat experience.

(3) Training, experience, or qualification such as—

(a) Infantryman.

(b) Radio operator (high or intermediate speed).

(c) Chief aidman or medical specialist.

(d) Demolition specialist or combat engineer.

(4) Ability to communicate in a foreign language. Preference will be given otherwise qualified soldiers—

(a) Who are proficient in one or more foreign languages, or

(b) Who volunteer for language training concurrent with application for special forces training.

b. *Army Reserve.* Area commanders may grant waivers in accordance with a(1) through (3) above.

6-17. **Language training.** a. Soldiers volunteering for special forces duty or training may be selected for language school training according to the needs of the service. If a soldier desires to attend language training after special forces training, he should complete his request according to AR 611-6 and submit it with his special forces application.

b. After completing language training, the soldier will be available for worldwide special forces assignment.

6-18. **Assignment and classification procedures.** Soldiers will be assigned to training installa-

tions on a PCS basis except when training is less than 20 weeks. The commander of the Army area will assign US Army Reserve personnel.

a. CG, MILPERCEN, (DAPC-EPK-S) will—

(1) Review and make final selection of all volunteer applications. MILPERCEN will coordinate with CG, USAJFKCENMA, Fort Bragg, NC on those applications that require a waiver.

(2) Select and assign qualified personnel, without unit of choice or special unit of enlistment options, to special forces units based on unit priorities.

b. Commandant, USAIMA will—

(1) Award SQI "S" to Active Army soldiers who have completed Special Forces Qualification Course conducted by Special Forces School, USAIMA. Report soldiers to HQDA (DAPC-EPK-S) Alexandria, VA 22331, for assignment instruction 5 weeks before graduation date.

(2) Report soldiers who fail to complete training in accordance with section VI, chapter 2.

(3) Award SQI "S" to Active Army soldiers, recommended by commander of special forces group, who have completed similar training or acquired qualifying experience equal to training received in the Special Forces Qualification Course.

(4) Award SQI "S" to Reserve Component soldiers who elect to qualify by attending resident instruction.

c. Eligible reservists who qualify through correspondence courses will apply to the Reserve Component special forces group commander for the award of SQI "S." After the completion of necessary training has been verified, the group commander may award SQI "S."

6-19. Records, recording, and utilization. Soldiers with special forces qualifications are centrally managed by MILPERCEN. Table 1-1 lists MOS control responsibility. A duplicate copy of DA Forms 2 and 2-1 (Parts I and II)

will be prepared for personnel in grades E2 through E5 (AR 640-2-1) and forward to the appropriate career branch (table 1-1).

a. Soldiers possessing SQI "S" must be qualified to perform duties in at least one of the following MOS; MOS O0Z (Command Sergeant Major); 11B (Infantryman), 11C (Indirect Fire Crewman); 12B (Combat Engineer), 31V (Tactical Communications System Operator/Mechanic), 91B (Medical Specialist); or 05B (Radio Operator). One of these MOS will be designated as either the PMOS or SMOS. Requests for exceptions will be sent to the MILPERCEN career branch that manages the soldier's PMOS. In career development actions, all special forces soldiers will be considered with their peers even though they have acquired SQI "S."

b. When special forces qualified soldiers are excess to the needs of special forces units, regardless of MOS, CG MILPERCEN may assign them to satisfy Army-wide requirements. When possible, these soldiers will be assigned to an airborne unit.

c. Changes to records and copies of orders and other material will be sent to HQDA (DAPC-appropriate career branch) Alexandria, VA 22331 (AR 640-2-1).

6-20. Conditions for termination of special forces duty. Assignment of soldiers to special forces duty will be terminated, identifier "S" withdrawn (AR 600-200), and the soldier will be reported for assignment (sec VI, chap. 2) under any of the conditions below.

a. On loss of the physical qualifications or failure to fulfill professional requirements outlined in section II and this section.

b. On withdrawal of security clearance.

c. When the reclassification authority determines that a soldier is unsuitable for further special forces duty.

d. When a soldier refuses to jump from an aircraft while it is airborne.

e. When a soldier voluntarily terminates either his special forces or airborne status.

This does not require that the soldier be re-assigned if he can be utilized in his PMOS in a position not requiring SQI "S."

6-21. Assignment of enlisted terminees. *a.* Active Army personnel terminated from special forces duty will be reported for reassignment (sec VI, chap. 2) except for those soldiers terminated under paragraph 6-20*e*, who can be utilized in their PMOS even though they no longer have SQI "S."

b. Nonprior service USAR personnel who terminated under paragraph 6-20*e*, will be as-

signed to another USAR unit to complete the remaining portion of their Reserve obligation. Prior service USAR personnel who cannot be utilized may be assigned to another USAR unit or to the appropriate USAR control group, if qualified.

c. Soldiers who deliberately terminate from this program will have a permanent entry made on their DA Forms 2-1 (AR 640-2-1).

6-22. Procedures. Procedure 3-22, DA Pam 600-8, contains detailed guidance for applying for special forces training and assignment.

CHAPTER 7

CAREER DEVELOPMENT PROGRAMS

Section I. GENERAL

7-1. General. *a.* A career development program is a system of intensive management of selected MOS or CMF. Career development programs are established to ensure that there are enough highly trained and experienced soldiers to fill positions that require unique or highly technical skills. To develop soldiers with the required proficiency, career fields within each program often require—

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

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

**c.* On declaration of general war or full mobilization, the provisions of this chapter remain in effect, except for section II, which will be suspended.

7-2. Responsibilities. *a.* CG, MILPERCEN, controls the selection of soldiers who enter these career programs and attend related courses, unless otherwise stated.

b. Commanders at all level will—

- (1) Publicize the career programs,
- (2) Counsel prospective members on program opportunities and requirements, and
- (3) Ensure that applicants are eligible before applying for membership or training.

7-3. General selection and waiver policies. *a.* Selected standards in each section are the minimum requirements and are subject to change. Attaining the prerequisites does not ensure entry into a career program. The appropriate career management branch will select the best qualified soldiers for a career program.

b. Waivers will not be granted for remaining service requirements for formal training. Waivers for other eligibility requirements or selection standards will be considered unless otherwise stated. Waivers cannot be implied. Each must be specifically requested. Include the reason for the waiver in the application for entry into the program or training requested.

7-4. Applying for career development programs. *a.* Unless otherwise stated, submit applications for all career programs on DA Form 4187.

b. See DA Pam 600-8 for detailed application procedures.

c. In applying for career programs and related training, consider the prerequisites in DA Pam 351-4 for the appropriate course of instruction.

Section II. INTELLIGENCE CAREER PROGRAM

7-5. Objectives and scope of the program. *a.* *Overall objective.* The overall objective of this program is to establish, develop, and maintain a broad professional base of selected soldiers ex-

perienced in one or more MOS in the intelligence field.

b. Specific objectives. The specific objectives of this program are to—

(1) Improve the intelligence capability of the Department of the Army.

(2) Provide highly skilled soldiers to fill the enlisted intelligence requirements within the Department of Defense and the military intelligence units within the Army.

(3) Provide for the career management of each soldier selected under this program.

(4) Provide opportunities and incentives for careers in the intelligence field.

(5) Provide an inventory of soldiers directly engaged in intelligence activities.

c. Scope. The program includes all soldiers with a primary MOS in CMF 33, 96, and 98 (AR 611-201).

7-6. Responsibilities. *a.* CG, MILPERCEN, is responsible for—

(1) The career management, development, and assignment of soldiers in the Enlisted Intelligence Career Program.

(2) Establishing programs that will provide timely procurement, training and assignment of each soldier.

b. Cdr, US Army Central Personnel Security Clearance Facility, Fort Meade, MD 20755, is responsible for security acceptability and access determinations for CMF 33, 96, and 98 soldiers.

7-7. Qualifications for entry. *a.* To qualify for entry into any MOS in CMF 33, 96, or 98, a soldier must meet the prerequisites in table 7-1.

★*b.* Each waiver request will be considered individually. CG, MILPERCEN will approve waivers only in exceptional cases when it is in the best interest of the Army.

c. Variable Reenlistment Bonus (VRB)/ Selective Reenlistment Bonus (SRB) recipients may have current MOS commitment waived by MILPERCEN if accepted for training in MOS 97B.

★**7-8. Recruitment.** *a.* The main source of input in CMF 33, 96, and 98 is through recruitment (AR 601-210).

b. MOS 97C is awarded only to in-service per-

sonnel at skill levels 3, 4, 5 (chap. 3, AR 611-201).

c. Reenlistment for initial entry into or continuation in CMF 33, 96, and 98 is authorized (table 4-6, AR 601-280).

★**7-9. Training.** *a. Language training.* Language training eligibility requirements are in AR 611-6. The schedule of language courses for which enlisted personnel may apply is announced in DA Circular 350 series (Language Training for Enlisted Personnel). Personnel selected to attend language training must meet the time remaining in service requirements (chap. 4, AR 611-6). When feasible, career personnel in MOS 96C, 97C, and 98G should be trained in a second operational language to increase assignment flexibility. See DA Circular 611 series (List of Priority Languages).

b. MOS and functional training. Applications for MOS and functional training will be submitted in accordance with chapter 4 with the following exceptions:

(1) Soldiers stationed overseas may apply for training in MOS 97B after arrival in the overseas unit but not later than 5 months before DEROS. Those soldiers whose applications are approved for school training will not be assigned to the school until five-sixths of the overseas tour has been completed.

(2) Soldiers applying for training in MOS 97B who have less than 10 months remaining overseas may be required to—

(a) Voluntarily extend their overseas tour pending final approval by MILPERCEN (6-9 months processing time required), or

(b) Return to CONUS and serve at least 1 year at the new station before attending school. These soldiers in this category must sign and attach a statement to this effect to their application.

7-10. Retention. *General.* The retention of any MOS awarded under this section depends on—

(1) Continued eligibility for intelligence duties (table 7-1). Only MILPERCEN (DAPC-EPL-M) may grant a waiver.

(2) Satisfactory performance of duties and demonstrated career potential.

b. Continuation of eligibility with regard to spouse.

(1) A soldier with a PMOS in CMF 33, 96 (except for MOS 17K, 17M), and 98 who marries a foreign national or naturalized citizen who has not resided at least 5 years in the United States will become ineligible for intelligence duty unless granted a waiver.

(a) Commanders of persons who desire to marry or who have married a person in the above category will counsel the soldier. The commander will explain the effect such marriage may have on his/her eligibility for continuation of an intelligence career. If the soldier desires to be retained, a request, DA Form 4187 (Personnel Action), will be submitted through command channels to HQDA(DAPC-EPL-M) Alexandria, VA 22331, for waiver of the prerequisites. DD Forms 398 (Statement of Personal History) will be completed by soldier and intended spouse and submitted with request.

(b) Pending approval from MILPERCEN, soldiers holding MOS 97B will be removed from sensitive duties. Soldiers in CMF 33, 96 (except MOS 97B), and 98 may continue in sensitive duties until marriage.

(2) Requests for waivers will be submitted before marriage. The immediate commander will include an appropriate recommendation. Waivers will be granted only when the overall value of the soldier fully justifies his or her retention in the MOS. The value of the soldier's knowledge or skills as they relate to intelligence requirements will be considered in making the decision.

(3) A soldier who marries a native born US citizen after being accepted into the program must submit the documents required by procedure 3-33, DA Pam 600-8.

c. Probation period for MOS 97B. All newly accredited soldiers and those who complete skill level 2 training will serve a 1-year probation period or until age 21, whichever is longer. The probation period will start the first day of duty following award of MOS 97B10 or 97B20. During this period, soldiers will not be utilized on sensi-

tive investigations, except under special circumstances determined by HQDA or commander exercising article 15 jurisdiction. Each soldier's demonstrated overall performance, capabilities, and potential during this period will be evaluated continuously. When this period is completed, each soldier's immediate commander will submit, by letter, a special recommendation. The letter will state whether the soldier should be retained in MOS 97B. A biographical composition prepared by the soldier in accordance with procedure 3-33, DA Pam 600-8 will be sent with the letter of recommendation. The recommendation will be forwarded through channels to HQDA(DAPC-EPL-M), Alexandria, VA 22331, within 30 days after the probation period. Current DA Forms 2, 2-1, and 2635, will be submitted with each recommendation.

7-11. Assignment and utilization. *a. Assignment.* The assignment and reassignment of soldiers in the Enlisted Intelligence Career Program will be governed by chapter 1.

b. Utilization.

(1) Intelligence soldiers will not be utilized for duties in other than their primary MOS. CG, MILPERCEN, must approve waivers.

(2) For published utilization of intelligence soldiers in MOS 97B and related information on the employment of soldiers and units, see AR 381-20.

7-12. Removal from the program. *a.* Soldiers in Tactical Intelligence Production/Surveillance MOS (96B, 96C, 96D, 96H, 17K, and 17M) may be released from the program for cause without the approval of CG, MILPERCEN. However, within 15 days of release, the circumstances will be reported, by letter, to HQDA(DAPC-EPL-M) Alexandria, VA 22331. The following are valid reasons for recommending removal from the program:

(1) Action of disaffection, disloyalty, or subversion.

(2) Character deficiencies including indiscretions or improprieties that cause withdrawal of the soldier's security clearance.

(3) Undersirable mental attitude relating to subversion, disloyalty, or disaffection.

(4) Demonstrated inability to perform duties commensurate with military grade and standards.

b. Soldiers in CMF 33 and 98 and MOS 97B and 97C will not have their MOS withdrawn without approval of CG, MILPERCEN.

(1) Commanders of major commands may suspend a soldier from duties in CMF 33 and 98 and MOS 97B or 97C and assign the soldier to other duties when he/she—

(a) Expresses a desire not to perform duties in his or her assigned MOS. *This expressed desire is not to be used solely to evade an assignment that the soldier thinks is unsatisfactory.*

(b) Commits acts of disaffection, disloyalty, or subversion.

(c) Exhibits character deficiencies, including indiscretions or improprieties below the standards prescribed in this section.

(d) Possesses an undersirable mental attitude (such as an expression of subversion, disloyalty, or disaffection).

(e) Loses badge or credentials through negligence (MOS 97B and MOS 97C).

(f) Abuses operational privileges granted to certain intelligence soldiers.

(g) Demonstrates inability to perform duties commensurate with military grade and standards.

(2) When a commander suspends a soldier ((1) above), HQDA(DAPC-EPL-M) Alexandria, VA 22331, will be informed promptly. Notification will include the reasons for suspension. CG, MILPERCEN, will decide whether to withdraw the MOS.

(3) A soldier released from the program as provided in this paragraph will be informed of the reason(s) for the release. The provisions of paragraph 2-6, AR 600-37 apply.

(4) When a soldier is suspended ((2) above), disciplinary or administrative action may be taken under the Uniform Code of Military Justice or other pertinent regulation.

★c. When CG, MILPERCEN determines that soldiers are disqualified for duties in CMF 33 or 98, they will be reclassified. Soldiers who are mandatorily reclassified out of an MOS in CMF 33 or 98 will not hold, as either an SMOS or AMOS, any MOS in CMF 33 or 98. CG, MILPERCEN, will send reclassification action and assignment instructions to the appropriate commander.

7-13. **Procedures.** Procedure 3-33, DA Pam 600-8, contains detailed guidance for requesting entry into MOS 97B (Counterintelligence Specialist). Requests for entry into other MOS in the Enlisted Intelligence Career Development Program will be processed in accordance with procedure 3-10, DA Pam 600-8.

Section III. NONCOMMISSIONED OFFICER LOGISTICS PROGRAM (NCOLP)

7-14. **Applicability.** This section applies to all enlisted personnel, on active duty or in the Reserve Components.

7-15. **Objectives of NCOLP.** The objectives of the NCOLP are to—

a. Select and train highly qualified NCO for key logistics management positions. These positions require technical knowledge of two or more logistics functions.

b. Professionally develop these NCO for as-

signment to key positions. This serves as a training base for immediate use in a mobilization expansion of the Army logistics system.

c. Assign qualified members, by name, to special key logistics positions to support worldwide logistics operations.

d. Provide career incentive for program members by assigning them to positions that will—

(1) Increase their skills and capabilities,

(2) Broaden their knowledge of overall logistics operation, and

Table 7-1. Prerequisites to Qualify for MOS Award and Entry into CMF 33, 96, or 98.

| Prerequisites | CMF 33 | | CMF 96 | | | | | | | | | | CMF 98 | | | | | | |
|--|--------------------------------------|--|------------------|--|---------------------------|-------------------|------------------------|---------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|---|------------------------|----------------------------------|--------------------------------------|------------------------|----------------------------------|-------------------------------------|----------------------|
| | 33S. EW/Intercept Equipment Repairer | 17K. Ground Surveillance Radar Crewman | 17L. (Deleted) * | 17M. Unattended Ground Sensor Specialist | 96B. Intelligence Analyst | 96C. Interrogator | 96D. Image Interpreter | 96H. Aerial Sensor Specialist (OV-1D) | 96Z. Intelligence Senior Sergeant | 97B. Counterintelligence Agent | 97C. Area Intelligence Specialist | 98D. EW/SIGINT Emitter Identifier/Locator | 98G. SIGSEC Specialist | 98H. EW/SIGSEC Morse Interceptor | 98K. EW/SIGSEC Non-Morse Interceptor | 98C. EW/SIGINT Analyst | 98G. EW/SIGINT Voice Interceptor | 98J. EW/SIGINT Non-Comm Interceptor | 98Z. EW/SIGINT Chief |
| *1. Meet the MOS qualification requirements prescribed by AR 600-200, AR 611-201, and DA Pam 351-4. | X | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 2. Be a high school graduate, or achieve a standard score of 45 or higher on GED tests 1 through 5. | X | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 3. Never have been a member of the United States Peace Corps. (See sec. I, chap. 1.) | X | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 4. Have no record of conviction by court-martial. | X | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 5. Have no record of conviction by a civil court for any offense other than minor traffic violations. | X | X | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) |
| 6. Have a standard score of 110 or higher in aptitude area ST (GT for those tested prior to May 1973). | X | X | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) | (1) |
| 7. Have a standard score of 100 or higher in aptitude area ST (GT for those tested prior to May 1973). | - | - | - | - | - | - | - | - | - | X | X | - | - | - | X | - | X | - | - |
| 8. Have a standard score of 100 or higher in aptitude area SC or AE. | X | X | | X | - | - | - | - | - | - | - | X | - | - | - | - | - | - | - |
| 9. Have a standard score of 100 or higher in aptitude area MM. | X | - | | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| 10. Have a standard score of 100 or higher in aptitude area AP. | - | - | | - | - | - | - | - | - | - | - | X | - | X | - | - | - | - | - |
| *11. Have a standard score of 90 or higher in aptitude area EI. | - | X | | X | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

Table 7-1. Prerequisites to Qualify for MOS Award and Entry into CMF 33, 96, or 98—Continued.

| Prerequisites | CMF 33 | | | CMF 96 | | | | | | | | | | CMF 98 | | | | | |
|---|--------------------------------------|--|----------------|--|---------------------------|-------------------|------------------------|---------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|---|------------------------|----------------------------------|--------------------------------------|------------------------|----------------------------------|-------------------------------------|----------------------|
| | 33S. EW/Intercept Equipment Repairer | 17K. Ground Surveillance Radar Crewman | 17L. (Deleted) | 17M. Unattended Ground Sensor Specialist | 96H. Intelligence Analyst | 96C. Interrogator | 96D. Image Interpreter | 96H. Aerial Sensor Specialist (OV-1D) | 96Z. Intelligence Senior Sergeant | 97B. Counterintelligence Agent | 97C. Area Intelligence Specialist | 96D. EW/SIGINT Emitter Identifier/Locator | 96G. SIGSEC Specialist | 96H. EW/SIGSEC Morse Interceptor | 96K. EW/SIGSEC Non-Morse Interceptor | 96C. EW/SIGINT Analyst | 96G. EW/SIGINT Voice Interceptor | 96J. EW/SIGINT Non-Comm Interceptor | 96Z. EW/SIGINT Chief |
| 12. Must have a DLAB score of 89 or higher, or have successfully completed a DLI foreign language course. (*) | - | - | - | - | - | X | - | - | - | X | X | - | - | - | - | - | - | - | - |
| 13. Must be interviewed in accordance with procedure 3-33, DA Pam 600-8. | - | - | - | - | - | X | - | - | - | X | - | - | - | - | - | - | - | - | - |
| 14. Must be free from objectional accents or speech impediments. | - | - | - | - | - | X | - | - | - | X | - | - | - | - | - | - | - | - | - |
| 15. Successfully complete interrogation training at the US Army Intelligence Center and School. | - | - | - | - | - | X | - | - | - | X | - | - | - | - | - | - | - | - | - |
| 16. Have normal color vision. | X | X | - | X | X | X | X | X | X | X | X | X | - | - | - | - | - | X | - |
| 17. Must have red/green color discrimination. | - | - | - | - | - | - | - | - | - | - | - | - | X | X | X | - | - | - | X |
| 18. Must have near vision correctable to 20/20 Standard Snellen and have normal stereoscopic acuity with or without correction. | - | - | - | - | - | - | X | X | - | - | - | - | - | - | - | - | - | - | - |
| 19. Must be a citizen of the United States. Members of immediate family must also be US citizens. (*) | X | - | - | - | - | - | - | - | - | X | X | X | X | X | X | X | X | X | X |
| 20. Must not have immediate family members who reside in certain foreign countries (member and spouse). (*) | X | - | - | - | - | - | - | - | - | X | X | X | X | X | X | X | X | X | X |
| 21. Must be a citizen of the United States. | - | X | - | - | X | X | X | X | X | X | X | - | - | - | - | - | - | - | - |
| 22. Applicant and spouse will have neither commercial nor vested interest in a country within whose boundaries physical or mental coercion is known to be a common practice against persons acting in the interest of the US. | X | - | - | - | - | - | - | - | - | X | X | X | X | X | X | X | X | X | X |
| 23. Be of excellent character, discretion, and of unquestioned integrity and loyalty to the US. | X | X | - | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Table 7-1. Prerequisites to Qualify for MOS Award and Entry into CMF 33, 96, or 98—Continued.

| Prerequisites | CMF 33 | | CMF 96 | | | | | | | | CMF 98 | | | | | | | | |
|---|--------------------------------------|--|----------------|--|---------------------------|-------------------|------------------------|---------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|---|------------------------|----------------------------------|--------------------------------------|--------------------------|------------------------------------|---------------------------------------|------------------------|
| | 88S. EW/Intercept Equipment Repairer | 17K. Ground Surveillance Radar Crewmen | 17L. (Deleted) | 17M. Unattended Ground Sensor Specialist | 96B. Intelligence Analyst | 96C. Interrogator | 96D. Image Interpreter | 96H. Aerial Sensor Specialist (OV-1D) | 96I. Intelligence Senior Sergeant | 97B. Counterintelligence Agent | 97C. Area Intelligence Specialist | 98D. EW/SIGINT Emitter Identifier/Locator | 98G. SIGSEC Specialist | 98H. EW/SIGSEC Morse Interceptor | 98K. EW/SIGSEC Non-Morse Interceptor | 98C. EW/SIGINT Analyst * | 98G. EW/SIGINT Voice Interceptor * | 98J. EW/SIGINT Non-Comm Interceptor * | 98Z. EW/SIGINT Chief * |
| 24. Have no information in Provost Marshal, Intelligence, Military Personnel Records Jacket, or Medical Files which would prevent the granting of a security clearance IAW AR 604-5. | X | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 25. Must complete 2 years active service prior to submitting application. | | | | | | | | | | | X | | | | | | | | |
| 26. Must have a minimum physical profile category B, except that the index under S of PULHES classification must be 1. | X | | | | X | X | | | X | X | X | | | | | X | | X | X |
| 27. Must have a minimum physical profile category B, except that the index under H and S of PULHES classification must be 1. | | X | | X | | | | | | | | X | X | X | | | X | | |
| 28. Must have a minimum physical profile category B, except that the index under H, E, and S of PULHES classification must be 1. | | | | | | | | X | | | X | | | | | X | | | |
| 29. Must have a minimum physical profile category B, except that the index under E and S of PULHES classification must be 1. | | | | | | | X | | | | | | | | | | | | |
| 30. Must attend formal residence training. | X | | | | | X | X | | | X | X | | | | | | | | |
| 31. Have 24 months or more to serve on active duty on completing appropriate course of instruction at US Army Intelligence School or schooling/OJT under Middle Enlisted Cryptologic Career Advance Program (MECCAP) | | | | | | | | | X | X | | | | | | X | X | X | X |
| 32. Be 21 years of age or older upon completion of the course of instruction at the US Army Intelligence School. | | | | | | | | | | (*) | X | | | | | | | | |
| 33. Must pass hearing acuity test on audiometer. ⁽¹⁰⁾ | | X | | X | | | | X | | | | X | X | X | | | | | |
| 34. Must show, by official copy of school transcript, proof of having successfully completed 1 year of high school algebra or geometry. | | X | | | | X | | | | | | | | | | | | | |

1 November 1982

C 2, AR 614-200

Table 7-1. Prerequisites to Qualify for MOS Award and Entry into CMF 33, 96, or 98—Continued.

| Prerequisites | CMF 33 | CMF 96 | | | | | | | | | | CMF 98 | | | | | | | |
|---|--------------------------------------|--|----------------|--|---------------------------|-------------------|------------------------|---------------------------------------|-----------------------------------|--------------------------------|-----------------------------------|---|------------------------|----------------------------------|--------------------------------------|------------------------|----------------------------------|-------------------------------------|----------------------|
| | 33S. EW/Intercept Equipment Repairer | 17L. Ground Surveillance Radar Crewman | 17L. (Deleted) | 17M. Unattended Ground Sensor Specialist | 96B. Intelligence Analyst | 96C. Interrogator | 96D. Image Interpreter | 96E. Aerial Sensor Specialist (OV-1D) | 96Z. Intelligence Senior Sergeant | 97B. Counterintelligence Agent | 97C. Area Intelligence Specialist | 98D. EW/SIGINT Emitter Identifier/Locator | 98G. SIGSEC Specialist | 98H. EW/SIGSEC Morse Interceptor | 98K. EW/SIGSEC Non-Morse Interceptor | 98C. EW/SIGINT Analyst | 98G. EW/SIGINT Voice Interceptor | 98J. EW/SIGINT Non-Comm Interceptor | 98Z. EW/SIGINT Chief |
| 35. Must pass a Class III flight physical and remain so qualified. | | | | | | | X | | | | | | | | | | | | |
| 36. Must attend formal residence training or attain minimum passing scores on the MOS SQT. | | X | | X | X | X | X | X | X | | | | | | | | | | |
| 37. Award of ASI V3. (13) | | | | X | X | | | | | | | | | | | | | | |
| 38. Must be able to obtain military driver's permit to operate commercial and tactical vehicles up to 2½ tons. | | | | | | | | | | X | X | | X | | | | | | |
| 39. Acceptance in MOS is contingent upon a favorable Special Background Investigation, including an evaluation of the individual's personal characteristics and potential capabilities. | X | | | | | | | | | X | X | X | X | X | X | X | X | X | X |
| 40. Personnel entering MOS will be advised that due to the nature of training and assignments, temporary restrictions may be placed on their foreign travel both during and after completion of their term of service. | X | X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Notes.

¹ Requests for waiver will be forwarded to HQDA(DAPC-EPL-M) Alexandria, VA 22331.

² Defense Language Aptitude Battery (DLAB) superseded the Defense/Army Language Aptitude Test (DLAB/ALAT) in 1977.

★ ³ If soldier has successfully completed a DLI course and has achieved reading and listening comprehension rating of 3/3 in a foreign language that is required in his/her next assignment, the DLI course may be waived for final award of the MOS. However, the soldier must successfully complete the resident course of instruction in interrogation prior to the award of MOS. For soldiers not language qualified, training will include the resident interrogation course followed by a language course at DLI.

⁴ Soldier must complete and sign a statement (to accompany training application) indicating an understanding of duties as well as the voluntary nature of enlistment/reenlistment for MOS 96C.

⁵ Applicants for MOS must attend and successfully complete language training immediately following interrogation training. Failure to successfully complete interrogation training precludes attending language training and/or award of MOS. Failure to complete language training is cause for immediate reclassification.

⁶ Language training for MOS 96C may be waived if reading and listening comprehension ratings have been achieved and validated within 180 days of application. The following restrictions apply:

a. Soldiers in grades E1 through E5 who have an MOS other than 96C and have achieved a reading and listening comprehension rating of 2/2 in a required foreign language may be awarded MOS 96C on completion of interrogation training.

b. Soldiers in grades E5 and E6 who have an MOS other than 96C and have achieved a reading and listening comprehension rating of 3/3 may be awarded MOS 96C on completion of interrogation training.

★ ⁷ Immediate family includes spouse, parents, brothers, sisters and children. Soldiers and immediate family members can be naturalized citizens. If citizenship has been acquired through naturalization, there is no minimum residency requirement.

⁸ Applicant and spouse must have no members of their immediate family (spouse, parent, brother, sister, or children) living in a country within whose boundaries physical or mental coercion is known to be a common practice, either against—

a. Persons accused of or acting in the interest of the United States, or

b. The relatives of such persons to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. For purposes of this section, near relatives will also include uncle, aunt, grandparents, father-in-law, mother-in-law, and relationships corresponding to any of the above persons in loco parentis (AR 630-5 and 37USC501).

⁹ Applicants who do not meet this requirement and are otherwise qualified may extend their current enlistment or be discharged and reenlist under the provisions of AR 601-280.

¹⁰ Sound amplitude must not exceed 15 decibels at frequencies 250, 500, 1000, 2000, and 4000 CPS (HZ).

¹¹ Minimum hearing acuity of 20 decibels 500, 1000, and 2000 cycles per second and 30 decibels at 4000 and 8000 cycles per second.

¹² Training required in a supporting MOS.

¹³ Prior to selection for training in organizational maintenance (ASI V3) for MOS 17M, applicant must have successfully completed the resident training in MOS 17M and served in the field at least 1 year.

(3) Ensure their retention, continued use, and development within the logistics system.

7-16. Responsibilities. *a.* CG, MILPERCEN, will conduct and supervise the NCOLP within broad policy guidance of the Deputy Chief of Staff for Personnel.

b. The Deputy Chief of Staff for Logistics (DCSLOG) is the HQDA staff proponent for the NCOLP and provides technical guidance and assistance to CG, MILPERCEN in operating the program. DCSLOG also approves all additions and deletions of NCOLP positions and program MOS.

c. Chief, Army Reserve and Chief, NGB will administer the NCOLP within their respective components in accordance with this regulation.

d. Commander, US Army Logistics Center, Fort Lee, VA provides DCSLOG with technical assistance in evaluating NCOLP program positions and MOS additions and deletions.

e. Major commands and CONUS installations will designate a NCOLP staff monitor to review utilization of soldiers in the program. Preferably it will be a senior NCOLP soldier within the logistics agency. Name and address of the NCOLP staff monitors will be provided to HQDA (DALO-RMP-M), WASH DC 20310 and HQDA (DAPC-EPM-L) Alexandria, VA 22331.

7-17. Eligibility for entry into the NCOLP. *a.* Soldiers in grade E6 or above who have a PMOS listed in table 7-2 may apply for the NCOLP, except—

(1) Soldiers undergoing court-martial proceedings under investigation which may result in trial by court-martial, undergoing elimination proceedings (AR 635-200), or under suspension of favorable personnel actions (AR 600-31).

(2) Soldiers barred from reenlistment.

(3) Former members of the NCOLP who were involuntarily removed from the program. See paragraph 7-21.

b. Soldiers may apply for and be accepted into the NCOLP without regard to current assignment or whether they have been alerted for

reassignment. However, newly appointed members will not always be reassigned immediately to an NCOLP position solely because of being selected. Soldiers who receive acceptance notice while on orders or in transit to a non-NCOLP position will continue on that reassignment unless CG, MILPERCEN, directs otherwise.

7-18. Application and selection criteria. *a.* Personnel may apply for entry into the NCOLP by using Procedure 3-35, DA Pam 600-8.

b. Commanders, Sergeants Major, and NCOLP members are urged to nominate qualified NCO for membership in the NCOLP. Nominations will be processed as shown in Procedure 3-35, DA Pam 600-8. Each nominee will include a statement on the application that he or she voluntarily agrees to be assigned under the program. They must be indorsed by their commanders.

c. Only noncommissioned officers possessing the highest personal qualities and professional abilities will be selected and retained as members of the NCOLP. To qualify for membership, each applicant or nominee must—

(1) Be in pay grade E6 or higher (non-waivable).

(2) Possess a PMOS and be fully qualified in one of the MOS authorized within the program (table 7-2) at skill level 3 or higher, or possess a PMOS at skill level 4 which is a feeder MOS for an MOS authorized in the program for which applying (e.g., a soldier with PMOS 68G40 applying for the NCOLP in MOS 67Z).

(3) Have attained a performance percentile ranking of 60 or higher on the latest skill qualification test (SQT).

(4) Have no record of conviction by a special or general court-martial during either the current or prior enlistment. Also, applicant can have no record of civil convictions except for minor offenses (AR 604-5).

(5) Have completed at least 5 years of service in his or her PMOS, or a combined total of 5 years service in his or her PMOS and related MOS within the same CMF (AR 611-201).

(6) Possess or have requested security clearance of SECRET or higher.

(7) Have attained a score of 100 or higher in aptitude area GT/ST.

(8) Be physically qualified for unrestricted worldwide assignments.

(9) Have a high school education or recognized equivalent.

d. A request for waiver of qualification (other than pay grade) may be submitted when the soldier is otherwise qualified.

e. A DA selection board will screen applications of soldiers who have requested or have been nominated for program membership. Selection will be based on information in the application and the OMPF and on the need for the soldier's MOS in the program. Only the best qualified applicants and nominees will be selected. Applicants and nominees are notified of acceptance or nonacceptance through official channels. ARNGUS and USAR personnel will be notified as outlined in Procedure 3-35, DA Pam 600-8. When a soldier is accepted into the program—

(1) The Military Personnel Officer will award SQI "K" to the member (chap. 2, AR 600-200) and announce it in orders. The SQI will be recorded in the fifth position of the member's PMOS and included in item 16, DA Form and item 6, DA Form 2-1.

(2) The commander will assign the member locally to an NCOLP position if one is available. If no NCOLP position is available, the member will—

(a) Retain his or her current duty position, or

(b) Be assigned according to the needs of the local commander until an NCOLP position becomes available or the member departs on PCS.

(3) MILPERCEN will send a certificate of membership to the soldier's commanding officer. This certificate will be awarded to the soldier at an appropriate ceremony.

7-19. Training of NCOLP members. a. Resident noncommissioned officer course.

★(1) This is a 7-week NCOLP course conducted at the US Army Quartermaster School,

Fort Lee, VA. The objective of the course is to provide members of the NCOLP with a broad and comprehensive knowledge of wholesale and field logistics operations. Graduates will be qualified to perform at different levels of command in a variety of logistics positions.

(2) To attend the NCOLP course, the applicant must—

(a) Be a member of the NCOLP, and

(b) Have at least 9 months service remaining after completing the course. Applications will be submitted through channels to major commanders. Quotas for the course will be requested in accordance with paragraph 4-2.

b. Nonresident noncommissioned officer course.

(1) The US Army Quartermaster School offers the NCOLP course by correspondence. It is equivalent to the resident course. Therefore, a student who completes the correspondence course will not attend the resident course unless he or she needs to keep current on the subject.

(2) To enroll in the NCOLP correspondence course, the applicant must be—

(a) A NCO in grades E6 through E9, and

(b) A member of the NCOLP or a soldier waiting to apply for membership in the NCOLP.

(3) To enroll, the soldier must complete DA Form 145 (Army Correspondence Course Enrollment Application). Applications will be sent through command channels to the Army Institute for Professional Development, US Army Training Support Center, Newport News, VA 23268.

(4) For more information on the NCOLP correspondence course and on enrollment procedures, see DA Pam 351-20-14.

7-20. Assignment and utilization. a. Careers of NCOLP members will be developed through assignments to increasingly more challenging logistics positions and through attendance at the NCOLP course at the US Army Quartermaster School. Training of members will be a prerequisite for initial assignment to NCOLP positions. The objective of career development is to produce fully qualified senior NCO to fill selected key NCOLP positions of progressively greater responsibility. Table 7-2.1 describes educational courses, both

military and civilian, available for professional development. It also shows NCOLP assignment opportunities. Attendance at the courses are not mandatory except for the NCOLP course. Completion of any of the courses does not relieve the commander and NCOLP members of their responsibilities to plan and insure that they complete the proper training.

b. CG, MILPERCEN will assign all NCOLP soldiers. Send requisitions to fill TDA/TOE key NCOLP position vacancies in accordance with chapter 2.

(1) Assignment to program positions will be Category "A" Career Logistics Assignments mainly at grades E7 through E9. These assignments will provide career incentives for program members. Members will be assigned to positions that will—

(a) Increase their skills and capabilities,

(b) Broaden their knowledge of overall logistics operations, and

(c) Insure their retention, continued use, and development within the logistics system.

(2) Assignment to nonprogram positions will be Category "B" Career Development Assignments. These assignments will be made to—

(a) Help expand career development of NCOLP soldiers into command positions such as first sergeant duty. These soldiers are urged to seek troop leading assignments as part of their overall career development.

(b) Provide equity of oversea assignments within grade and MOS.

c. NCOLP soldiers will not be used in non-NCOLP positions except as provided in paragraph 3-4b, AR 600-200.

d. MILPERCEN will send MACOM and CONUS installation monitors information on the use of NCOLP soldiers, by name, within their command. Monitors will verify use in accordance with AR 600-200. If a soldier is not properly used, action will be taken to do so.

soldiers who fail to meet the standards of the program, the action below will be taken.

(1) Commanders will send the proper information and recommendations to—

(a) HQDA(DAPC-EPZ-E), Alexandria, VA 22331 for promotable E8 and E9 soldiers.

(b) HQDA(DAPC-EPM-L), Alexandria, VA 22331 for all other soldiers.

(2) Those who fail to maintain an SQT percentile rating of 60 or higher in their PMOS will be placed on probation, pending results of later tests.

(3) MILPERCEN will remove those from the program who fail to retain the minimum requirement a second consecutive time.

★(4) USAR and ARNG soldiers who fail to maintain minimum requirements will be reported to Commander, RCPAC, ATTN: AGUZ-EPM-P, 9700 Page Boulevard, St. Louis, MO 63132 and Chief, NGB (NGB-ARP-E) WASH DC 20310. On removal from the program, Chief, Army Reserve or Chief, National Guard Bureau will inform soldiers through proper channels.

b. Members may request release from the NCOLP. Requests for release will be forwarded, through channels, to HQDA (DAPC-EPM-L) (DAPC-EPZ-E for all E9 and promotable E8 soldiers) Alexandria, VA 22331. Normally, members released from the program will not be considered for reentry into the program.

c. On notification (through official channels) from MILPERCEN of the release of the member from the NCOLP, the Military Personnel Officer will—

(1) Withdraw SQI "K" from the soldier's MOS code and adjust personnel records to delete all references to him or her as a current member of the NCOLP.

(2) Assign soldier locally to a non-NCOLP position if possible. Reassignment under this paragraph will not result in a PCS unless directed by MILPERCEN.

7-21. Release and removal from NCOLP. a. For

7-22. Establishment of key logistician posi-

tions. *a.* Key NCOLP positions are those sufficiently technical and broad to have a direct bearing on the logistics mission of the Army. These positions require—

(1) Technical performance at high level of logistic responsibility in two or more logistics functions (e.g., across two or more career management fields).

(2) Management of specialists at high levels of logistic responsibility whose work—

(*a.*) Spans several areas of logistics.

(*b.*) Represents unusually technical or specialized logistics activity.

(3) Provides input to policy decisions based on NCO's unique outlook and special broadness and depth of logistic knowledge and experience.

b. Any NCOLP positions designated by HQDA will—

(1) Be based on the requirement that the positions be filled by noncommissioned officers.

(2) Provide for the development and use of program soldiers to meet worldwide logistics requirements.

c. NCOLP TDA/TOE positions under the above standards are:

(1) Key logistic staff positions in headquarters of major commands, Corps, Division G-4 offices, and support commands.

(2) Key positions in organizations with—

(*a.*) Major logistic missions (e.g. Material Management Center);

(*b.*) Troop units with active depot functions;

(*c.*) Supply operating agencies such as depots, arsenals, proving grounds, and inventory control points;

(*d.*) Transportation terminals and Transportation Movement Offices;

(*e.*) Staffs of organizations and activities with a primary logistic mission such as installation staffs, directorates, and support maintenance activities; and

(*f.*) Key staff or chief instructor positions in logistic departments of service schools.

d. NCOLP positions will be designed to main-

tain a balanced rotation base for soldiers in certain key logistics skills.

e. Commanders may recommend key logistic positions as described in *a* above to be included in the program. Recommendations from active Army unit commanders will be forwarded through channels to HQDA(DALO-RMP), WASH DC 20310. Recommendation from USAR commanders will be forwarded through channels to HQDA(DAAR-PE), WASH DC 20310. Recommendations from ARNG unit commanders will be forwarded to HQDA (NGB-ARP-E), WASH DC 20310. Each recommendation will identify position by applicable TDA/TOE, including—

(1) Document number.

(2) Unit Identification Code (UIC).

(3) Command Code Number (CCNUM).

(4) Paragraph and line number.

(5) Organization in which position is located.

(6) Position title.

(7) Authorized grade.

(8) MOSC (five character).

(9) A brief job description, including the organizational level at which the positions function.

(10) The degree of supervision received.

(11) The supervisory responsibility.

f. To delete or revise an NCO logistician position, a recommendation will be sent through channels to the addresses in *e* above. Each position, by applicable TDA/TOE, will be named in recommendations, including—

(1) Document number.

(2) Unit Identification Code (UIC).

(3) Command Code Number (CCNUM).

(4) Paragraph and line number.

(5) Organization in which position is located.

(6) Position title.

(7) Authorized grade.

(8) Detailed reason for the action recommended.

g. Positions approved for inclusion in the NCOLP will be identified within applicable

TDA/TOE. The fifth character of the MOSC will be SQI code "K". ODCSLOG will code/decode all NCOLP positions in the proper authorization documents (AR 310-49).

Table 7-2. Noncommissioned Officer Logistics Program Authorized MOS

(This list will be revised, as needed, to meet any changes in logistics mission requirements.)

| <i>MOS</i> | <i>TITLE</i> |
|------------|---|
| 32Z | Communications-Electronics Maintenance Chief |
| 38S | EW/Intercept Systems Repairer |
| 35P | Avionic Equipment Maintenance Supervisor |
| 45Z | Armament Fire Control Maintenance Supervisor |
| 55B | Ammunition Specialist |
| 55G | Nuclear Weapons Maintenance Specialist |
| 55X | Ammunition Inspector |
| 55Z | Ammunition Supervisor |
| 62B | Construction Equipment Repairer |
| 63B | Light Wheel Vehicle/power Generator Mechanic |
| 63D | Self-Propelled Field Artillery Systems Mechanic |
| 63E | M-1 Tank Systems Mechanic |
| 63H | Track Vehicles Repairer |
| 63N | M60A1/A3 Tank Systems Mechanic |
| 63R | M60A2 Tank Systems Mechanic |
| 63T | Improved TOW Vehicle/Infantry Fighting Vehicle/Cavalry Fighting Vehicle |
| 63Z | Mechanical Maintenance Supervisor |
| 64Z | Transportation Senior Sergeant |
| 67Z | Aircraft Maintenance Senior Sergeant |
| 71N | Traffic Management Coordinator |
| 76J | Medical Supply Specialist |
| 76P | Materiel Control and Accounting Specialist |
| 76V | Materiel Storage and Handling Specialist |
| 76W | Petroleum Supply Specialist |
| 76X | Subsistence Supply Specialist |
| 76Y | Unit Supply Specialist |
| 76Z | Senior Supply Sergeant |

TABLE 7-2.1. NCOLP Professional Development Guide

| <i>PHASE OF DEVELOPMENT</i> | <i>CIVILIAN EDUCATION</i> | <i>SPECIALTY EDUCATION</i> | <i>ASSIGNMENT OPPORTUNITIES</i> |
|-----------------------------|---|---|---|
| Executive Phase E8-E9 | Additional undergraduate/graduate courses Logistics Management | a. '8A-F16, Management Development Course | a. Senior Staff NCO (DA, ODCSLOG) Log Staff NCO (LOGC), Depot Senior Sgt (Supply, Maintenance, or Ammunition), Operation Sgt (Army depot activity), Senior/Ch Supply Sgt/Spec (DLA depot, Army depot, DARCOM Readiness Cmd, DARCOM LAO), Storage NCO |

Table 7-2.1. NCOLP Professional Development Guide

| PHASE OF DEVELOPMENT | CIVILIAN EDUCATION | SPECIALTY EDUCATION | ASSIGNMENT OPPORTUNITIES |
|----------------------------|---|---|--|
| | | | (DLA depot), Quality Assurance Spec (DLA), Maintenance Sgt/Aircraft Maintenance Senior Sgt/Maintenance Ch (Army depot), Maintenance Operations Sgt (Army depot, DARCOM Readiness Cmd), Ammunition Foreman (Army depot) |
| | | b. TRO 753 Theater Distribution System | b. Plans NCO (Trans Bde) |
| | | c. TRO 752 Trans Planning Theater of Opns | c. Movements NCO (Corps G4) Trans Staff NCO (Corps G4) |
| | | d. QM 0197 Supply Systems, Theater of Opns | d. S4/G4 NCO (Div, Bde) |
| | | e. QM 0149 Combat Svc Spt Opns, Part II | e. Major Item NCO (COSCOM MMC) |
| | | f. QM 0148 Combat Svc Spt Opns Part I | f. Chief Supply Plans NCO (COSCOM MMC) |
| | | | Chief Maintenance Mgt NCO (COSCOM MMC) |
| | | | Chief Maintenance Plans NCO (COSCOM MMC) |
| | | | NCOLP Professional Development NCO (MILPERCEN) |
| Advanced Development Phase | Chapman College Bachelors Degree in Logistics | a. 18B-F10(AR), Army Depot Opns Mgt | a. Opns Sgt (Army depot, DARCOM Readiness Cmd) |
| E7-E8 | Other Bachelors or Associate degree | b. 18B-F11(JT), Defense Inventory Management; ALMC-AP Army Provisioning Management; ALMC-IE, Initial Materiel Spt Computation | b. Supply Sgt/Supv/Spec (DLA depot, Army depot, DARCOM Readiness Cmd, DARCOM test activity, DARCOM LAO) |
| | Graduate/undergraduate course | | |
| | Management, Management Science | c. ALMC-MH, Major Item Management; A-80-0015 (NAV), Warehouse Opns Management | c. Logistics Staff NCO/Spec (DLA Center, DARCOM Readiness Cmd) |
| | | d. Also DMET Catalog listings for: Property disposal; Preservation and packing; procurement; QM 0070, Property disposal | d. Procurement Sgt-Spec (DLA, DARCOM Readiness Cmd); Disposal Positions (DLA); Storage Insp Supv/Supplyman (DLA depot, Army Depot); Maintenance systems |

Table 7-2.1. NCOLP Professional Development Guide—Continued

| PHASE OF DEVELOPMENT | CIVILIAN EDUCATION | SPECIALTY EDUCATION | ASSIGNMENT OPPORTUNITIES |
|----------------------|--|---|---|
| | | | (DMMC); Procurement Sgt (DMMC) |
| | | e. 18A-F3, Army Maintenance Mgt; AMETA 36, Depot Maintenance Quality Control; LOG 261(JT), Maintenance Mgt and Information systems; LOG 131(JT), Industrial Maintenance Mgt | e. Maintenance Sgt/Supv/Ch/Leader (Army depot); Commodity Related Maintenance NCO/Supv/Foreman/Spec (Army depot) |
| | | f. DACS AMMO-2, Technical Ammunition; DACS AMMO-3, Ammunition Quality Evaluation; DACS AMMO-4, Conventional Ammunition Refresher; DACS AMMO-5, Basic Ammunition Preservation; DACS AMMO-15, Ammunition Maintenance, also DMET catalog listings for other Ammunition; Ammunition safety, and Nuclear Weapons Courses | f. Ammunition Inspection Advisor (Army depot); Ammunition Supply Sgt (Army depot); Opns Sgt (Army depot); Nuclear weapons maintenance specialist (Army depot) |
| | | g. A-8C-0017 (NV, Trans Management; A-8C-0012 (NV), Trans Management-Advanced; A-8-C-0010(NV), Trans Management-Introduction, also DMET catalog listings for other courses in Trans and Trans of hazardous materials | g. Trans NCO (DLA depot); Supervisory Trans Spec (DLA); Movement Spec (Army depot) |
| | | h. 8C-F2/822-F10 Air Trans Planning | h. Movement NCO (COSCOM, Div G4, Discm) |
| | | i. TRO 810, Aviation Maintenance Management | i. Aircraft Maintenance (DMMC) Supervisor |
| | | j. IS 0261, Medical Support of Combat Opns (Advanced) | j. Medical Supply Sergeant (MEDDAC) |
| | | k. QM 0327, Airdrop Logistics; IS 0274, Div Supply Service, and Trans Opns; QM 0067, Computing Petroleum Rqmts | k. Movement NCO (Div G4); Logistics Sgt and/or movement supervisor (DISCOM); Asst Opns Sgt (DISCOM) |
| Entry Phase E6-E7 | College Courses leading to Bachelors or Associate Degree | a. QM A-B3-5-LC-ACB, Sup and Svc Bn Opns | a. Stock Control Sgt/Supv(Army depot, DARCOT Readiness Cmd); Ammunition Supply Sgt (Army depot); Supply & Service Bn Opns NCO (S&T Bn) |

Table 7.2.1. NCOLP Professional Development Guide—Continued

| <i>Phase of Development</i> | <i>Civilian Education</i> | <i>Specialty Education</i> | <i>Assignment Opportunities</i> |
|-----------------------------|---|--|---|
| | College Courses on—Management, Management Sci, Mathematic and Algebra | b. QM A-B1-14-LC-ACB, Basic Load Comp. | b. Supply Account Sgt (DMMC) |
| | | c. ORD C20-AG-4, Org of Combat Svc Spt Base | c. Supply/Service Control Sgt (S&T Bn) |
| | | d. ORD C20 B2-3, Spt Maint Opns | d. Tank-Auto Maint Supervisor (DMMC) |
| | | e. QM A-B3-8-ABN-ACB, Logistical Airdrop | e. Movements Supervisor (DISCOM) |
| | | f. QM 0860, Org for Storage Opns-SAILS ABX | f. Subsistence Supply NCO (DMM Q) |
| | | g. QM 0847, Functions and Org of MMC-SAILS ABX | g. Stock Control Supervisor (COSCOM) Supply Sgt (COSCOM) |
| | | h. QM 0848, Introduction to SAILS ABX | h. Stock Control Supervisor (S&S Bn) |
| | | *551-F5, Noncommissioned Officers Logistics Program Course (Appropriate MOS courses) | |

¹These courses are identified by the sponsoring schools as having special relevance for NCOLP members.

²Mandatory course.

Section IV. EXPLOSIVE ORDNANCE DISPOSAL (EOD) CAREER PROGRAM

7-23. Objectives of EOD Program. The objectives of the EOD Career Program are to—

a. Improve the EOD capabilities of the Army by establishing, developing, and maintaining a corps of highly trained and experienced soldiers.

b. Provide for individual training and intensive career management and development of members of the program. Members will be assigned to progressively more demanding assignments and comprehensive training courses. This will be done according to their demonstrated ability and potential for advancement.

c. Retain qualified members in the program through greater opportunities, incentives, and job satisfaction.

7-24. Responsibilities. a. CG, MILPERCEN,

will select soldiers and schedule them to begin training for entry into the EOD Program.

★b. CG, TRADOC; CG, FORSCOM; US Army Recruiting Command will establish CONUS-wide recruiting programs within their commands which are designed to encourage eligible soldiers to volunteer for EOD training to meet Army-wide EOD personnel requirements. All CONUS installation/activity commanders will publicize the opportunity for qualified soldiers to volunteer for EOD training.

*7-25. Eligibility for entry into the EOD Career Program. Individuals enlisted for an active Army commitment may volunteer for duty in the EOD Program. Soldiers in grades E5 and below who have completed at least 2 years active Federal service may volunteer for initial EOD train-

ing. Those in grades E7 and below who were previously qualified but are not now performing EOD duties may volunteer for refresher training. Soldiers in the categories below are not eligible to apply:

a. Assigned to units alerted or under orders for oversea movement.

b. Alerted or under orders for oversea movement.

c. Alerted or under orders for assignment to units alerted for oversea movement.

d. Under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-31).

e. Who have been relieved from, EOD training or duty because of punitive action, cancellation of security clearance, academic failure, or personal request for relief from EOD duties (rule 1, table 7-3). Disqualification will be recorded in item 4 on the individual's DA form 2-1.

f. Who have received Enlistment Bonus (EB) or Variable/Selective Reenlistment Bonus (VRB/ SRB) for current service obligation.

g. Who are serving on an enlistment under the Stripes for Skills Program and have not completed at least 16 months of that enlistment.

h. Who have lost time under section 972 of title 10 United States Code within 2 years of the date of application.

i. Who are serving overseas, except that soldiers may apply during the period when they have between 10 months and 5 months oversea service remaining until DEROS.

7-26. Application and selection criteria. a. Soldiers who volunteer for EOD training must meet the training selection standards and prerequisites (DA Pam 351-4) and the MOS requirements (AR 611-201).

b. Personnel will apply for EOD training by completing DA Form 4187 (Personnel Action) citing this section and chapter as authority (proc 3-20, DA Pam 600-8). DA Form 4187-R (Private

7-16.2

Act Statement) (fig. 7-1a) will be given soldiers before they complete DA Form 4187.

★c. First term soldiers who enlisted for EOD training will be interviewed by an EOD officer upon entry into basic training. Other soldiers requesting entry into the EOD Program will be interviewed prior to submitting application for EOD training. The EOD officer will explain the nature and requirements of the training and tell the soldiers that if they fail to meet these requirements, they will be disqualified for EOD service. Soldiers will be informed that when they complete the prescribed EOD training, they will be assigned to EOD duties in accordance with current policies and directives. Figure 3-20-1, DA Pam 600-8, will be used as a guide for the interviewing EOD officers.

d. A copy of the EOD volunteer statement (fig. 3-20-2, DA Pam 600-8) will be filed in the soldier's MPRJ as an "action pending document" (AR 640-10). The statement will not be removed from the MPRJ until the soldier is disqualified for cause or requests withdrawal (table 7-3) and is released from EOD duty.

e. When final approval of an application for EOD training is received from MILPERCEN, the servicing MILPO will attach the soldier to the installation EOD Detachment for OJT. Attachment will be effective 90 days before the date the soldier is to report for Phase I training. When the commander of the unit to which the EOD volunteer is assigned agrees, the soldier may be attached earlier than 90 days before the reporting date. If the approved application is received less than 90 days before the reporting date, the soldier will be attached as soon as possible. No PCS may be involved and the attachment must be without expenditure of Government travel funds.

f. The servicing MILPO will terminate the stabilization of soldiers assigned to stabilized positions when final approval of their applications for EOD training are received from MILPERCEN.

★g. Accepted applicants with binocular visual acuity less than 20/40 who require bifocal correction must have the prescribed eyeglasses for the

protective mask. This will be done before the soldier reports for EOD Phase I instructions.

7-27. Training. *a.* Initial training for entry into the EOD Program.

(1) Phase I training (Chemical Disposal) will be at the US Army Missile and Munitions Center and School, Redstone Arsenal, AL 35889. Phase II training (Conventional Ammunition) and Phase III training (Nuclear Weapons Disposal) will be at the US Naval School, EOD Detachment, Indian Head, MD 20640.

(2) Soldiers in grades E1 through E4 with less than 2 years active Federal service who are accepted for entry into the EOD Program will attend Phase I training. Upon completion of Phase I training, the soldier will be awarded the appropriate MOS and skill level (chap 2, AR 600-200) and will then be assigned to an EOD unit.

(3) Soldiers in grade E4 who are in the EOD Program may, upon attaining 2 years active Federal service, apply for Phase II training. Upon consideration for promotion to grade E5 or upon reenlistment, the soldier may apply for Phase II and Phase III training.

(4) Soldiers in grades E5 and below with over 2 years active Federal service who are accepted for entry into the EOD Program, will attend Phase I, Phase II, and Phase III training as specified in (1) above. Upon completion of the entire course, the soldier will be awarded the appropriate MOS and skill level (chap 2, AR 600-200).

(5) Accepted volunteers will attend formal EOD training on TDY. If a vacancy exists at the installation to which the member is currently assigned, the member will return to that station after completing the course. If no vacancy exists, the soldier will attend the course TDY en route to PCS. For soldiers with dependents, assignment instructions will be issued at the time approval is granted to attend the course. Soldiers without dependents may attend the course in a temporary duty pending further orders (TDPFO) status.

(6) After completing the course, the gradu-

ates will be awarded the appropriate MOS and skill level (chap 2, AR 600-200).

b. Refresher training for EOD Career Program members. If soldiers fail to complete refresher technical training within the time prescribed, their EOD MOS will be withdrawn and they will be assigned to duties other than EOD.

(1) Request for refresher training quotas for soldiers will be obtained through appropriate FORSCOM Explosive Ordnance Disposal Control Detachment or by calling US Naval School, EOD Detachment, Indian Head, MD (AUTOVON 364-4382/4437). EOD refresher training will be conducted at US Naval School, EOD, Indian Head, MD.

(a) Refresher training is required between the 48th and 60th month since the completion of the basic course or the latest refresher training.

(b) Soldiers who are overseas may postpone refresher training until 6 months after return to CONUS. It will not be deferred past the 72d month after completing the basic course or the latest refresher training. The major command will ensure that the soldier receives the required refresher training before the end of the 72d month. Request for school quotas will be initiated within 15 days after a soldier joins an EOD activity for duty.

(2) Losing commands will obtain training quotas for all soldiers alerted or on orders for overseas EOD assignments who will require refresher training before returning to CONUS. US Army Munitions Center and School (USAMMCS) EOD Det #1 will furnish quotas. Soldiers will attend school TDY en route in conjunction with normal DA assignment instructions.

(a) Soldiers ordered to a long tour assignment must attend refresher training before departing CONUS if, at completion of two thirds of the long tour, it will have been more than 60 months since attendance at basic course or latest refresher training.

(b) Soldiers ordered to a short-tour assignment must attend refresher training before departing CONUS if 48 months have elapsed

since they completed the basic course or latest refresher training.

(3) A soldier serving in an oversea EOD assignment may not transfer to—

(a) Another EOD assignment within the same command.

(b) An EOD assignment in another command of the same theater, or

(c) An EOD assignment in another theater if his/her current EOD qualification will expire earlier than 1 year before rotation to CONUS. Such transfer may be permitted if soldier updates his/her qualification by attending formal refresher training.

(4) EOD Program members, regardless of assignment, who are eligible for and did not attend formal EOD refresher school training within the timeframes specified above must complete the Surface Refresher and Basic Nuclear Weapons Disposal Course. If the soldier fails to complete this training, he/she will be removed from the EOD Program.

(5) Soldiers may hold SMOS 55D only by specific direction of HQDA. Soldiers with SMOS 55D will attend EOD refresher training in the timeframe stated above. If they do not, SMOS 55D will be withdrawn.

(6) CG, TRADOC, may waive refresher training for a soldier. Requests will be forwarded through command channels to Cdr, TRADOC (ATOI-SD) Fort Monroe, VA 23651.

7-28. Relief from EOD training or assignment. a. Soldiers who fail to complete the prescribed EOD training will be removed from the EOD Program. They will be reassigned as prescribed by paragraph 4-9.

b. The Commander, EOD Training Detachment #1, Indian Head, MD, or the Commandant, USAMMCS, Redstone Arsenal, AL, will direct the completion of the notation on DA Form 2-1 (table 3-2, AR 640-2-1). This will be done for each soldier who attends school on a PCS or TDPFO who is disqualified for or relieved from EOD training before completing the course. For soldiers attending on a TDY and return basis, the school commander/commandant will provide the unit commander the name of each soldier disqualified for or relieved from training. The unit commander will then have the MILPO annotate the soldier's DA Form 2-1.

c. When soldiers are involuntarily reclassified because of overstrength in the EOD Career Program, a future request will be considered for reentry into the program if a shortage develops.

d. Soldiers may be released voluntarily from the EOD Career Program (table 7-3). In accepting a soldier's request for release from EOD duties, the MILPO will reassign the soldier within the installation to a non-EOD duty position pending formal reclassification. The MILPO will inform the appropriate career branch (table 1-1, by message, within 72 hours of such voluntary termination.

| Table 7-3 | | | | | |
|---|--|--|---|--|---|
| Withdrawal from the Explosive Ordnance Disposal (EOD) Program | | | | | |
| R U L E | A | B | C | D | E |
| | If a soldier requests withdrawal | He/she must | The unit commander will | The unit personnel officer will | And, the soldier |
| 1 | voluntarily to avoid EOD duties or assignments or voluntarily to avoid instructor duty | prepare a statement outlining his/her reasons for leaving the EOD Program (See fig. 3-20-5, DA Pam 600-8.) | (1) Counsel the soldier concerning the implications of withdrawal from the program. (2) Review and verify the statement. | (1) Indorse the request. (2) Furnish copy of statement to soldier (identified in rule 2A only) for inclosure to any future application for reentry into the program. | becomes permanently disqualified for reentry into the EOD Program. will be permitted to withdraw from the program. A future request will be considered for reentry provided he or she— (1) Meets all the prerequisites for initial entry into MOS 55D (para 7-25). (2) Completes refresher training requirements prior to assignment to EOD duties. (3) Submits application and includes copy of statement, (rule 2C(3)). |
| 2 | voluntarily, or as directed by HODA, to pursue education or career enhancement programs within CMF 55. | | (3) Indorse the request. | (3) Record withdrawal action on the soldier's DA Form 2-1 for personnel identified in rule 1A. (4) For voluntary withdrawals, notify MILPERCEN by message within 72 hours (see para 7-28d). | |

| DATA REQUIRED BY THE PRIVACY ACT OF 1974 <small>15 U.S.C. 552a</small> | |
|---|-------------------------------------|
| TITLE OF FORM PERSONNEL ACTION (DA FORM 4187) | PRESCRIBING DIRECTIVE AR 614-200 |
| 1. AUTHORITY Section 301 5 USC | |
| 2. PRINCIPAL PURPOSE(S) a. Reporting of duty status changes, e.g. present for duty to AWOL or similar changes which involve pay entitlements (Section II). b. Use in military courts-martial proceedings or in adjudication of claims based on duty status changes (Section II). c. Use by service members in accordance with DA Pam 600-8 when requesting a personnel action on his own behalf. | |
| 3. ROUTINE USES Same as principal purposes. | |
| 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION Mandatory disclosure of SSN necessary to properly identify the individual from others of the same last name. | |
| DA FORM 4187-R - Privacy Act Statement - 26 Sep 75 | |

Figure 7-1a. DA Form 4187-R—Privacy Act Statement.

Section V. ENLISTED AUTOMATIC DATA PROCESSING (ADP) CAREER PROGRAM

7-29. Objectives of the ADP Career Program. The objectives of the ADP Career Program are to—

a. Improve ADP capabilities throughout the Department of the Army with highly trained and experienced soldiers who are qualified in one or more designated MOS in the ADP field.

b. Ensure that highly skilled soldiers are available to fill positions in the Army Management Information Systems (AMIS) Program.

c. Develop a system for analyzing qualifications of soldiers to determine their potential for increased responsibilities in higher grades and positions. See table 7-4 for the career pattern of normal progression for soldiers in the ADP Career Program.

d. Provide for individual training and intensive career management and development of members of the program. Members will be assigned to progressively more demanding duty assignments and comprehensive training courses. This will be done according to their ability and potential for advancement.

e. Retain qualified members in the program through enhanced opportunities, incentives, and job satisfaction.

7-30. Responsibilities. *a.* The Deputy Chief of Staff for Personnel (DCSPER) issues policies that govern this program. DCSPER prescribes policy, develops standards for selecting soldiers for training and assignment, and develops quantitative personnel requirements.

b. The Director, Army Automation Directorate, Office of the Chief of Staff provides technical guidance and assistance to DCSPER in operating the program.

c. The Director, Telecommunications and Command and Control, Office of the Deputy Chief of Staff for Operations and Plans (DCSOPS) provides technical guidance and assistance to DCSPER. This guidance is on policy matters related to those MOSC and ASI that

are related to the operation and maintenance of computers that are an integral component of a communications system.

d. CG, MILPERCEN, under the broad policy guidance of DCSPER, operates the ADP Career Program. This includes the development and management of career patterns and assignment of ADP soldiers. Additionally, CG, MILPERCEN, establishes long-range programs which will provide for the timely procurement, effective training, and assignments leading to qualification in higher skill levels.

7-31. Eligibility for entry into the program. All soldiers on active duty, other than active duty for training only, may apply for ADP training and later for membership in the ADP Career Program, except those—

a. Alerted for assignment overseas who cannot complete the required MOS training and arrive in the oversea command during the original arrival month.

b. Under court-martial proceedings, investigation which may result in trial by court-martial or suspension of favorable personnel actions (AR 600-31).

c. Convicted by special or general court-martial during current term of service.

d. In basic or advanced individual training. Trainee applicants will be processed under AR 612-201.

e. Currently serving on a terms of service for which an enlistment or reenlistment bonus was paid in an MOS other than those included in the program. This restriction is not intended to keep a soldier from selecting a reenlistment option in which training in an MOS within the program is guaranteed (AR 601-280).

7-32. Criteria for entry. Soldiers applying for entrance into the ADP Career Program must meet the following criteria:

a. Have or qualify for one of the MOS listed below:

ADP Career Management Field (74)

Data Processing Equipment Maintenance Subfield

34B ----- Punch Card Machine Repairer
 34E ----- NCR 500 Computer Repairman
 34F ----- DSTE Repairman
 34H ----- ADMSE Repairer
 34J ----- UNIVAC 1004/1005 DCT 9000 System
 Repairman
 34K ----- IBM 360 Repairman
 34Z ----- ADP Maintenance Supervisor

Data Processing Equipment Operations Subfield

74D ----- Computer/Machine Operator
 74F ----- Programmer/Analyst
 74Z ----- Data Processing NCO

b. Qualification standards for applicable MOS (AR 611-201).

c. Minimum scores on the Army Classification Battery (DA Pam 351-4) to attend MOS training course.

d. Favorably completed ENTNAC or higher security investigation. The soldier's background must reasonably ensure award of a SECRET clearance.

7-33. Application for entry into the program.

a. Application to enter the program and requests for training in one of the program MOS will be submitted on DA Form 4187, through channels, to HQDA (DAPC-EPM-P) Alexandria, VA 22331. The following must accompany the application:

- (1) One copy of DA Form 2 and DA Form 2-1.
- (2) DA Form 2635.
- (3) Old USAEEC Form 10 (Enlisted Evaluation Data Report) for old MOS Evaluation Test, or USAEREC Form 10A (Enlisted Evaluation Data Report) for the Skill Qualification Test results in the MOS in which the soldier desires to enter the program if he/she has been tested.
- (4) Other documents desired by the applicant to show technical training or expertise related to the MOS for which applying.
- (5) Recommendation of the soldier's unit commander or an ADP officer.
- (6) Statement on DA Form 4187 of sol-

dier's enlistment/reenlistment bonus designator for the current terms of service.

b. Soldiers applying to enter the program based on prior experience and who require no training will submit DA Form 4187, through channels, to HQDA (DAPC-EPM-P) Alexandria, VA 22331. Documentation to accompany application is the same as in a above; however, award of MOS without further training must be completely justified.

c. Applications of former members released or removed from the program will be submitted as in a above. Circumstances of release or removal and reason for requesting reentry will be included in the application.

d. The applicant must submit request for waiver of eligibility and selection criteria, if required. DA Form 4187 will be used and recommendation must be made by each indorsing commander.

e. Detailed application procedures for the Enlisted ADP Career Program are contained in procedure 3-44, DA Pam 600-8.

7-34. Notification of selectees. MILPERCEN will inform all applicants, through channels, of their selection or nonselection for membership in the program.

a. Soldiers that require formal training will be informed of their class assignment as early as possible prior to reporting date.

b. Commanders of soldiers accepted for membership in the program resulting from completion of a formal OJT program will inform those applicants of—

- (1) The content and length of the program.
- (2) The performance standards required for successful completion of the program.

c. Commanders of soldiers selected for membership in the program without requirement for formal training will—

- (1) Inform the selected individuals.
- (2) Reclassify and properly utilize them as soon as possible after notification of selection is received from MILPERCEN.

7-35. Training and award of MOS. a. *Cross-training/advanced training.* Applications for

formal training from soldiers currently in the program for attendance at an MOS producing school will be submitted on DA Form 4187 through channels to HQDA(DAPC-EPT-F) Alexandria, VA 22331. The recommendation of the unit commander will be included as part of the correspondence.

b. Functional training.

(1) MILPERCEN will select soldiers from those currently in the program to attend functional training courses leading to the award of an ASI. This does not preclude soldiers from indicating a desire to attend such training in connection with future PCS assignments. Such requests will be submitted on DA Form 2635 to HQDA(DAPC-EPM-P) Alexandria, VA 22331.

★(2) Requests for functional (non-MOS producing) training desired by the soldier, or his/her commander, during the soldier's assignment to an installation should be submitted in accordance with table 4-1 by the installation controlling the TIDY fund allocation.

c. Civilian school training. Soldiers requesting ADP training at civilian institutions (AR 621-1) must be members of the Enlisted ADP Career Management and Development Program, or must agree to mandatory induction into the program after completing such training. Requests will be submitted in accordance with AR 621-1 to HQDA(DAPC-EPT-S) Alexandria, VA 22331.

d. Award of ADP MOS. Except as provided here, CG, MILPERCEN, will award any MOSC listed in paragraph 7-32a.

(1) The following commanders may award any MOSC listed in paragraph 7-32a without referral to MILPERCEN:

(a) Commanders of service schools or training activities. This includes service schools of other services authorized to train Army personnel. Award may be made to all soldiers assigned to such training by MILPERCEN against formal allocations and is authorized only on completion of the program. A soldier who attends such training as an observer (sit in) without prior concurrence of MILPERCEN is excluded from this provision.

(b) Commanders of activities authorized to conduct formal OJT courses. Award will be made to all soldiers assigned to such training by MILPERCEN or with the concurrence of MILPERCEN. Award will be made on completion of the program, but may be earlier if the soldier has achieved full qualification.

(2) ASI and SQI will be awarded in accordance with AR 600-200 and AR 611-201 without prior approval of CG, MILPERCEN.

e. Request for redesignation. Requests for redesignation of PMOS for members of the ADP program will be submitted on DA Form 4187, through channels, to HQDA(DAPC-EPM-P) Alexandria, VA 22331. The recommendations of the unit commander will be included with the correspondence.

7-36. **Assignment and utilization.** *a.* The provisions of chapter 1 on branch clearance apply to ADP Career Program members outside of prescribed ADP assignments, training, or career development and will be strictly enforced. Personnel within the program will not be assigned to duty in other than their primary MOS without prior approval of CG, MILPERCEN, unless the assigned duty is in established career progression.

b. Major Army commanders may approve the use of program members outside their primary MOS for mission accomplishment. This temporary assignment will not exceed 90 days.

7-37. **Removal from the program.** Soldiers will not be released or removed from the program without approval of HQDA(DAPC-EPM-P).

a. Voluntary release. Soldiers may request release from the program by submitting DA Form 4187, through channels, to HQDA(DAPC-EPM-P) Alexandria, VA 22331. The information below will be provided:

(1) Basis for request.

(2) Enlistment/reenlistment bonus designator.

(3) Identification of up to three MOS that are short in the soldier's current and next suc-

ceeding year group for which he/she is qualified and prefers reclassification.

(4) Recommendation of the unit commander or ADP officer based on a personal interview with the soldier.

(5) Recommendation of the local commander. This includes comment on the ability of that command to train and utilize the individual in the MOSC requested at his/her current duty station.

b. Removal for cause (mandatory). The local commander will remove soldiers promptly from ADP duties in any of the instances below. On removal from ADP duties, the local commander will submit a request to HQDA (DAPC-EPM-P) Alexandria, VA 22331 to remove the soldier from the program. Request will include the information in *a* above except identification of three shortage MOS is required. The following are considered cogent reasons for removal from the program and reclassification to another MOS:

(1) Loss of security clearance.

(2) Two consecutive failures in an MOS evaluation/Skill Qualification Test in the same MOS within the program.

c. Removal for cause (optional). Any commander in the chain of command may initiate action to remove an individual from the program for any of the reasons below. In all instances, the correspondence will be forwarded through channels to HQDA(DAPC-EPM-P) for final action. The unit commander will counsel the soldier on the proposed action and will comply with AR 600-37.

(1) Character deficiencies. This includes indiscretions or improprieties that cause the soldier's security clearance to be withdrawn or him/her to be eliminated from the service.

(2) Undesirable attitude which would materially affect the morale or efficiency of the unit.

(3) Substandard performance of duty for at least 6 months.

(4) Demonstrated inability to perform duties commensurate with grade and experience. This includes initial failure to verify PMOS during the annual evaluation tests.

d. Documentation for mandatory and optional release. Requests for removal under the provisions of *b* and *c* above will include all items required by *a* above; paragraph 2-6, AR 600-37, and paragraph 2-37, AR 600-200.

Table 7-4

Career Progression Chart: ADP Career Program

| | Basic skill development | Intermediate skill development | Advanced contribution and skill development | Major contribution |
|-------------|---|--|---|--|
| Yr svc | 1 thru 4 | 5 thru 11 | 12 thru 17 | 18 thru 30 |
| Grade | E1 thru E4 | E5 and E6 | E6 thru E8 | E8 and E9 |
| Objectives: | Development of basic ADP MOS skills through— (1) Attendance at MOS producing entry level service schools for MOS stated in para 7-32. (2) OJT at DPI level along with development through correspondence courses. | Increased development of ADP skills through— (1) Attendance at Systems Analyst, Data Collection and Transmission Appreciation, COBOL, and related courses. (2) OJT at DPI level in advanced ADP techniques and methodology. (3) Cross-training in related ADP areas (24, 71, or 74 series). | Demonstrate potential in positions at levels of responsibility and continued skill development through— (1) Assignments as senior DP NCO in operational and staff positions at important decision making level. (2) Attendance at Advanced NCOES Course for selected NCO. | Maximum utilization in key Senior NCO supervisory and staff positions at the highest decision making levels (DOD, HQDA, joint cmd, and major cmd). |

Table 7-4

Career Progression Chart: ADP Career Program—Continued

| | Basic skill development | Intermediate skill development | Advanced contribution and skill development | Major contribution |
|-------------------------|--|---|--|---|
| Yr svc | 1 thru 4 | 5 thru 11 | 12 thru 17 | 18 thru 30 |
| Grade | E1 thru E4 | E5 and E6 | E6 thru E8 | E8 and E9 |
| | <p>(3) Cross training at DPI level and vendor training.</p> <p>(4) Rotation of ADP assignments at MOS entry operating level in org up to Army cmd and major class II DPI.</p> <p>(5) Training in functional area mission.</p> <p>and</p> <p>Assignments at the entry operating level in DPI up to MACOM.</p> | <p>(4) Attendance at the ADP Basic NCOES Course for selected junior grade personnel.</p> <p>(5) Undergraduate training at civilian schools for selected personnel.</p> <p>(6) NCO Academy attendance for selected personnel.</p> <p>(7) Attendance at vendor ADP training courses.</p> <p>(8) Functional area mission training.</p> <p>(9) Maximum utilization of off-duty civilian education program.</p> <p>and</p> <p>Assignments at the intermediate operating level in positions of increased responsibility:</p> <p>(1) First line supervisor.</p> <p>(2) Data control supervisor.</p> <p>(3) System supervisor/Sr operator.</p> <p>(4) Shift leader.</p> <p>(5) Sr programmer assignments normally at major cmd and below.</p> | <p>(3) Undergraduate training at civilian schools.</p> <p>(4) Attendance at ADP vendor seminars and orientations.</p> <p>(5) Continued functional area mission training.</p> <p>(6) Maximum use of off duty civilian education program.</p> <p>and</p> <p>Assignments up to highest levels of the military as shown below:</p> <p>(1) Sr NCO supervisor of a major operating element at DPI.</p> <p>(2) Assignments at major cmd, MISD.</p> <p>(3) Principal NCO at a DPI.</p> | <p>and</p> <p>Assignments up to highest levels of the military as shown below:</p> <p>(1) Sr ADP SGM, MISD, HQDA.</p> <p>(2) Key ADP SGM positions at DOD, joint cmd, and HQDA staff elements.</p> <p>(3) Major operating DPI SGM.</p> <p>(4) SGM at MACOM, MISD.</p> |
| Education and training | Military | OJT/cross-training/functional area mission training/ADP and related correspondence courses | | |
| | | Entry level training | | |
| | | Intermediate level ADP schooling | | Advanced NCOES Course |
| | Civilian | Off-duty education programs, vendor orientations, seminars, and classes on new equipment | | |
| Undergraduate schooling | | | | |

Section VI. PERSONNEL SPECIALTY CAREER PROGRAM (PSCP)

7-38. **General.** The PSCP is a special career program for all soldiers in selected MOS. Their primary duties are in the fields of personnel management and administration. They will possess or will be awarded one of the following PMOS:

| | | |
|-----|-------|-------------------------------------|
| 75B | ----- | Personnel Administration Specialist |
| 75C | ----- | Personnel Management Specialist |
| 75D | ----- | Personnel Records Specialist |
| 75E | ----- | Personnel Actions Specialist |
| 75Z | ----- | Personnel Senior Sergeant |

7-39. **Objectives of PSCP.** The objectives of the PSCP are to—

a. Establish, develop, and maintain a broad professional base of highly trained and experienced soldiers who are qualified in one or more designated MOS of the PSCP.

b. Improve personnel management and personnel administration capabilities throughout the Department of the Army.

c. Provide for individual training and intensive career management and development of members of the PSCP. Members will be assigned to progressively more demanding duty assignments and comprehensive training courses. This will be according to their demonstrated ability and potential for advancement. The pattern of normal career progression for PSCP members is shown in table 7-5.

d. Retain qualified members in the PSCP through better opportunities, incentives, and job satisfaction.

7-40. **Responsibilities.** a. CG, MILPERCEN, is responsible for the operation and supervision of the Personnel Specialty Career Program within the broad policy guidance of the DCSPER. This includes procurement, training, assignments, career development, management, and progression.

b. Installation commanders will establish suitable facilities and capabilities for conducting an adequate OJT program. This will be done prior to providing OJT to applicants for PSCP.

c. Commanders having custody of personnel records of applicants will, as directed by CG MILPERCEN—

(1) Verify material submitted with applications and

(2) Issue orders and other administrative procedures necessary to train and reclassify PSCP members and prospective members.

d. Commanders at all levels will monitor the duty performance of members of the program. They will ensure that high standards of technical proficiency, integrity, and discipline are maintained. Recommendation for removal from the PSCP will be submitted in accordance with paragraph 7-45.

7-41. **Eligibility for entry into the program.** All soldiers may apply for training in an MOS in the PSCP and later for membership in the program, except those—

a. Alerted for oversea assignment who cannot complete the required PSCP MOS training in time to arrive in the oversea command during the scheduled arrival month.

b. Under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-31).

c. Convicted by special or general court-martial during current term of service.

d. In basic or advanced individual training.

e. Currently serving on an enlistment for which a bonus (i.e., EB, VRB, or SRB) was paid to them. This does not preclude soldiers from reenlisting for training within the PSCP on completion of the term of service for which the bonus was given (AR 601-280).

7-42. **Application and selection criteria.** a. Soldiers applying for entry in the PSCP must meet the prerequisites below:

(1) Qualification standards for applicable MOS (AR 611-201).

(2) Minimum scores on the Army Classification Battery to attend the MOS training course (DA Pam 851-4).

(3) Type at least 20 words per minute. An Army service school or local commander will determine this qualification.

(4) Favorably completed ENTNAC or higher level of security investigation. Have no derogatory information in Provost Marshal, Intelligence, MPRJ, or medical files which precludes award of a SECRET clearance.

b. Application to enter the program and a request for training in one of the program MOS will be submitted on DA Form 4187, through channels, to HQDA(DAPC-EPT-S) Alexandria, VA 22331. The following documents will be sent with the application:

- (1) One copy of DA Forms 2 and 2-1.
- (2) DA Form 2635 (Enlisted Preference Statement).
- (3) Old USAEEC Form 10 (Enlisted Evaluation Data Report) for old MOS Evaluation Test, or; USAEREC Form 10A (Enlisted Evaluation Data Report) for the Skill Qualification Test results in the MOS with which the soldier desires to enter the program if he/she has been tested.
- (4) Other documentation to show technical training or experience related to the MOS for which applying.
- (5) Recommendation of the soldier's unit commander.
- (6) Statement on DA Form 4187 of soldier's enlistment/reenlistment bonus designator for the current term of service.

c. Soldiers whose prior experience qualifies them for award of MOS within the program and who require no formal or on the job training may apply for initial entry into the program. Application will be submitted on DA Form 4187, through channels, to HQDA (DAPC-EPM-P) Alexandria, VA 22331. Documents required in *b* above will be submitted with the application. Justification for award of MOS without further training must be apparent and sufficient.

d. Former members released or removed from the program may apply for reentry into the program. The application will contain documentation concerning circumstance of release

or removal and justification for reentry. Documents required in *b* above will be submitted with the application. The application will be submitted to HQDA(DAPC-EPM-P) Alexandria, VA 22331.

e. If waivers of eligibility and selection criteria are required, requests must be submitted by the applicant. DA Form 4187 will be used and recommendation must be made by each indorsing commander.

f. CG, MILPERCEN, will notify all applicants, through channels, of their selection or nonselection for membership in the PSCP.

(1) Soldiers who require formal training will be notified of their class assignment as early as possible before the reporting date.

(2) Commanders of soldiers accepted for membership based on completion of an OJT program will inform these applicants of—

(a) The content and length of the program, and

(b) The performance standards required for successful completion of the program.

(3) Commanders of soldiers selected for membership in the PSCP based on prior experience and requiring no training will—

(a) Inform these soldiers, and

(b) Reassign and reclassify these soldiers as soon as possible after selection notification is received from MILPERCEN.

g. Detailed application procedures for the PSCP are contained in procedure 3-45, DA Pam 600-8.

7-43. Training and award of MOS. a. Members of the PSCP may request redesignation of PMOS within the program at any time. Requests will be submitted on DA Form 4187, through channels, to HQDA(DAPC-EPM-P) Alexandria, VA 22331. Remarks section of the form will contain the specific request and justification. Supporting documentation will be attached as desired.

b. Except as provided in *c* below, CG MILPERCEN retains authority to approve the award of MOS listed in paragraph 7-38, to

gether with appropriate skill level, as PMOS. When ASI or SQI are applicable for award to MOS within the PSCP, the identifiers will be awarded in accordance with AR 600-200 and AR 611-201 without prior approval of CG, MILPERCEN.

c. The following commanders may award any MOS listed in paragraph 7-38 as primary without referral to MILPERCEN.

(1) *Commanders of service schools and designated activities.* Awards may be made to all soldiers assigned to such training by MILPERCEN against formal allocations and is authorized only on successful completion of the program. A soldier who attends such training in an observer (sit-in) status, without prior concurrence of MILPERCEN, is excluded from this provision.

(2) *Commanders authorized on a case-by-case basis to conduct OJT courses.* Award will be made to all soldiers assigned to such training by CG MILPERCEN or with the formal concurrence of MILPERCEN. Award will be made on successful completion of this program, but may be made earlier, based on the individual's achieving full qualification.

7-44. Assignment and utilization. a. CG, MILPERCEN, is the sole authority for reassignment and utilization of members of the PSCP outside the personnel subfield of CMF 71. Accordingly, no such assignment or utilization will be made without prior approval of CG, MILPERCEN. Requests for reassignment of soldiers outside the program will be directed to HQDA (DAPC-EPM-P) Alexandria, VA 22331.

b. Applicants will not be reassigned on a PCS or TDY basis for completion of OJT to qualify for membership in the PSCP. Reassignments not involving expenditure of Government funds are permitted.

7-45. Release and removal from the program.

a. Members of the PSCP may be released or removed from the program only when approved by CG, MILPERCEN.

b. A member of the PSCP may request removal from the program by sending DA Form

4187 through channels to HQDA (DAPC-EPM-P) Alexandria, VA 22331. Application will include—

(1) Reason for request.

(2) Identification of not more than three shortage MOS in the soldier's current and next succeeding year group for which he/she is qualified and prefers reclassification. Include appropriate aptitude area scores from DA Form 2-1.

(3) Recommendation of unit commander.

(4) Recommendation of installation commander. Utilization and training capabilities of the soldier in the three MOS selected by him/her will be included.

c. Commanders may recommend removal of a member of the PSCP from the program for any of the reasons below. Commanders will submit the recommendation as outlined in b above. Before submission, the unit commander must counsel the soldier on the proposed action and comply with AR 600-37.

(1) Character deficiencies, including indiscretions or wrongdoings that cause the member's security clearance to be withdrawn or him/her to be eliminated from the service.

(2) Undesirable attitude which would materially affect the morale or operational efficiency of the unit.

(3) Substandard performance of duty.

(4) Demonstrated inability to perform duties commensurate with grade and experience. This includes initial failure to verify PMOS during the annual evaluation tests or failure of a PSCP-related service school course.

d. Commanders will recommend removal of a member from the PSCP for any of the reasons below. Removal procedures are the same as in c above. In addition, removal action recommended under this paragraph requires immediate removal of the soldier from all duties associated with any MOS within the PSCP.

(1) Two consecutive failures in PMOS evaluation testing.

(2) Disciplinary action as a result of malfeasance.

e. On notification of approval by CG, MIL-

PERCEN, of the removal of a member from the program, the unit commander of MILPO will reclassify the soldier and redesignate the MOS.

7-46. Reports. All records, reports, and correspondence on soldiers in the program (with the

exception of school applications) will be forwarded to HQDA (DAPC-EPM-P) Alexandria, VA 22331. This correspondence will be mailed separately from correspondence and documents on other DA-controlled MOSC. School applications will be forwarded to HQDA (DAPC-EPT-S) Alexandria, VA 22331.

Table 7-5

Career Progression Chart: Personnel Specialty Career Program

| | Basic skill development | Intermediate skill development | Advanced contributions and skill development | Major contributions |
|--------------|---|---|--|--|
| Years of SVC | 1 thru 4 | 5 thru 11 | 12 thru 17 | 18 thru 30 |
| Grade | E1 thru E4 | E5 and E6 | E6 and E7 | E8 and E9 |
| Objectives: | <p>Development of basic personnel skills through—</p> <p>(1) Attendance at MOS-producing schools (75B, 75C, 75D, 75E).</p> <p>(2) Completion of OJT and correspondence courses (75 series MOS).</p> <p>(3) Attendance at Primary Technical Course (E4 only).</p> <p>and</p> <p>Assignment at unit level (75B). Assignment at bn/bde or div level, ARPAC, consolidated personnel office, or DOD, HQDA, joint cmd, and MACOM (75C/D/E).</p> | <p>Increased development of personnel skills through—</p> <p>(1) Attendance at Advanced NCOES Course (E6 only).</p> <p>(2) Attendance at PAC Supervisor Course (E6 only).</p> <p>(3) Attendance at Personnel Senior Sergeant Course (E6 only).</p> <p>(4) Cross-training within 712 subfield of CMF 71.</p> <p>(5) Attendance at Basic Technical Course (E5 only).</p> <p>and</p> <p>Assignment at unit level (75B). Assignment at bn/bde or div level, ARPAC, consolidated personnel office, or DOD, HQDA, joint cmd, and MACOM (75C/D/E/Z).</p> | <p>Continued skill development through attendance at—</p> <p>(1) Advanced NCOES Course (E6 only).</p> <p>(2) PAC Supervisor Course.</p> <p>(3) Personnel Senior Sergeant Course.</p> <p>and</p> <p>Assignment as first line supervisor at bn/bde or div level, ARPAC, consolidated personnel office, or DOD, HQDA, joint cmd, and MACOM.</p> | <p>Highest levels of skill development through attendance at—</p> <p>(1) SGM Academy.</p> <p>(2) Personnel Management Officer Course.</p> <p>and</p> <p>Assignment as senior enlisted supervisor at division, ARPAC, or COMPACT level; or as a staff officer at DOD, HQDA, joint cmd, or MACOM</p> |

Section VII. ARMY BANDSMAN CAREER PROGRAM (ABCP)

7-47. Objectives ABCP. The objectives of the ABCP are to—

a. Improve the musical and military proficiency of Army bands.

b. Prepare enlisted soldiers for positions of leadership and responsibility in band operations. This includes administration, training, and supply.

7-48. Responsibilities. a. CG, MILPERCEN will, in coordination with The Adjutant General, select qualified soldiers to enter the ABCP.

b. CG, TRADOC, will establish a comprehensive program of service school training for Army bandsmen to train soldiers selected for Army bands and to further career advancement in the Army bands field.

c. Commanders will encourage soldiers who have superior musical talent and who meet established eligibility standards to apply for the ABCP. They will ensure that members who have been selected to attend the School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA, will not be reassigned from their command, except when approved by HQDA (DAPC-EPM-A).

7-49. Eligibility for entry into the program.

a. Soldiers who possess, or are later awarded, a primary MOS in the 02 series are members of the ABCP. No further action by these soldiers is required to enter the program. Soldiers who are not members of the ABCP who desire to enter the program must apply in accordance with this section.

b. Soldiers may be selected to enter the ABCP on enlistment, reenlistment, or voluntary reclassification into a PMOS in the 02 series. See table H-8, AR 601-210, and table 4-8, AR 601-280, for enlistment and reenlistment options.

c. All soldiers may apply for entry into the ABCP except—

(1) Those serving on an enlistment for which they are receiving an enlistment/reen-

listment bonus. Soldiers in this category may apply only upon subsequent reenlistment.

(2) Those alerted for or on orders to an assignment overseas.

(3) Those for whom favorable personnel action has been suspended (AR 600-31).

(4) Former members of the ABCP who were involuntarily removed from the program for cause or for failure to maintain a required level of proficiency.

d. To be selected for membership in the ABCP, applicants must meet prerequisites in DA Pam 351-4 for course 450-F1 (Bandsman Basic Instrumentalist). They must also have the following:

(1) Ability to read musical notation fluently in the clef(s) appropriate to their instruments.

(2) Working knowledge of major and minor scales and their related arpeggios, intervals, fundamentals of general musical notation, musical terminology, and key signatures most commonly encountered in band literature for their instruments.

(3) Ability to satisfy the technical proficiency requirements of table 7-6 for their instruments.

e. Before submitting a formal application, an Army Band Officer (Specialty Code 42C) or a Warrant Officer/Bandmaster (MOS 031A) will interview and audition prospective applicants for the ABCP. The purpose of the interview is to evaluate the applicant's potential as a member of the ABCP and to inform the applicant of the training, career opportunities, and types of assignments available. The applicant will also be informed of the performance standards that are required to pass the audition and to be enrolled in the School of Music (tables 7-6 and 7-1). To standardize bandsman auditioning procedures and to increase the effectiveness of initial selection, the Watkins-Farnum Performance Scale for all band instruments has been adopted for Active Army use. This publication is available through commercial sources and will be administered to all

individuals applying for enrollment in the School of Music. Instrumental auditions for piano, percussion, and guitar are not in the Watkins-Farnum Performance Scale. Test material for audition of these instruments must be obtained from the School of Music. Results of the audition will be recorded on DA Form 1633-R (Instrumental Audition) and attached to a letter of recommendation from the interviewing bandmaster (procedure 3-38, DA Pam 600-8, and table 7-6, this section). DA Form 1633-R will be reproduced locally on 8- by 5 1/4-inch paper.

7-50. Application for membership. *a.* Procedure 3-38, DA Pam 600-8, contains detailed guidance for applying for membership in the ABCP.

b. Waivers of eligibility and selection criteria must be requested in the application for entry into the program and recommendation must be made by each indorsing commander.

7-51. Training and award of MOS. *a.* Formal training in the ABCP consists of four courses of instruction conducted at the School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA. The courses are:

| Course | No. of weeks | Purpose |
|---|--------------|--|
| (1) Bandsman Basic Instrumentalist 450-F1 | 23 | To qualify initial enlistees, retrainees, or selectees as instrumentalists of authorized Army bands. |
| (2) Bandsman Group Leader 450-F2 | 19 | To train enlisted bandsmen in instrumental performance and in the additional skills required of section and group leaders in Army bands. |
| (3) Enlisted Bandleader 450-02Z50 | 20 | To prepare bandsmen for leadership positions. To provide technical training that is required to qualify for an enlisted bandleader (MOS 02Z50). |
| (4) Warrant Officer Bandmaster 7N-031A | 20 | To prepare selected enlisted bandsmen and warrant officers for ap- |

| Course | No. of weeks | Purpose |
|--------|--------------|--|
| | | pointment as warrant officer bandmaster, USAR. Selectees are trained in the advanced techniques of conducting, applied music theory, instrumental pedagogy, band management, leadership, organization, mission accomplishment, administration, and supply. The Enlisted Bandleader Course, 450-02Z50, is a prerequisite for this course. |

b. When soldiers arrive at the School of Music, they will be tested. The content of this evaluation is shown in table 7-7. Soldiers who fail this test will be returned to their previous assignment or enrolled in a lower level course for which they are qualified.

c. Applicants for entry into the ABCP must complete the course in *a*(1) above for award of PMOS in the 02 series. The School of Music will award the appropriate PMOS when the course is completed.

d. Training in the course in *a*(2) through (4) above is limited to members of the Army Bandsman Career Program. Prerequisites for attendance at these courses are in DA Pam 351-4. In addition, applicants for the Bandsman Group Leader Course must meet the requirements of table 7-6 for their instruments.

e. Members who meet the prerequisites for training courses in *a*(2) through (4) above may submit applications at any time. However, courses will be conducted only when there are requirements to fill vacancies in the ABCP as periodically announced by HQDA(DAAG-MSB). Applications will be submitted on DA Form 4187, through HQDA(DAAG-MSB) WASH DC 20314, to HQDA(DAPC-EPM-A) Alexandria, VA 22331. The application will include a current copy of the soldier's DA Forms 2 and 2-1, and—

(1) For applicants for the Bandsman Group Leader Course and the Enlisted Bandleader Course, a properly completed DA Form 1633-R (fig. 7-1).

(2) For applicants for the Warrant Officer Bandmaster Course, a properly completed DA Form 1634-R (fig. 7-2).

f. Applications for training as a Bandmaster must be accompanied by a completed application for appointment as a warrant officer in the US Army Reserve (AR 135-100). When students have completed the course, they will be ranked in order of merit and appointed warrant officers and awarded MOS 031A (Bandmaster) with concurrent call to active duty, as procurement quotas become available. Soldiers not appointed as warrant officers on graduation will be reassigned to their former organizations, or in accordance with the needs of the Army, pending appointment at a later date.

7-52. Assignment and utilization policies. *a.* Soldiers who have a PMOS in the 02 series will not be assigned or utilized in an MOS outside that series without prior approval of HQDA (DAPC-EPM-A), except—

(1) Soldiers pending reclassification out of MOS in the 02 series may be utilized as directed by the installation or division commander.

(2) Soldiers temporarily unable to perform duty as a bandsman may be utilized as directed by the unit commander.

b. Soldiers who complete a course of instruction that result in their reclassification into an MOS in the 02 series must accept assignment to an Army band.

7-53. Special bandperson. *a. Designation.* Soldiers assigned to the following band activities are designated as Special Bandpersons (MOS 02S):

(1) *The US Army Band (Pershing's Own).*

(2) *US Army Field Band.*

(3) *US Military Academy Band.*

(4) *Selected soldiers assigned to certain other band activities as determined by HQDA.* When individuals are no longer assigned to organizations that maintain authorized MOS 02S positions, the PMOS 02S will be withdrawn.

(No Army personnel are authorized SMOS 02S.)

b. Selection of special bandpersons. Special bandpersons will be selected by the commanders of the respective bands. The selection will be based on the needs of the band and the personal and performance qualification standards established by that commander. As a minimum, special bandpersons must exhibit the highest standards of military bearing, personal appearance, discipline, and musical expertise equivalent to professional performers in the civilian community.

c. Eligibility requirements. In addition to the requirements of paragraph 7-49, applicants for assignment to the band activities in *a* above must meet the following:

(1) Applicants for The US Army Band (Pershing's Own) must be qualified for assignment to a Presidential support activity (sec. I, chap. 8).

(2) Applicants for the choral/vocal elements of the special band activities listed in *a* above must—

(a) Have a minimum of 2 years' experience as a vocal soloist or chorus member,

(b) Be able to read, at sight and with a considerable degree of accuracy, music of the difficulty of folk songs or hymn tunes, and

(c) Be able to read contemporary works that do not employ conventional harmonies and rhythmic structure.

d. Submitting applications. Soldiers who meet all requirements and qualifications may apply for assignment, through channels, to the addresses in (1) through (4) below. The applications will be forwarded by installation commanders.

(1) For The US Army Band (Pershing's Own), to: Cdr, The US Army Band (Pershing's Own), Brucker Hall, Ft Myer, VA 22211.

(2) For the US Army Field Band, to: Cdr, US Army Field Band, Building 8606, Ft George G. Meade, MD 20755.

(3) For the US Military Academy Band, to: Cdr, US Military Academy Band, ATTN: MABS-B, West Point, NY 10996.

(4) For other band activities maintaining MOS 02S, to the commander of the major command to which the band activity is assigned or attached.

e. Assignment applications. An application for assignment as a special bandperson will be in letter format. It will contain a brief resume of his/her education, experience, and ability in the field of music. The following items will be attached as inclosures to the letter of application.

(1) One copy each of DA Forms 2 and 2-1.

(2) A tape recording that shows the potential of the applicant for assignment as a special bandperson. Choral applicants must record two contrasting selections, one of a serious nature and the other of popular music.

(3) Statement of the installation or division level commander agreeing to—

(a) Permit the applicant to audition at the site of the band for which applying, and

(b) Release the applicant for reassignment should he or she be accepted.

(4) Letter of recommendation from the applicant's current bandmaster or, for non-band members, the bandmaster of the nearest installation/division band.

f. Review of applications. The commander of the special band activity will review the application and determine if the talent of the applicant merits a personal audition. A soldier accepted for an audition will be placed on TDY for 3 days to the Special band activity. TDY fund citations and special instructions will be provided by the commander of the auditioning band. Applications of soldiers not selected for audition will be returned with comment containing reason for nonselection.

g. Informing applicant of acceptance or non-acceptance. Applicants will be informed of acceptance or nonacceptance by return indorsement of the application after the audition. A soldier who is accepted for assignment to a special band activity will be reassigned by MILPERCEN on request of the commander of the special band activity when a vacancy is created.

h. Audition of soldiers on leave or in transit. Soldiers who are on leave or in transient status

may visit the headquarters of a special band activity and request an audition. If qualified personnel are available to conduct an audition, the request will be granted. A letter of recommendation will be given to a soldier who passes the audition; however, that soldier must apply for assignment as in *e* above. The letter of recommendation will be substituted for the tape recording as an inclosure to the application.

7-54. Removal from the ABCP or the School of Music. *a.* Members may request removal from the ABCP by applying for voluntary reclassification (chap. 2, AR 600-200).

b. Members will be involuntarily reclassified from an MOS in the 02 series—

(1) Due to successive failures in MOS evaluation or skill qualification tests,

(2) Due to failure to maintain proficiency in an MOS in the 02 series as determined by the bandmaster,

(3) Because of disqualifying physical defects, or

(4) For disciplinary reasons when, as a result of the disciplinary action, the member can no longer perform duties in the MOS satisfactorily.

c. Termination of special bandperson status, whether voluntary or involuntary, does not include removal from the ABCP unless the provisions of *a* or *b* above apply.

d. Soldiers undergoing initial training for entry into the ABCP may be relieved from enrollment and removed from the program by the Commandant, US Army Element, School of Music, for—

(1) Academic deficiencies.

(2) Disciplinary actions.

(3) Disqualifying physical or medical defects.

(4) Compassionate or hardship reasons.

(5) Falsification of facts on application.

(6) Character or leadership deficiencies.

e. Soldiers removed from the program who do not concurrently receive assignment instructions will be reported as immediately available (chap. 2).

Table 7-6

Instrumental Audition Procedures

| R U L E | A | B | C | D |
|------------------|----------------------------------|--|--|--|
| | If the applicant's instrument is | and the soldier | then | Remarks |
| 1 | Woodwind or Brass | has developed an embouchure which is basically correct and is capable of producing a tone characteristic of the instrument throughout its practical range | evaluate, using examples 1-14 of the Watkins-Farnum Performance Test Scale for the appropriate instrument. Record the results of the audition on DA Form 1633-R (fig. 7-1). | If the applicant achieves the minimum acceptable score, Army Band Officer or the WO bandmaster auditioning will — a. Give the applicant the original and one copy of DA Form 1633-R and a letter of recommendation for inclosure with the application for membership in the program) or training, as applicable). b. Retain a copy of the audition in the files. |
| 2 | Percussion | is capable of performing in both open and closed style, the 26 rudiments of snare drumming as prescribed by the National Association of Rudimental Drummers | evaluate, using the Watkins-Farnum Performance Test Scale for the snare drum, supplemented by scoresheets available at the school of music. Record the results of the audition on DA Form 1633-R (fig. 7-1). | If the applicant fails to achieve a passing score on the audition— a. Inform the individual. b. Retain the original copy of DA Form 1633-R in the bandmaster's files. |
| 3 | Piano or Guitar | is capable of performing both legitimate symbols and playing waltzes, foxtrots, and and dance idioms, including reading chord Latin tunes from memory and by ear | evaluate, using scoresheets available at the School of Music. Record the results of the audition on DA Form 1633-R (fig. 7-1). | |

Note. Scoring instructions in the Watkins-Farnum Test Instruction Booklet. Raw score *only* will be used. Minimum acceptable score will be 87.

Table 7-7

Pre-Enrollment Evaluation

| | Conducting | Instrumental Performance | Sight-singing | Dictation | Harmony | Leadership |
|---|---|--|--|---|--|--|
| For the purpose of class placement, test and evaluate applicants for: | Prepared: One medium difficult selection of their choice. At sight: An unfamiliar piece of music or excerpt. | Prepared: Performance of a medium difficult solo. At sight: Performance of an instrumental audition, including all the requirements of bandmen at skill level indicated below (AR 611-201). | Melodies, comparable to folk songs and hymns, and rhythms encountered in standard band literature. See note 1. | Melodies, rhythms, and harmonies of a level of difficulty comparable to that described under "Sight-singing." | Scales in clefs common to band literature; use of primary and secondary chords in root position and inversions; harmonization of given melodies in four parts, using accepted rules for voice leading, doubling, use of inversions, and chord progression; use of dominant seventh chords. | Demonstrate military skill through an applied exercise in handling a platoon formation in the School of the Soldier without arms (FM 22-5), and in handling a band formation as a drum major and as a bandleader (FM 12-50). |
| Bandsman Basic Instrumentalist Course * | No | Yes | No | No | Yes * | No |
| Bandsman Group Leader Course * | No | Yes (MOS Skill Level 20) | No | No | No | No |

| | | | | | | |
|--|------------------|--------------------------------|-----|-----|-----|-----|
| Enlisted Band- leader Course ² | Yes ⁴ | Yes (MOS Skill Level 40) | Yes | Yes | Yes | Yes |
| Warrant Officer Band- master Course ² | Yes ⁴ | Yes (MOS Skill Level 50) | Yes | Yes | Yes | Yes |

Notes.

¹ For illustrative purposes, see section G, chapter XI, Ear-Training and Sight-singing (Book I), George C. Wedge, published by G. Schirmer, Inc, New York.

² Instrument placement test (Watkins-Farnum Performance Scale or selected literature) will be given in addition to a basic theory test.

³ Evaluation will be at a level comparable to the graduation requirements of the preceding course.

⁴ Prepared conducting selection will be indicated at time of application by title, composer, arranger, and publisher.

⁵ Test will consist of basic theory for purposes for placement.

| | | | |
|---|-----------|------------------------|--|
| BAND AUDITION RECORD For use of this form, see AR 614-200; the proponent agency is MILPERCEN. | | NAME (Last, first, MI) | |
| FROM: | TO: | CF: | |
| <p>The above named individual was administered the current audition for _____ <i>(instrument)</i></p> <p>on _____ by the undersigned. <i>(date)</i></p> <p><input type="checkbox"/> Having achieved a score of _____, the individual is technically qualified for () enlistment () reenlistment () reclassification () appropriate schooling in MOS _____.</p> <p><input type="checkbox"/> The individual did not pass the audition and is not technically qualified for () enlistment () reenlistment () reclassification () appropriate schooling.</p> <p>Score required: _____ Score achieved: _____</p> | | | |
| NAME, GRADE, TITLE | SIGNATURE | DATE | |

DA FORM 1633-R, 1 Sep 79

EDITION OF 1 FEB 79 IS OBSOLETE.

Figure 7-1. Band audition record.

★Section VIII. THE ENLISTED CLUB MANAGEMENT CAREER PROGRAM

7-55. Objectives of the Enlisted Club Management Career Program. The objectives of the program are to—

a. Improve the management of the Army club system by developing and maintaining a broad base of highly trained, professionally motivated soldiers. Members will be qualified in all aspects of club operations and administration.

b. Ensure the availability of sufficient number of highly skilled personnel to fill club manager and assistant manager positions.

c. Provide for the individual training and intensive career management and development of members of the program. Members will be assigned to progressively more demanding duty assignments and comprehensive training courses according to their capability and potential for advancement.

d. Promote retention of qualified members in the program through enhanced opportunities, incentives, and job satisfaction.

7-56. Responsibilities. *a.* DCSPER is responsible for all policy matters on the operation of the program and for the development of personnel requirements.

b. CG, MILPERCEN, controls the acceptance, selection for training, classification/reclassification, assignment, retention, and career management of all soldiers in the program. The Club Management Section, OPMD, MILPERCEN (DAPC-OPA-C) schedules and determines the length of Phase I (OJT) and Phase II (probationary) of the three-phase club management training program (para 7-59a).

c. The Director of Club and Community Activities Management, TAGO advises and assists the CG, MILPERCEN in matters pertaining to the procurement and retention of soldiers in the program.

d. Installation/activity commanders are responsible for—

(1) Active support of the objectives of this program.

(2) Ensuring that applicants meet the prescribed prerequisites.

(3) Forwarding applications to MILPERCEN with recommendation for or against acceptance into the program.

(4) Providing applicants selected for club management training with on-the-job training (OJT) as directed by CG, MILPERCEN.

e. Installation and area club managers are responsible for providing information and recommendations to local commanders on the utilization of soldiers within the Army club system.

f. The Commander, US Army Soldier Support Center (USASSC), Fort Benjamin Harrison, IN will provide—

(1) Class rosters of enlisted students enrolled in each scheduled club management course, and

(2) A list of graduates of each course conducted (para 7-59a(2).)

7-57. Eligibility to apply for the Enlisted Club Management Career Program. Enlisted soldiers in grades E5 and above, serving on second or subsequent enlistment, may apply for training in MOS 00J (Club Manager) and subsequent membership in the Enlisted Club Management Career Program, except for soldiers—

a. In CONUS and in receipt of oversea assignment instruction which will preclude completion of required training.

b. Assigned overseas. Soldiers are eligible to apply when they have between 10 months and 6 months oversea service remaining until DEROS.

c. Under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-31).

d. Who have been convicted by special or general court-martial during current or any previous term of service. Requests for waiver of this provision will be considered only for court-martial which occurred in previous terms of

service for which a waiver was approved in conjunction with reenlistment.

7-58. Applications and selection criteria. a. Applications for entry into the Enlisted Club Management Career Program will be submitted as follows:

(1) Through proper command channels to HQDA(DAPC-OPA-C), Alexandria, VA 22332. Before the application is sent to HQDA, the installation/activity club manager will interview the soldier (proc 3-39, DA Pam 600-8) to determine acceptability for entry into the program.

(2) The Major oversea commander will forward applications of soldiers serving in Europe and the Pacific (except Hawaii) through the proper club management regional/field office below to HQDA(DAPC-OPA-C), Alexandria, VA 22332. The major oversea commander will send applications of soldiers serving in other oversea areas directly to MILPERCEN at the address above.

EUROPE

Chief, European Regional Office
Club and Community Activities Management
Directorate, TAGO
APO NY 09090

FAR EAST

Chief, Korean Regional Office
Club and Community Activities Management
Directorate, TAGO
APO SF 96301

b. On receipt of the application, MILPERCEN (DAPC-OPA-C) will review US Army Investigation Record Repository (USAIRR) files and US Army Criminal Investigation Comand files for evidence of unfavorable character background or other derogatory information (AR 600-37).

c. For selection into the program a soldier must—

(1) Possess a background in the fields of food service, accounting, personnel administration and/or personnel management, and must have demonstrated skills of potential for supervisory functions in food and beverage manage-

ment, entertainment programs, and retail food and beverage sales.

(2) Have not more than 16 years total active Federal service at the time of applying for entry in the program.

(3) Have at least 9 months active service remaining on completion of the three-phase club management training and award of MOS 00J. An applicant who does not have enough service remaining, but is otherwise qualified and is accepted into the program, will take action under AR 601-280 to meet the length of service requirement. This will be done before complying with orders to begin training.

(4) Have a minimum GT score of 110.

(5) Have a history of personal integrity and leadership conducive to occupying a position of trust and confidence, and have no record of conviction for any crime that involves moral turpitude.

(6) Have a favorable security investigation (ENTNAC or higher) completed or updated within 5 years preceding date of application.

(7) Have no record of unfavorable background or other derogatory information or evidence which reflects unfavorably on the character, integrity, trustworthiness, and reliability of the soldier.

d. Requests will not be considered for waiver of prerequisites pertaining to grade, service remaining requirements, favorable security investigation, or record of conviction for any crime that involves moral turpitude. Requests for waiver of other criteria or eligibility requirements (para 7-57 and 7-58) will be forwarded with the application to HQDA(DAPC-OPA-C) Alexandria, VA 22332. Requests must be supported by specific command recommendations which further attest to the soldier's overall qualifications and potential for entry into and subsequent Army-wide assignment within the Enlisted Club Management Career Program.

7-59. Training and award of MOS. a. Award of MOS 00J (Club Manager) is based on successful completion of a three-phase training program. The program consists of on-the-job training

(OJT), attendance at the formal Club Management Course, and a probationary period.

(1) Phase I—OJT.

(a) This phase of the training will be for 12 to 20 weeks. MILPERCEN will determine the length of the OJT for each soldier. It will be based on prior club experience or background of the soldier, the class schedule for the formal club management course, and a vacant MOS 00J position (or projected vacancy) to which the soldier can be assigned. Normally, OJT will be at the soldier's current duty station.

(b) The installation or area club manager where the soldier is undergoing OJT must evaluate the soldier's progress and attest to his/her successful completion of the training.

(c) On acceptance of the soldier into the training program, MILPERCEN will issue PCS assignment instructions directing TDY en route for OJT and attendance at the Club Management Course.

(2) Phase II—Attendance at the Club Management Course.

(a) Soldiers who successfully complete Phase I of the training program will attend the formal Club Management Course (USAIA Course 800-00J50) conducted at the US Army Soldier Support Center (USASSC), Fort Benjamin Harrison, IN. Only CG, MILPERCEN will select soldiers for attendance at the formal Club Management Course.

(b) The Commander, US Army Soldier Support Center, will furnish HQDA(DAPC-OPA-C) Alexandria, VA 22332, a class roster within 10 days of the starting date of each scheduled course of instruction. The roster will show the grade, name, social security number, and PMOS of each enlisted soldier enrolled.

(c) Soldiers who do not successfully complete the formal course of instruction will be reported as immediately available for assignment (chap. 2). The report will include—

(1) Reason for noncompletion, and if appropriate, reclassification recommendations of the Commander, US Army Soldier Support Center, and

(2) The assignment and reclassification preference of the soldier.

(3) Phase III—Probationary Duty. The first 3 to 6 months of duty after completing the Club Management Course will be a probationary period. At the end of this period, the installation/area club manager will send a recommendation for or against award of MOS 00J to HQDA(DAPC-OPA-C), Alexandria, VA 22332.

b. CG, MILPERCEN is the authority for award of, and reclassification from MOS 00J. MOS 00J will be awarded only to those soldiers whom CG, MILPERCEN has officially accepted for the Enlisted Club Management Program and who successfully complete the three-phase training program. MOS 00J may be awarded as secondary or additional only by CG, MILPERCEN because of withdrawal of the MOS as primary. MOS 00J will not be awarded or redesignated as a secondary or additional MOS in any other instance.

c. Soldiers who do not successfully complete the three-phase training program, or voluntarily request release from training before award of MOS, may be released without prejudice. However, misconduct or criminal activity must not be involved and there must be no valid grounds for disciplinary, administrative, or other adverse actions. Normal evaluation report requirements (AR 600-200) will be complied with, including issuance of a special evaluation report, if warranted. CG, MILPERCEN will take appropriate personnel action upon notification of release from training.

7-60. Assignment and utilization. a. Duty positions designated for MOS 00J will be occupied only by soldiers who are certified members of the program. As an exception, under emergency or unusual circumstances, utilization of nonprogram members in these positions may be requested from and must be authorized by the CG, MILPERCEN. Requests will be submitted in accordance with paragraph 1-8.

b. Soldiers holding PMOS 00J will not be utilized outside that MOS without approval of the CG, MILPERCEN, except when recommended for involuntary removal from the program (para 7-61). The commander recommending removal may utilize the member for other duties pending

a decision on the removal if that commander believes that retaining the soldier will jeopardize the operation of the Army club system.

7-61. Release and removal from the program.
a. Voluntary release.

(1) A soldier may request release from the program by written application (table 7-8). Reasons for release must be fully substantiated.

(2) Soldiers who are voluntarily released from the program may apply for reentry at a later date if eligibility criteria are met (para 7-57 and 7-58).

b. Inventory removal.

(1) Any commander in the chain of command may recommend involuntary removal of a soldier from the program for—

(a) Any of the reasons in column B, rule 2, table 7-8, or

(b) Any other reasons which have an adverse effect on the club system.

(2) The Director of Club and Community Activities Management, TAGO and the CG, MILPERCEN, may also initiate action to involuntarily release members from the program. These actions will be coordinated between TAGO and MILPERCEN agencies before being forwarded to the member's command for comments and recommendations.

(3) Soldiers involuntarily released from the program are not eligible for future award of or assignment in MOS 00J. They will not be placed in Army club management duties of any kind. Ineligibility for reentry into the program will be recorded in item 4 of the soldier's DA Form 2-1 (table 3-2, AR 640-2-1).

7-62. Procedures. Procedure 3-39, DA Pam 600-8, contains detailed guidance for submitting applications under the provisions of this section.

★ **Section IX. TECHNICAL ESCORT (TE) TRAINING**

7-63. General. All active duty enlisted soldiers who possess MOS 54E (Chemical Operations Specialist), MOS 55B (Ammunition Specialist), or MOS 55D (Explosive Ordnance Disposal Specialist) are eligible for TE training. Their duties include close association with or possibly exposure to toxic chemicals and other hazardous materials during operations and training.

7-64. Responsibilities. CG, TRADOC and CG, FORSCOM will establish CONUS-wide recruiting programs to meet Army-wide TE requirements within their commands. Programs will be designed to encourage eligible soldiers to apply for TE training. All CONUS installation and activity commanders will publicize the opportunity for qualified personnel to volunteer for TE training.

7-65. Eligibility for entry into TE training. Soldiers in grades E2 through E7, possessing an MOS in paragraph 7-63, may volunteer for TE training. Not eligible to apply for TE training are those soldiers—

a. Assigned to unit alerted or under orders for overseas movement.

b. Alerted or under orders for overseas movement.

c. Alerted or under orders for assignment to units alerted for overseas movement.

d. Under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-30).

e. Who have been previously rejected for or relieved from TE training or duty because of punitive action, cancellation of security clearance, academic failure, or personal request for relief from TE duties. Disqualification will be recorded in item 4 of the soldier's DA Form 2-1.

f. Who are serving overseas. However, soldiers may apply during the period when they have between 10 months and 5 months overseas service remaining until DEROS.

| Table 7-8 | | | | |
|--|----------------------------------|---|--|--|
| Release from the Enlisted Club Management Career Program | | | | |
| R U L E | A | B | C | D |
| | If a soldier | and, removal is based on | then | and, |
| 1 | is requesting release | reasons determined by the soldier | <p>(1) Soldier will submit request for release from the program IAW procedure 3-39, DA Pam 600-8. Request must include—</p> <p>(a) Basis for request</p> <p>(b) Identification of three MOSC in which reclassification is preferred if release is approved.</p> <p>(c) Any additional information deemed appropriate to support the request.</p> <p>(2) Installation/activity commander will—</p> <p>(a) Furnish any additional information having significant bearing on the requested action, including assignment.</p> <p>(b) Incorporate recommendation from installation/area club manager under whose jurisdiction Army club duties were most recently performed by the soldier.</p> <p>(c) At the commander's discretion retain the soldier in club duties or direct other utilization pending final decision by MILPERCEN.</p> | Major Commander will forward the request to HQDA (DAPC-OPA-C) Alexandria, VA 22832 for final action. |
| 2 | is being recommended for release | <p>(1) acts of disloyalty, subversion, or compromise.</p> <p>(2) either first, second, or third failure to achieve a verification score on the PMOS SQT.</p> <p>(3) <i>misappropriation or mismanagement</i> of Government funds.</p> <p>(4) character deficiencies (<i>including indiscretions or improprieties that reflect unfavorably on the club system, local command and/or the US Army (e.g., family or financial irresponsibility, alcohol, or drug abuse, acts of immorality, etc.)</i>).</p> <p>(5) failure to maintain high standards of military and professional courtesy, bearing and conduct.</p> <p>(6) demonstrated inability to perform duties commensurate with grade, experience and position, including lack of proper motivation, attitude, judgment and/or self-discipline.</p> | <p>Any commander in the chain of command may request release of a soldier from the program based on, but not limited to, any of the reasons stated in rule 2, column B. Prior to forwarding the request, the unit commander must—</p> <p>(1) Counsel the soldier on the proposed action and comply with AR 600-37, as appropriate.</p> <p>(2) Comply with (2), column C, rule 1, above.</p> <p>(3) Identify three MOSC in which reclassification is recommended and include a statement from the soldier indicating his/hc. consent or objection to reclassification. (See pro 3-39, DA Pam 600-8.)</p> | |

7-66. Application and selection criteria.

a. Soldiers who volunteer for TE training must meet the training selection standards and prerequisites (DA Pam 351-4) and the MOS requirements (AR 611-201).

b. Personnel will apply for TE training by completing DA Form 4187 citing this section and chapter as authority. DA Form 4187-R (fig 7-1a) will be furnished soldiers before they complete DA Form 4187.

c. A qualified TE officer must interview volunteers for TE training before they submit their applications. Figure 3-20-1, Procedure 3-20, DA Pam 600-8, currently used by EOD interviewing officers, will be used by the TE officer as a guide. The following will be explained.

(1) The nature and requirements of the training.

(2) Disqualification for failure to meet requirements.

(3) Assignment to TE duties according to current policies and directives when they complete the prescribed training.

7-67. Initial training for entry into TE training. a. Assignment will be at US Army Missile and Munitions Center and School, Redstone Arsenal, Alabama.

b. Accepted volunteers will attend formal TE training in a TDY status. If a vacancy exists at the installation where the member is currently assigned, the member will return to that station

for assignment after completing the course. If no vacancy exists, the member will attend the course TDY en route to PCS. For soldiers with dependents, assignment instructions will be issued at the time approval is granted to attend the course.

c. After completing the course, the graduates will be awarded ASI J5.

7-68. Relief from TE training or assignment.

a. Soldiers who fail to complete the prescribed TE training will be removed. In accepting a request for release from TE training, the MILPO will reassign the soldier within the installation to a non-TE duty position. The MILPO will inform the appropriate career branch (table 1-1), by message, within 72 hours of voluntary termination.

b. Soldiers assigned in chemical surety positions must be qualified or eligible to qualify under the provisions of chapter 3, AR 50-6. Those who enter TE training and are later found to be not qualified will be removed from training and processed for release from the TE Program (chap 3, AR 50-6). Enlisted soldiers will be reported to the appropriate career branch (table 1-1) as immediately available for assignment.

c. When an offense is committed while in TE training which causes disqualification for continued training, the member will not be allowed to voluntarily withdraw from TE training, but will be processed according to chapter 3, AR 50-6.

CHAPTER 8

ASSIGNMENT TO SPECIFIC TYPE ORGANIZATIONS OR ACTIVITIES AND DUTY POSITIONS

Section I. PRESIDENTIAL SUPPORT ACTIVITIES

8-1. General. This section prescribes policies and procedures for the nomination, evaluation, selection, and assignment of enlisted soldiers to Presidential support activities. It also prescribes the need for investigation of soldiers nominated for such assignments and establishes personnel reporting requirements.

8-2. Applicability and scope. *a.* This section applies to all DA organizations that assign Active Army enlisted soldiers to duties that involve regular or frequent contact with the President. This also includes duties that require access to Presidential facilities, communications activities, modes of transportation, or operational administrative support activities. These assignments are divided into two categories:

(1) Category One.

(a) Personnel assigned on a permanent or full-time basis to duties in direct support of the President. (This also includes the office staff of the Director, White House Military Office, and all individuals under the Director's control.)

1 Presidential aircrew and associated maintenance and security personnel.

2 Personnel assigned to the White House communications activities and the Presidential retreat.

3 White House transportation personnel.

4 Presidential mess attendants and medical personnel.

5 Other individuals filling administrative positions at the White House.

(b) Personnel assigned on a temporary or part-time basis to duties at the White House:

1 Military social aides.

2 Selected security, transportation, flight-line safety and baggage personnel.

3 Others with similar duties.

(c) Personnel assigned to the Office of the Military Aide to the Vice President.

(2) Category Two.

(a) Personnel assigned to honor guards, ceremonial units, and military bands who perform at Presidential functions and facilities.

(b) Individuals in designated units requiring a lesser degree of access to the President or Presidential support facilities. Designation of such units requires approval of the White House Liaison Office, Office of the Chief of Staff, US Army.

b. This section does not apply to personnel whose duties involve infrequent visits to the executive offices of the White House or other Presidential facilities to conduct official business with the Presidential/Vice Presidential staffs.

★8-3. Responsibilities. *a.* The Executive Secretary to the Secretary and the Deputy Secretary of Defense (hereinafter the Executive Secretary) is responsible for—

(1) Final determinations on suitability for Presidential support duties and

(2) Administrative control over the nomination, selection, and assignment of personnel to such duties.

b. The White House Liaison Officer, Office of the Chief of Staff, US Army—

(1) Represents the Department of the Army in coordinating all matters covered by this section with the Executive Secretary, and

★(2) Nominates personnel to the Executive Secretary for assignment to Presidential support duties.

c. CG, MILPERCEN will—

(1) Select qualified soldier for possible nomination to Presidential support activities. (Presi-

dential support units may also recruit personnel.)

(2) Review OMPF of each nominee to determine whether the soldier has consistently demonstrated requisite high standards of character, discretion, loyalty, and performance for soldiers nominated for key support positions. Key support positions include those which require access to highly classified information and Presidential communications.

(3) Coordinate visits by Presidential support activities personnel screening teams with the appropriate CONUS installation or activity commander and oversea commanders as required.

(4) Direct retention of eligible nominees in the losing organization until investigation is completed and it is determined whether the soldier is acceptable for the assignment.

(5) Issue assignment instructions or notification of nonselection for the proposed assignment of the soldier to a Presidential support activity.

d. Commander, US Army Central Personnel Security Clearance Facility, Ft Meade, MD (a field activity under MILPERCEN) will—

(1) Review all reports of investigation,

(2) Evaluate the nominee's suitability for assignment from a security standpoint, and

(3) Provide CG, MILPERCEN, with an evaluation and recommendation. (See para 8-6 for appropriate address.)

e. Losing commanders of soldiers (excluding Defense Communications Agency personnel) nominated for assignment to Presidential support activities will—

(1) Comply with AR 604-5 when notified by CG, MILPERCEN that—

(a) A soldier assigned to their command has been nominated for assignment to a Presidential support activity, and

(b) A background investigation (BI) or special background investigation (SBI) is required to meet the selection criteria. (See para 8-5.)

(2) Review the MPRJ and the local intelligence and Provost Marshal records of the soldier to ensure that there is no information which reflects adversely on the soldier's morals, honesty, character, integrity, trustworthiness, or loyalty. A statement that this has been done and an outline of any adverse information discovered will be signed by the unit commander and forwarded with the request for personnel security investigation.

(3) Request a complete review of the soldier's medical records by a medical officer who is a US citizen. The medical officer will prepare and forward a statement certifying that the review of the records did or did not reveal illness or treatment that reflects adversely on the soldier's reliability, judgment, or emotional stability. (See fig. 3-31-2, DA Pam 600-8.) The medical statement will be forwarded with the request for personnel security clearance.

f. Commanders of soldiers assigned to Presidential support activities will—

(1) Initiate action to have BI or SBI updated at intervals not to exceed 5 years, throughout the duration of the soldier's assignment to the Presidential support activity.

(2) Establish controls to ensure continuous evaluation of the soldier's behavioral and emotional reliability and suitability for the assignment. (If the soldier does not maintain such standards, necessary action will be taken in accordance with para 8-9.)

8-4. General policies. *a.* Only the best qualified soldiers will be considered for nomination and assignment to Presidential support duties. Consideration will be based on a determination that their assignment is clearly consistent with optimum Presidential security. Initial selection criteria are outlined in figure 8-1. Selection will be a commonsense judgment, based on review of all available information. A nominee will not be selected for Presidential support duties if serious derogatory information is revealed during the review.

b. No soldier will be assigned to any duty in support of Presidential support activities until—

(1) All the requirements in figure 8-1 have been satisfied, and

(2) Assignment instructions have been received from CG, MILPERCEN.

★c. The tour of duty for soldiers assigned to these units will be for the maximum period allowable under the assignment policies of the Army. The minimum period of stabilization will be 1 year from the effective date of the assignment. Requests for waiver of obligated service to meet this requirement must be forwarded through the White House Liaison Office, OCSA to the Executive Secretary.

8-5. Investigative requirements. a. Personnel nominated for Category One duties must have had an SBI completed within the 12 months before selection for Presidential support duties.

b. Personnel nominated for Category Two duties must have had a BI completed within the 12 months before selection for Presidential support duties. The duties (separate and distinct from their Presidential support responsibilities) of some Category Two personnel may require them to have special access clearances, which require an SBI.

c. SBI or BI will be updated as follows:

(1) SBI or BI will be updated at 5-year intervals for Category One and Category Two personnel who have been assigned continuously to Presidential support duties.

(2) The results of the SBI or BI updating investigations will be processed and submitted for review and approval for continued assignment to Presidential support duties.

d. The requirements in c above will apply to new and updated investigations.

e. Requests for investigations will be submitted directly to the Defense Investigative Service (DIS). Normally, the organization where the soldier is assigned when selected for nomination to Presidential support duties will make the request to DIS. However, circumstances may exist which would require the gaining command to request an investigation. To avoid confusion or duplication, the gaining organization request-

ing an investigation should inform the losing organization that a request for investigation has been initiated.

f. The administrative nickname "YANKEE WHITE" will be stamped or printed in capital letters in the "Remarks" section of DD Form 1879 (Request for Personnel Security Investigation) for all requests initiated in accordance with this chapter. Normally, the DIS assigns priority handling to all Presidential support investigations. The "YANKEE WHITE" designator identifies these requests to DIS.

8-6. Requisition. a. Commander, 1st Battalion (Reinf), 3d Infantry (Old Guard), Fort Myer, VA, will submit personnel requisitions directly to HQDA(DAPC-EPS-F) Alexandria, VA 22331, for all personnel except those in CMF 97/MOS 02S for the Fife and Drum Corps. Requisitions for these personnel will be sent to HQDA (DAPC-EPM-A) Alexandria, VA 22331.

b. All other commanders of units that support Presidential support activities will submit personnel requirements to HQDA(DAPC-EMP-A) Alexandria, VA 22331.

8-7. Disqualification before nomination. a. After the BI is completed by DIS and evaluated by the US Army Central Personnel Security Clearance Facility, MILPERCEN will review and evaluate the complete file on the nominee. When disqualifying information exists, the case will not be processed further.

b. Denial or revocation of a security clearance for access to classified information will automatically disqualify a soldier for nomination and assignment to Presidential support duties.

c. A case may contain minor derogatory or questionable information that raises doubt as to whether it is disqualifying, but for which further investigation seems inappropriate. If the soldier is otherwise the most qualified soldier available for nomination, MILPERCEN will forward the case to the White House Liaison Officer, OCSA. It will include an evaluation and recommendation for or against assignment.

8-8. Nomination and selection. *a.* MILPERCEN will forward the complete nomination file (investigative file, evaluation, and recommendation) to the White House Liaison Officer, OCSA. The White House Liaison Officer will review all nominations and submit recommendations to the Executive Secretary for decision.

★b. The Executive Secretary may select or decline to select any soldier nominated for Presidential support duties.

c. A soldier nominated and not selected for assignment to Presidential support duties may appeal his/her nonselection. Requests to appeal a nonselection action will be forwarded through the same channels as the initial nomination. The original nomination file, additional mitigating information submitted by the soldier, and any other information considered relevant will be included.

8-9. Termination of assignment. *a.* Approval for assignment to Presidential support activities is automatically terminated when the soldier is reassigned or administratively relieved from Presidential support duties under the following conditions:

(1) When reassigned upon completion of a normal tour of duty as prescribed by the commander of Presidential support activity.

(2) When no longer qualified to perform duty with the Presidential support activity for medical reasons or lack of proficiency.

(3) When permanently removed from Presidential support duties for cause (para 8-10a).

★b. Soldiers terminated for reasons other than cause may be renominated by the Department of the Army. They must be reinvestigated, reconsidered, and approved for any later assignment to a Presidential support activity. The Executive Secretary may consider requests for waiver of the reinvestigation requirement for individuals transferring from one Presidential support activity to another (of the same or less sensitive category) with no intervening duty station or assignment.

c. Personnel assigned to Presidential support activities may apply for reassignment.

d. Disqualification of a soldier for nomination or assignment to Presidential support duties is not, in itself, grounds for any further action (i.e., administrative, personnel, disciplinary, or security related). Disqualification may not necessarily be an adverse reflection on the ability or character of the soldier. Further action should be taken only when disqualification results from the discovery of information that is valid grounds for disciplinary, administrative, personnel, or other actions.

8-10. Temporary suspension and permanent removal. *a.* The head of the organization, or higher authority, may temporarily suspend or permanently remove the soldier from Presidential support duties when informed that he/she is not, or may no longer be, suitable for these duties. Permanent removal for cause will be based on information which is valid grounds for administrative, disciplinary, or other adverse action. Such action will be followed by a detailed report. The report will include a summary of all relevant facts and circumstances and a recommendation for permanent disqualification for assignment to Presidential support activities. Unfavorable information within the purview of AR 600-37 must be resolved in accordance with that regulation before permanent removal from Presidential support duties.

b. In all suspension or removal cases, commanders of soldiers being suspended or removed from Presidential support duties will, within the time specified, comply with the following.

(1) *Permanent removal.*

(a) Notify the White House Liaison Officer, by telephone, by the beginning of the following duty day for each permanent removal and include an assessment as to whether or not unfavorable publicity may result.

(b) Submit a written report of all available information to the White House Liaison Officer within 3 working days.

(2) *Temporary suspension.*

(a) Notify the White House Liaison Office by the beginning of the following duty day of those temporary suspensions from which unfavorable publicity may result.

(b) Submit a written report of all available information in those cases in (a) above to the White House Liaison Officer within 60 days.

(c) Promptly initiate an investigation to develop the facts in all cases of temporary suspension in which it is evident that the derogatory information on which the suspension is based requires further clarification.

(d) Submit written monthly status reports for each suspension pending investigation. Temporary suspension actions that are not resolved within 90 days will automatically become permanent removals. The White House Liaison Officer will be notified accordingly.

(e) Exercise caution when making initial and followup reports on investigations. The investigation must not be compromised through unnecessary or accidental dissemination of information to unauthorized parties.

(3) The commanders of units under the operational control of the Director, White House Military Office, will inform the director, by telephone, of the suspension or removal of soldiers assigned to those units.

(4) Forward written followup reports for review and evaluation through proper channels to ensure that the suspension or removal is warranted. These reports will be reviewed at each level in the nomination process.

★(5) In all suspensions or removals which may embarrass the President, the commander will notify the White House Liaison Officer, OCSA, during duty hours or the Office of the Secretary of Defense Duty Officer during non-duty hours. The duty officer is located in the OSD Cables Division, Correspondence and Directives Directorate, Washington Headquarters

Services, OSD (telephone 697-8151 or AUTO-VON 227-8151).

8-11. Report of Personnel Assigned to Presidential Support Duties, RCS DD-SD(Q)934. Commanders of units that support Presidential activities will submit quarterly reports directly to the White House Liaison Officer, OCSA. All reports will be marked "FOR OFFICIAL USE ONLY." The original and four reproduced copies will be forwarded, by military letter to HQDA (DACS-DSW) WASH DC 20310. Chief, Administrative Division, OCSA will prepare the report for those soldiers assigned to the Presidential Support Detachment, The White House, by the 5th workday of January, April, July, and October. Reports will be prepared in two parts (each part on a separate page) as follows:

a. Part one—roster of currently assigned personnel. Alphabetically list the names of soldiers approved and assigned at the end of each quarter to Presidential support activities. Include grade, social security number, and Presidential support activity assignment. (See fig. 8-2 for roster format.)

b. Part two—roster of personnel reassigned or separated. Alphabetically list names of all soldiers reassigned or separated since the last quarter from Presidential support activities or duties. Include grade, social security number, and the Presidential support activity assignment (fig. 8-2).

8-12. Procedures. Procedure 3-31, DA Pam 600-8, contains detailed guidance for preparing requests for personnel security investigations on soldiers selected for assignment to Presidential support activities.

INITIAL SELECTION CRITERIA

1. Educational Level:
High school graduate or equivalent determined by GED tests.
2. Mental Requirements:
Standard score of 100 in aptitude area GT.
3. Physical and Medical Criteria:
Minimum of "1" in "S" factor of physical profile.

Figure 8-1.

4. Security Clearance:

- a. TOP SECRET clearance, or
- b. Record which indicates a good potential for a clearance.

5. Investigation:

Have had a favorable background or special background investigation of the scope outlined in section D, DOD Directive 5210.55, dated 6 Jul 77, within 12 months of the effective date of selection for assignment to Presidential support duties.

6. Citizenship:

a. Soldier must be citizen of United States (birth or naturalization) who is believed to be unquestionably loyal to the United States.

b. All living members of the soldier's immediate family* and those persons to whom the soldier may reasonably be considered to be bound by ties of affection, kinship, or obligation, must—

(1) Be citizens of the United States (birth or naturalization). (Waiver of the citizenship requirement may be granted by the Special Assistant in consultation with the Director, White House Military Office.)

(2) Not be subject to physical, mental, or other forms of duress by a foreign power.

(3) Not be a resident of a foreign country having basic or critical interests opposed to those of the United States.

(4) Not advocate or practice acts of force or violence to prevent others from exercising their rights under the Constitution or laws of the United States or any State or subdivision thereof.

(5) Not advocate the use of force or violence to overthrow the Government of the United States, nor advocate the alteration of the form of Government of the United States by unconstitutional means.

7. Character and Efficiency:

a. Have a record of excellent conduct and efficient job performance, past and present.

b. Must exhibit a high degree of maturity, discretion, and trustworthiness.

c. Be diplomatic and courteous.

d. Exhibit superior soldierly bearing and neatness.

e. Have no record of arrests by civil or military authorities, or frequent involvement with law enforcement agencies which indicate irresponsibility or disrespect for the law.

f. Have no record of civil conviction. Exception may be made for minor offenses which do not disqualify for TOP SECRET clearance under AR 604-5.

g. Have no record of conviction by court-martial or time lost to be made good under section 972 of the title 10 United States Code during current enlistment.

*Immediate family includes the current spouse; natural or foster parents or guardians; sisters and brothers by birth, adoption, or marriage of the parents; children by birth, adoption or marriage; or other relatives or persons to whom the individual is closely linked by affection or obligation.

h. Have no personal habit or traits of character which are questionable from security standpoint (financial irresponsibility, foreign holdings or interest, heavy drinking or gambling, emotional instability).

8. Other general criteria:

Exceptionally well qualified in PMOS.

Figure 8-1. — Continued

Section II. DRILL SERGEANT PROGRAM

8-13. General. *a.* The Drill Sergeant Program is designed to provide highly motivated, well-qualified professionals to serve as cadre at—

- (1) US Army Training Centers (USATC).
- (2) TRADOC training centers at Fort Sill, OK and Fort Bliss, TX (hereafter referred to as USATC).
- (3) US Army Retraining Brigade, Fort Riley, KS.

b. On declaration of general war or full mobilization, the provisions of this section remain unchanged.

8-14. Applicability. Generally, Active Army soldiers in the Infantry, Armor, Field Artillery, and Engineer career management fields are selected for assignment into the Drill Sergeant Program. However, soldiers from other career fields, including female soldiers, will be considered for selection and assignment into the program.

8-15. Responsibilities. *a.* The CG, MILPERCEN, has centralized control over the assignment, classification, and reclassification of all soldiers assigned to the Drill Sergeant Program. The Drill Sergeant Assignment Teams located in the Infantry/Armor Branch and the Engineer Branch of the Enlisted Personnel Management Directorate are the contacts in MILPERCEN for personnel matters concerning this program. All personnel matters pertaining to drill sergeants will be referred to HQDA (DAPC—appropriate career branch) Alexandria, VA 22331. (See fig. 3-34-1, DA Pam 600-8.)

b. Each USATC commander and the Commander, US Army Retraining Brigade are responsible for conducting the Drill Sergeant Program at the installation where the center is located. Responsibilities include operation of the Drill Sergeant School and assignment to and relief of soldiers from drill sergeant duties. Specially, USATC commanders and the Cdr, US Army Retraining Brigade will—

- (1) Designate a point of contact to deal with

MILPERCEN on all matters relating to the Drill Sergeant Program.

- (2) Ensure that soldiers assigned by MILPERCEN to the Drill Sergeant Program are charged against the accountable drill sergeant strength of the installation immediately on arrival.

- (3) Award, terminate, and reinstate Special Duty Assignment Pay (Proficiency Pay) to drill sergeants (chap. 6, AR 600-200).

- (4) Ensure that soldiers who are not qualified for award of the Drill Sergeant SQI "X" attend drill sergeant school within 60 days of arrival. (MILPERCEN will be notified of any delays in school attendance beyond 60 days.)

- (5) Award soldiers SQI "X" on successful completion of drill sergeant school.

- (6) Submit academic evaluation reports (AR 623-1) on all soldiers attending drill sergeant school.

8-16. General policies. *a.* Under the Drill Sergeant Program, drill sergeant duty is a part of the normal career development. Only qualified soldiers will be selected by their respective career branches for drill sergeant assignment based on a review of records maintained by MILPERCEN. Soldiers who qualify may also volunteer for the program.

b. Since the drill sergeant is the primary representative of the Army during the formative weeks of an enlistee's training, only the most professionally qualified noncommissioned officers will be assigned these duties. Entrance into the program and successful completion of the course of instruction at the 8-week drill sergeant school will result in—

- (1) A stabilized assignment to an Army training center or the US Army Retraining Brigade, Fort Riley, KS.

- (2) Award of the Drill Sergeant SQI "X."

- (3) Eligibility for Special Duty Assignment Pay (Proficiency Pay).

- (4) A supplemental issue of uniforms which are laundered and cleaned free of charge.

(5) Authorization to wear the distinctive drill sergeant hat and badge.

★c. Drill sergeants are authorized only at US Army Training Centers and the US Army Retraining Brigade, Fort Riley, KS., for the specific purpose of training—

- (1) Recettees in the reception stations.
- (2) Soldiers undergoing initial entry training.
- (3) Drill sergeant candidates at drill sergeant schools.
- (4) Soldiers undergoing training at the US Army Retraining Brigade, Fort Riley, KS.

8-17. Selection criteria. To be eligible to enter the Drill Sergeant Program, all candidates must meet the following nonwaiverable prerequisites:

a. If involuntarily selected, be prepared to successfully complete the Army physical readiness test shortly after arrival at the duty station (AR 600-9). Volunteers must have successfully passed the Army physical readiness test within the last 6 months and must furnish a copy of their physical test score cards with their applications. Weight limits are prescribed in AR 600-9. The minimum physical profile guide for selection is 222221.

- b. Have no speech impediment.
- c. Display good military bearing.
- d. Have no record of emotional instability as determined by screening of health records.
- e. Be a high school graduate or possess the GED equivalent.
- f. Have demonstrated leadership ability during previous tours of duty.
- g. Have no record of disciplinary action nor time lost under section 972 of the title 10 United States Code during current enlistment or in last 3 years, whichever is longer.

h. Have demonstrated the capability to perform in positions of increasing responsibilities as senior NCO in the Army, as reflected on—

- (1) Enlisted evaluation reports,

- (2) Commanders' drill sergeant duty recommendations, and

- (3) Enlisted Evaluation Data Report (USA-EEC Form 10 or USAEREC Form 10A).

i. Have been placed consistently in the upper half of his/her peer group as demonstrated by MOS evaluation.

j. Be serving in either specialist or NCO pay grades E5 through E7, if male; in specialist or NCO pay grades E4 through E7, if female. (See para 8-18e and f.) Male E5 soldiers may volunteer regardless of MOS. All male personnel in grade E5 must also meet the following prerequisites for acceptance into the Drill Sergeant Program:

- (1) Have a minimum of 4 years in service.
- (2) Have successfully completed Primary NCO Course or Primary Leadership Course, as appropriate.

★(3) All male soldiers in grades E5 and all female soldiers in grades E4 and E5 must be recommended by a commander in grade O5 or higher.

k. Not have received enlistment bonus or selected reenlistment bonus for current service obligation if PMOS is not among those authorized for drill sergeant positions.

8-18. Entry into the Drill Sergeant Program.

a. MILPERCEN will request commanders of soldiers selected by HQDA for entry or reentry into the Drill Sergeant Program to insure that they meet the requirements of this section and are otherwise qualified before assignment instructions are issued.

b. Soldiers selected by HQDA for entry or reentry into the Drill Sergeant Program will receive assignment instructions through normal channels. If a soldier becomes disqualified or is found to be not qualified for drill sergeant duty before comply with HQDA-issued assignment instructions, a request for deletion from assignment instructions will be submitted (sec. V, chap. 2).

c. Soldiers serving overseas who are selected for the Drill Sergeant Program and have re-

ceived HQDA-issued assignment instructions will not be granted extension of oversea tour.

d. Soldiers assigned to drill sergeant duty will incur a 24-month obligation for drill sergeant duty after successful completion of drill sergeant school. Those soldiers who do not have enough service to satisfy the service requirement must take appropriate action to meet the length of service requirement prior to compliance with orders directing movement to the school (chap 3, AR 601-280). (See e below regarding tour stabilization.)

*e. Soldiers assigned to drill sergeant duties will have a stabilized tour of 24 months with an option to extend, on a one-time basis, for an additional 6 to 12 months. The tour of duty as a drill sergeant will not exceed 36 months (AR 614-5).

(1) The 24-month stabilized tour of soldiers assigned to drill sergeant positions will begin on the date the soldier reports to the position.

(2) Requests for extension of the stabilized tour of drill sergeant duty must be submitted not earlier than 12 months and not later than 7 months before the termination date of the initial stabilization period. Individual requests for extension of tour will be submitted through command channels to the USATC commander; or the Commander, US Army Retraining Brigade, as appropriate. The commander will forward the requests directly to HQDA(DAPC-EP-appropriate office symbol as shown in fig 3-34-1, DA Pam 600-8), Alexandria, VA 22331, for final decision. All requests for 12 months extension of tour of duty as a drill sergeant will include a current Enlisted Preference Statement (DA Form 2635). (See para 8-21.1).

f. A soldier will normally serve only one tour as a drill sergeant while in the same pay grade. However, a soldier may request subsequent assignment as a drill sergeant while in the same pay grade after 24 months in a nondrill sergeant position. He/she must have completed a normal tour of duty overseas. Applications will be submitted to the appropriate career branch shown in table 1-1.

g. A specialist accepted into the program will

be appointed as an acting NCO. These soldiers will automatically revert to their former rank on termination of drill sergeant status. Appointment and termination of acting NCO will be in accordance with chapter 7, AR 600-200.

8-19. Second PCS authority. As an exception to AR 614-6, CG MILPERCEN may grant a second PCS for personnel who—

a. Volunteer for drill sergeant duties.

b. Fail to graduate from Drill Sergeant School.

c. Are removed from the Drill Sergeant Program, either voluntary or involuntarily.

8-20. Award of SQI. The Drill Sergeant SQI "X" will be awarded in accordance with chapter 2, AR 600-200. As an exception to section VIII, chapter 2, AR 600-200, SQI "X" will not be removed from the PMOS or replaced with any other SQI while the soldier is assigned to an authorized drill sergeant position. The USATC awarding the SQI will submit information to MILPERCEN for entry on the Enlisted Master File (EMF) (AR 640-2-1 and DA Pam 600-8-2). Copies of the orders awarding SQI "X" will be forwarded to HQDA(DAPC-appropriate office symbol) (fig. 3-34-1, DA Pam 600-8).

8-21. Relief from drill sergeant candidate status or drill sergeant duties. a. USATC commanders may remove a soldier from drill sergeant candidate status, or from drill sergeant duties and withdraw SQI "X" for any of the following reasons:

(1) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct, and professionalism.

(2) Failure to maintain a satisfactory level of physical fitness and the proper body weight (AR 600-9).

(3) Major infraction of training policies or serious violations of the Uniform Code of Military Justice (UCMJ).

(4) Lack of proper motivation, provided individual counseling has been unsuccessful. This

includes failure to enter or complete drill sergeant school due to deficiencies in motivation.

(5) Hardship or family problems which prevent the soldier from performing drill sergeant duties, if a PCS is not involved. (See *g* below.) SQI "X" will not be withdrawn if the problems will not disqualify the soldier for future drill sergeant duty.

b. USATC commanders may remove soldiers from drill sergeant candidate status, or from drill sergeant duties for medical reasons, when they become incapable of performing these duties for an extended period. Standard procedures established by TRADOC for evaluating the removal from drill sergeant candidate status or drill sergeant duties for medical reasons must be followed. A report of the soldier's removal from drill sergeant candidate status or drill sergeant duties along with a recommendation for withdrawal of SQI "X" will be sent to HQDA (DAPC-EP-appropriate office symbol in fig. 3-34-1, DA Pam 600-8). An information copy of the report will be sent to Cdr, TRADOC, ATTN: ATPL- PE, Fort Monroe, VA 23651.

c. Commanders will send a letter report to HQDA(DAPC-EP-appropriate career branch (table 1-1)) within 5 days of removing a soldier from drill sergeant duties or drill sergeant candidate status for cause, hardship, or medical reason. The report will cite the date and circumstances surrounding the removal.

(1) When removal is based on circumstances listed in *a*(1), (2), or (4) above, send supporting documents, such as a formal record of prior counseling, with the report.

(2) When removal is based on circumstances cited in *a*(3) above, send copies of the record of nonjudicial punishment under Article 15, UCMJ or copies of court-martial orders.

(3) When removal is based on circumstances in *a*(5) above, send supporting documents with the report. The report will also indicate whether SQI "X" has been withdrawn.

d. In all cases, the soldier will be given the opportunity to rebut or explain adverse information (chap. 2, AR 600-37) before a final removal decision. Reports of removal will include any re-

buttal statements and will include the statement required by paragraph 2-6, AR 600-37. If reassignment is necessary, the soldier will be reported as immediately available for reassignment (sec VI, chap. 2). Additionally, the relief packet will include—

(1) A copy of orders withdrawing SQI "X."

(2) Copy of orders terminating the soldier's special duty pay.

★(3) Copy of soldier's DA Form 2-1 annotated in item 4—"Not eligible for future DS duty."

e. When a serious incident occurs which requires an investigation to clarify the issues, commanders will relieve the drill sergeant from assigned duties pending completion of the investigation. It is not intended that mere occurrence of an incident or the conduct of an investigation be a basis for relief from the program. Decisions on relief must be based on the circumstances and/or the completed investigation. Reports of removal are not required if the soldier is cleared and is returned to drill sergeant duty.

f. When it has been decided to remove a soldier from drill sergeant candidate status or duties and to withdraw SQI "X," while awaiting assignment instructions from MILPERCEN, commanders will—

(1) Remove him/her from the school or unit, and

(2) Assign him/her to other duties at the installation.

g. CG, MILPERCEN will determine whether removal from drill sergeant candidate status or drill sergeant duties and withdrawal of SQI "X" are warranted when the circumstances in (1) and (2) below are involved. Commanders will send these cases to HQDA(DAPC-EP-appropriate office symbol in fig. 3-34-1, DA Pam 600-8). Supporting documents and recommendation for withdrawal of SQI "X" will be included.

(1) When hardship or extreme family problems exist which may warrant a PCS.

(2) Failure to verify PMOS by SQT score.

★h. Commanders will ensure that copies of the relief packet are forwarded to—

(1) US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46247, to be included in the Official Military Personnel File (OMPF) (AR 600-37 apply).

(2) MILPERCEN, to be included in the CMIF.

★8-21.1. Reassignment on completion of drill sergeant tour of duty. *a.* Soldiers completing a full tour of duty as drill sergeant will not be assigned to a short tour (dependent-restricted) oversea area immediately following the tour of drill sergeant duty unless they volunteer for such assignment.

b. Soldiers who extend their 24-month tour of drill sergeant duty for an additional 12 months will, upon completion of a 36-month tour of drill sergeant duty, be reassigned to the location of their choice provided a valid requirement exists at such location (see *d* below).

c. Soldiers selected as TRADOC drill sergeant of the year and those selected as drill sergeant of the year for the training center where performing drill sergeant duty will, at the end of their tour of drill sergeant duty, be reassigned to the location of their choice provided a valid requirement exists at such location (see *d* below).

d. Soldiers shown in *b* and *c* above, who are reassigned to a CONUS area of preference following completion of their tour of drill sergeant duty, will be stabilized in the new assignment

for 12 months or for the period prescribed in AR 614-5, as follows:

(1) When the assignment is to a nonstabilized position/organization at the same installation as the drill sergeant position, the soldier will, as an exception to the provisions of paragraph 2-10b(2), AR 614-5, be stabilized for 12 months beginning on the date he or she is assigned to that position/organization.

(2) When the assignment is to be a nonstabilized position/organization at a different installation than the drill sergeant position, the soldier will be stabilized for a period of 12 months beginning on the date the soldier reports for duty at the new installation.

(3) When the assignment is to another stabilized position/organization at the same installation as the drill sergeant position, the soldier will, as an exception to the provisions of paragraph 2-10b(2), AR 614-5, be stabilized for 12 months beginning on the date the soldier is assigned to the new position/organization.

(4) When the assignment is to a stabilized position/organization at a different installation than the drill sergeant position, the soldier will be stabilized for the period prescribed in AR 614-5 (table 2-1 or 2-2). The period of stabilization will begin on the date the soldier reports for duty at the new installation.

8-22. Procedures. Procedures 3-34, DA Pam 600-8 contains detailed guidance for processing applications and for assignment of individuals into the Drill Sergeant Program.

Section III. ASSIGNMENT AS INSTRUCTORS AT UNIFORMED SERVICE SCHOOLS

8-23. General. *a.* This section prescribes policies for the selection of personnel for assignment as instructors at Army service schools, joint service schools, and interservice schools, (hereafter referred to as uniformed service schools).

b. On declaration of general war or full mobilization, the provisions of this section remain unchanged.

8-24. Applicability. This section applies to all Active Army soldiers in grade E6 or above. It

also applies to members of the ARNG and USAR serving on Federal active duty, other than active duty for training (ADT).

8-25. Responsibilities. *a.* CG, MILPERCEN, is responsible for the selection and assignment of qualified Army personnel, applicants and non-applicants, as instructors at uniformed service schools.

b. All commanders will inform all eligible personnel under this jurisdiction of the provisions of

this section. They will process applications of Army members who volunteer for assignment to instructor duties at uniformed service schools.

8-26. Selection criteria. Personnel (both applicants and nonapplicants) who possess potential as instructors may be selected for duty as instructors at uniformed service schools. To be eligible for duty as an instructor, a soldier must—

a. Be serving in grades E6 or above. This requirement may be waived by the commandants of the service schools to secure the best qualified instructors available. (See para 8-28.)

b. Be at least a high school graduate or equivalent as determined by GED Test. This requirement may be waived by the commandants of the service schools. (See para 8-28.)

c. Have excellent character, good moral background, and emotional stability.

d. Possess mature judgment and initiative.

e. Have served at least 3 years of active Federal service in any branch of the Armed Forces.

f. Have at least 2 years service remaining on assignment to a service school as an instructor. Soldiers who do not meet this requirement will extend their enlistment or reenlist (chap. 3, AR 601-280).

g. Have a security clearance consistent with that required to attend the school course in which they desire to be an instructor.

h. Have no speech impediment.

i. Display good military bearing.

j. Be fully qualified in the MOS in which instructor duty is desired and have at least 1 year of experience in that MOS.

k. Have a demonstrated ability to be an instructor.

8-27. Submission of application. *a.* Qualified soldiers may volunteer for duty as an instructor at any uniformed service school. Applications for assignment will be forwarded through channels to HQDA(DAPC—appropriate career branch) Alexandria, VA 22331.

b. Final selection of instructors for any school will be based on existing grade and position vacancies.

c. Only qualified soldiers will be assigned as instructors at uniformed service schools. Before actual assignment, the losing commander will ensure that the soldier meets the qualifications in paragraph 8-26. Waiver will be considered only for qualifications in paragraph 8-26*a* and *b*.

d. Applications for assignment as instructors at joint or interservice schools will be coordinated with the host service school. This will be done before assignment to the school is approved.

8-28. Waivers. Before approval, CG, MILPER-CEN will coordinate all requests for waiver of the qualifications in paragraph 8-26*a* and *b* with the service school commandant.

8-29. Stabilization. The tours of duty of soldiers assigned as instructors at Army service, interservice, and joint service schools will be stabilized in accordance with chapter 2, AR 614-5.

8-30. Procedures. Procedure 3-40, DA Pam 600-8, contains guidance for the submission and processing of applications for assignment as instructors at uniformed service schools.

Section IV. ASSIGNMENT TO INTERNATIONAL AND OVERSEA JOINT HEADQUARTERS, US MILITARY MISSIONS, MILITARY ASSISTANCE ADVISORY GROUPS (MAAG), JOINT US MILITARY ADVISORY GROUPS (JUSMAG), AND SIMILAR ACTIVITIES

8-31. General. *a.* This section establishes policies for the assignment of enlisted personnel to International and Oversea Joint Headquarters

and US Military Missions, MAG, JUSMAG, and similar activities.

b. On declaration of general war or full mobili-

1 November 1982

C 2, AR 614-200

zation, the provisions of this section remain unchanged.

8-32. Applicability. This section applies to all Active Army enlisted soldiers.

8-33. Responsibilities. *a.* CG, MILPERCEN, is responsible for the selection and assignment of soldiers as provided for in this section.

b. Installation/division commanders are responsible for—

(1) Nominating eligible soldiers, when requested, and

(2) Ensuring that soldiers selected for assignment to the organizations listed in this section are fully qualified for the assignment.

8-34. General requirements. *a.* A continual requirement exists for highly qualified soldiers for assignment to the activities listed by coun-

try in table 8-1. Soldiers assigned to these activities do not have official diplomatic status. However, they enjoy certain privileges and associations that are not related to routine oversea assignments. Only those soldiers who reflect the highest credit on the United States and the military service must be selected for assignment. This requirement applies equally to dependents who may accompany or later join the soldier in the oversea area of assignment.

b. Maximum publicity will be given to the provisions of this section. Qualified soldiers will be encouraged to apply.

8-35. Assignment policies. a. CG, MILPERCEN, will select soldiers for duty under this section from among—

(1) Volunteers.

(2) Nominees recommended by CONUS installation and activity commanders.

b. Foreign service assignment policies prescribed in AR 614-30 will be followed.

c. If language training is required, assignment is contingent on successful completion of the course. Individuals selected for assignment to positions in military missions or advisory groups, or similar activities, which require limited working foreign language proficiency or better, must attend—

(1) The Defense Language Institute Foreign Language Center (DLIFLC), or

(2) Other institution designated by DLIFLC for initial or refresher language training (See app A, AR 611-6.)

d. Soldiers (E6 and above) selected for assignment to military missions, advisory groups, or similar activities must attend the Security Assistance Management Course. It is conducted at the Defense Institute for Security Management, Wright Patterson Air Force Base, Ohio. Assignment instructions will contain special instructions for TDY enroute for course attendance.

e. Station per diem allowances are payable

in accordance with Joint Travel Regulations (JTR).

f. Nominations and volunteer applications will be prepared (three copies) on DA Form 2250 (Application or Nomination for Special Assignments) (fig. 8-3). The original and second copies will be submitted to HQDA-(DAPC-appropriate career branch). The third copy, including any attachments, will be placed in the soldier's MPRJ. Instructions for preparing the form are in table 8-3.

8-36. Assignment criteria. Qualifications and applicable assignment criteria are contained in table 8-2. Individuals who do not meet the criteria, except for those factors for which waiver may be recommended, will not be permitted to volunteer nor will they be nominated.

a. *Volunteers.*

(1) All soldiers (whether overseas or within CONUS, except those alerted or on orders for an oversea assignment) who meet the qualifications in table 8-2, may apply. Soldiers who apply in accordance with a specific volunteer program, as announced by CG MILPERCEN, must meet the qualifications prescribed for that program. If selected, they will be considered as immediately available for assignment.

(2) Soldiers undergoing advanced individual training may volunteer provided MILPERCEN assignment instructions have not been received. Normally, AIT personnel will be selected only to fill administrative, clerical, and signal communications requirements.

(3) Soldiers currently assigned to any of the activities listed in this section, who volunteer and are qualified, may be considered for another similar assignment on completion of their current tour.

b. *Nominees.*

(1) If there are not enough volunteers to meet requirements, installation and major activity commanders within CONUS will be requested to furnish nominations of qualified soldiers to MILPERCEN.

(2) Commanders who submit names of nominees will ensure that these soldiers and their dependents meet—

(a) The qualifications in table 8-2, and

(b) Any other qualifications that may be specified in the communication requesting the nominations.

8-37. **Waivers.** Request or recommendation for waiver of assignment criteria will be considered for the following only:

a. Time lost to be made good under section 972 of title 10, United States Code.

b. Education level.

c. General technical aptitude area score.

d. Grade.

e. Active Federal service.

8-38. **Special processing policies.** a. Commanders will issue orders in accordance with AR 310-10 only on the basis of authority provided through MILPERCEN assignment instructions. The orders will cite complete identification of the requisition as given in the assignment instructions.

b. Following receipt of assignment instructions, installation commanders will furnish HQDA (DAPC—appropriate career branch) the mailing address of the soldier while on leave en route to a new assignment.

c. If medical personnel consider that the soldier or a dependent who may accompany or join him or her has a defect or condition which would cause the assignment to be inadvisable, the soldier will be held at the losing installation or activity. (See e below.) The installation or activity commander will promptly forward complete summary of the defect or condition to HQDA (DAPC—appropriate career branch). A determination must be made as to whether the soldier will be deleted or deferred from assignment instructions.

d. The installation or activity commander will promptly inform HQDA (DAPC—appropriate career branch) when—

(1) Emergency or compassionate conditions exist for which deferment (AR 614-30) would normally be authorized, or

(2) The soldier is determined unqualified for the assignment for valid reasons.

The soldier will be retained at the losing installation or activity until MILPERCEN decides whether the soldier will be deleted or deferred from assignment instructions.

e. Medical facilities are limited at most of the military missions, advisory groups, and similar activities. Therefore, the dependents must, as well as the applicants, be medically qualified to reside in the country of assignment. Within 90 days of the date of departure to the overseas station, dependents must undergo a medical examination of sufficient scope to ensure that they meet the medical fitness standards for the area (para 7-9, AR 40-501). Any conditions or defects which might reasonably be expected to require medical care during the normal tour of duty will be remedied prior to departure.

8-39. **Movement of dependents and household goods.** Movement of dependents and shipment of household goods and automobiles to the foreign country to which the soldier is assigned will be authorized only as prescribed in AR 55-46, AR 55-71, the JTR, or as specified in assignment instructions. If travel of dependents to the oversea command is not specifically authorized, the soldier must proceed to the oversea assignment unaccompanied. The soldier will not request authority from the commander of the oversea activity for deferred or nonconcurrent travel of dependents, unless MILPERCEN instructs otherwise. In some areas, travel of dependents is authorized only after arrival of the soldier and after suitable housing is available. In some cases, the nature of the duty and the length of tour do not allow for travel of dependents to the oversea areas.

8-40. **Procedures.** Procedure 3-41, DA Pam 600-8, contains detailed guidance for preparing and processing nominations and applications submitted under this section.

Table 8-1. Geographical Regions for Assignment to International and Oversea Joint Headquarters, US Military Missions, MAAG, JUSMAG, and Similar Activities

| Overseas Area/Country | Missions, MAAG, JUSMAG, Assistance Organizations | International Headquarters | Unified Cmd HQ | USA Cmd HQ | USA Element of Mil School |
|--|--|----------------------------|----------------|------------|---------------------------|
| Europe | | | | | |
| Austria ----- | X | | | | |
| Belgium/Luxembourg ----- | X | X | | | |
| Denmark ----- | X | X | | | |
| Germany ----- | X | X | X | X | |
| Finland ----- | X | | | | |
| France ----- | X | | | | |
| Italy ----- | X | X | | | |
| Netherlands ----- | X | X | | | |
| Norway ----- | X | X | | | |
| Portugal ----- | X | | | | |
| Spain ----- | X | | | | |
| Sweden ----- | X | | | | |
| Switzerland ----- | X | | | | |
| Yugoslavia ----- | X | | | | |
| Africa and Middle East | | | | | |
| Afghanistan ----- | X | | | | |
| Ethiopia ----- | X | | | | |
| Ghana ----- | X | | | | |
| Greece ----- | X | X | | | |
| India ----- | X | | | | |
| Iran ----- | X | | | | |
| Jordan ----- | X | | | | |
| Lebanon ----- | X | | | | |
| Liberia ----- | X | | | | |
| Malawi ----- | X | | | | |
| Morocco ----- | X | | | | |
| Nepal ----- | X | | | | |
| Nigeria ----- | X | | | | |
| Pakistan ----- | X | | | | |
| Saudi Arabia ----- | X | | | | |
| Senegal ----- | X | | | | |
| Sri Lanka ----- | X | | | | |
| Tunisia ----- | X | | | | |
| Turkey ----- | X | X | | | |
| Zaire ----- | X | | | | |
| Far East and Pacific | | | | | |
| Australia ----- | X | | | | |
| Hawaii ----- | | | | X | |
| Indonesia ----- | X | | | | |
| Japan ----- | X | | | X | |
| Laos ----- | X | | | | |
| Korea ----- | X | X | | X | |
| Malaysia ----- | X | | | | |
| Philippines ----- | X | | | | |
| Singapore ----- | X | | | | |
| Thailand ----- | X | | | | |
| Taiwan ----- | X | | | | |
| Inter-American Region | | | | | |
| All South/Central American Countries (except Panama) ----- | X | | | | |
| Panama ----- | X | | X | X | |
| Alaska ----- | | | X | X | X |

Table 8-2. Criteria for Assignment to International and Oversea Joint Headquarters, US Military Missions, MAAG, JUSMAG, and Similar Activities

| Qualifications and requirements | Enlisted Personnel (See note) | | Dependents | |
|---|----------------------------------|------------------|------------|-------|
| | Instr/ Advisor | Admin/ Others | Adult | Minor |
| 1. Personal Qualifications: | | | | |
| a. Pleasing personality, ability to meet, understand, and live or work among foreign people. | X | X | X | |
| b. No personal habits or traits of character which are questionable from a security or social standpoint (e.g., financial irresponsibility, foreign holdings or interest, heavy drinking or gambling, emotional instability.) | X | X | X | X |
| c. Decorous appearance, excellent character and good moral background. | | | X | X |
| 2. Citizenship: Must be a US citizen. | X | X | | |
| 3. Character and Efficiency: | | | | |
| a. Possess mature judgment. | X | X | | |
| b. Be diplomatic and courteous. | X | X | | |
| c. Superior soldierly bearing and neatness. | X | X | | |
| d. No record on current or last prior enlistment of— | | | | |
| (1) Conviction by special or GCM. | X | X | | |
| (2) Lost time to be made good under Title 10, USC 972. | X | X | | |
| e. No record of civil convictions except for minor offenses. | X | X | X | X |
| 4. Education Level: Be HS grad or equivalent. | X | | | |
| 5. Mental: GT score of 100 or higher. | X | | | |
| 6. Medical and physical: Meet standards in AR 40-501 for certain areas. | X | X | X | X |
| 7. Security Clearance: Possess or be eligible for Secret Clearance. | X | X | | |
| 8. Grade: | | | | |
| a. Grade E6 or above. | X | | | |
| b. Grade E2 or above. | | X | | |
| 9. Service: | | | | |
| ★ a. Have sufficient remaining service to complete the prescribed tour for the oversea area for which selected (AR 614-30) | X | X | | |
| b. Soldiers entering their last tour of duty prior to statutory retirement will not normally be selected for MAAG Service. | X | X | | |
| c. Have 15 months minimum active Federal service if serving in grade E5 or above. | | X | | |
| 10. Other General Criteria: | | | | |
| a. Be tactful, patient and capable of advising foreign military personnel and conducting courses of instruction effectively. | X | | | |
| b. All previous discharges must have been under honorable conditions. | X | X | | |
| ★ c. Fully qualified in MOS and skill level. | X | | | |
| d. Be eligible for foreign service. | X | X | | |
| e. No assignment restrictions for area to which applying, nominated, or selected. | X | X | | |

Note. For the purpose of this section, the following explanation of terms apply:

a. *Instructor/Advisor.* Personnel assigned to military missions, military advisory groups, and similar activities whose principal duty is the training and advising of indigenous forces and personnel.

b. *Administrative and Others.* Personnel assigned to military missions, military advisory groups, and similar activities who perform administrative, clerical, communication and logistic support type duties, and those assigned to International and Oversea Joint Headquarters.

**Table 8-3. Instructions for Preparation of DA Form 2250
(Application or ination for Special Assignment)**

Item 1. Self-explanatory.

Item 2. Enter primary MOS. If soldier is performing duty in other than primary MOS, enter duty MOS immediately below PMOS, with total months served in DMOS; e.g., 75C20-6.

Item 3. Enter present grade title and proficiency pay designator, if any.

Items 4 and 5. Self-explanatory.

Items 6 and 7. Self-explanatory. All applicants must get immediate proof of citizenship for later use in applying for passport in accordance with AR 600-290.

Item 8. Enter GT/ST score as shown on DA Form 2-1. Language item will reflect the most recent DLAB test score for those soldiers requiring language training. CL item will reflect CL score (as shown on DA Form 2-1) in first block and words-per-minute typing ability in second block. If the soldier has stenographic qualifications, CL item will reflect words-per-minute dictation in the third block.

Item 9. Enter number of special and general courts-martial and number of days lost in current and last enlistment; e.g., 0/0, 1/20, if applicable.

Item 10. Enter security investigation status from item 32, DA Form 2 and basis therefor. If a security check is pending, the type and date of request will be entered; e.g., NAC 15 Jul 79/BI 5 Aug 79.

Item 11. Enter as recorded in item 47, DA Form 2.

Item 12. Enter as recorded in item 30, DA Form 2.

Item 13. Enter as recorded in item 4, DA Form 2. Personnel with physical limitations are not acceptable for assignment to isolated areas, but may be considered for assignment to an area where adequate medical facilities exist. For soldiers who apply from AIT, the following entry will be made in red pencil: "In AIT—graduation date _____"

Item 14. Enter current language proficiency as recorded in item 23/24, DA Form 2. If the soldier is fluent in more than two languages (other than English), only the two best qualified languages will be entered. If language training was received at the Defense Language Institute, an asterisk will be placed immediately after the language.

Item 15. Enter as recorded in item 12/13, DA Form 2.

**Table 8-3. Instructions for Preparation of DA Form 2250
(Application or Nomination for Special Assignment)—Continued**

Item 16. Enter only the last completed foreign service tour as recorded in item 36, DA Form 2. For overseas applicants, enter expected date of rotation in red pencil under "through."

Item 17. Enter data for primary MOS as recorded in item 16, DA Form 2. When soldier has additional MOS, enter only data for the additional MOS in which best qualified.

Item 18. Enter only highest level of civilian education attained as recorded in item 42, DA Form 2.

Item 19. Dependent data—Name of spouse; date of birth; place of birth; education; if other than native born, enter date of naturalization, or if not naturalized, enter "No"; children—enter age and sex only; e.g., 8-M, 5-F. Also indicate whether dependents will accompany soldier overseas.

Item 20. Applicant or nominee—Identification photo 1 by 1 5/16-inches, will be securely glued to form. LD card photo (AR 606-5) will be used where available facilities exist. Photo is required on original copy only.

Item 21. Photo of dependent wife.

Item 22. Indicates preferences for areas in numerical sequence.

Item 23. Applicant or nominee will be counseled only if applicable.

Item 24. Will be completed and signed only by nominee.

Item 25. Before signing, the unit commander will ensure that the soldier and dependents meet the eligibility qualifications, that the form is factually and correctly prepared, and that all provisions of the referenced section have been complied with. This procedure will be followed whether the soldier is a volunteer or a nominee.

Item 26. Entries will be completed by the MILPO. Reverse side of form will be used to request waiver as authorized in para 8-37. Cogent reasons for recommending disapproval of application will be given on reverse of form. Additional sheet may be attached if required.

Item 27. Self-explanatory.

Item 28. Entries made in the passport and visa certification block will include the age, relationship, and sex of dependents other than spouse and children, and the applicant's signature.

| APPLICATION OR NOMINATION FOR SPECIAL ASSIGNMENT | | | | | | | | | | DATE 18 Nov 79 | | | |
|---|--|---|--|---|--|--|--|--|--|--|--|---|--|
| <p>For use of this form, see AR 614-200; the proponent agency is the US Army Military Personnel Center.</p> <p style="text-align: center;">DATA REQUIRED BY THE PRIVACY ACT</p> <p>AUTHORITY. Section 501, Title 5, USC. PRINCIPAL PURPOSE. Information provided is used by assignment authorities to determine a soldier's eligibility and acceptability for assignment to a special category position (i.e., International and Overseas Joint Headquarters, US Military Missions, MAAG, JUSMAG, and similar activities). ROUTINE USES. Serves as a document for personnel managers to determine the eligibility, suitability, and acceptability of the soldier and his/her dependents for assignment to an organization requiring special consideration of eligibility and acceptability. DISCLOSURE. Voluntary for application. If soldier does not provide the desired information, there is no basis for considering the application. Mandatory for nomination - soldier is required to divulge personal information as a condition of the departmental regulation. Failure of the soldier to provide all or a portion of the requested information could result in a violation under Article 62, UCMJ.</p> | | | | | | | | | | | | | |
| TO: HQDA (DAFPC) ALEXANDRIA, VA 22331 | | NAME (Last, first, middle initial) AND SOCIAL SECURITY NUMBER LEADER, Claud L. 000-00-0000 | | | | 7 PRIMARY MOS 71L30 | | 8 GRADE SSC | | | | | |
| 4 PLACE OF BIRTH Olney, OK | | 5 DATE OF BIRTH 75 11 75 | | 6 CITIZENSHIP <input checked="" type="checkbox"/> NATIVE <input type="checkbox"/> NATURALIZED <input type="checkbox"/> DERIVATIVE | | 7 CITIZEN OF USA | | | | | | | |
| 9 APPTITUDE TEST SCORES DTST 121 DLAB 26 CL 110 50 | | 10 SECURITY CLEARANCE AND BASIS Top Secret - BI | | 11 SERVICE DATES BASO 670913 DATE OF LAST PCS 7512 | | 12 PHYSICAL STATUS P 1 U 1 L 1 H 1 E 1 S 1 WOOD CODE A DATE 1 Jul 76 | | 13 ASSIGNMENT LIMITATIONS None | | 14 LANGUAGES None | | | |
| 15 CURRENT ENLISTMENT COM PONENT RA EFFECTIVE DATE 1 04 77 LENGTH 3 yrs | | 16 FOREIGN SERVICE (Last Tour) FROM Apr 70 THROUGH Apr 71 OVERSEA COMMAND Vietnam MONTHS 12 TYPE V NTC Yes | | 17 CLASSIFICATION IN MILITARY OCCUPATIONAL SPECIALTIES CODE 71L30 NO MO EXP 84 SGT DATA 131 DATE OF EVAL Feb 76 ADD MOS 75C30 10 112 May 76 | | 18 CIVILIAN EDUCATION (Highest Level) SCHOOL East Central State, OK MAJOR SUBJECT COURSE History DURATION 4 yrs COMPLETED Jan 67 | | 19 DEPENDENT DATA NAME OF WIFE Aileen Reba DATE OF BIRTH 1 Nov 47 COUNTRY USA EDUCATION 16 yrs NATURALIZATION No | | 20 (Photo of Applicant or Nominee) | | 21 (Photo of Dependent Wife) | |
| 22 I am a volunteer for special assignment IAW Section IV, Chapter 8, AR 614-200 and understand that this is also a request for foreign service only with an MAAG, Mission or other special assignment in any of the overseas areas indicated below in order of preference where a requirement exists in any MOS. Indicate choice of geographical area in order of preference and furnish name of country in that area. Table B-1, AR 614-200. 1 AFRICAN AND MIDDLE EAST Greece 2 EUROPE Belgium 3 PAC EAST AND PACIFIC REGION Hawaii 4 INTER AMERICAN REGION El Salvador | | 23 I am not a volunteer but have been advised of this nomination for ASSIGNMENT TO _____ IN MOS _____ SIGNATURE OF NOMINEE _____ | | 24 I have personally examined the records of this individual and interviewed him, as well as the family or reasonably available _____ <input checked="" type="checkbox"/> I find the applicant for assignment and his family meet all the prerequisites of Section IV, Chapter 8, AR 614-200. <input checked="" type="checkbox"/> I recommend him for such an assignment. UNIT COMMANDER JAMES C. BLANKER, CPT | | 25 I hereby certify that I have been informed of passport and visa requirements of AR 600-200, and have taken action to obtain proof of citizenship, plus approval and other necessary documents required for passport application, and I understand that application for passport, if required, must be submitted immediately upon receipt of notification of assignment. | | 26 MILPO RECOMMENDATION/COMMENT HQ, USATC & Ft Blank | | 27 APPLICANT'S UNIT AND STATION OF ASSIGNMENT 18th Admin Co Ft Blank, OK 00000 | | 28 DATA ON DEPENDENTS OTHER THAN WIFE AND CHILDREN (Age, relationship and sex) None | |
| 29 WAIVER OF PARA _____ <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | | 30 APPLICATION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | | 31 ASSIGNMENT NOT PROHIBITED BY AR 600-3: <input type="checkbox"/> | | 32 SIGNATURE AND GRADE Claud L. Leader | | 33 USE OF APPLICANT | | 34 SIGNATURE OF APPLICANT Claud L. Leader | | | |

DA FORM 2250
1 SEP 78

EDITION OF 1 JAN 74 IS OBSOLETE.

Figure 8-3. Example of a completed DA Form 2250.

Section V. ASSIGNMENT TO CERTAIN ORGANIZATIONS AND AGENCIES

8-41. General. This section prescribes selection criteria and specific qualifications, in addition to MOS and grade, for assignment of soldiers to certain organizations and agencies.

8-42. Applicability. This section applies to Active Army enlisted personnel.

8-43. Responsibilities. *a.* CG, MILPERCEN, is responsible for selecting and assigning qualified soldiers, applicants and nonapplicants, to the organizations or activities listed in table 8-4.

b. Commanders will—

(1) Review each application and related papers to ensure that the applicant meets the requirements in this section.

(2) On receiving assignment instructions directing the assignment of soldiers to any of the organizations listed in table 8-4, verify that the soldiers selected are qualified for the assignment.

(3) Initiate security investigation, when required.

(4) Ensure that soldiers selected for assignment to organizations in paragraph 8-45 complete administrative forms prescribed for these organizations.

8-44. Selection criteria for assignment. Certain organizations and agencies have special missions and require personnel with specific qualifications. These qualifications and applicable selection criteria are in table 8-4. All requisition cards and DA Forms 477 (Requisition for Enlisted Personnel) for the organizations and agencies listed in the table will be "H" coded in column 23 (see app B). Soldiers who qualify for assignment to the designated organizations may volunteer for assignment. Applications will be forwarded directly from installation or activity to HQDA (DAPC—appropriate career branch) Alexandria, VA 22331. Personnel volunteering for assignment to the DOD agencies (table 8-4) will show North America as their assignment preference.

8-45. Administrative instructions. In addition to the selection criteria in table 8-4, the following apply when selecting soldiers for assignment to the organizations listed below:

a. *Defense Nuclear Agency (DNA).* Personnel selected for assignment to—

(1) US Army Element, Headquarters, Defense Nuclear Agency, WASH DC 20305, or to the 901st Military Intelligence Detachment, WASH DC 20305, must be eligible for an interim TOP SECRET clearance before departing the losing command. If clearance is not based on a background investigation (BI) or if the BI is more than 5 years old—

(*a*) Complete two copies of DD Form 398 (Statement of Personal History).

(*b*) Prepare five copies of DD Form 1584 (DOD National Agency Check Request) for member and spouse. (*Leave Return Results* block blank.)

(*c*) Prepare two copies of FD Form 258 (FBI US Department of Justice Fingerprint Card). (*Leave Company and Address* block and *Contributor and Address* blocks blank.)

(*d*) Forward the forms ((*a*) through (*c*) above) to Director, Defense Nuclear Agency, ATTN: PAMP, WASH DC 20305.

(2) US Army Element Field Command, Defense Nuclear Agency, Kirtland Air Force Base, NM 87115, or to Joint Task Force Eight, Kirtland Air Force Base, NM 87115, must meet the criteria of (1) above. Necessary forms are to be processed and forwarded to Commander, Field Command, Defense Nuclear Agency, ATTN: FCSPM, Kirtland Air Force Base, NM 87115.

(3) US Army Element, Armed Forces Radiobiology Research Institute (AFRRI), Bethesda, MD 20014, must have a final SECRET or TOP SECRET clearance. If the selected soldier does not have the required clearance, the losing commander will complete DD Form 1584 for the individual and forward it to Director, Defense Nuclear Agency, ATTN: PAMP, WASH DC 20305. The *Return Results To* block should remain blank.

★*b. Defense Investigative Service (DIS).* All soldiers who have been selected for assignment to elements of the DIS and who have not been awarded MOS 97B or 97C (sec. 11, chap. 7) must complete the following forms. Send them to the Director, Defense Investigative Service, ATTN: V0530, 1900 Half Street, S.W., WASH, DC 20324.

- (1) Five copies of DD Form 398.
- (2) DD Form 1584, completed as follows:
 - (a) All items for member and spouse.
 - (b) Items 1 through 7 for individuals of the member's immediate family, including brothers and sisters over 18 years of age who were born in a foreign country.
- (3) Two copies of FD Form 258.

c. US Army Intelligence and Security Command (INSCOM).

(1) Soldiers who are selected for assignment against positions requiring access to Special Intelligence will be screened against the criteria in column 13, table 8-4. They will also be interviewed as required by DA Circular 604 series (Personnel Security Clearance and Personnel Security Program Changes). Soldiers meeting these selection criteria must complete the following documents required to conduct a BI:

- (a) Six copies of DD Form 398.
- (b) Two copies FD Form 258.
- (c) One set of DD Form 1584.
- (e) Three copies each, medical, education, and credit release from which include the integral Privacy Act Statement.

(f) A statement of the results of the screening interview conducted in accordance with DA Circular 604 series (Personnel Security Clearance and Personnel Security Program Changes). The completed forms and statement will be forwarded to the Personnel Investigation Control Center, Defense Investigative Service, P.O. Box 454, Baltimore, MD 21203 within 30 days after receipt of assignment instructions.

★*d. US Army Special Security Group, INSCOM.* Soldiers selected for assignment to this group must complete forms for the SBI. This will be done in accordance with DA circular 604

series (Personnel Security Clearance and Personnel Security Program Changes) and DA Circular 604 series (Requests for Personnel Security Investigations). Completed forms will be sent to Personnel Investigation Center, Defense Investigative Service, PO Box 454, Baltimore, MD 21203.

★*e. Office of the Assistant Chief of Staff for Intelligence (OACSI) and field activities of the OACSI.* Soldiers nominated for assignment must complete—

- (1) Six copies of DD Form 398.
- (2) Two copies of FD Form 258.
- (3) One set of DD Form 1584.
- (4) Privacy Act Statement.

The completed forms will be sent to HQDA (DAMI-RMA-P) WASH DC 20310.

★*f. US Army Communications Command (USACC).* Soldiers selected for assignment to the USACC units below must meet selection criteria prescribed in table 8-2 for assignment to international and oversea joint headquarters, MAAG/Missions, and similar activities:

- (1) USACC-Saudi Arabia.

(2) USACC-Turkey. (See AR 614-35 for policy, responsibility, procedures, and restrictions on assignment to Turkey.)

g. 1st Battalion (Reinf) 3d Infantry (The Old Guard) Fort Myer, VA.

(1) The Old Guard of the Army is responsible for the security of the Nation's capital and is the Army's official ceremonial unit responsible for—

- (a) Military funerals in Arlington National Cemetery;
- (b) Parades of all types conducted in the US Army Military District of Washington;
- (c) Special military pageants and shows;
- (d) Placement of wreaths at the Tomb of the Unknown Soldier and the John F. Kennedy gravesite; and

(e) Arrival and departure ceremonies at the White House and the Pentagon hosted by the President, the Vice President, the Secretary

of State, the Secretary of Defense, or the Chief of Staff of the Army.

(2) Soldiers being considered for assignment to the Army's oldest and most historic infantry unit must meet the selection criteria in table 8-4. The best possible image of the Army must be presented to visitors to the Nation's capital. If assigned for duty in support of Presidential activities, soldiers must be qualified under the provisions of Section I, this chapter.

h. Other organizations. Soldiers will be selected for assignment to the following organizations or duties under the cited regulation:

(1) US Army Recruiting Command—AR 601-1.

(2) Assignment to full-time career counseling duties (Reenlistment NCO)—AR 601-280.

(3) Assignment in the Army Attache System—AR 611-60.

(4) Nuclear Surety Program—AR 50-5.

(5) Chemical Surety Program—AR 50-6.

(6) US Army Courier Service—AR 66-5; OPNAVIST 5130.2; 6B AFR 182-25.

8-46. Procedures. Procedure 3-42, DA Pam 600-8, contains detailed guidance for submitting and processing applications for assignment to organizations/agencies listed in this section.

Table 8-4. Selection Criteria for Certain Organizations or Agencies

| Selection Criteria | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|--|-----------------------------------|-----------------------|-------------------------------|---|---|----------------------------|--|---------------------------|--|---|---|---|--|---|---|-------------------------|---|---|-----------------------|
| | Office Secretary of Defense Joint Chiefs of Staff | JCS Joint Task Force ¹ | US Readiness Commands | Defense Communications Agency | Defense Intelligence Agency (DIA) Defense Investigative Service (DIS) ² | US Army Element, Defense Nuclear Agency ³ | HQDA; MILPERCEN; HQ TRADOC | USMA; USACGSC; US Army War College | US Army War College | US Disciplinary Barracks US Army Retraining Brigade | 1st Battalion (Rein) 3rd Infantry (The Old Guard) Ft. Myer, Va. ⁴ | 601st MP Co. Ft. Myer, Va. (MOS 96B) | US Army Berlin and Berlin Brigade ⁵ | USA Intelligence Security Command ⁶ | OACSI and Field Activities ⁷ | US Army Special Security Detachment (INSCOM) | US Army Courier Service | US Army Services Center for the Armed Forces & HQ MDW (MOS 64C) ⁸ | US Army Element Armed Forces Police Detachment, WASH DC ⁹ | USACIDC ¹⁰ |
| 1. Education level: High school graduate or equivalent determined by GED Tests | X | | X | X | X | X | | X | | | X | | X | X | X | X | X | X | X | |
| 2. Medical and Physical Criteria: | | | | | | | | | | | | | | | | | | | | |
| a. Height: | | | | | | | | | | | | | | | | | | | | |
| 1. Not less than 5'4" | | | | | | | | | | X | X | | | | | | | | | |
| 2. Not less than 5'8" | | | | | | | | | | X | | | | | | | | | | |
| 3. Not more than 6'4" | | | | | | | | | | X | | | | | | | | | | |
| b. Minimum of "1" in "S" factor of physical profile | X | | | | X | X | X | | | | | X | X | X | | X | X | | | |
| c. Minimum profile serial code "B" | X | | X | | X ¹¹ | X | | X | | X | X | X | X | | | X ¹⁰ | X | | | |
| d. Must be able to perform ceremonial functions without glasses or with contact lenses | | | | | | | | | | X | | | | | | | | | | |
| 3. Citizenship ¹¹ | | | | | | | | | | | | | | | | | | | | |
| a. Individual must be citizen of United States (Birth or Naturalization) | X | X | X ¹² | X | X | X | X | | | X | X | X | X ¹³ | | X ¹² | | X | | | X |
| b. Individual should be a citizen of the United States by birth | | | X ¹⁴ | | | | | | | | | | | | | X | | | | |
| c. If married, spouse must be a citizen of the United States (Birth or Naturalization) | X ¹⁵ | | X ¹⁴ | | X | | | | | X | | X | X | X | X ¹⁶ | X | | | | |
| d. Parents, brothers, sisters, offspring and members of spouse's immediate family should be citizens of the United States | X | | X ¹⁴ | | X | | | | | X | | X | X | X | X | | | | | |

Table 8-4. Selection Criteria for Certain Organizations or Agencies—Continued

| Selection Criteria | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|--|--|-----------------------------------|-----------------------------------|-------------------------------|---|---|----------------------------|--|-----------------|-----------------|--|---|--|--|---|---|--|------------------------|--|---|----------------------|
| | Office Secretary of Defense Joint Chiefs of Staff | JCS Joint Task Force ^a | US Readiness Command ^b | Defense Communications Agency | Defense Intelligence Agency (DIA) Defense Investigative Service (DIS) ^c | US Army Element, Defense Nuclear Agency ^d | HQDA: MILPERGEN; HQ TRADOC | USMA; USACGSC; US Army War College | NCO Instructors | Other Duty | US Disciplinary Barracks US Army Retraining Brigade | 1st Battalion (Reinf), 3rd Infantry (The Old Guard) Ft. Myer, Va. ^e | 541st MP Co, Ft. Myer, Va (MOS 95B) | US Army Berlin and Berlin Brigades ^f | USA Intelligence Security Commands ^g | OACSI and Field Activities ^h | US Army Special Security Detachment (INSCOM) ⁱ | US Army Center Service | US Army Service Center for the Armed Forces & HQ MDW (MOS 44C) ^j | US Army Element Armed Forces Police Detachment, WASH DC ^k | USACIDC ^l |
| e. No member of the individual's immediate family and no person to whom individual may reasonably be considered to be bound by ties of affection, kinship, or obligation shall be a resident of a foreign country having basic or critical interests opposed to those of the United States | X ¹⁷ | X | X ¹⁴ | X | X | X | | | | | | X | X | X | X | | | | | | |
| 4. Character and Efficiency: | | | | | | | | | | | | | | | | | | | | | |
| a. Possess mature judgement | X | | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X |
| b. Be diplomatic and courteous | X | | X | X | X | X | X | X | X | X ¹⁸ | X | | X | X | X | X | X | X | X | X | X |
| c. Superior soldierly bearing and neatness | X | | X | X | X | X | X | X | X | | X | | X | X | X | | | X | X | X | X |
| *d. No record of conviction by court-martial or time lost to be made good under title 10, U.S.C. 972 during current enlistment or last 3 years, whichever is longer | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X |
| e. No record of civil conviction. Exception may be made for minor offenses which do not disqualify for TS clearance under provisions of paragraph 3-1, AR 604-5 | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| f. Have no personal habit or traits of character which are questionable from security standpoint (financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, etc.) ¹⁹ | X | X | X | X | X | X | X | X | X | X | X | X ²⁰ | X | X | X | X | X | X | X | X | X |

Table 8-4. Selection Criteria for Certain Organizations or Agencies—Continued

| Selection Criteria | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
|--|--|-----------------------------------|-----------------------------------|-------------------------------|---|---|----------------------------|--|-----------------|-----------------|--|--|--|---|--|---|---|-------------------------|---|---|-----------------------|
| | Office Secretary of Defense Joint Chiefs of Staff | JCS Joint Task Force ¹ | US Readiness Command ¹ | Defense Communications Agency | Defense Intelligence Agency (DIA) Defense Investigative Service (DIS) ² | US Army Element, Defense Nuclear Agency ³ | HQDA: MILPERCEN; HQ TRADOC | USMA; USACGSC; US Army War College | NCO Instructors | Other Duty | US Disciplinary Barracks US Army Retraining Brigade | 1st Battalion (Rein) 3rd Infantry (The Old Guard) Ft. Myer, Va ⁴ | 681st MP Co. Ft. Myer, Va (MOS 85B) | US Army Berlin and Berlin Brigade ⁵ | USA Intelligence Security Command ⁶ | OACSI and Field Activities ⁷ | US Army Special Security Detachment (INSCOM) | US Army Courier Service | US Army Service Center for the Armed Forces & HQ 31st AFW (MOS 64C) ⁸ | US Army Element Armed Forces Police Detachment, WASH DC ⁹ | USACIDC ¹⁰ |
| g. Possess emotional stability necessary to supervise and guard inmates. This qualification to be determined by a provost marshal on the basis of records review and personal interview prior to issuance of assigned orders | | | | | | | | | | X ¹¹ | | | | | | | | | | | |
| *h. No record of punishment under Art 15, UCMJ, during current enlistment or last 8 years, whichever is longer | | | X | | | | X | | | X | X | | X | X | | | | | | | X |
| 5. Other General Criteria: | | | | | | | | | | | | | | | | | | | | | |
| a. Served a minimum of 2 years on active duty in the Armed Forces or attained level of professional qualification through civilian occupation to warrant assignment to a disciplinary barracks | | | | | | | | | | X ⁷ | | | | | | | | | | | |
| b. Have 16 months' service remaining | X | | X | | X | | | X | X | X ⁷ | | | | | X | X | | | | | X |
| c. Have 12 months' service remaining | | X | | X | | X | | | | | X | X | X | X ²¹ | | | | | | | X |
| d. Demonstrated or potential ability to perform as an instructor | | | | | | | | X | | | | | | | | | | | | | |
| e. Served a minimum of 2 years on active duty; must have 6 months' continuous active Army service immediately prior to selection for assignment | | | X | | | | | | | | | | | | | | | | | | |
| *f. Have a GT score of 80 or higher if serving in pay grade E5 and below | | | | | | | | | | | | | X | | | | | | | | |

Notes.

- ¹ Assignments to these activities are nominative.
- ² See paragraph 8-45 for additional requirements.
- ³ Applicable to the following subordinate elements: USA Element, US Readiness Command; USA Aviation Support Element, USA Element, Joint Communications Support Element, USA Element, Joint Special Operations Support Element (JBOSE); USA Element, Joint Deployment Agency; and USA Element, Rapid Development Joint Task Force (RDJTF).
- ⁴ Repetitive tours in Berlin will not be authorized, except for personnel in CMF 33, 96, and 98, as approved by HQ MILPERCEN.
- ⁵ Must have some driving experience in big city. For assignments to DIS and US Army Element, Armed Forces Police Detachment, must possess military motor vehicle operator's license or be qualified to obtain same. For assignment to USA Service Support Center for the Armed Forces, must be 21 years of age within 90 days of assignment (MOS 64C).
- ⁶ Applicable to MOS 71B (E4/E5) 76Y (E5), and 71L (E4 through E6). Individual requisitions will be coded to show security clearance requirements for positions being filled.
- ⁷ Criterion applicable to USDB only.
- ⁸ (Rescinded)

- ⁹ For US Army Retraining Brigade, unit personnel officer will review records and make a required interview.
- ¹⁰ Minimum of "1" in "U", "L", and "S" factors of the physical profile is required for assignment to the US Army Courier Service.
- ¹¹ Immediate family includes spouse, parents-in-law, brothers and sisters, brothers-in-law, and sisters-in-law.
- ¹² Applicable for all MOS other than 96B and 96D.
- ¹³ If the applicant is a citizen by naturalization, final papers must have been filed for a 10-year period.
- ¹⁴ Applicable for MOS 96B and 96D.
- ¹⁵ For assignment to Joint Alternate Command Elements, all members of immediate family, including spouse, brothers, sisters, and parents must be citizens of the United States.
- ¹⁶ Citizen by birth is acceptable ONLY.
- ¹⁷ Applicable to National Military Command System ONLY.
- ¹⁸ For US Army Retraining Brigade only.
- ¹⁹ In considering alcohol and drug abuse do not include persons declared rehabilitation successes under the Alcohol and Drug Abuse Prevention and Control Programs (ADAPCP).
- ²⁰ Applicable also to dependents accompanying the soldier.
- ²¹ Must have 12 months service remaining from date of assignment.

Section VI. ASSIGNMENT TO RESERVE COMPONENT OR RESERVE OFFICER TRAINING CORPS (ROTC) DUTY

8-47. *Eligibility for assignment.* All qualified Active Army enlisted soldiers in grade E4 and above are eligible to be assigned to Reserve Component or ROTC duty.

8-48. *Responsibility.* CG, MILPERCEN, is responsible for selecting and assigning soldiers to Reserve Component and ROTC duty.

8-49. *Assignment policies.* a. A soldier must be in a troop-related assignment immediately preceding an assignment to Reserve Component or ROTC duty.

b. To the extent practicable, soldiers assigned to ROTC units will not be reassigned during the semester year and not until after advanced camp. Soldiers will not be reassigned from Reserve Component duty during the summer months.

c. When soldiers receive assignment instructions for movement during the school semester year or summer training/advance camp, requests for operational deferment up to 90 days will be considered.

8-50. *Assignment criteria.* To qualify for assignment to this type of duty, soldiers must—

a. Be serving in pay grade E4 or above, and last tour of duty must not have been in a Reserve Component or ROTC duty assignment.

b. Not have been alerted for oversea assignment.

c. Meet the character and efficiency requirements in item 4, table 8-4.

d. Have enough service to complete the prescribed tour (AR 614-5), or be eligible, in accordance with AR 601-280, to extend enlistment or to reenlist.

e. Have instructional ability and the technical ability to perform duties in their MOS with minimum supervision.

f. Be financially able to maintain their families in communities where Government support facilities (such as hospitals, exchanges, and commissaries) may not be available.

g. Have a high school education or recognized equivalent.

h. For clerical and administrative positions, be able to type at least 35 words per minute.

8-51. *Relief from ROTC duty.* A service member assigned to ROTC duties at an institution may be relieved from those duties for cause or the request of the institution authorities. Reassignment earlier than the completion of a normal tour of duty will be in accordance with section V, chapter 2, AR 145-1.

8-52. *Procedures.* Procedure 3-12, DA Pam 600-8, contains detailed guidance for processing applications for assignment to Reserve Component or Reserve Officer Training Corps.

Section VII. ASSIGNMENT TO ARMED FORCES EXAMINING AND ENTRANCE STATIONS (AFEES)

8-53. *Applicability.* This section applies to all active Army enlisted soldiers.

8-54. *Responsibility.* The CG, MILPERCEN, is responsible for the selection and assignment of soldiers to AFEES.

8-55. *Assignment criteria.* Soldiers assigned to AFEES must meet the following criteria:

a. Be serving in grade E5 or higher unless the individual has a critical skill.

b. Possess good military bearing.

c. Be a high school graduate or GED equivalent.

d. Have at least 1 year service remaining on date of assignment. To extend enlistments or

reenlistments to meet this requirement, see chapter 3, AR 601-280.

e. Have excellent character and moral background.

f. Have no current record of excessive indebtedness or a history of recurring indebtedness.

g. Have no record of conviction by court-martial or time lost during current enlistment.

h. Have no record of civil convictions other than those which are normally waived to permit the soldier to enlist or reenlist.

i. Be financially able to maintain their families in communities where Government support facilities (such as hospitals, exchanges, and commissaries) may not be available.

8-56. Relief from assignment. Soldiers assigned to AFEES whose personal conduct or performance of duty warrants reassignment prior to completion of a normal tour of duty will be reported for reassignment in accordance with chapter 4, AR 601-270.

8-57. Procedures. Procedure 3-43, DA Pam 600-8, contains detailed guidance for submission and processing of applications.

Section VIII. ASSIGNMENT OF FOOD INSPECTION SPECIALISTS

8-58. Applicability. This section applies to all active duty enlisted soldiers who possess MOS 91R (Food Inspection Specialist). Their duties include inspection of subsistence in commercial plants or direct supervision of personnel who perform these duties (referred to as procurement inspections).

8-59. Responsibilities. *a.* The CG, MILPERCEN has the overall responsibility for selecting and assigning soldiers to procurement inspection duties.

b. The CG, US Army Health Services Command, is responsible for—

(1) The overall management of all TOE/TDA positions worldwide that have been designated ASI "X1" positions (Subsistence Procurement Quality Assurance Inspector).

(2) Award of ASI "X1" to qualified soldiers in MOS 91R and withdrawal of the ASI when they are disqualified.

(3) Maintenance of records to identify and track those soldiers who have acquired ASI "X1" and who are later recommended for future assignment against ASI "X1" positions.

(4) Requesting and coordinating with HQDA (DAPC-EPM-H) Alexandria, VA 22331, all assignments of soldiers with MOS 91R/ASI "X1."

8-60. Assignment policies. *a.* Only soldiers with PMOS 91R will be assigned duties as food subsistence inspectors.

b. Policies governing assignment under the Procurement Inspection Duty Program are in table 8-5.

| Table 8-5 | | |
|---|--|---|
| Assignment to Procurement Inspection Duties | | |
| R U L E | A | B |
| | If a soldier | Then, assignment |
| 1 | is assigned for a continued period of more than 12 months to the same plant, | should be rotated to a different plant if this can be accomplished without PCS. Exception to rotational moves which will not involve PCS will be granted only by major commanders. |
| 2 | is assigned for a continued period of more than 36 months to the same group of plants, | will normally be changed, but may be extended to 48 months, if in the best interest of the Government and the major commander and HQDA (DAPC-EPM-H) concur. |
| 3 | is on PCS orders and currently performing procurement inspection duties, | will not be changed as a result of a direct or implied request originating with any person financially interested in the sale of subsistence to military forces, unless the change will be to the advantage of the Government. |
| 4 | is returning from overseas, | will not be to the same CONUS procurement inspection assignment from which assigned prior to OS movement without approval of the CG, US Army Health Services Command. |
| 5 | can be reassigned within a major command, | may be authorized by the major commander whenever possible, but is subject to existing PCS restrictions. Further, any PCS moves will not be in lieu of or to avoid disciplinary action against the soldier because of alleged or actual misconduct, or in lieu of or to avoid action under AR 600-50 or AR 635-200. |
| 6 | cannot be reassigned within the major command, | of the soldier will be made by MILPERCEN. Soldiers in this category will be reported to MILPERCEN through command channels 5 months before the completion of the 36-month tour (exempt report para 7-2h, AR 335-15). Reports* will be addressed to HQDA (DAPC-EPM-H), Alexandria, VA 22381. |
| 7 | is an AIT graduate, | will not be to ASI X1 duties without prior approval of HQDA (DAPC-EPM-H), Alexandria, VA 22381. |

* Reports will include the following:

1. Name, grade, service component, and social security number.
2. Date of completion of 36-month tour.
3. Present station and date assigned.
4. Date last returned from overseas and area from which returned.
5. Whether services of soldier can be utilized within Army area in Veterinary Food Inspection activities.
6. Recommend assignment within CONUS.
7. CONUS assignment preference.
8. Oversea assignment preference.
9. If waiver is requested, justification will be included.
10. If assignment is approved, whether replacement for the soldier is required.
11. If replacement is available within the command, include information required in 1 through 4 above, pertaining to the replacement.
12. Enlistment/Reenlistment Bonus Designator.

★ Section IX. SELECTION AND ASSIGNMENT OF FIRST SERGEANTS

8-61. General. The most highly qualified and motivated senior soldiers must be selected and assigned to first sergeant positions. Moreover, these assignments must be career enriching and serve as professional development for soldiers in CMF where there are first sergeant opportunities. On declaration of general war or full mobilization, the policies of this section are suspended.

8-62. Responsibilities. *a.* CG, MILPERCEN, is responsible for the career development/management and assignment of soldiers. MILPERCEN will insure that qualified soldiers are available for assignment by field commanders to first sergeant positions.

b. Installation or division commanders will select and assign qualified soldiers to first sergeant positions.

8-63. Eligibility for assignment to a first sergeant position. Soldiers in grades E7 and E8 will be assigned as first sergeants based on—

- a.* Outstanding qualities of leadership.
- b.* Dedication to duty.
- c.* Integrity and moral character.
- d.* Professionalism.
- e.* MOS proficiency.
- f.* Appearance and military bearing.
- g.* Physical fitness.
- h.* Proven performance or potential for the first sergeant position.

8-64. Identification of qualified personnel. Soldiers fully qualified and accepted for duty as first sergeants will be awarded SQI "M". The desires of soldiers for assignment to first sergeant positions will be stated on DA Form 2635.

8-65. Eligibility for award of first sergeant SQI. *a.* Soldiers who meet the requirements of paragraph 8-63 are eligible for award of SQI "M".

(1) The installation or division commander

may approve and award SQI "M" to qualified soldiers.

(2) MILPERCEN reviews the CMIF of soldiers nominated by the CAP III system against first sergeant requisitions and selects those who possess SQI "M" or appear to have high potential for award of SQI "M" for assignment to first sergeant positions. Acceptance or rejection of assignment as first sergeant is not a soldier's right.

(3) Unit commanders will select eligible soldiers and recommend, if appropriate, award of SQI "M". Recommendations will be prepared on DA Form 4187 and sent, through normal channels, to the installation or division commander for approval or disapproval.

(4) Eligible soldiers may request award of SQI "M" through their immediate commander. The battalion commander (or equivalent) will review the request and send it with recommendations, through channels, to the installation or division commander for approval or disapproval.

b. All recommendations/requests for award of SQI "M" will be accompanied by DA Form 2635, completed by the soldier. Item 25, DA Form 2635 will include present and prior service as a first sergeant (showing number of months) and the soldier's desires for future assignment as a first sergeant.

c. The installation or division commander will review recommendations for award of SQI "M". Prior to award, the soldier's personnel records will be reviewed for indicators of past performance and potential for future service as a first sergeant. On approval, the first sergeant SQI "M" will be awarded and reported in accordance with chapter 2, AR 600-200. The commander awarding the SQI will send information to MILPERCEN for entry on the Enlisted Master File (EMF) (AR 640-2-1 and proc 2-58, DA Pam 600-8-2). Copies of orders awarding SQI "M" and DA Forms 2 and 2-1 will be forwarded to HQDA (DAPC-EP-appropriate office symbol in table 1-1) for inclusion in the soldier's CMF. A copy of all correspondence will be retained in the soldier's MPRJ.

d. The gaining installation or division commander will award SQI "M" to soldiers who successfully complete the Department of the Army First Sergeant Course. The course is conducted at Fort Bliss, Texas, TDY en route to the new duty station. Those who attend the course in a TDY and return status will be awarded SQI "M" by the installation or division commander on successful completion of the course and return to the home station.

8-66. Assignment policies. a. CG, MILPERCEN will assign soldiers against valid requisitions submitted by field commanders. This includes requisitions for soldiers to fill first sergeant positions.

b. Soldiers not assigned to first sergeant positions may be reassigned within the command by installation or division commanders to first sergeant vacancies. They will be stabilized in the position as cited in e below. Commanders making such reassignment will inform HQDA (DAPC-EP-appropriate career branch) by electrical message. Those soldiers in receipt of HQDA-directed assignment instructions will not be assigned and stabilized to first sergeant positions by installation/division commanders. MILPERCEN will consider requests for deletion from assignment instructions in exceptional cases. Deletion requests will be submitted in accordance with chapter 4, DA Pam 600-8-10.

c. When possible, the first sergeant will possess the PMOS of the authorized duty position, particularly in TOE company-level organizations. Normally, soldiers will not be assigned outside their CMF. However, those in grade E8 may be assigned and used in first sergeant positions outside their PMOS/CMF. However, they must possess SQI "M" and there must be no qualified and available personnel with the appropriate PMOS/CPMOS and grade to fill the vacancy. Soldiers in grade E7 will not be used in first sergeant positions outside their PMOS/CMF without the approval of CG, MILPERCEN.

d. Selection priorities of soldiers for assignment to authorized first sergeant positions are as outlined below. Successful completion of the

Department of the Army First Sergeant Course should be an important indicator of first sergeant potential. Exceptions to selection priorities may be made when the commander deems it essential to mission accomplishment.

(1) E8 who possess the proper PMOS and have been awarded the SQI "M".

(2) E8 who do not possess the SQI "M", but possess the proper PMOS and are considered by local commanders to have first sergeant potential.

(3) E8 who possess the SQI "M" and a PMOS in the CMF appropriate to the type unit.

(4) E8 who do not possess the SQI "M", but possess a PMOS in the CMF appropriate to the type unit and are considered by local commanders to have first sergeant potential.

(5) E8 who possess the SQI "M", but do not possess PMOS/CMF appropriate to the type unit.

(6) As an interim measure, until a soldier in grade E8 who meets one of the priorities in (1) through (5) above can be assigned, the priorities below apply:

(a) E7 (Promotable) who possess the proper PMOS and have been awarded the SQI "M".

(b) E7 (Promotable) who do not possess the SQI "M", but possess the proper PMOS and are considered by local commanders to have first sergeant potential.

(c) E7 who possess the proper PMOS and have been awarded the SQI "M".

(d) E7 who do not possess the SQI "M", but possess the proper PMOS and are considered by local commanders to have first sergeant potential.

e. Soldiers will be stabilized as first sergeants for 24 months (AR 614-5), except that oversea stabilization will not involuntarily exceed normal tour length. The period of stabilization will not be adjusted because of reassignment from one first sergeant position to another at the same station. AEA code "V" will be awarded and reported in accordance with chapter 2. MILPERCEN (DAPC-EP-S) clearance will be obtained before stabilizing a soldier in a first sergeant po-

sition immediately after completing a stabilized tour in another duty position located at the same station as the first sergeant position.

f. Repetitive assignments to first sergeant duty will be based on—

- (1) The needs of the Army,
- (2) The soldier's performance as first sergeant, and
- (3) The soldier's desires and professional development needs.

g. Immediately available soldiers possessing SQI "M" will be reported for assignment (chap. 2) to HQDA(DAPC-(appropriate career branch)) Alexandria, VA 22331.

8-67. **Withdrawal of the first sergeant SQI.** a. Withdrawal of the first sergeant SQI, under all circumstances, is an administrative action only. It is not to be used as a disciplinary measure nor as a means to replace proper disciplinary action. SQI "M" will be withdrawn when the soldier is promoted to grade E9 or is no longer fully qualified to serve as a first sergeant. To withdraw the SQI, loss of qualification will be based on any of the following:

(1) Individual request. Soldiers who feel that they are no longer qualified to serve as first sergeant may request withdrawal of the SQI. These soldiers may, at anytime, submit a request on DA Form 4187 to their local commander for reinstatement of SQI "M". Requests for withdrawal will be sent through channels to the installation or division commander. The commander will follow the procedures in (2) below. The following soldiers may be required to complete the current or scheduled assignment as first sergeant based on the needs of the Army.

(a) Those who request withdrawal of SQI "M" and are still serving in a first sergeant position, or

(b) Those who are alerted for assignment to a first sergeant position.

(2) *Commander's recommendation.* When the immediate commander considers that an individual with SQI "M" is not fully qualified as a first sergeant, that commander will recommend withdrawal of the SQI. The recommendation will

be sent through normal channels to the installation or division commander for approval or disapproval. Before forwarding the recommendation, the initiating commander will advise the soldier and afford him/her the opportunity to submit matters in rebuttal, extenuation, or mitigation. These matters, or a statement signed by the individual that no matters are presented, will accompany the commander's request.

(a) If the request to withdraw the SQI is finally disapproved, return all correspondence to the initiating commander including reason(s) for the disapproval.

(b) If the commander's recommendation for SQI withdrawal is approved, orders will be issued withdrawing the SQI. A copy of all applicable correspondence will be forwarded to HQDA(DAPC-(appropriate career branch)) Alexandria, VA 22331, and the US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46749, for inclusion in the CMIF and OMPF.

(3) *MILPERCENT review.*

(a) CG, MILPERCEN, will review the OMPF and other official correspondence. He will identify soldiers who possess SQI "M" but whose demonstrated performance, proficiency, physical standards, or other criteria are below that expected of first sergeants. Recommendations by CG, MILPERCEN, for withdrawal of the SQI will be sent to the soldier's installation commander for chain of command consideration. The immediate commander will advise the soldier so that he/she may submit matters in rebuttal, extenuation, or mitigation. The correspondence will then be forwarded, with the immediate commander's recommendation, to the installation or division commander. The commander will take action as in (2) above.

b. If a soldier who possesses SQI "M" receives an adverse Senior Enlisted Evaluation Report (SEER), the commander must reevaluate his/her qualifications or potential to serve as first sergeant. Any recommendations for withdrawal of the SQI should be prepared and sent as in a(2) above.

c. When SQI "M" has been withdrawn from the MOS of a soldier currently performing duties

as first sergeant, the commander will reassign the soldier to a position for which he/she is qualified (chap. 3. AR 600-200). If there is no posi-

tion within the command, report the soldier as surplus (chap. 2).

★ Section X. ASSIGNMENT TO INSPECTOR GENERAL POSITIONS

8-68. General. A nominative procedure has been established for assigning soldiers in grades E7, E8, and E9 to inspector general duty positions. Soldiers in these grades selected for assignment to inspector general positions must be nominated to and accepted by The Inspector General (TIG), US Army.

8-69. Responsibilities. *a.* CG, MILPERCEN will nominate and assign soldiers as provided for in this section.

b. The Inspector General, US Army will make the final decision on the soldier's acceptability for assignment to an inspector general duty position.

c. Commanders will insure that—

(1) Soldiers within their commands are properly assigned and used in inspector general position.

(2) Qualified soldiers are nominated to TIG for use in vacant inspector general duty positions within their commands.

8-70. Assignment selection criteria. To qualify for assignment to inspector general positions, soldiers in grade E7, E8, and E9 must—

a. Be a high school graduate or pass GED tests.

b. Have enough service remaining to complete 24 months in the inspector general duty or be eligible, in accordance with AR 601-280, to extend enlistment or reenlist to meet this requirement.

c. Not have previously served in an inspector general duty position. (Repetitive tours of IG duty will not be authorized.)

d. Possess mature judgment and initiative.

e. Be diplomatic and courteous.

f. Display good military bearing and neatness.

g. Have no speech impediment.

h. Be a citizen of the United States (birth or naturalization).

i. Have demonstrated ability or potential to serve in positions of increasing responsibility.

j. Have excellent character, good moral background, and emotional stability.

k. Have no record of punishment under Article 15, UCMJ during current enlistment.

l. Have no record of conviction by court-martial or time lost during current enlistment.

m. Have no record or civil conviction. Exception may be made for minor offenses.

n. Body weight must not exceed the limits prescribed in AR 600-9.

o. Have minimum profile serial code "B"; minimum of "1" in "S" factor of physical profile.

8-71. Termination of assignment. Local commanders will not reassign soldiers in grades E7, E8, and E9 selected for and assigned to inspector general duty positions before they complete 24 months in the position. As an exception, they may be released for cause or physical reasons. Commanders must obtain clearance from the TIG to reassign soldiers locally who have not completed 24 months in the inspector general position. Requests for clearance will be sent to HQDA(DAIG-ZXM), WASH DC 20310.

8-72. Requisitions. *a.* To allow enough time for the nomination, acceptance, issuance of assignment instructions, and notice to the soldier, requisitions will be submitted as follows:

(1) E7 and E8 soldiers.

(a) Routine CONUS requisitions will be

submitted at least 7 months before the requirement month.

(b) Routine oversea requisitions will be submitted with not less than 10 months lead-time.

(c) Emergency requisitions can be submitted any time. However, reporting date must allow not less than 5 months for the nominative assignment process.

(2) E9 soldiers. E9 requirements will continue to be handled on a manual "pull-push" basis.

b. Requisitions for designated IG positions will be validated consistent with the MOS strength of the requisitioning command. If the command is over-strength in the MOS and grade required for the IG position, an on-station soldier will be nominated to fill the position. The local commander must obtain TIG clearance before reassigning a soldier to the position. Requests for TIG clearance on a command nomination will be submitted to HQDA(DAIG-ZXM), WASH DC 20310.

c. Requisitions for soldiers in grades E7 and E8 to fill inspector general duty positions will be

submitted in accordance with appendix B. The special instructions below will be followed:

(1) Card columns 11-15 will show the MOS required for the position.

(2) Card column 23 will show Special Qualification Code "I". It identifies requirement for IG duty position.

(3) Column 72 will be coded "V" to show that special screening is required (table 2-1, chap 2).

(4) Column 80 will be coded "S" to show that the requisition is accompanied by a SITC. If this is not done, the requisition may be accepted into the CAP III system without the SITC.

d. The requisition will be accompanied by special instruction trailer cards (SITC) (app C) which show the following:

(1) "Requirement is for IG Position."

(2) Rank, name, SSN, and PMOS of the soldier departing the position.

(3) "New Position" if the position is newly established.

e. Requirement for E9 soldiers to fill IG positions will be reported in accordance with chapter 5.

★Section XI. ENLISTED AIDES ON THE PERSONAL STAFF OF GENERAL OFFICERS

8-73. **General.** This section prescribes policies and personnel management procedures for selection, training, assignment, utilization, and control of soldiers as enlisted aides on the personal staff of general officers.

8-74. **Responsibilities.** a. The Deputy Chief of Staff for Personnel (DCSPER) designates those positions in which general officers are entitled to enlisted aides. The General Officer Management Office (DAPE-GO) is the ODCSPER management office.

b. The CG, MILPERCEN is responsible for the assignment policies and personnel management functions associated with operation of the Enlisted Aide Program as prescribed in this section. The CSM/SGM Office (DAPC-EPZ-E) is the personnel management office. On declaration

of general war or full mobilization, the provisions of this section will remain in force. However, personnel management responsibility in MILPERCEN will transfer from DAPC-EPZ-E to DAPC-EPM-L (Logistics Branch, Combat Service Support Career Division).

c. Personnel management officers and initial classification interviewers at training installations will screen records as needed, to identify potential candidates for this program.

8-75. **Policy.** a. Certain general officers are authorized enlisted aides on their staffs to perform tasks and details which, if performed by the officers, would be at the expense of their primary military and official duties. Assignment of aides is based on—

(1) Occupancy of public quarters by the officer,

(2) Size and age of public quarters, and

(3) Representational responsibilities of the officer's duty assignment.

b. Normally, soldiers in PMOS 94B are assigned as enlisted aides. However, volunteers in other MOS may be assigned to the position if the general officer requests.

c. Only volunteers will be assigned as enlisted aides.

d. Duties assigned must relate to the military and official responsibilities of the officer and thereby serve a necessary military purpose. The propriety of such duties is governed by the official purpose which they serve rather than the nature of the duties.

e. In connection with military and official functions and duties, enlisted aides may be used as follows:

(1) Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.

(2) Perform as point of contact in the officer's quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.

(3) Help to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties, and dinners.

(4) Help to purchase, prepare, and serve food and beverages in the general officer's quarters.

(5) Perform tasks which aid the officer in accomplishing his/her military and official responsibilities. This includes performing errands for the officer, providing security for the quarters, and providing administrative assistance.

f. The list of duties in *e* above is not all encompassing but is provided as a guide only.

g. The assignment of enlisted aides to duties that contribute only to the personal benefit of officers and which have no reasonable connection with their official responsibilities is prohibited. This does not preclude officers employing en-

listed personnel on a voluntary, paid off-duty basis.

8-76. Entitlement. General of the Army is authorized four enlisted aides. Enlisted aides to other general officers in Government quarters are authorized by ODCSPER and approved by the Chief of Staff, US Army, based on budget constraints and the requirements of each general officer position. Any questions about entitlement to enlisted aides should be directed to the General Officer Management Officer, ODCSPER (HQDA(DAPE-GO), WASH DC 20310) or (area code 202) 697-7994 or AUTOVON 227-7994.

8-77. Selection. *a.* General officers are encouraged to select soldiers to fill enlisted aide vacancies from volunteers within their commands when possible.

b. General officers having no sources available from which to recruit enlisted aides should write to HQDA(DAPC-EPZ-E) Alexandria, VA 22331 or telephone (area code 202) 325-8398 or AUTOVON 221-8398 to request nomination of soldiers to fill enlisted aide vacancies. Soldiers nominated against these requirements may be permanent party or basic combat trainee volunteers with no prior experience as an enlisted aide. Occasionally experienced soldiers are available for assignment as enlisted aides because of general officer retirements or assignments where enlisted aides are not authorized.

c. Soldiers who wish to be assigned as enlisted aides may volunteer for such duty at any time. They must meet the following prerequisites:

(1) Possess a current food handler's certificate (or be qualified for a certificate).

(2) Be a graduate of the food service specialist course (or have like experience). Volunteers who have attended a culinary institute for 6 months or longer, even if a nongraduate, will be considered as having a civilian-acquired skill in MOS 94B and will be so reported in accordance with chapter 2, AR 600-200.

(3) Have at least 12 months active service remaining.

(4) Have a GT score of 90 or higher in aptitude area OF (operator and Food).

(5) Possess or be able to obtain driving permit.

(6) Have no information on record which may preclude a favorable background investigation. Must receive a favorable background investigation prior to assignment.

(7) Must volunteer, in writing, and complete a volunteer statement worded substantially as follows:

"I hereby volunteer to serve as an enlisted aide on the personal staff of a general officer. I have read and understand the provisions of section XI, AR 614-200."

d. Applications will be submitted on DA Form 4187 (Personnel Action) citing this section and chapter as authority. The application, along with the volunteer statement and DA Form 2635 (Enlisted Preference Statement), will be sent to the commander responsible for maintaining the soldier's personnel records. That commander will attach a copy of the soldier's current DA Forms 2 and 2-1 and forward the application to HQDA(DAPC-EPZ-E), Alexandria, VA 22331.

8-78. Assignment. *a.* Assignments and reassignments of enlisted aides will be announced in orders issued in the field, based on Department of the Army assignment instructions. Instructions directing these assignments will be issued only after coordination with the general officer.

b. A remark will be made in item 35, DA Form 2-1 to show that the soldier is performing duty as an enlisted aide (MOS 94B—with proper skill level). The entry will also include the grade and name of the general officer on whose personal staff the soldier is serving. Assignment eligibility and availability (AEA) code "V" will be awarded the soldier. The AEA code will terminate 24 months from the date awarded. The date of termination will be extended in 12 month increments as long as the soldier remains assigned to the staff of the general officer. AEA code "V" and termination date will be entered in item 34, DA Form 2. Soldiers assigned as an enlisted aide will not be reassigned unless the general officer and MILPERCEN (DAPC-EPZ-E) concurs.

c. An enlisted aide may be reassigned with the general officer on whose staff he or she is serving provided—

(1) Clearance is obtained from MILPERCEN.

(2) The general officer so desires.

(3) An enlisted aide is authorized in the new assignment.

(4) Authority is obtained from HQDA if the reassignment is a second PCS in the same fiscal year (AR 614-6).

d. Assignment overseas and return to CONUS may be made without regard to oversea tour limitations, assured CONUS service, or area of last assignment overseas. However, the enlisted aide must voluntarily agree to waive entitlements outlined in AR 614-30.

e. Requests for assignment or reassignment of enlisted aides at times other than when a general officer is reassigned will be sent to HQDA (DAPC-EPZ-E) Alexandria, VA 22331. Telephonic requests will be directed to (area code 202) 325-8398 or AUTOVON 221-8398.

8-79. Management. *a.* Evaluation.

(1) Skill Qualification Test (SQT). Personnel assigned as enlisted aides who are eligible for SQT will be tested in their primary and secondary MOS (chap 5, AR 600-200 and the applicable SQT test announcement (DA Cir 350-series)).

(2) Enlisted evaluation reporting. DA Form 2166-6 (Enlisted Evaluation Report) will be prepared and submitted for eligible enlisted aides (AR 623-205).

b. Promotions. Enlisted aides will be considered for promotion to all pay grades according to procedures outlined in chapter 7, AR 600-200, as applies to other personnel.

8-80. Records. CG, MILPERCEN will establish and maintain career management folders on enlisted aides. These files will include the documents required by chapter 5, AR 640-10.

8-81. Security. *a.* Before assignment to the personal staff of a general officer, records of the soldier being considered will be reviewed. They must contain no information which might preclude a favorable background investigation.

b. After a general officer accepts a nomination, action will be promptly taken to obtain a background investigation in accordance with DA Circular 604 series (Personnel Security Clearance and Personnel Security Program Changes). Security forms for this investigation will be sent to Personnel Investigation Center, Defense Investigative Service, P.O. Box 454, Baltimore, MD 21203, within 30 days of receipt of assignment instructions.

c. All members of the enlisted staff must receive an initial security orientation and, thereafter, at least one orientation annually (AR

381-12). Also, special briefings and instructions, as dictated by the nature of the individual's assignment and local circumstances, may be required.

8-82. **Clothing.** Issuance of civilian type mess clothing for enlisted aides is authorized in accordance with CTA 50-900. Additional clothing allowances may be authorized as provided for in appendix C, AR 700-84. If mess clothing has not previously been issued, or replacement items are needed, enlisted aides will be issued this clothing in CONUS before leaving for oversea assignment, when possible.

★ Section XII. NEW MANNING SYSTEM UNITS

8-83. **General.** This section prescribes policies, responsibilities, and personnel management procedures for assignment to and movement of soldiers in New Manning System (NMS) units. NMS units have a designated life cycle of 36 months. The goal of the New Manning System is to keep unit members together as a cohesive unit for the designated life cycle. NMS units are scheduled to deploy overseas after an initial period of assignment to a FORSCOM installation in CONUS.

8-84. **Applicability.** This section applies to Active Army enlisted soldiers.

8-85. **Responsibilities.** a. CG, MILPERCEN is responsible for—

(1) Selection and assignment of qualified soldiers to installations authorized NMS units.

(2) Issuing personnel movement directives for movement overseas of NMS unit personnel.

b. CG, FORSCOM is responsible for ensuring that necessary action is taken by installation commanders to prepare personnel movement directives; that movement orders are issued, and personnel moves are executed.

c. Installation commanders are responsible for—

(1) Selecting and assigning soldiers to fill the requirements of NMS units using installation assets. These units will be formed using the FORSCOM Modification Table of Organization and Equipment (MTOE) and will be staffed at the authorized level of organization (ALO) of the paired oversea unit.

(2) Ensuring that soldiers assigned to NMS units are fully qualified for assignment to the unit and for deployment overseas.

(3) Issuing group movement orders (Format 417, AR 310-30) to ensure compliance with personnel movement directives issued by CG, MILPERCEN.

(4) Providing replacements for any attrition losses that occur in the new manning system unit 90 days or more before the personnel shipment readiness date (PSRD) specified in the personnel movement directive. The personnel shipment readiness date is the date specified in the movement directive when personnel of the unit must be ready to depart the home station.

d. Oversea commanders receiving personnel of NMS units are responsible for assigning soldiers to these units from command assets to—

(1) Offset attrition losses which occur during the 90-day period immediately preceding deployment.

(2) Cover the differences between MTOE authorizations for NMS units in CONUS and MTOE authorizations for NMS units overseas.

8-86. **Assignment policies.** a. All assignment policies presently in effect will apply, as appropriate. Foreign service assignment policies prescribed in AR 614-30 will be followed.

b. Soldiers, other than those serving initial terms of active duty, assigned to NMS units must have sufficient service remaining to be assigned to the unit for the entire life cycle of the unit (36 months). Those soldiers who do not have

enough service remaining to satisfy the service-remaining requirement must extend their current enlistments or reenlist to meet the requirement prior to being assigned to the unit (chap 3, AR 601-280).

c. Soldiers who are German aliens will not be assigned to NMS units scheduled for movement to the Federal Republic of Germany.

d. Soldiers will not be considered for assignment out of a NMS unit to establish a joint domicile. However, Army member spouses may apply for joint domicile assignment to the location of the NMS unit under the Married Army Couples Policy (sec V, chap 3).

e. Soldiers who are assigned to NMS units are not eligible for exchange assignments under section VI, chapter 3.

f. AEA code "R" will be awarded to soldiers assigned to NMS units (para 2-7e).

g. Soldiers who are assigned to NMS units are not eligible for any Army volunteer programs (e.g., Officer Candidate School, assignment to The Old Guard, ranger school, etc.) until completion of the unit life cycle.

8-87. Personnel requisitions and assignment instructions. a. MILPERCEN will issue a personnel movement directive (PMD) (fig 8-4) at least 90 days before the NMS unit formation date. These directives contain assignment instructions for group movement of members of NMS units from CONUS to overseas locations. Requisitions will not be submitted for personnel requirements in NMS units except as indicated in b and c below. The PMD replaces individual assignments instructions and have the same effect as individual assignments instructions issued via CAP III System. The directive also provides authority to installation commanders to alert those soldiers selected for assignment to NMS units scheduled for deployment overseas and to issue group movement orders.

b. CONUS.

(1) MILPERCEN will top load sufficient requisitions in the CAP III System to cover all E1 through E4 requirements in NMS units. Soldiers will be placed against these requirements when assigned from the training centers to FORSCOM installations where NMS units are located.

(2) Cadre for NMS units will be selected by the installation commander from personnel already assigned to the installation (see para 8-85c(1)). Personnel requisitions for soldiers in grades E5 and above may be submitted for unfilled requirements remaining after maximum efforts have been made to fill these requirements from installation assets (see III, chap 2). These requisitions will be identified as NMS requirements through the use of U001-U999 block of EPMD control and line numbers prescribed in Table 2-1. Requisitions will be accompanied by special instruction trailer cards (SITC) identifying the NMS unit and the deployment date.

(3) Installation commanders will provide replacements from installation assets for any attrition losses that occur in the unit 90 days or more before the personnel shipment readiness date. Any vacancy resulting from the loss of a first term soldier will be filled with another first term soldier whose ETS date approximates the date the unit is scheduled to disestablish.

(4) Installation commanders will submit requisitions for personnel in accordance with routine requisitioning procedures (sec III, chap 2) to backfill vacancies in other installation units caused by the reassignment of soldiers from these units to NMS units at the same installation.

c. Overseas.

(1) Group movement orders will be issued by the FORSCOM installation commander for deployment of members of NMS units from CONUS to overseas. The installation commander will ensure that the personnel strength of the NMS unit is at the required deployment level. The overseas commander will reassign soldiers from within the command to the NMS unit to cover differences in CONUS and overseas MTOE authorizations for NMS units, and to fill attrition losses which occur in the unit during the 90-day period before the PSRD. If the attrition loss to be filled is a first term soldier, the position will be filled by another first term soldier whose ETS approximates the date the unit is scheduled to disestablish. The overseas commander will submit requisitions to MILPERCEN in accordance with routine requisitioning procedures (see III, chap 2), for replacements to backfill vacancies in other units in the command

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caused by the reassignment of soldiers from these units to fill requirements in NMS units.

(2) Soldiers assigned to NMS units overseas where family members are authorized may elect to be accompanied by family members entitled to travel at Government expense. Soldiers accompanied by eligible family members must have enough service remaining to complete the prescribed "with dependents" tour for the area or 12 months after arrival of family members, whichever is later (Appendix A, AR 614-30). Those who do not have enough time remaining to serve the prescribed tour must extend or reenlist to meet the requirement before travel to the oversea command is approved for family members.

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| <p>FROM: CDR MILPERCEN ALEX VA //DAPC-EPS-D//</p> <p>TO: CDR FORSCOM FT MCPHERSON GA //AFPR-PO//AFPR-RD//</p> <p>INFO: CDR1STINFDIV FT RILEY KS</p> <p>CDR MTMC WASH DC //MTPTO-T//</p> <p>DA WASH DC //DAMO-ODO//</p> <p>DA WASH DC //DAPE-MPM-OA//</p> <p>DA WASH DC //DALO-TSP-PX//</p> <p>UNCLAS</p> <p>SUBJECT: Personnel Movement Directive Number 5.</p> <p>1. Cdr FORSCOM is authorized to take necessary action to prepare and execute the movement overseas of the personnel of the following unit on a PCS from Co B, 3rd Bn, 1st Inf Div (UIC), Fort Riley, Kansas to USAREUR Heidelberg Germany on call of Commander, Military Traffic Management Command or his designated representative.</p> <p>AUTHORIZED DEPLOYMENT STRENGTH:</p> <table border="0"> <tr> <td><u>Officer</u></td> <td>Warrant</td> <td>Enlisted</td> <td></td> </tr> <tr> <td><u>Officer</u></td> <td><u>Officer</u></td> <td><u>E5 and above</u></td> <td><u>E4 and below</u></td> </tr> <tr> <td><u>Aggregate</u></td> <td></td> <td></td> <td></td> </tr> </table> <p>Minimum</p> <table border="0"> <tr> <td><u>PSRD</u></td> <td><u>REPORTING DATE AT DESTINATION</u></td> </tr> <tr> <td>10 May 1983</td> <td>May 1983</td> </tr> </table> | | | | | | | | | | | <u>Officer</u> | Warrant | Enlisted | | <u>Officer</u> | <u>Officer</u> | <u>E5 and above</u> | <u>E4 and below</u> | <u>Aggregate</u> | | | | <u>PSRD</u> | <u>REPORTING DATE AT DESTINATION</u> | 10 May 1983 | May 1983 |
| <u>Officer</u> | Warrant | Enlisted | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Officer</u> | <u>Officer</u> | <u>E5 and above</u> | <u>E4 and below</u> | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Aggregate</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>PSRD</u> | <u>REPORTING DATE AT DESTINATION</u> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 May 1983 | May 1983 | | | | | | | | | | | | | | | | | | | | | | | | | |
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| DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | | | | | | | | | | | | | | | | | |
| JOHN E. FRIDAY, CPT, GS DAPC-EPS-D, 325-8429 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RELEASEE | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | SECURITY CLASSIFICATION | | | | | | | | | | | | | | | | | | | | |
| | F. A. Example, COL, Chief, Enl Distr Div | | | | | UNCLASSIFIED | | | | | | | | | | | | | | | | | | | | |
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Figure 8-4. Sample Personnel Movement Directive

| JOINT MESSAGEFORM | | | | | | SECURITY CLASSIFICATION | | | | |
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| | | | | | | UNCLASSIFIED | | | | |
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| | DATE TIME | MONTH | YR | ACT | INFO | | | | | |
| 0204 | | | | | | UUUU | | | | |
| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| <p>2. Personnel are assigned to Co A, 4th Bn, 1st Inf Div (UIC), Heidelberg Germany upon departure from CONUS POE.</p> <p>3. Local transportation officer will coordinate necessary transportation with MTMC. Personnel will move on call of Commander, MTMC or his designated representative. Individuals traveling by air will be authorized shipment of excess baggage as determined by the local transportation officer not to exceed 66 pounds. Military Personnel Records Jackets will be shipped IAW para 3-10, AR 220-10 at the same time as personnel shipment using the same mode of transportation.</p> <p>4. This is a group personnel movement. All personnel assigned to the unit will deploy on date indicated. TOE/MTOE and CTA equipment, unit memorabilia, publication reference files, TOE libraries, ASL, PLL, organizational trophies and historical property will not be moved.</p> <p>5. This is an accompanied tour. Movement of dependents is authorized IAW para M7000 JTR. Concurrent travel of dependents is subject to approval of CINCUSAREUR. Application for dependent travel will be forwarded to Cdr, 1st PERSCOM, ATTN: AEUPE-PSSD-PMD, APO NY 09081 not later than 6 months prior to PSRD. Application will cite this movement directive as assignment authority.</p> | | | | | | | | | | |
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| DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE | | | | | | SPECIAL INSTRUCTIONS | | | | |
| TYPED NAME TITLE OFFICE SYMBOL AND PHONE | | | | | | | | | | |
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DD FORM 173/3 (OCR)

PREVIOUS EDITION IS OBSOLETE AS OF 1 JAN 1980
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Figure 8-4. Sample Personnel Movement Directive. —continued.

| JOINT MESSAGEFORM | | | | SECURITY CLASSIFICATION | | | | | | |
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| | | | | UNCLASSIFIED | | | | | | |
| PAGE | DTG/RELEASE TIME | | | PRECEDENCE | | CLASS | SPECAT | LAW | CIC | ORIG. MSG IDENT |
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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| | <p>6. Provisions of AR 55-46, AR 220-10, AR 614-6, and AR 614-30 apply. Request for second PCS authority will be submitted not later than 60 days prior to PSRD to Cdr, MILPERCEN, ATTN: DAPC-OPD-M, Alexandria, VA 22332 (for officers/warrant officers) or DAPC-EPS, Alexandria, VA 22331 (for enlisted).</p> <p>7. DA MPA funds are available to defray cost of moving personnel and dependents.</p> <p>8. This directive authorizes the servicing MILPO to issue group reassignment orders IAW Format 417, AR 310-10. Unit commander will inform unit military personnel that deployment to USAREUR is scheduled on the assigned personnel shipment readiness date (PSRD). Local announcement is authorized by commanders concerned upon receipt of this personnel movement directive.</p> <p>9. Not later than 30 days prior to PSRD two copies of movement order will be provided to MILPERCEN (DAPC-EPS-D), 2461 Eisenhower Avenue, Alexandria, VA 22331, and two copies to MILPERCEN (DAPC-OPD-M), 200 Stovall Street, Alexandria, VA 22332. Within 24 hours of arrival in gaining command, unit commander will notify MILPERCEN (above office symbols) by electrical message of actual movement strength by numbers (officer, warrant officers, and enlisted soldiers), and identity of</p> | | | | | | | | | |
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| TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE | | | | | | | | | | |
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Figure 8-4. Sample Personnel Movement Directive. —continued.

| JOINT MESSAGEFORM | | | | | | | SECURITY CLASSIFICATION | | | |
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| PAGE | DTG/RELEASE TIME | | | PRECEDENCE | | CLASS | SPECAT | LMF | CIC | ORIG/MBC IDENT |
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| BOOK NO | MESSAGE HANDLING INSTRUCTIONS | | | | | | | | | |
| <p>any assigned members who did not accompany the group.</p> <p>10. Processing of personnel for oversea movement will be guided by AR 612-2. Personnel will arrive in the oversea area meeting all requirements of the oversea command. Provisions of AR 614-30 apply.</p> <p>11. Enlisted soldiers assigned to the specified unit may reenlist for options other than their present duty assignment (PDA) only at the designated exit period for the unit (AR 601-280).</p> <p>12. Direct coordination between all concerned is authorized.</p> <p>13. This movement directive constitutes an assignment alert and has the same effect upon personnel as assignment instructions issued through CAP III System. AEA Code "R" will be assigned to all enlisted personnel.</p> | | | | | | | | | | |
| 6 | NOTE. This directive will be issued NLT 90 days in advance of the unit formation date. | | | | | | | | | |
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| DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE | | | | | | | SPECIAL INSTRUCTIONS | | | |
| TYPED NAME TITLE OFFICE SYMBOL AND PHONE | | | | | | | | | | |
| RELEASEE | SIGNATURE | | | | | | SECURITY CLASSIFICATION | | DATE TIME GROUP | |
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PREVIOUS EDITION IS OBSOLETE AS OF 1 JAN 1980
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GPO: 1982 364-68

Figure 8-4. Sample Personnel Movement Directive. — continued.

★CHAPTER 9

MANAGEMENT OF ENLISTED SPACE IMBALANCED MOS PROGRAM

9-1. General. *a.* This chapter prescribes policies and criteria for the management, assignment, and utilization of soldiers under the Enlisted Space Imbalanced MOS (SIMOS) Program. The program is designed to enhance personnel retention in the career force and to provide more effective utilization of enlisted soldiers in MOS which are space imbalanced (see table 9-1).

b. Three major problems, which have a negative impact on unit readiness and personnel stabilization, are caused or compounded by space imbalanced MOS:

(1) Manning of overseas units with soldiers holding space imbalanced MOS is difficult and, in some cases, not possible. This problem has a direct impact on the ability of these units to maintain a readiness status equal to their authorized level of organization (ALO).

(2) Morale of enlisted soldiers holding SIMOS as their PMOS is affected adversely by their being required to spend the majority of their service careers in overseas assignments with minimal time in CONUS between overseas tours. Low morale affects both retention and readiness.

(3) Adequate opportunities for career progression or promotion are frequently not provided for soldiers holding certain SIMOS. When the authorizations in an MOS contain fewer requirements in a grade than those for the next higher grade, infeasible grade structures develop which severely limit the number of soldiers available for promotion to fill the higher grade authorizations.

c. Shortages of soldiers holding SIMOS further compound the problems discussed in *b* above. Lower grade soldiers, recently graduated from entry level training courses, are used to fill overseas authorizations which require personnel in grades one or more higher than that which they presently hold. This practice, coupled with the fact that there are insufficient resources to

fill all requirements, creates added morale problems for lower grade soldiers and leads to fewer reenlistments, increased retirements among soldiers completing 20 years of active Federal service, and migration to other MOS.

9-2. Definitions. For the purpose of this chapter, the following definitions apply:

a. Space Imbalanced MOS. Those MOS in which overseas MTOE and TDA authorizations or requirements (present or projected) exceed the authorization or requirements documented for CONUS installations. Severe personnel management problems occur when overseas authorizations exceed 55 percent of the Army-wide total for the MOS.

b. Career Progression MOS (CPMOS). That awarded MOS which is authorized at the next higher pay grade and is in the line of normal progression for the primary MOS (PMOS) as indicated in AR 611-201.

c. Personnel Management. Actions taken by MILPERCEN enlisted career divisions to identify, select for training, assign, and manage soldiers in the SIMOS Program. Management tools utilized to accomplish these actions will include the Career Management Individual File (CMIF) and related documents for E5 and above.

9-3. Objectives of the SIMOS Program. The objectives of the SIMOS Program are—

a. Improve readiness of the overseas units authorized these skills.

b. Provide tour equity for soldiers holding SIMOS.

c. Increase the turnaround time in CONUS between overseas assignments for soldiers in the program. The goal of 24 months in CONUS between overseas tours for soldiers holding SIMOS is high among the program's priorities.

9-4. Applicability. The provisions of this chapter are applicable Army-wide, including the Army Reserve and the Army National Guard, for the identification, training, classification, assignment, and utilization of soldiers who hold as their PMOS the SIMOS listed in table 9-1.

9-5. Responsibilities. *a.* The Deputy Chief of Staff for Personnel (DCSPER), US Army, is responsible for career management of soldiers in the SIMOS Program.

b. Commanding General, US Army Military Personnel Center (MILPERCEN) will—

(1) Supervise all personnel management functions prescribed in this chapter.

(2) Identify MOS which are space imbalanced.

(3) Consider and make final decision on active duty applications submitted by members of the Army National Guard and US Army Reserves.

(4) Issue permanent change of station assignment instructions for SIMOS soldiers.

(5) Monitor the CONUS turnaround times of soldiers serving in SIMOS.

c. Commanding General, US Army Training and Doctrine Command (TRADOC) will develop initial and transition training to support the SIMOS Program.

d. Commanders, CONUS installation/commands will—

(1) Identify MTOE and TDA authorizations that do not require space imbalanced MOS but have a positive relationship with space imbalanced MOS associated with a weapons system or functional mission and, where feasible, change these authorizations to SIMOS authorizations.

(2) Utilize SIMOS soldiers in their PMOS or CPMOS only.

e. Commanders, oversea installations/commands will—

(1) Identify MTOE and TDA authorizations that require SIMOS but that could be changed to space balanced MOS requirements, and submit changes to authorization documents.

(2) Utilize SIMOS soldiers in their PMOS or CPMOS only.

(3) Seek foreign service tour (FST) extensions from eligible soldiers in the SIMOS Program as supported by Public Law 96-579. (See DA Circular 614-81-series, Incentives for Enlisted Members to Extend Tours of Duty Overseas.)

f. Commanders of Army National Guard and US Army Reserve units will review all applications for active duty under the SIMOS Program submitted by ARNGUS and USAR soldiers and provide MILPERCEN with a recommendation on all qualified soldiers.

9-6. Selection. *a.* The Director of Enlisted Personnel, MILPERCEN will identify all enlisted soldiers holding space imbalanced MOS as PMOS for inclusion in the SIMOS Program.

b. Participation in the program by soldiers holding SIMOS is mandatory and will be closely monitored with primary emphasis upon improving readiness of oversea units requiring the soldiers' skills, the equity of oversea assignments and CONUS turnaround time.

9-7. Key program elements. There is no single solution to the problems associated with space imbalanced MOS. Therefore, the SIMOS Program contains numerous concepts which, taken collectively, will provide the means to achieve the program's objectives.

a. Change of MTOE and TDA positions in CONUS. In order to identify more spaces in CONUS which have job characteristics relevant to those MOS which are space imbalanced, the following system will be used. When installation commanders change authorizations for selected MTOE and TDA positions to reflect SIMOS associated with a particular weapon system or functional mission, they will ensure that there is a positive relationship between job requirements and MOS, or the position is one which is considered MOS immaterial. Soldiers in the SIMOS Program, who are returning from an oversea tour, will have priority of assignment to those positions, which will be identified and intensive-

ly managed to provide a larger sustaining base in CONUS. The following criteria apply in designating these positions as requiring SIMOS:

(1) "Job requirements" are those tasks which are necessary to the performance of unit mission and functions.

(2) A "positive relationship" exists when at least 50 percent of the incumbent's time, under his or her job requirements, is spent performing tasks encompassed by the space imbalanced MOS.

(3) An "MOS immaterial" position is one which requires the incumbent to spend at least 50 percent of his or her time performing tasks not related to any specific MOS.

b. Participating CONUS installations. All CONUS installations having MTOE or TDA positions which could be converted or utilized by SIMOS soldiers returning from overseas will participate in the program. Primary emphasis will be directed toward the installation which serves as the principal training base for the weapon system or functional mission involved or those installations having active units employing the system or function. This criterion will ensure availability of an SQT before those soldiers are reassigned overseas for utilization in their PMOS.

c. Voluntary active duty for Army National Guard and Army Reserve soldiers. Selected Army National Guard and Army Reserve soldiers holding SIMOS may volunteer for entry on active duty and concurrent assignment overseas to complete a normal oversea tour (AR 135-210). This provision will enhance the "whole Army" concept by creating the opportunity for Army National Guard and Army Reserve personnel to gain experience as part of the active force, as well as improving skills and qualifications of soldiers who return to their original units. The following special provisions and requirements apply to ARNG and Army Reserve soldiers selected for voluntary active duty under the SIMOS Program:

(1) Approved period of active duty, to include MOS training, leave, and travel, will not exceed 4 years. Extension of oversea tours

which will extend the period of active duty beyond 4 years will be considered in exceptional cases but will be approved by MILPERCEN only (appropriate career branch indicated in table 1-1) in conjunction with a Regular Army reenlistment.

(2) Soldiers will be approved for oversea duty only, with appropriate training scheduled for the MOS involved prior to movement overseas.

(3) Prior to approval of active duty, applicants must have achieved a verifying score on their SQT. The SQT test notice and soldier's manual for the MOS involved will be forwarded to the soldier by the Reserve Component Test Control Officer (TCO) Network to assist him or her in preparing for the SQT. If the SQT is not available, MOS evaluation score will be used. If neither is available, requirements may be waived by the CG, MILPERCEN.

(4) Soldiers must have sufficient time remaining on their current enlistment to complete the approved tour or must extend in the Army National Guard or reenlist in the Army Reserve, as appropriate, to obtain sufficient service.

(5) All soldiers will serve a 1 year probationary period, which will include time spent in training and on-the-job experience. Oversea unit commanders will submit a letter recommending retention or release of the individual at the 1 year point. The letter will be forwarded to Commander, MILPERCEN (DAPC-EP-appropriate career division) for final decision.

(6) As provided in AR 601-280, fully qualified soldiers may apply for reenlistment in the Regular Army prior to termination of the approved period of active duty.

d. Bonus Extension and Retraining (BEAR) Program. Commanders should be aware of the BEAR Program and its potential to increase the number of soldiers who hold certain SIMOS. Under the BEAR Program, soldiers who meet established criteria will be allowed to extend their current enlistment for the purpose of attending formal school retraining in shortage Selective Reenlistment Bonus (SRB) MOS. Upon successful completion of the training, the soldier will be

awarded the new PMOS, reenlisted, and paid an SRB.

e. Reduction of SIMOS requirements in overseas units. Some overseas units operate with personnel authorizations that prescribe space imbalanced MOS, but with job functions and responsibilities that could be changed to requirements with space balanced MOS. A continuing screen of MTOE and TDA by commanders to identify these positions and the submission of appropriate MTOE or TDA changes will provide substantial assistance in improving readiness. Such position changes require approval of HQDA.

f. Oversea tour extensions. Voluntary extension of overseas tours by soldiers in SIMOS is critical to the overall success of the SIMOS Program. Oversea tour extensions improve the readiness of overseas units and extend the CONUS turnaround time for soldiers in the program. A soldier desiring to extend his or her overseas tour should request a tour extension in accordance with table 7-2, AR 614-30 before receiving assignment instructions. Approval of an overseas tour extension after a soldier receives assignment instructions will not increase the CONUS turnaround time of the soldier who will be his or her replacement since the replacement will, in most instances, have been also issued assignment instructions directing movement overseas. Oversea commanders of soldiers holding SIMOS will actively encourage these soldiers to extend their overseas tours. However, overseas tour extensions will not be sought to the exclusion of standards set in paragraphs 1-4 and 7-2, AR 614-30. Approval authority will be as prescribed in AR 614-30. Authorized incentives for qualified enlisted soldiers to extend their tour of duty overseas are—

(1) Foreign service tour extension incentives. Public Law 96-579 authorized special pay and rest and recuperative absence for qualified enlisted soldiers who extend their tours of active duty at designated overseas locations. These policies are designed to improve personnel retention and enhance unit readiness by providing longer turnaround time in CONUS between overseas assignments. Detailed guidance governing the eli-

gibility for and management of these incentives is contained in DA Circular 614-81 series (Incentives for Enlisted Members to Extend Tours of Duty Overseas). Extensions of less than 12 months do not qualify for consideration for overseas extension incentives.

(2) *Intertheater transfer (ITT).* Soldiers holding SIMOS who voluntarily extend their overseas tour for a period of at least 12 months in one overseas command may elect to be transferred to another overseas command upon completion of the extension. The following procedures and requirements apply to requests for intertheater transfers submitted under the provisions of this incentive.

(a) If an ITT is desired, soldier must specify which theater he or she desires at the time the original request for extension of overseas tour is submitted.

(b) Soldier's MOS and grade (within appropriate grade substitution ranges) must be authorized in the theater to which reassignment is desired. Additionally, soldier must meet theater assignment prerequisites.

(c) Approval authority for overseas tour extensions submitted in response to this incentive is retained by MILPERCEN (appropriate career branch in table 1-1).

(d) Approval of an overseas tour extension under the provisions of this incentive will also be an approval of the soldier's ITT. If subsequent force structure changes eliminate all requirements in a theater for a particular MOS, soldiers serving on approved extensions, pending ITT to that theater (for duty in that MOS), will be permitted to curtail the remaining portion of their overseas tour extensions.

9-8. Training. *a.* Training required to support this program will be developed by the CG, TRADOC. The US Army Health Services Command (HSC) is responsible for the training for medical and medical related MOS, when required. Because of the need to man SIMOS at maximum fill to assure a minimum of 24 months CONUS turnaround time, training requirements will be determined by MILPERCEN in close coordination with TRADOC or HSC, as appro-

appropriate. All resident training will be accomplished in CONUS and normally will occur as TDY in conjunction with a PCS.

b. If training spaces and funds are available from DA, soldiers returning from overseas to a CONUS location for duty in other than their PMOS are eligible for appropriate training enroute to their new assignments. TDY to CONUS and return overseas is not authorized. On-the-job training and/or experience and training extension courses (TEC) will also be used to satisfy this type of training requirement. Upon successful completion of a TEC course, the MOS in which trained will be awarded as the SMOS in accordance with chapter 7, AR 600-200, if not already so awarded.

c. To qualify for training, each nominee or applicant should—

(1) Possess a space imbalanced PMOS listed in table 9-1, or have the potential to qualify for such MOS as prescribed in AR 611-201.

(2) Meet the prerequisites established for award of the MOS in which training is programmed.

(3) Be eligible for reenlistment.

(4) Be physically qualified for unrestricted worldwide assignment in both PMOS and SMOS as provided in AR 611-201 and AR 600-200.

(5) Have sufficient time in service remaining to meet service requirements appropriate for the course for which selected (chap 4). Soldiers who do not meet this requirement can qualify by extending their enlistment or by reenlisting (chap 3, AR 601-280).

d. Commanders of soldiers who are members of the SIMOS Program are responsible to assist qualified soldiers in submitting applications for training when waivers of prerequisites or exceptions to policy are required. Consistent with policies outlined in chapter 6, AR 351-1, soldiers with SIMOS should be encouraged to apply for resident NCOES courses where available. Applications should be submitted through the soldier's commander to HQDA(DAPC-EPT-F), Alexandria, VA 22331 (Proc 3-10, DA Pam 600-8).

9-9. Training management. Responsibility for the management of the various types of training to support the SIMOS Program will be accomplished as follows:

a. Resident refresher training. Responsibility for the conduct of resident refresher training is assigned to the TRADOC installation having MOS training proponency for the SIMOS involved.

b. Secondary MOS qualification training.

(1) Responsibility for the conduct of SMOS qualification training is shared by TRADOC and MILPERCEN (career divisions).

(2) SMOS qualifications will be achieved principally through Army correspondence courses. After identifying the SMOS in which the soldier is to be trained, MILPERCEN (appropriate career branch) will complete and forward a DA Form 145 (Army Correspondence Course Enrollment Application) to the US Army Training Support Center, Fort Eustis, VA. MILPERCEN will identify the soldier as being in the SIMOS Program. This will alert the US Army Training Support Center to forward to the soldier the entire correspondence course in one package upon enrollment of the soldier in the proper course. This procedure allows for a reduction in the time required to complete courses at oversea locations by allowing soldiers at skill level 2 and above to concentrate on those course portions most critical to their pending SMOS assignment yet recognizing their current grade and experience level. Simultaneous with registering soldiers for SMOS correspondence courses, MILPERCEN career division will notify the soldiers concerned of their course enrollment and of the necessity for them to gain maximum benefit from the course in preparation for their pending assignment.

(3) Certain SMOS have no Army correspondence course program (ACCP) or training extension course to assist in qualification. In other cases, the MOS most critical tasks are not sufficiently taught through the ACCP. In both instances, on-the-job training (OJT) will be emphasized as the primary vehicle to gain qualifica-

tion until nonresident training is initiated or upgraded.

(4) As soon as practical after a suitable period of on-the-job training, soldiers in the SIMOS Program should complete the SMOS SQT to gain qualification.

(5) Only under unusual circumstances (to be determined by MILPERCEN) will resident training be used for SMOS qualification because of limitation of training funds.

9-10. Classification. SIMOS Program members will be closely monitored and controlled by MILPERCEN. All requested reclassification actions will be approved by MILPERCEN. Reenlistments which result in reclassification out of space imbalanced MOS will be discouraged. Soldiers whose PMOS categorizes them as members of the SIMOS Program will not be trained or awarded as a space imbalanced secondary MOS (SMOS) unless approved by MILPERCEN. Exceptions will be made for certain MOS requiring intensive training, such as missile maintenance, where cost effectiveness and similarity of skill requirements indicate award of a space imbalanced SMOS is appropriate. Soldiers serving on an enlistment for which he or she has been paid an enlistment bonus (EB) or selective reenlistment bonus (SRB) must perform duties in their PMOS, CPMOS, or comparable MOS as provided for in AR 600-200 and DA Circular 611-series (Announcement of Proficiency Pay/SRB/EB/CPMOS/Comparable MOS for Bonus Recipients). SIMOS soldiers serving a foreign service tour extension, as discussed in subparagraph 9-7f(2), must serve in a PMOS or CPMOS only. When reclassification is mandatory as a result of loss of security clearance for soldiers involved in surety activities, appropriate action regarding their disqualification under the Personnel Reliability Program will be taken in accordance with AR 50-5 and AR 50-6. For those soldiers who lose security clearance and require reclassification, but were not involved in surety activities, the provisions of AR 600-200 and AR 604-5 apply.

9-11. Assignment and utilization. a. Soldiers possessing space imbalanced MOS will be as-

signed and utilized in oversea commands in their PMOS or CPMOS only. In CONUS, the priority for assignment is to positions in the soldier's space imbalanced MOS or CPMOS before being assigned to positions in their SMOS. Soldiers in this program will be utilized in their PMOS, CPMOS, or SMOS only. This is an exception to the utilization procedures and priorities contained in paragraph 3-4, AR 600-200. Commanders and managers at all levels must concern themselves with the proper utilization of soldiers in the SIMOS Program if stated objectives are to be met.

b. Unless a soldier is disqualified from holding the space imbalanced MOS or the current SMOS, an obligated period of service, incurred as a result of completion of a training course, must be spent performing duties in the MOS for which trained. However, SIMOS soldiers serving in positions requiring utilization in their SMOS may be moved to fill a recently created vacancy in their PMOS at the same CONUS installation when no other qualified soldiers are available.

9-12. Skill qualification testing. Soldiers in this program will be tested in accordance with chapter 5, AR 600-200.

9-13. Promotions. Soldiers in this program will be considered for promotion in accordance with chapter 7, AR 600-200. However, the promotion selection process for soldiers holding SIMOS will be conducted so that there is no reduction of promotion allocation due to overmanning.

9-14. Records and reports. Records and reports associated with the SIMOS Program will be as prescribed in applicable regulations, unless specifically stated otherwise in this chapter. Major Army commands, having oversea authorizations for space imbalanced MOS, will render the report specified in paragraph 9-15.

9-15. SIMOS Monthly Oversea Extension Report (RCS). a. Commanders authorized in AR 614-30 to approve voluntary requests for extension of oversea tours will submit monthly reports to HQDA (DAPC-PLP), Alexandria, VA

22331 of voluntary overseas tour extensions by soldiers in the SIMOS Program. These reports will be used to monitor the rates of soldiers in the program. The data required by this report is in addition to the overseas tour extension notification required by AR 614-30. The information provided will be used to support required legislative processes and to facilitate management of SIMOS Program incentives.

b. Reports will be submitted so as to arrive in MILPERCEN not later than the 20th of the month following the end of the month for which the report is being made. Reports may either be submitted in the format shown in figure 9-1 or by electrical message to CDR MILPERCEN ALEX VA//DAPC-PLP). Reports will reflect the number of applications for extensions of overseas tours in each of the following four categories:

- (1) Category I—Short Tour (With Dependents).
- (2) Category II—Short Tour (All Others).
- (3) Category III—Long Tour (With Dependents).

(4) Category IV—Long Tour (All Others).

c. Reports will provide summary data of extension requests approved and disapproved as of the end of the report month. Data will be arranged by MOS and skill level for all enlisted soldiers holding MOS specified in this chapter as SIMOS and will indicate which overseas tour extension incentive (para 9-7f) was selected. Report all disapprovals during the period regardless of disapproving authority or reasons for disapprovals.

d. Commanders required to submit this report will show summary data, as it is known to them as of the end of the reporting month, regardless of who the final approval/disapproval authority for the overseas tour extension was or when the application was submitted. Only voluntary extensions will be reported. Curtailments or subsequent cancellations of overseas tour extensions will not be reported. If a voluntary application is withdrawn by the soldier prior to final action, it will not be counted in this report.

Table 9-1. Space Imbalanced MOS

Based on an oversea authorization of 55 percent or more, the following is the current list of Space Imbalanced MOS being managed within the SIMOS Program. Centralized personnel management will be accomplished by the MILPERCEN career branch responsible for control of the designated PMOS (see table 1-1).

| <i>MOS</i> | <i>Career Branches</i> | <i>MOS</i> | <i>Career Branches</i> |
|------------|------------------------|------------|------------------------|
| 05D | DAPC-EPL-M | 25L | DAPC-EPL-C |
| 05H | DAPC-EPL-M | 26R | DAPC-EPL-C |
| 05K | DAPC-EPL-M | 26V | DAPC-EPL-C |
| 12E | DAPC-EPL-E | 31J | DAPC-EPL-C |
| 15D | DAPC-EPL-A | 31T | DAPC-EPL-C |
| 15E | DAPC-EPK-A | 32D | DAPC-EPL-C |
| 15J | DAPC-EPK-A | 32G | DAPC-EPL-C |
| 16B | DAPC-EPK-A | 34C | DAPC-EPM-P |
| 16C | DAPC-EPK-A | 34E | DAPC-EPM-P |
| 16D | DAPC-EPK-A | 34F | DAPC-EPM-P |
| 16E | DAPC-EPK-A | 34H | DAPC-EPM-P |
| 21G | DAPC-EPL-C | 35F | DAPC-EPM-L |
| 21L | DAPC-EPL-C | 35H | DAPC-EPL-C |
| 22L | DAPC-EPL-C | 46N | DAPC-EPL-C |
| 22N | DAPC-EPL-C | 55G | DAPC-EPM-L |
| 23U | DAPC-EPL-C | 55Z | DAPC-EPM-L |
| 24G | DAPC-EPL-C | 72G | DAPC-EPL-C |
| 24U | DAPC-EPL-C | 98G | DAPC-EPL-M |

APPENDIX A

ENLISTED REQUISITIONING ACTIVITIES/AGENCIES

Listed below are activity identifiers for use in columns 69 and 70 of the requisition card. If an activity is not listed and a code is needed, contact HQDA(DAPC-EPS) Alexandria, VA 22331.

a. HQDA.

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 1A | Office of the Secretary of the Army |
| 1B | Office, Chief of Staff, US Army (CSA) |
| 1C | Office, Director of the Army Staff |
| 1E | Office of the Deputy Chief of Staff for Operations and Plans (DCSOPS) |
| 1F | Office of the Assistant Chief of Staff for Intelligence (ACSI) |
| 1G | Office of the Deputy Chief of Staff for Personnel (DCSPER) |
| 1H | Office of the Deputy Chief of Staff for Logistics (DCSLOG) |
| 1K | Office of the Adjutant General (TAGO) |
| 1M | Office of the Deputy Chief of Staff for Research, Development, and Acquisition |
| 1N | US Army Drug and Alcohol Technical Activity. |

b. DA field operation agencies.

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 2C | US Army Military Personnel Center (MILPERCEN) |
| 2F | US Army Management Systems Support Agency |
| 2G | US Army Command and Control Support Detachment |
| 2H | Field operating agencies of Chief of Public Affairs |
| 2J | Field operating agencies of ACSI (less subordinate agencies that are Special Management Commands). |
| 2K | Field operating agencies of DCSLOG (less subordinate commands that are Special Management Commands). |
| 2L | Field operating agencies of RDA |
| 2M | Director of Military Support |
| 2P | US Army War College |
| 2Q | US Military Academy Preparatory School |
| 2U | US Army Concepts Analysis Agency |
| 2X | For use by DA field operating agencies not listed elsewhere |
| 2Z | US Army Computer Systems Support Evaluation Command |
| 23 | Field activities of TJAG |
| 24 | Field activities of OTIG |
| 25 | Field activities of TAGCEN |
| 26 | Field activities of DCSPER |
| 27 | Field activities of DCSOPS |

c. Joint activities.

| <i>Code</i> | <i>Activity</i> |
|-------------|---|
| ★3A | US Army Elm Rapid Deployment Joint Task Force |
| 3B | US Army Elm CENTAG (including subordinate activities) |

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 3C | US Army Elm EUCOM (including subordinate activities, MAAG, etc., less those below and less subordinate activities that are Special Management Commands). |
| 3D | Armish/MAAG Iran |
| 3G | US Army Elm SOUTHCOM (including South and Central American MAAG-MIL GP) |
| 3H | US Army Elm PACOM (including subordinate elements, less MAAG indicated below and less subordinate elements that are Special Management Commands). |
| 3I | US Army Element, Intelligence Center, Pacific |
| 3L | US Army Elm JUSMAG Korea |
| 3P | US Army Elm REDCOM (including subordinate elements) |
| 3Q | US Army Elm NORAD-CONAD |
| 3R | US Army Elm LANTCOM |
| 3T | US Army Support Command Thailand |
| 3U | US Army Elm Army and Air Force Exchange System (including worldwide elements) |
| 3V | US Army Elm UN Command Korea |
| 3W | US Army Elm Navy activities |
| 3X | For use by joint activities not listed elsewhere |
| 3Z | US Army Elm Taiwan Defense Command |
| 31 | US Army Elm Mil Equip Del Team C |
| 32 | US Army Elm US Forces Japan |
| 33 | US Army Elm Armed Forces Staff College |
| 34 | US Army Elm EUCOM Electronic Intelligence Center |
| 36 | (Rescinded) |
| 37 | US Army Defense Systems Management School |
| 38 | US Army Administration Support Activity |
| ★39 | US Army Elm National Defense University |

d. Defense agencies.

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 4A | US Army Elm Office of the Secretary of Defense |
| 4B | US Army Elm Office of the Joint Chiefs of Staff |
| 4H | Defense Communications Agency (including all worldwide elements) |
| 4J | Defense Nuclear Agency (including all elements) |
| 4K | Defense Investigative Service (including all elements) |
| 4L | Defense Logistics Agency (including all elements) |
| 4M | Defense Intelligence Agency (including all elements) |
| 4N | Defense Mapping Agency (including all elements) |
| 4X | For use by defense agencies not listed elsewhere |

e. Special Management Commands.

| <i>Code</i> | <i>Activity</i> |
|-------------|---|
| SA | US Army Communications Command (for Special Management Commands in Saudi Arabia and Turkey) |
| SB | US Army Elm SHAPE (including subordinate activities, less CENTAG) |

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| SC | US Army Elm EUCOM (for subordinate elements that are Special Management Commands) |
| SD | US Army Intelligence and Security Command (for Special Management Command in Turkey) |
| SE | USMTM, Saudia Arabia |
| SF | Saudi Arabia |
| SG | Greece (less 18th FA Det) |
| SH | US Army Elm PACOM (for subordinate elements that are Special Management Commands) |
| SI | NATO USDELMC |
| SJ | Field operating agencies of ACSI (for Special Management Command in Turkey) |
| SK | Field operating agencies of DCSLOG (for Special Management Commands in Saudi Arabia) |
| SN | US Army Elm MAAG China |
| SP | WESTCOM, Hawaii (for subordinate activities that are Special Management Commands) |
| SR | US Army Elm JUSMAG Thailand |
| SS | Greece (18th FA Det only) |
| ST | Turkey |
| S6 | US Army Elm Iberian Atlantic Command |

f. Functional Commands

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 5A | US Army Communications Command (less subordinate activities that are Special Management Commands) |
| 5C | US Army Intelligence and Security Command (less subordinate activities that are Special Management Commands) |
| 5D | US Army Criminal Investigation Command |
| 5E | US Military Enlistment Processing Command |
| 5F | US Army Development and Readiness Command |
| 5G | US Army Recruiting Command |
| 5H | Military Traffic Management Command (MTMC) |
| 5J | US Military Academy |
| 5K | US Army Computer Systems Command |
| 5L | Ballistic Missile Defense System Command/Safeguard |
| 5M | US Army Military District of Washington |
| 5N | US Army Health Services Command |
| 5P | Office of The Surgeon General |
| 5Q | Office of The Chief of Engineers |

g. Oversea command

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 6A | 172d Inf Bde, Alaska |
| 6B | Berlin |
| 6C | Special Activities USAREUR (Federal Republic of Germany) |
| 6D | Iran |
| 6E | 21st Repl Bn (Federal Republic of Germany) |

| | <i>Activity</i> |
|-----------|---|
| 6H | 25th Inf Div, Hawaii |
| 6I | Italy |
| 6J | USARJ, Honshu |
| 6K | Korea (EUSA) |
| 6L | Korea |
| 6M | Korea (2d Inf Div) |
| 6N | Special Activities USAREUR (less Fed Republic of Germany) |
| 6P | WESTCOM, Hawaii (less 25th Inf Div, Hawaii and less subordinate activities that are special management commands). |
| 6R | USARJ, Ryukyu |
| ★6S | 193d Inf Bde, Panama |

h. CONUS commands/installations

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 7A | Fort Devens |
| ★7B | US Army Readiness and Mobilization Region I (Fort Devens) |
| 7C | Fort Hamilton |
| 7D | Fort Dix |
| ★7E | US Army Readiness and Mobilization Region II (Fort Dix) |
| 7F | Fort Monmouth |
| 7G | IGMR (Indiantown Gap Military Reservation) |
| 7H | Aberdeen Proving Ground |
| 7J | Fort Meade |
| ★7K | US Army Readiness and Mobilization Region III (Fort Meade) |
| 7M | Fort Belvoir |
| 7N | Fort Lee |
| 7P | Fort Eustis |
| 7Q | HQ, First US Army |
| 7R | Fort Monroe |
| 7S | Fort Knox |
| ★7T | US Army Readiness and Mobilization Region VI (Fort Knox) |
| 7U | US Army ROTC Readiness Region II (Fort Knox) |
| 7V | Fort Campbell |
| 7W | Fort Bragg |
| 7X | US Army ROTC Region I (Fort Bragg) |
| 7Y | Fort Jackson |
| 7Z | Fort Gordon |
| 71 | Fort McPherson |
| ★72 | US Army Readiness and Mobilization Region IV (Atlanta Army Depot) |
| ★73 | US Army Training Support Center/US Army Training Board (Fort Eustis) |
| 74 | Fort Benning |
| 75 | Fort Stewart |
| 76 | Fort McClellan |
| 77 | Redstone Arsenal |
| 78 | Fort Rucker |
| 79 | Homestead AFB |
| 8A | Fort McCoy |
| 8C | Fort Sheridan |

| <i>Code</i> | <i>Activity</i> |
|-------------|--|
| 8D | US Army Readiness and Mobilization Region V (Fort Sheridan) |
| 8E | Carlisle Barracks |
| 8F | Fort Benjamin Harrison |
| 8H | US Army ROTC Region III (Fort Riley) |
| 8J | Fort Riley |
| 8L | Fort Leavenworth |
| 8M | Fort Leonard Wood |
| 8P | Fort Sill |
| 8S | Fort Hood |
| 8T | Fort Sam Houston |
| 8U | US Army Readiness and Mobilization Region VII (Fort Sam Houston) |
| 8V | Fort Bliss |
| 8W | Defense Language Institute |
| 8Y | Defense Language Institute, Lackland AFB, Texas |
| 8X | Fort Polk |
| ★8I | Goodfellow Det, US Army Intelligence School (Goodfellow Air Force Base, TX) |
| 85 | HQ, Fifth US Army |
| 9A | Fort Lewis |
| 9B | US Army ROTC Region IV (Fort Lewis) |
| 9C | US Army Combat Developments Experimentation Command (Fort Ord) |
| 9D | Presidio of San Francisco |
| 9E | US Army Readiness and Mobilization Region IX (Presidio of San Francisco) |
| 9G | Fort Ord |
| 9J | Fort MacArthur |
| 9L | Fort Huachuca |
| 9N | Fort Carson |
| 9P | US Army Readiness and Mobilization Region VIII (Fitzsimmons Army Medical Center) |
| 9Q | Fort Drum, New York |
| 96 | HQ, Sixth US Army |
| 9S | Fort Irwin |

APPENDIX B

FORMAT AND PREPARATION OF REQUISITIONS

B-1. Format. Use the format below to prepare requisitions on general purpose cards (NSN 7530-00-270-6175). Activities that do not have access to equipment to prepare the cards may submit requisitions on DA Form 477.

| <i>Card column</i> | <i>Listing print position</i> | <i>Data element name</i> | <i>Column heading coded as:</i> |
|--------------------|-------------------------------|---|---------------------------------|
| 1-10 | 1-10 | Autodin transmission data | A |
| 11-15 | 15-19 | MOS Code | B |
| 16-17 | 21-22 | ASI Code | C |
| 18-19 | 24-25 | Language Code | D |
| 20 | 27 | Pay Grade Code | E |
| 21 | 29 | Sex Code | F |
| 22 | 31 | Security Investigation Status | G |
| 23 | 33 | Special Qualifications Code | H |
| 24-25 | 35-36 | CONUS Requisition Area or Oversea Country Code | I |
| 26-30 | 39-43 | Unit Identification Code (UIC) | J |
| 31-50 | 46-65 | Unit number and name | K |
| 51-60 | 68-77 | Station name or APO | L |
| 61-62 | 79-80 | State | M |
| 63 | 82 | In-country designation | N |
| 64 | 84 | Dependent Travel Status | O |
| 65-68 | 87-90 | Requirement year and month | P |
| 69-75 | 93-99 | EPMD control and line number | Q |
| 76-77 | 102-103 | Command Code | R |
| 78 | 105 | Restricted Action Code | S |
| 79-80 | 108-109 | CAP III controls | T |

B-2. Preparing requisitions.

| <i>Columns</i> | <i>Name of data element</i> | <i>Explanation of data element and references</i> |
|----------------|------------------------------------|--|
| 1-4 | Record size | Punch 0080 in these columns. |
| 5-6 | Activity to which sent | Blank in column 5 and a 0 in column 6. |
| 7-8 | Activity from which sent | Use one of the codes in paragraph 2-10a. 2-1a or b, AR 680-29. |
| 9 | Record Identification Group (RIG) | Punch Code "B" on all requisitions. |
| 10 | Record Identification Number (RIN) | Punch Code "9" on all requisitions. |

| <i>Columns</i> | <i>Name of data element</i> | <i>Explanation of data element and references</i> |
|----------------|------------------------------------|--|
| 11-15 | MOS Code | Code with one of the current MOS in AR 611-201. Include the SQI in column 15, if applicable. If SQI does not apply, use an alpha 0 in column 15. |
| 16-17 | ASI Code | If applicable, use one of the ASI codes in AR 611-201, if it does not apply, leave blank. |
| 18-19 | Language Code | Use only for linguist positions. See paragraph 2-17, this regulation, for other instructions and paragraph 1-40, AR 680-29, for the language codes. |
| 20 | Pay Grade Code | Code with numerical pay grade authorized for the position. |
| 21 | Sex Code | As follows: M= Male, F=Female, Z=interchangeable positions. |
| ★22 | Security Investigation Status Code | This column should be keyed with the minimum security investigation code needed to prepare the replacement for award of the security clearance required by the position. Example: An individual with a BI initiated (Code M) has the potential for award of a Top Secret clearance. Codes K and P denote potential for award of a Secret clearance. Use appropriate code as shown in paragraph 1-67, AR 680-29. |
| 23 | Special Qualification Code | Provides for adding instructions or qualifications to the requisition that may affect the selection of a replacement. If special instructions or qualifications are required, select one of the codes below; if not appropriate, leave blank. ★A—Security assistance units or international joint HQ requirements. Must be qualified in accordance with table 8-2 (Administrative and others column). ★B—Security assistance units or international joint HQ requirements. Must be qualified in accordance with table 8-2 (instructor/advisor column). C—US Army Recruiting Command requirements. Must be qualified in accordance with AR 601-1 (nonrecruiter position). |

Columns

Name of data element

Explanation of data element and references

D—Nuclear/Chemical position. Must be screened for selection and retention criteria in accordance with AR 50-5 or AR 50-6.

E—Assignment to Reserve Component/ROTC instructor duty.

F—(Rescinded)

★G—Instruction position. Must meet the selection criteria in paragraph 8-26.

H—For duty with a certain organization or agency.

Must meet the qualifications for the organization of assignment (table 8-4)

I—For assignment to inspector general duty position.

Must meet the qualifications prescribed in section X, chapter 8.

J—Soldier will require investigation indicated in assignment instructions promptly on arrival. Access to NATO classified material will be based solely on BI/NAC/ENTNAC completed within 5 years prior to report date. Request immediate action be taken to obtain required BI. Bring up in accordance with AR 604-5.

N—To identify requisitions suitable for fill by SIMOS soldiers in SMOS.

P—To identify assignment to a Presidential Support unit.

R—Soldier must be airborne qualified and possess the SQI code shown in the requisition.

S—Defines a special management command. To be used only when directed by MILPERCEN (DAPC-EPS).

U—Use to identify hazardous duty positions that are not identified by an SQI in the fifth digit of the MOS. Use for duties such as demolition or diver (less scuba). Use only in requisitions for positions for which the commander had authority to award hazardous duty pay.

W—Use to identify "D" packet positions within an Airborne unit.

Columns

Name of data element

Explanation of data element and references

X—Drill Sergeant position.

Must meet the selection criteria in paragraph 8-19.

Y—Identifies requisitions used in CAP III System Testing. For MILPERCEN use only.

Z—(Rescinded)

| <i>Columns</i> | <i>Name of data element</i> | <i>Explanation of data element and references</i> |
|--|--|--|
| | | requisition. See appendix C for further instructions on the use and preparation of Special Instruction Trailer Cards. |
| 24-25 | CONUS Requisition Area or Oversea Country Code | Shows the approximate location of the duty station. Code this column with the CONUS Area Preference Code (CONAP) which is closest to the unit of assignment of station where the duty will be performed. See paragraph 1-18, AR 680-29, for list of CONAP codes. Punch this column on all CONUS requisitions. The Oversea Country Code identifies the overseas country where the unit of assignment is located. See paragraph B-4 for authorized codes. If oversea area is not shown, leave this column blank. |
| 26-28 | Parent Unit Designator (PUD) | Use the 2d, 3d, and 4th positions of the Unit Identification Code (UIC). |
| 29-30 | Descriptive Designator (DD) | Use the 5th and 6th positions of the UIC that identifies the subelement of the parent unit. |
| <p><i>Note. The data for columns 26-30 are found in the document authorizing the activation of the unit. Do not use alpha codes O or I in these columns.</i></p> | | |
| 31-34 | Unit number | Numbered units: punch the number. Example: 1st Avn Co, punch 0001. TDA units: punch first 4 positions of the UIC. Example: CO B 7 IN BN. Abbreviate as necessary. |
| 35-50 | Unit designation | Name of the unit. Example: CO B 7 IN BN. Abbreviate as necessary. |
| 51-60 | Station name | Name of post, camp, fort, station, or city where the unit is located. CONUS UNITS ONLY. Example: FT SAM HOU. Abbreviate as necessary. |
| 56-60 | APO number | Oversea activities: punch the five position number of the APO that services the unit. |
| 61-62 | State or Gateway Code | Use two-position abbreviation of the State where the unit is located or the gateway codes of the APO number. Example: NY, SF, or SE. See AR 340-15 for State abbreviations. |
| 63 | In-country Designation Code | Leave blank. CAP III generates the codes for this column. These codes indicate the aerial port of debarkation in the oversea command. They are used in conjunction with the PORT-CAP system that generates port calls for |

| Column | Name of data element | Explanation of data element and references |
|--------|----------------------------------|--|
| | | AIT personnel. See paragraph 1-38, AR 680-29, for code interpretation. |
| 64 | Dependent Travel Status Code | Shows the type of travel authorized to move dependents. Also shows the length of the oversea tour. See paragraph 2-7, AR 680-29, for the codes to be used. DO NOT use codes L or S if any other code applies. |
| 65-68 | Requirement Year and Month Code | Identifies the year and month in which the replacement is desired. Punch a four-digit number composed of the last two digits of the calendar year then the numerical representation of the month (e.g., JAN 78 in 7801). |
| 69-70 | Requisition Activity Code | Identifies the activity submitting the requisition. See appendix A for code listing. |
| 71 | Cyclic Indicator | This is a variable code that charges with the requirement month. See paragraph 2-18a for explanation. |
| 72-75 | Line Number | Number each item in a requisition consecutively. See paragraph 2-18 and table 2-1 for additional instructions. |
| 76-77 | Command Code | Identifies the major command of the requisitioning unit. See paragraph 2-4, AR 680-29. |
| 78 | Restricted Action Code | Indicates that a special action or requisition applies to the requisition. CODE A—Indicates that the requisition is reserved for fill with enlistment committed personnel, and will be entered by MILPERCEN. |
| ★79 | CAP III Controls | For MILPERCEN use only. Must be blank on all field submissions. |
| ★80 | Special Instruction Trailer Code | The code "S" will be entered whenever a requisition is accompanied by Special Instruction Trailer Cards. |

B-3. Interpretation of cards.

a. All requisition cards forwarded to CG, MILPERCEN will be as follows:

- (1) A straight 80-column keypunch interpretation across the top line of the card or,
- (2) A 60-20 machine interpretation

with the first 60 columns on the top line and the last 20 columns on the second line.

b. Listing will accompany requisition cards. Listings will be in the same line item sequence as the deck of requisition cards. Three copies will be forwarded to CG, MILPERCEN.

B-4. Country codes to be punched in column 24-25 of the requisition.

| | Code |
|--------------------------|------|
| Germany ----- | 01 |
| France ----- | 02 |
| Alaska ----- | 08 |
| Korea ----- | 04 |
| Ryukyu Islands ----- | 05 |
| Japan ----- | 06 |
| Hawaii ----- | 07 |
| Puerto Rico ----- | 08 |
| Canal Zone ----- | 09 |
| Italy ----- | 10 |
| Vietnam ----- | 11 |
| Turkey ----- | 12 |
| Greece ----- | 13 |
| Taiwan ----- | 14 |
| Philippine Islands ----- | 15 |
| Thailand ----- | 16 |
| Iran ----- | 17 |
| Belgium ----- | 20 |
| England ----- | 22 |
| Netherlands ----- | 24 |
| Saudi Arabia ----- | 25 |
| ★Azores ----- | 26 |
| ★Spain ----- | 27 |
| ★Egypt ----- | 28 |

APPENDIX C

SPECIAL INSTRUCTION TRAILER CARDS (SITC)

C-1. Purpose. a. SITC provide—

(1) Special instructions (SI) that will be used in selecting replacements, or

(2) Additional instructions to the soldier, the losing commander, or both.

b. The SITC is a part of the requisition and will be keyed to a specific requisition by EPMD control and line number.

C-2. Responsibilities. The requisition activity of EPMD assignment manager will prepare SITC, when required.

★C-3. Preparation. Requisitions with an "S" code in card column 80 must be accompanied by SI. SI may be added to any requisition, even though the requisition is not coded "S." SI cannot exceed nine cards and can be coded to apply up to 99 sequential requisition line items. There are no restrictions in the wording of an SI. SI that cannot be entered on nine cards will be forwarded by letter or message. If possible, SITC will be prepared using General Purpose Cards (NSN 7530-00-270-6178). Activities that do not have access to equipment to prepare the cards may submit SITC on DA Form 477A. DA Form 477A will be forwarded to MILPERCEN in three copies.

a. An SI will be used—

(1) To specify additional qualifications that cannot be coded on the requisition. Example: Minimum physical profile of 121111. See Appendix B, card column 23 for special qualification codes that can be included on the requisition.

(2) By the losing commander when special screening of the soldier is required before completing the assignment (e.g., no record of mental or psychiatric disorders.) SI in this category are those which cannot be evaluated by EPMD assignment managers.

(3) To indicate that special training on TDY en route is required (e.g., 2 days TDY en route to Ft Meade, MD for in processing).

★(4) To provide instructions to the losing commander, or additional information that must be included in the assignment orders (e.g., duty station is Fremont, CA).

(5) By EPMD assignment managers to authorize exceptions to policy (e.g., 2d PCS authorized), to assign soldiers to special training (e.g., TDY en route at Ft Benjamin Harrison to attend PSNCO course starting 1 Apr 78), or to provide additional assignment instructions (e.g., for duty in SMOS).

(6) To indicate that security investigation must be completed before the soldier departs home station.

b. Do not use SI to—

- (1) Request a soldier by name.
- (2) Specify that a certain ethnic group be selected.
- (3) Justify the submission of a late requisition.
- (4) Restate data coded in the requisition (e.g., a requisition for MOS OOE50 should not have an SI stating, "This is a Career Counselor position.").

(5) Send instructions to the soldier, the losing commander, or both, that can be forwarded after the replacement has been selected. An example would be a special type of clothing required or whom to contact on arrival at the new station. This type of information should be in a sponsor letter or information packet forwarded by the gaining unit.

(6) List prerequisites or assignment criteria that are detailed elsewhere (e.g., selection criteria in table 8-4 for assignment to the 3d Infantry apply). In this instance, column 23 of the requisition should be coded with an "H.")

C-4. SITC format.

| <i>Columns used</i> | <i>Name of data element</i> | <i>Explanation of data element & references</i> |
|---------------------|---|---|
| 1-10 | AUTODIN transmission data | Prepared the same as on the requisition. See appendix B. |
| 11-12 | Control columns | Leave blank. |
| 13-18 | Special Instruction Codes | This field will be coded when any of the SI codes in paragraph C-5 are used. If SI codes do not apply, leave blank. Some of the coded SI require the addition of fill-in data. Place the fill-in data in columns 19-66 and separate it from other data by a slash (/). Codes and narrative data must be on the same SITC. |
| 19-64 | Narrative special instructions | These columns will be used to code SI narratives. SI narratives that exceed the columns allowed on one card may be controlled on additional cards. No more than nine cards may be used in one SI trailer sequence. See Columns 67 and 68 for numbering of additional cards. |
| 65 | Special instruction group identifier code | Activities outside of MILPERCEN will enter "W." MILPERCEN Managers will use their assigned EPMDID group code. |

| <i>Columns used</i> | <i>Name of data element</i> | <i>Explanation of data element & references</i> |
|---------------------|---------------------------------------|--|
| 66 | Last card indicator | An asterisk (*) will be used to identify the last card of an SI trailer sequence. If five cards are used for an SI narrative, card number 5 would be coded. If the SI trailer contains only one card, that card is coded as the last card. |
| 67 | Card sequence number | Use codes 1 through 9. If the SI trailer contains nine cards, code them in sequence from 1 to 9. If the trailer has only one card, code it 1. |
| 68 | Card count | This column is coded on the last card only. If an SI contains eight cards, code this column 8 on the last card of the sequence. If the SI has only one card, code this column 1. Columns 67 and 68 are always coded the same on the last card. |
| 69-71 | EPMD control | These columns, plus the data in columns 72 through 79, identify the requisition line item(s) to which the SI belong. Code these columns 69-71 on the requisition. |
| 72-75 76-79 | Line number start Line number stop | Items 72 through 79 identify the requisition line item(s) to which the SI belong. One SI trailer sequence can apply to 99 or less requisition line items. The line number of the requisition is found in columns 72-75 in the requisition format. When no SI is applied to more than one requisition line item, code columns 72-75 with the starting line number and columns 76-79 with the last inclusive line number. All the cards in one SI trailer sequence (maximum of nine) are the same for columns 72-79. |
| 80 | Special instruction identifier. | Code this column with a "Z." The "Z" identifies the cards as special instruction trailers. |

C-5. Special instruction codes. The special instructions below are consolidations of the SI most frequently used with the variable data left blanks. Each of these standardized SI has been assigned a code which can be keyed on a single SITC. The following standardized SI narratives have been grouped into various categories for easy reference. SI that apply to more than one category are listed under the group that is used more often. All SI codes may be used interchangeably without regard to the category.

a. Assignment selection criteria. These are SI that provide additional data to be used in selecting a qualified replacement. This type of SI is normally provided by the commander submitting the requisition.

- | <i>SI code</i> | <i>Instructions</i> |
|--|---|
| AA | The soldier must be qualified in accordance with the prerequisites shown in _____. The losing commander will screen the soldiers as prescribed. Nonqualified personnel will be reported to CG, MILPERCEN (chap. 2). |
| AB | The soldier must possess a valid _____ drivers license. |
| AC | Special mental, physical, or dental considerations apply to this assignment. Contact the gaining commander for specific data. |
| AD | Soldier must be able to type _____ words per minute. |
| AE | Soldiers in pay grade(s) _____ are acceptable substitutes for the grade indicated on this requisition. |
| AF | Soldiers with a PMOS of _____ may be substituted for the MOS on this regulation. |
| AH | The following special assignment selection criteria in _____ is waived: _____ |
| AJ | The incumbent is _____ (Grade) _____, _____ (Name) _____, _____ (SSN) _____, (PMOS), and (AEA Code Termination Date). |
| <p><i>b. Orders data.</i> These SI contain data may affect the issuance of orders. This type of SI is normally prepared by the commander submitting the requisition, but may also be used by MILPERCEN managers.</p> | |
| CA | Codes _____ in appendix B, AR 310-10 apply to this assignment. They will be included in the additional instructions portion or the reassignment orders. |
| CB | The soldier is assigned to the organization indicated in the assignment instructions and will be attached to _____ for rations, quarters, and administration. The duty station will be _____ |
| CC | The soldier is assigned to the organization indicated in the assignment instructions with a duty station at _____ |
| CD | The soldier is assigned to the organization indicated in the assignment instructions. Orders will indicate that the soldier will be assigned for duty with _____ |
| CE | Prior to issuing PCS orders, the losing commander will contact _____ for additional instructions. |
| CF | Soldier will not depart home station until all medical and dental defects have been corrected. If these instructions conflict with the arrival date in the CAP III assignment instructions, the |

SI code

Instructions

losing commander will take deletion or deferment action (chap. 2).

CG -----The losing commander will include the following information in the PCS orders: _____

CJ -----The special fund citation for _____ is _____

CK -----This is a special training requirement. Soldier must meet the course requirements in DA Pam 351-4. Soldiers not qualified will be reported (chap. 2). Quota source 58B will be cited in the assignment orders. The fill-in data for the blank portions of the following narrative will be found in the CAP III assignment instruction information. TDY en route to _____ school, located at _____, to attend course _____, class number _____. Report date _____
Close date _____. Award ASI _____ on completion of the training.

Note. Movement of dependents and household goods to temporary duty station is not authorized unless directed in additional special instructions. Reassignment orders will include a statement authorizing or not authorizing the movement of dependents to the TDY station.

CL -----The soldier is directed to report to _____ prior to reporting to unit of assignment or duty station. _____ days TDY en route are authorized. Soldiers will take their records.

CM -----In conjunction with PCS, soldier will attend ANCOES (number) on TDY starting date of course is (date) located at _____
_____. Before issuing orders, commanders will advise soldiers that when extreme personal hardship will result due to attendance at ANCOES on TDY en route, the soldier may request attendance on a TDY and return basis from CONUS station. Application will be addressed to HQDA (DAPC-EP_ (appropriate career division)). Commander will inform CDR MILPERSEN ALEX VA// DAPC-EP_ (appropriate career division)// by electrical means that soldier is submitting request.

★CN --Soldier is a participant in the Handicapped Dependent Program. Special educational or medical facilities are required by the soldier's dependent.

SI code

Instructions

c. Special instructions for the losing commander or the soldier. This type of SI should not be used to transmit information that should be included in a sponsor packet, welcome letter, or that can be forwarded after the assignment instructions have been issued.

EA -----The soldier will contact the gaining commander for information on availability of quarters, movement of dependents, shipment of household goods, POV, special clothing requirements, passport and visa requirements, special travel or reporting instructions, and other data to this assignment.

EB -----The soldier must be qualified IAW _____, _____ or be screened IAW _____. The results of the screening will be forwarded to _____ for completion of the assignment.

EC -----Soldier must meet the physical fitness standards (AR 40-501) for assignment to an isolated area. Contact the gaining commander for additional instructions.

ED -----Specific special instructions will be forwarded to the losing commander by _____ within _____ days after receipt of the assignment instructions. The losing commander must receive these instructions before PCS orders. On receipt of the special instructions, the losing commander will promptly determine if the soldier is eligible for the assignment. If soldier is not qualified, contact MILPERCEN (appropriate career branch) by message.

EE -----The number of family members of the soldier assigned to this requirement must not exceed _____.

EF -----The losing commander will contact _____ for additional instructions before issuing assignment orders.

EG -----On receipt of these assignment instructions, the losing commander will forward a copy of the soldier's DA Forms 2 and 2-1 to _____.

EH -----The soldier assigned to this position must be eligible for a special intelligence clearance. The losing commander will complete the necessary forms and request Special Intelligence access on receipt of these instructions. The soldier will not depart home station until informed of final eligibility.

EI -----Information available at this HQ indicates the soldier is married to another Army member. If soldier's spouse desires con-

SI code

Instructions

sideration for concurrent reassignment to establish common household, application for same must be submitted IAW AR 614-200 or 614-101. Approval will be according to current assignment policies and the needs of the Service.

EK ----- Soldier will be screened IAW table _____ to determine if he/she meets the requirements for _____. Soldiers who do not meet the basic selection criteria will be deleted (chap. 2). If screening is favorable, the soldier will be processed for special background investigation.

15 December 1981

C1, AR 614-200

SI code

Instructions

sideration for concurrent reassignment to establish common household, application for same must be submitted IAW AR 614-200 or 614-101. Approval will be according to current assignment policies and the needs of the Service.

EK -----Soldier will be screened IAW table _____ to determine if he/she meets the requirements for _____. Soldiers who do not meet the basic selection criteria will be deleted (chap. 2). If screening is favorable, the soldier will be processed for special background investigation.

*SI code**Instructions*

- G1 -----This soldier has been given a projected homebase assignment as required by the HAAP. The two characters after this SI are the CONAP code for the homebase assignment.
- G2 -----This soldier has been given a projected advance assignment as required by the HAAP. The two characters after this SI are the CONAP code for the advance assignment.
- GJ -----Assignment instructions are a result of DA directed reclassification from PMOS _____ to PMOS _____. SM will proceed TDY to _____ FPUR attending crs _____ cl no. _____ report _____ cl _____. On completion of school and prior to departure soldiers will be given a copy of orders and new PMOS. Include reclassification control number. Gaining commander will ensure SIDPERS data base is properly updated to indicate new PMOS and ASI.
- GK -----Assignment instructions are a result of DA directed reclassification from PMOS _____ to PMOS _____. On completion of 90 days of on-the-job training but NLT _____, commander will publish orders awarding new PMOS. Include reclassification control number _____ in orders, and have new PMOS added to the SIDPERS data base.
- GL -----Assignment instructions are a result of DA directed reclassification from PMOS _____ to PMOS _____, effective date _____. Commander will publish orders awarded new PMOS. Include reclassification control number _____ in orders and have new PMOS added to the SIDPERS data base.

APPENDIX D

SURPLUS QUALIFICATION CARD CODES AND FORMAT

Surplus qualification cards will be prepared in the following format. (See sec VII, chap. 2.)

| <i>Data</i> | <i>Reference</i> | <i>Punch columns</i> |
|--|---------------------------|----------------------|
| Name (last name first) | SDE 4N-60, AR 18-12-4 | 1-10 |
| Primary MOS | ----- | ★11-15 |
| Blank | ----- | 16-18 |
| Military Personnel Class "E" | ----- | 19 |
| SSN | ----- | 20-28 |
| Assignment Classification "S" | ----- | 29 |
| Status "S" | ----- | 30 |
| Blank | ----- | 31-36 |
| Oversea Area of Preference | Paragraph 1-53, AR 680-29 | 37 |
| Blank | ----- | 38-59 |
| Source "M" | ----- | 60 |
| Type Transaction "S8" | ----- | 61-62 |
| Blank | ----- | 63-69 |
| RIG "B" | ----- | 70 |
| DPA "g" | ----- | 71 |
| CONUS Area of Preference | Paragraph 1-18, AR 680-29 | 72-73 |
| Blank | ----- | 74-77 |
| Reporting Codes for Surplus Personnel | Table 2-4, AR 614-200 | 78 |
| RIN "K" | ----- | 79 |
| DPA "g" | ----- | 80 |

★APPENDIX E
CENTRALIZED ASSIGNMENT PROCEDURE III (CAP III) CODES

E-1. Assignment classification codes.

| <i>CODE DESCRIPTION</i> | <i>DEFINITION</i> |
|--------------------------|---|
| A AOR to CONUS | Individual being reassigned to CONUS after completing overseas tour. |
| B CONUS to CONUS | Individual in CONUS being reassigned to CONUS. |
| C COMPASSIONATE | Reassignment under provisions of chapter 3. Includes joint domicile assignments. |
| D DRAWDOWN to CONUS | Individual reassigned to CONUS before completing overseas tour. |
| E REENLISTMENT | Individual reassigned under reenlistment options. |
| F INTRATHEATER | Individual reassigned within a major overseas command (e.g., USAREUR and WESTCOM). |
| G AOR INTERTHEATER | Individual involuntarily reassigned to another overseas theater upon completion of overseas tour. |
| H DRAWDOWN INTER-THEATER | Individual reassigned to another overseas area prior to completing overseas tour. Includes reassignments from long tour area to short tour area in same theater (e.g., Okinawa to Korea). |
| I IMMEDIATELY AVAILABLE | Individual reassigned under provisions of chapter 2. |
| J ASSIGNED TO SCHOOLS | Individuals reassigned (PCS) to schools longer than 20 weeks as students. |
| R POR | Individual in CONUS who is involuntarily reassigned overseas. |
| S SURPLUS | Individual reassigned under provisions of chapter 2. |
| T AIT | Individual reassigned after completing AIT, regardless of area of assignment. |
| V VOLUNTEER | Individual in CONUS or Overseas reassigned overseas because of DA approval of volunteer application (chap. 2, AR 614-30). |

CENTRALIZED ASSIGNMENT PROCEDURE III (CAP III) CODES
(Continued)**E-2. CAP III type transaction codes.**

| CODE | MEANING |
|------|---|
| | <i>Losing Command</i> |
| X | <i>Losing Command Assignment instruction (action)</i> |
| Y | <i>Losing command assignment instruction (information only)</i> |
| V | <i>Losing command assignment deletion</i> |
| W | <i>Losing command assignment deferment</i> |
| Z | <i>Losing command assignment special instructions</i> |
| | <i>Gaining Command</i> |
| P | <i>Gaining command cancelled requisition</i> |
| Q | <i>Gaining command assignment deletion</i> |
| R | <i>Gaining command assignment deferment</i> |
| S | <i>Gaining command assignment instructions (action)</i> |
| T | <i>Gaining command assignment instructions (information only)</i> |
| U | <i>Gaining command assignment special instructions</i> |

1 November 1982

C 2, AR 614-200

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Chief of Staff

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1 February 1980

AR 614-200

| CURRENT AND PROJECTED E9 REQUIREMENTS For use of this form, see AR 614-200; the proponent agency is MILPERCEN. | | DATE | PAGE ____ OF ____ PAGES | REQUIREMENT CONTROL SYMBOL MILPC-63 |
|---|-----------------------------|------------------|----------------------------|--|
| SECTION I - COMMAND SERGEANTS MAJOR AUTHORIZATIONS | | | | |
| POSITION IDENTIFICATION (a) | SPECIAL REQUIREMENTS (b) | INCUMBENT (c) | REMARKS (d) | |
| | | | | |

DA FORM 4802-R, 1 Sep 79

Fig. 5-1. DA Form 4802-R.

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| SECTION II - SERGEANTS MAJOR AUTHORIZATIONS | | | | |
| POSITION IDENTIFICATION (a) | SPECIAL REQUIREMENTS (b) | INCUMBENT (c) | REMARKS (d) | |
| | | | | |

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|---|-------------|---------------------------|-------------|--------------|----------------------------|--|
| SECTION III - SURPLUS E9/E8(P) | | | | | | |
| PMOS/RMOS (a) | NAME (b) | SOCIAL SECURITY NO (c) | RANK (d) | DEROS (e) | UNIT, UIC, LOCATION (f) | REMARKS (g) |
| | | | | | | |

DA FORM 4802-2-R, 1 Sep 79

Figure 5-3. DA Form 4802-2-R.

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