

Army Regulation 614–200

Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

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SUMMARY of CHANGE

AR 614-200

Enlisted Assignments and Utilization Management

This revision--

- o Adds the Drill Sergeant Assignment Preference Program (DSAPP) and the Detailed Recruiter Assignment Preference Program (DRAPP) (para 3-3).
- o Requires mandatory utilization of school-trained additional skill identifier (ASI) assets for the minimum service-remaining requirement (para 3-13).
- o Provides that the Commandant, U.S. Army Element School of Music will award and withdraw ASI "C1" (para 3-13).
- o Provides that commanders will select and train soldiers for valid battle staff positions within 12 months of arrival at local duty station (para 3-13).
- o Establishes a recertification process biennially for special duty assignment pay (SDAP) (para 3-20).
- o Adds assignment eligibility and availability (AEA) code I (soldiers who have approved applications for warrant officer, Officer Candidate School and who are awaiting class start date or Green to Gold Program) (table 3-1).
- o Changes the definition of AEA code "R" to read, "CONUS soldiers in the following military occupational specialty (MOS): 75B, 75F, 75H, 71L and 74B, who have been awarded the PDSI for Standard Installation/Division Personnel System (SIDPERS)-3 training. Termination date will not exceed 12 months" (table 3-1).
- o Notifies soldiers desiring to volunteer for special forces duty to contact the Special Operations Recruiter Detachment (SORD), Ft Bragg, NC (para 5-5).
- o Allows voluntary applications for a new Army Career Program to be submitted after completion of 24 months in career management field (CMF) 18 duty assignments (para 5-5).
- o Adds permissive parachuting policy (para 5-6).
- o Rescinds assignment instructions (AIs) issued prior to enrollment in the Married Army Couples Program (MACP) remains firm (para 5-17).
- o Adds information on the Army Bands Career Program (para 6-6).

- o Provides for the following changes as they affect the Sergeant Major of the Army, command sergeants major, and sergeants major (chap 7):
 - a. Frocking: Soldiers must either be currently enrolled in the nonresident sergeant major (SGM) course or be graduates of the SGM course.
 - b. Command Sergeants Major Board will select personnel to fill existing and projected vacancies for a selected period consistent with Army needs.
 - c. Changes command sergeant major (CSM) nominative position policy.
 - d. Voluntary withdrawal from CSM Program--must have completed 24 months as a CSM at current continental United States (CONUS) station.
- o Changes primary MOS (PMOS) requirements for observer/controller positions at combat training centers (para 8-8).
- o Adds selection criteria for motor transport operation (88M) at U.S. Army Field Band (para 8-10).
- o Adds changes affecting drill sergeants (chap 8) including--
 - a. Changes in selection criteria, including PERSCOM background screening.
 - b. Defining who has removal authority.

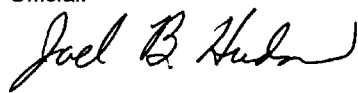
Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a revision of this publication.

Summary. This regulation is a consolidation of regulations that cover the policy for selection of enlisted soldiers for assignment, utilization, reclassification, details, transfers, and training, as implemented by Department of Defense Directive (DODD) 1315.7. Special duty assignment pay (SDAP) is authorized under section 307, title 37, United States Code (37 USC 307). It is administered per

DODD 1304.21 and 1304.22 and DOD Instruction (DODI) 7000–14.

Applicability. This regulation applies to active Army enlisted soldiers, excluding initial entry training (IET) soldiers governed by AR 612–201. It also applies to Army National Guard of the United States (ARNGUS), and U.S. Army Reserve (USAR) soldiers when on active duty (other than active duty for training), unless otherwise indicated. This regulation is not required during mobilization, unless otherwise indicated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSPER may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11–2 and identifies key management controls that must be evaluated. A copy of DA Form 11–2 is available on the Army

Electronic Library CD-ROM and on the USAPA web site.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U. S. Army Personnel Command (TAPC-EPC-O), 2461 Eisenhower Ave, Alexandria, VA 22331.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Army and D and E for Army National Guard of the United States and U.S. Army Reserve.

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Chapter 1

Introduction

Section I

General

1-1. Purpose

This regulation prescribes the reporting, selection, assignment, and utilization of Active Army enlisted personnel, excluding initial entry training (IET) soldiers who are governed by Army Regulation (AR) 612-201. It provides general assignment policies and responsibilities for managing the enlisted force. Guidance in this regulation is in addition to that in AR 614-5 and 614-30.

1-2. References

- a. Required and related publications and prescribed and referenced forms are listed in appendix A.
- b. Applicable email addresses are listed in appendix B.

1-3. Explanation of abbreviations and terms

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

Section II

Administrative Assignment Policies

1-4. Responsibilities

Responsibilities are listed in chapter 2.

1-5. Family Care Plan

To ensure that all soldiers (regardless of grade) can deploy promptly and perform their military duties when not deployed, family care plans (FCPs) to cover dependent family members must be in place. The FCP is governed by AR 600-20.

1-6. Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) allows U.S. Total Army Personnel Command (PERSCOM) to consider the special education and medical needs of exceptional family members during the assignment process and reassign soldiers, when readiness does not require a specific reassignment, to an area where the needs can be accommodated. The EFMP is governed by AR 608-75.

1-7. Leave

Leave may be granted to each soldier, upon request, at the discretion of the soldier's immediate commander if it does not interfere with the soldier's port call or reporting date. Leave policy is governed by AR 600-8-10.

1-8. Security clearance

Assignment instructions (AIs) from PERSCOM will include personnel security requirements. AR 600-8-11 provides procedures for processing AIs requiring security clearance. Soldiers will not be held at the home station pending results of the investigation unless such guidance is in the assignment instruction.

1-9. Mode of travel

Air transportation is the chief mode of travel for soldiers to and from assignment areas. (For exceptions, see AR 55-46.)

1-10. Deletions and deferments

Deletions and deferments are governed by AR 600-8-11.

1-11. Time-on-station

Time-on-station (TOS) applies only to continental United States (CONUS)-based soldiers; outside continental United States (OCONUS)-based soldiers have designated tour lengths. No maximum TOS is used in U.S. Army assignment procedures. When possible, soldiers will remain on station for the maximum number of years possible consistent with Army requirements.

1-12. Space Imbalanced Military Occupational Specialty (MOS) Program

- a. A space imbalanced MOS (SIMOS) condition exists when 55 percent of the authorizations are OCONUS. This

program is intended for grades sergeant (SGT) through sergeant first class (SFC) and is designed to enhance personnel retention in the career force and to provide more effective use of enlisted soldiers.

b. Participation in the program by soldiers holding a SIMOS is mandatory and will be closely monitored with primary emphasis on improving readiness of OCONUS units requiring soldiers' skills, equity of OCONUS assignment, and CONUS turnaround time.

c. Soldiers with a secondary MOS (SMOS) that is SIMOS will also be considered for inclusion in the SIMOS Program. Consideration will be given to the status of current primary military occupational specialty (PMOS) and career progression MOS (CPMOS), need and availability of refresher training in SMOS upon deployment OCONUS, and PMOS/CPMOS upon return to CONUS and availability of soldiers holding the SIMOS as PMOS.

Chapter 2 Responsibilities

Section I

Department of the Army Headquarters Level

2-1. The Assistant Secretary of the Army for Manpower and Reserve Affairs

The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)) will—

- a.* Oversee assignment policy.
- b.* Approve second permanent change of station (PCS) assignments within the same fiscal year.

2-2. The Deputy Chief of Staff for Personnel

The Deputy Chief of Staff for Personnel (DCSPER) will—

- a.* Develop assignment policy for enlisted personnel.
- b.* Designate all command sergeant major (CSM) positions.
- c.* Establish policy for the SIMOS Program.
- d.* Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.

Section II

Field Operating Agencies

2-3. The Commanding General, U.S. Total Army Personnel Command

The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will—

- a.* Interpret and implement policies initiated by DCSPER.
- b.* Issue AIs.
- c.* Manage the distribution of soldiers to support the Army's mission worldwide.
- d.* Manage the CSM Program.
- e.* Implement assignment and utilization policies and monitor sergeant major (SGM) assignments throughout the Army.
- f.* Provide all soldiers with broad opportunities for career progression and development, including approving applications for training.
- g.* Supervise all personnel management functions for SIMOS, including identifying MOSs that are space imbalanced and publishing a SIMOS listing at least once a year.
- h.* Make final decision on all joint domicile (JD) assignments.
- i.* Administer and monitor the Special Duty Assignment Pay (SDAP) Program.
- j.* Establish and maintain procedures in support of the Detailed Recruiter Assignment Preference Program (DRAPP) and Drill Sergeant Assignment Preference Program (DSAPP).
- k.* Establish procedures for managing, developing, and assigning soldiers in career development programs (Intelligence Career Program, Explosive Ordnance Disposal (EOD) Career Program, Army Band Career Program (ABCP), and technical escort (TE) training).
- l.* Approve Bonus Extension and Retraining (BEAR) Program and Special Forces (SF) reenlistment option applications for training and assignment to SF units, including—
 - (1) Approving voluntary reclassification applications for training and assignment to SF units.
 - (2) Coordinating with Commander, U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWC) (ATTN: AOJK-SP), Fort Bragg, NC 28307-5000, on those applications that require a waiver.
- m.* When necessary, delegate approval authority to CDR, USAJFKSWC to—
 - (1) Approve waivers for BEAR and SF reenlistment option applications.

(2) Approve all voluntary applications including waivers (when needed), for SF training and reclassification into career management field (CMF 18).

(3) Award appropriate CMF MOS to Active Army (AA) soldiers who have completed SF qualification course (SFQC).

(4) Report soldiers who fail to successfully complete the SFQC training to PERSCOM (TAPC-EPK-S).

n. Manage the Drill Sergeant (DS) Program. The CG, PERSCOM has centralized control over the selection, assignment, classification, and release of all AA soldiers assigned to the DS program. The DS Assignment Team (TAPC-EPK-ID), Infantry Branch, Combat Arms Division, is the PERSCOM point of contact for personnel matters concerning all active duty (AD) soldiers in the program. This includes requests to enter, requests for deletion/deferment from the DS Program, requests for third-year DS extensions, and soldier appeals to Drill Sergeant Program removal actions.

o. Develop procedures and programs to implement DA policy pertaining to reclassification, including reclassifications—

(1) For staff sergeant (promotable) (SSG(P)) and above, regardless of MOS.

(2) Requiring recoupment of bonus.

(3) Resulting from change to the MOS structure reflected in DA PAM 611–21.

p. Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted. This authority may be delegated to an authorized official in the grade of brigadier general (BG) or equivalent civilian grade level who directs assignment policies or procedures for the Army. This authority will not be delegated to commands.

q. Develop procedures to implement the policies established herein.

2–4. The Commander, U.S. Army Central Personnel Security Clearance Facility

The Commander, U.S. Army Central Personnel Security Clearance Facility (CDR, CCF), will—

a. Review criminal and investigative dossiers.

b. Evaluate and make Army military security clearance eligibility determinations.

2–5. The Commanding General, U.S. Army Training and Doctrine Command

The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC), will—

a. Publicize career development programs, and—

(1) Counsel prospective soldiers on program opportunities and requirements.

(2) Ensure applicants are eligible before applying for membership or training.

b. Develop initial and transition training to support the SIMOS Program.

c. Review modification table of organization and equipment/table of distribution and allowances (MTOE/TDA) for SIMOS positions to maximize CONUS documentation and ensure proper utilization and assignment of soldiers.

d. Manage the DS Program by—

(1) Operating the DS school.

(2) Removing soldiers from school (when reason warrants) and returning them to their home station.

(3) Completing academic evaluation reports.

(4) Providing strength management statistics.

(5) Providing vital information on all soldiers who report to, as well as who graduate from, DS school.

(6) Providing historical data, including removal data, on soldiers who have served DS duty.

(7) Publicizing the DSAPP.

e. Approve reclassification of soldiers in grade of SSG (nonpromotable) (SSG (non-P)), and below, when their MOS is authorized by the PERSCOM reenlistment/reclassification IN/OUT call message or otherwise directed by PERSCOM. (Responsibilities in this paragraph are further delegated to commanders of TRADOC installations.)

Section III

Other Commands and Organizations

2–6. Commanders of major Army commands

Commanders of major Army commands (MACOMs) will be responsible for the following personnel matters that pertain to their command or to agencies under their jurisdiction. Responsibilities in this paragraph are further delegated to commanders of U.S. Army Forces Command (FORSCOM) installations. FORSCOM will monitor and assist to ensure compliance with policies established by this regulation. Commanders will—

a. Submit enlisted personnel requisitions to PERSCOM reflecting personnel requirements.

b. Ensure that soldiers within their commands are properly assigned and utilized.

c. Approve reclassification of soldiers, SSG (non-P) and below, when their MOS is authorized by the PERSCOM's reenlistment/reclassification IN/OUT call message, or otherwise directed by PERSCOM.

- d.* Ensure soldiers are afforded an opportunity for training and that—
 - (1) Their applications are processed promptly.
 - (2) When selected, they are fully qualified.
- e.* Manage DS Program, if applicable, including providing PERSCOM a central point of contact.
- f.* Administer, monitor, and supervise the SDAP Program for all soldiers who receive SDAP within their respective commands. (See also appendix C regarding the management control process for SDAP.)
 - g.* Publicize the career development programs and—
 - (1) Counsel prospective soldiers on program opportunities and requirements.
 - (2) Ensure applicants are eligible for membership or training.
 - h.* Approve or disapprove exchange assignments.
 - i.* Authorize any commander with general court-martial (GCM) convening authority to prescribe assignment limitations for sole surviving sons or daughters.
 - j.* Publicize the Special Forces (SF) Program.
 - k.* Delegate to subordinate installation commanders authority to assign soldiers, including determining soldiers' suitability for assignments from a security standpoint. Commanders should consult with appropriate installation security officials to ensure soldiers meet the security requirements of projected assignment.

2-7. The Commanding General, U.S. Army Recruiting Command

The Commanding General, U.S. Army Recruiting Command (CG, USAREC) will—

- a.* Be responsible for the SF Recruiting Program.
- b.* Award appropriate CMF 18 MOS to Reserve Component soldiers who elect to qualify by attending resident instruction.
- c.* Publicize the DRAPP.

2-8. Directors of personnel proponent schools and centers

Directors will—

- a.* Grant waivers of qualifications specified in DA PAM 351-4, as appropriate.
- b.* Evaluate ways to reduce or eliminate SIMOS (both current or projected) through changes to MTOE/TDA, MOS mergers or conversions, or, in the case of new fielding, modification of the fielding schedule.
- c.* Identify non-SIMOS TDA positions within the personnel proponents' affected CMF to be recoded as SIMOS. If no CMF position can be identified as SIMOS, the director will coordinate with PERSCOM (TAPC-PLI) and provide justification to identify other TDA positions for the affected SIMOS.
- d.* Recommend changes in service-remaining requirements for those MOS that are deemed critically short, thereby enhancing the return on the training investment and the maximum retainability of soldiers in shortage skills.
- e.* Manage DS Program by operating the DS school, and, as appropriate, remove soldiers from school and return them to their home station.

2-9. Commanders of hospitals having medical holding units

Commanders—

- a.* May reassign patients to, from, or between medical holding detachments without consulting the MACOM commander.
- b.* Must notify gaining or losing installation's strength management section of reassignment actions to and from medical holding detachments.
- c.* Will transmit all assignments to, from, or between medical holding detachments to PERSCOM (TAPC-appropriate career management branch).

2-10. Local activity and unit commanders

- a.* Commanders will—
 - (1) Update all field automated data base systems.
 - (2) Manage the SDAP Program at their level. (Ensure soldiers receiving SDAP meet the necessary criteria.)
 - (3) Screen assignment instruction (AI) special instructions and initiate security clearances for secret and top secret within 60 days of AI.
 - (4) Manage the DS Program at their level, including—
 - (a)* Ensuring soldiers selected are eligible.
 - (b)* Designating local DS manager to serve as point of contact with PERSCOM (TAPC-EPK-ID) and HQ TRADOC (ATBO-BE) on matters relating to the DS Program.
 - (c)* Submitting "monthly status report messages" to arrive at PERSCOM (TAPC-EPK-ID) not later than the 5th working day of each month.
 - (d)* Awarding soldiers skill qualification identifier (SQI) "X" on successful completion of DS school.

(e) Awarding, terminating, and reinstating SDAP (proficiency pay) to DSs. (For United States Army Reserve (USAR) soldiers, refer to AR 140–10.)

(5) Recruit volunteers for assignment to airborne, ranger, and SF units and support recruiting teams.

(6) Ensure applications for assignments to 75th Ranger Regiment are processed promptly, including all security clearance requirements.

(7) Inform commanders of noncompliance, with utilization policies (See chap 3, sec II.) for correction, and recommend courses of action that are available.

(8) Inform soldiers of the specific duty MOS (DMOS) they are being assigned to, and, if different from the PMOS, CPMOS or SMOS, tell them the reason for assignment and its impact on their career.

(9) Report assignment eligibility and availability (AEA) codes (When applicable, include termination date.) to local Military Personnel Division/Personnel Service Battalion (MPD/PSB).

(10) Initiate/maintain procedures to ensure prompt and complete processing of all required security clearance actions for soldiers selected to attend the Special Forces Assessment and Selection (SFAS) course. An SF 86 (Questionnaire for National Security Positions) must be submitted on each SFAS course selectee and eligible soldier granted an interim secret security clearance within 45 days of the soldier's return from SFAS.

b. In addition, commanders of those installations conducting DS school/training will submit academic evaluation reports (AR 623–1) on all soldiers attending DS school to PERSCOM (TAPC-EPK-ID) and provide a by-name message to PERSCOM (TAPC-EPK-ID) and HQ TRADOC (ATBO-BE)—

(1) Listing soldiers who report to each DS class.

(2) Listing soldiers who graduate from each DS class.

c. USAR training divisions/separate brigade commanders will be responsible for conducting the DS Program within their units. Responsibilities include operation of DS schools and assignment to and referral from DS duties and other appropriate responsibilities contained in AR 140–10.

2–11. Chiefs, Military Personnel Division/Personnel Service Battalion commanders

Chiefs/commanders will—

a. Implement assignment policies and procedures.

b. Update soldier information on the Total Army Personnel data base (TAPDB) through Standard Installation/Division Personnel System (SIDPERS) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).

Chapter 3 Enlisted Assignment System

Section I Managing Enlisted Assignments

3–1. Overview

The primary goal of the enlisted personnel assignment system is to satisfy the personnel requirements of the Army. Secondary goals are to—

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

b. Equalize hardships of military service.

c. Assign soldiers so they will have the greatest opportunities for professional development and promotion advancement.

d. Meet soldiers' personal desires.

3–2. Assignment selection criteria

a. Except for CONUS requirements that will be filled from OCONUS returnees who are immediately available (IA), qualified volunteers will be considered first for all assignments. Requests for reassignment may be submitted prior to completion of TOS requirements; however, soldiers must complete TOS requirements at their present duty station before movement.

b. Soldiers who are German aliens are ineligible for assignment to that country. Soldiers who are Turkish aliens will be offered the opportunity to decline an assignment to Turkey.

c. Former members of the Peace Corps will not be assigned to military intelligence duties for a period of four years following service with the Peace Corps. Soldiers who acquire an intelligence specialty after four years are ineligible for overseas intelligence duty in any country where 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 OCONUS with the Peace Corps. This assignment restriction of former Peace Corps soldiers will not be waived.

d. Soldiers released from civil or military prisons being restored to duty will not be assigned to the foreign country or area where the offense was committed.

e. Former officers or warrant officers reverting to enlisted status will be reassigned to another installation. They will be reported IA. Exceptions may be granted when—

- (1) The soldier requests to remain at the original installation.
- (2) The installation commander concurs.
- (3) There is a valid vacancy.
- (4) No higher priority requirement dictates a reassignment.

f. Promotion of soldiers to master sergeant (MSG) and below will not be the sole reason for a PCS. However, soldiers selected for promotion will be considered for assignments in their promotable grade.

g. A sole surviving son or daughter may be exempt from assignment to a hostile fire area. (See para 5–9.)

h. The direct combat probability coding (DCPC) policy precludes assigning female soldiers to units coded P1 on the TOE. Female soldiers may be assigned to all other positions (interchangeable or female-only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.

i. Prior to departure in compliance with AIs, soldiers must take action to meet any remaining service requirement. (See AR 601–280.)

j. Soldiers will normally receive a reporting date not less than 150 days beyond the date AIs are issued by PERSCOM.

k. 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 spouse. Exceptions are—

- (1) Compassionate reassignments.
- (2) Assignments under the MACP.
- (3) Individual cases approved on a case-by-case basis.

l. First-term soldiers serving initial enlistments of—

(1) Three years or less will receive only one assignment before expiration term of service (ETS) following initial basic and skill training. However, when they are required to serve in an unaccompanied hardship tour area OCONUS, they will be given no more than two assignments in different locations.

(2) More than three but less than four years will receive, before ETS following initial basic and skill training, no more than one CONUS assignment or two OCONUS assignments.

(3) Four or more years will receive, before ETS following initial basic and skill training, no more than two assignments in different locations, regardless of the tour length.

3–3. Assignment preferences

a. Soldiers' CONUS area of preference (CONAP) and overseas area of preference (ORSAP) are considered in the assignment process; however, assignments are made to fulfill Army requirements.

b. When selecting a preference, soldiers should choose installations or geographic areas where their PMOS, SQIs, and additional skill identifiers (ASIs) are required.

c. Detailed Recruiter Assignment Preference Program (DRAPP). Soldiers serving as detailed recruiters may submit up to three assignment preferences for consideration for next duty assignment. Soldiers must successfully complete their tour of duty as detailed recruiters. Preference choices must meet the professional development requirements of the soldier's career, and a valid requisition must exist that meets the current distribution policy. If both conditions cannot be met, assignments will be made to fulfill Army requirements.

d. Drill Sergeant Assignment Preference Program (DSAPP). Soldiers serving as DS may submit up to three assignment preferences for consideration for next duty assignment. Preferences must be submitted no more than 12 months and no less than 10 months prior to projected duty release date. Soldiers must successfully complete their tour of duty as DS. Preference choices must meet the professional development requirements of the soldier's career, and a valid requisition must exist that meets the current distribution policy. If both conditions cannot be met, assignment will be made to fulfill Army requirements.

e. Codes for areas of preference listed on Enlisted Records Brief (ERB) are in AR 680–29.

3–4. Career management individual file

a. The career management branches maintain a career management individual file (CMIF) (See AR 600–8–104.) for each SSG through SGM. However, depending on the PMOS, files are maintained for lower ranking soldiers. These files are separate and distinct from the official military personnel files (OMPFs) maintained at U.S. Army Enlisted Records and Evaluation Center (USAEREC) at Fort Benjamin Harrison, Indiana. PERSCOM uses the CMIF in making career management decisions. The CMIF contains the following (list not all-inclusive):

- (1) ERB.

- (2) Copy of enlisted evaluations and academic reports.
 - (3) Copy of relief for cause actions (DS, recruiters, and career counselors).
 - (4) Copy of most recent AIs.
 - (5) Copy of pending applications, requests, and other personnel actions relating to individual personnel management and administration.
 - (6) Photograph (SSG through SGM).
 - (7) Most recent copy of OMPF performance and service fiche.
- b. USAEREC will furnish copy of enlisted evaluation report and annual performance fiche to the appropriate career management branch. The MPD/PSB will furnish the other documents.

3-5. Enlisted Distribution and Assignment System

- a. Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions. It is an interactive, on-line system for enlisted assignments and distribution functions.
- b. Installations primarily use SIDPERS to update data on the TAPDB. The principal data bases used by EDAS are—
- (1) Total Army personnel data base (active enlisted) (TAPDB(AE)).
 - (2) Requisition data base (REQDB).
 - (3) Organizational data base (ORGDB).
 - (4) Statistical data base (STATDB).
- c. Field users use EDAS to create requisitions and to read data that they are authorized—for example, information on soldiers assigned to their commands and incoming personnel.
- d. Detailed instructions and specifics on the various data bases can be found in the EDAS Users Manual. (Contact PERSCOM (TAPC-EPC-I).)

3-6. Enlisted distribution target model

- a. The enlisted distribution target model (EDTM) is an automated system that creates enlisted distribution targets by MOS, grade, and unit identification code (UIC). The model fills each UIC reflected in the personnel manning authorization document (PMAD) with projected available inventory from the MOS Level System (MOSLS) according to DCSPER distribution policy.
- b. The EDTM constrains the assignment process to coincide with the projected operating strength targets. It represents assets the Army realistically expects to be available for distribution. The model targets each UIC for fill according to the DCSPER enlisted distribution policy. Therefore, the possibility exists (depending on the fill priority and projected inventory) for a unit to be targeted at less than authorized strength.
- c. By using the EDAS management information subsystem, field personnel managers may view the targets—grouped by private (PV1) through specialist (SPC), sergeant (SGT) through MSG, and SGM—for the current month plus four through 12 months (CM+4 through CM+12). This is accomplished by using either the REPORT REQUEST (MO) (reports A, B, E, F, and J) or the STAT QUERY (MQ) (reports A and D).
- d. The targets are produced monthly, or more frequently if changes to projected authorizations or operating strength warrant an update. (Questions on the EDTM may be referred to PERSCOM (TAPC-EPS-P), 2461 Eisenhower Ave., Alexandria, VA 22331.)

3-7. Requisitions

- a. The allocation of requisitions for each of the requisitioning activities listed below will be limited to the command's share of available inventory, determined by the EDTM. Requisitions are allocated to the field via EDAS at the four-character MOS code (MOSC) level. Requisitioning activities then expand the allocations to the nine-character MOSC level, adding security requirements, other details, and special instructions (SI), if necessary, and transmit them to PERSCOM by verifying requisitions in EDAS. The requisitioning activities are—
- (1) CONUS installations.
 - (2) CONUS elements of functional commands.
 - (3) U.S. Army, Europe (USAREUR); Eighth U.S. Army (EUSA); U.S. Army, Pacific (USARPAC); and U.S. Army, South (USARSO).
- b. All other requisitioning activities will determine their nine-character MOSC level requirements and any SIs and transmit them to PERSCOM by creating requisitions in EDAS. If no requisitions are received from a particular requisitioning activity during the month, the assumption is that no requirement exists.
- c. EDAS will generate the control and serial number when the requisition is created. (See EDAS Users Manual for details.)
- d. The lead time required in submitting personnel requisitions provides time for selecting and preparing soldiers for movement. Actual lead times necessary for each MACOM are established during the requisition allocation process or

via direct communication between PERSCOM and the supported command. (Questions on this process may be referred to PERSCOM (TAPC-EPS), 2461 Eisenhower Ave., Alexandria, VA 22331.

3-8. Assignment eligibility and availability codes

a. AEA codes are a management tool used to identify the soldier's eligibility and availability for reassignment. Table 3-1 will be used to determine appropriate AEA codes.

(1) When two or more AEA codes apply, the AEA code with the longest period of stabilization will be reported.

(2) AEA codes will be processed immediately upon change of a soldier's eligibility status.

(3) AEA codes are based on the type of stabilization (See AR 614-5.) and the soldier's circumstances. Some AEA codes require a termination date, which will be the date the soldier becomes eligible for an assignment.

b. SIDPERS will be used for submitting AEA transactions.

c. Stabilization actions approved by PERSCOM and processed AEA codes will have precedence over field processed AEA codes.

d. AEA code L will automatically be created on the TAPDB—

(1) When a PCS arrival transaction is processed.

(2) Upon the AEA code termination date and will simultaneously update the SIDPERS field record.

e. Currently there are 25 AEA codes.

(1) PERSCOM exclusive: D, E, F, H, I, J, K, M, N, O, P, Q, R, S, and T.

(2) Field and PERSCOM: A, B, C, G, L, U, V, W, and X.

(3) Removal of AEA Code C or G: Z.

Table 3-1
Determining AEA codes

Rule	Code	Description
1	A	Soldiers permanently ineligible for future assignments due to— a. Approved retirement or request for retirement. (See AR 635-200.) Termination date will be the effective date of retirement. b. Being involuntarily ordered to active duty for 12 months or less in an individual status or as a member of intact units. Termination date will be the ETS date. c. Signing a Declaration of Continued Service Statement (DCSS) or not being able to reenlist or extend to meet the service-remaining requirement. Termination date will be the ETS date. However, these soldiers may be considered eligible for other reassignments (CONUS and OCONUS) provided they have sufficient service remaining to meet the requirements of the new assignment. d. Being dropped from the rolls as a deserter.
2	B	Soldiers being considered for elimination from the Service, or their assignment precludes their reassignment for an unspecified time. This code does not have a termination date. Examples are when a soldier is— a. Being considered for separation or elimination (request for hardship discharge, conscientious objection, or those being considered or investigated for elimination due to unsatisfactory performance or misconduct). b. Being confined, is under investigation, or is awaiting trial by court-martial or civil court, or is under suspension of favorable personnel action. (See AR 600-8-2.) (This code will not be awarded to soldiers whose suspension will end within 90 days.)
3	C	Soldiers temporarily ineligible for reassignment for the following reasons: a. Medical, convalescence, confinement as a result of conviction by special or general court-martial, and student/trainees (except IET). b. Enrolled in Track III of the Army Substance Abuse Program (ASAP) (See AR 600-85.) c. Soldiers with field bar to reenlistment. (Termination date will be the ETS date, not to exceed 18 months.)
4	D	Soldiers who have been cross-leveled within installation-directed manning levels (DML). This code carries a 12-month stabilization. Top of the system input only.
5	E	Soldiers approved for the Voluntary Early Transition (VET) Program, Voluntary Separation Incentive/Special Separation Benefits (VSI/SSB), or early separation application. The termination date equals the approved release date.
6	F	Soldiers who have pending personnel actions. For example, early separation requests. There is no termination date.
7	G	Soldiers stabilized under "special category." (See AR 614-5.) The termination date will not exceed 36 months.
8	H	Soldiers awaiting PERSCOM approval for retirement.
9	I	Soldiers approved for warrant officer or officer candidate schools and are awaiting class start date or the Green to Gold Program.

Table 3-1
Determining AEA codes—Continued

Rule	Code	Description
10	J	Soldiers awaiting Medical Evaluation Board (MEB) or a Physical Evaluation Board (PED). This code is top of the system generated when the field deletes a soldier using deletion code ED. This AEA code carries a 12-month stabilization.
11	K	Soldiers who have returned from OCONUS deployment of 61 to 139 days. The termination date for soldiers deployed 61 to 139 consecutive days will be four months computed from the deployment return date.
12	L	Soldiers eligible for PCS reassignment, subject to normal PCS time on station restrictions. There is no termination date.
13	M	Soldiers stabilized while awaiting a RETAIN System transaction for reenlistment or undergoing reclassification. This code will terminate upon completion of reenlistment/reclassification action.
14	N	Soldiers who have received a deployment indicator (DPLI transaction) denoting that they are currently deployed.
15	O	Soldiers who have received an approved deletion for operation reasons. The termination date will be based upon operational needs up to 12 months.
16	P	Soldiers who have an approved "one time special situation" request where stabilization would not be otherwise authorized. The termination date will not exceed 48 months.
17	Q	Soldiers ineligible for assignment under the Lautenberg Amendment. Affected soldiers are not eligible for firearms or ammunition. Soldiers cannot be assigned to units that require the possession, handling, or use of firearms or ammunition or be reassigned overseas. Soldiers cannot be deployed overseas. This code does not have a termination date.
18	R	Soldiers who have returned from OCONUS deployment of 140 days or more. The termination date for soldiers deployed 140 or more consecutive days will be 12 months, computed from the deployment return date. However, as an exception, soldiers deployed 140 or more days may be assigned CONUS to CONUS after four months and assigned an OCONUS area with a designated accompanied tour after six months.
19	S	Soldiers being reassigned or deleted from AI status for compassionate reasons. The termination date will be when the problem is resolved or 12 months, whichever occurs first.
20	T	Soldiers performing duties directed by PERSCOM or when they are in a nomination hold status. There may be a termination date.
21	U	Soldiers who have enlistment commitments. The termination date will be computed for soldiers enlisted for unit or station of choice from the date soldiers are actually assigned to the unit or station. Termination date will not exceed 12 months. (Soldiers may terminate their stabilization by signing a waiver to the contract.)
22	V	Soldiers who have received an "individual stabilization" (See AR 614-5.), other than special category. Termination date will not exceed 24 months.
23	W	Soldiers who have received organization stabilization. (See AR 614-5.) Termination date will not exceed 48 months.
24	X	Soldiers stabilized for the following reasons: a. SSG through SGM assigned (and stabilized for 36 months) to Active Component/Reserve Component (AC/RC). This includes AC soldiers attached to ARNGUS or RC units for duty in full-time manning positions. b. Soldiers assigned (and stabilized for 36 months) to Reserve Officers Training Corps (ROTC). c. Soldiers assigned (and stabilized for 36 months) to U.S. Army Recruiting Command in administrative or support positions.
25	Z	When reasons exist to remove AEA code C and G.

Section II

Personnel Utilization

3-9. Objectives

- a. To ensure efficient use of enlisted soldiers in accomplishing the Army mission.
- b. To place soldiers in positions that require skills, knowledge, and abilities as shown by their PMOS, SMOS, or additionally awarded military occupational specialty (AMOS).
- c. To provide policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare soldiers for career progression, greater responsibility, and diversity of assignment.

3-10. Criteria

- a. Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA/DMO positions, consistent with their PMOS or CPMOS qualifications, and—
 - (1) The criteria for SIMOS is found in paragraph 1-12.
 - (2) The criteria for bonus recipients is found in AR 601-280, paragraph 5-12.
 - (3) The criteria for first sergeant (1SG) positions is found in chapter 8, section IV.
 - (4) Soldiers with school-trained SQI/ASI will be assigned in the SQI/ASI for the minimum service-remaining

requirement for the respective course. An SQI/ASI is not a substitute for an MOS and will not represent the sole skill requirement for any position.

(5) Defense Language Institute (DLI) graduates will be utilized in positions authorized foreign language ability. (Exceptions must be approved by PERSCOM.)

(6) Non-bonus first-term soldiers will serve in their PMOS during their first term of service. When exigencies dictate, commanders will assure PMOS utilization through the first 12 months after completion of advanced individual training (AIT). Commanders then may award SMOS or AMOS as appropriate. Only MACOM commanders may grant exceptions, and exceptions may be granted for operational necessity only.

(7) Intelligence career program soldiers will be assigned in their PMOS only, unless approved by PERSCOM (TAPC-EPL-M).

(8) Soldiers with PMOS in the 02 series (bandspersons) will be assigned in their PMOS only, unless approved by PERSCOM (TAPC-EPM-A).

(9) Soldiers in the grades of SGT through SGM/CSM will be assigned to fill MOS and grade authorizations in MTOE troop units before filling TDA staff positions. Commanders with classification authority can authorize exceptions to meet essential local needs.

(10) Assign soldiers within the same grade or up to two grades higher if no higher-ranking soldiers are available. Utilization within the same or higher skill level should be considered. The higher skill level will include any other MOS to which the soldier would advance in the normal line of progression in the MOS career pattern set forth in DA PAM 611-21.

(11) Assign soldiers in the shortage or balanced MOS for which they are trained, provided current PMOS is listed as over-strength in DA Circular 611 series or as otherwise directed by PERSCOM.

b. When considering a SPC or corporal (CPL) for utilization at the higher grade, the following sequence should be followed:

(1) Noncommissioned officer (NCO) position at present grade.

(2) NCO position at a higher grade.

c. Supervised on-the-job training (SOJT) may be used to improve utilization and qualifications of soldiers in their PMOS, SMOS, or ASI (except intelligence MOS). However, SOJT will not be used to—

(1) Award MOS that requires formal school training described in DA PAM 611-21.

(2) Change soldiers' PMOS for the sole purpose of meeting local requirements.

(3) Cause the loss of school trained assets.

d. As an exception, soldiers may be utilized—

(1) When the assignment is under actual combat conditions.

(2) When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. (See glossary for definition of "special duty" and its two subsets, "borrowed military manpower" and "troop diversions.") Time is limited to 90 days, after which soldiers must be returned to duties in their PMOS or CPMOS. Extensions will not be granted.

(3) When the sole purpose of the assignment is to qualify soldiers for a shortage MOS. The MOS and skill level must be authorized for the soldiers' grade.

(4) To support Reserve summer training.

(5) When the assignment is under SI from PERSCOM.

(6) In specialist positions despite the soldier's status as corporal. However, there must be no NCO vacancies in their current grade and same or higher skill level.

(7) In their PMOS in a position one grade lower if they are excess (excluding CSM/SGM). This precludes PCS moves and offsets grade or space imbalanced conditions between OCONUS and CONUS. Soldiers directed to serve in a lower grade position must not be penalized in their NCO Evaluation Report (NCOER). The first choice for utilization of the NCO under this exception will be in a lower grade NCO position. Installation strength manager will provide soldiers utilized under this exception the specific reasons for such action.

(8) In their SMOS, AMOS, or in an MOS substitute for the PMOS in the same or higher skill level, as authorized in DA PAM 611-21, when there is no requirement for PMOS. Assignment will not exceed 12 months.

e. Commanders will maintain current inventories of authorized and actual strengths by MOS. Using MOS strength, utilization of soldiers will be reevaluated periodically and MOS overages and shortages will be adjusted by reassigning soldiers when appropriate. If an overage/surplus still exists after the adjustment, soldiers in the overage MOS and grade who have been assigned to the installation or activity the longest, since last PCS, will be reported as IA. (See para 3-15.) However, soldiers pending reassignment will be utilized in a position most in line with their grade and qualifications.

f. Soldiers who must be reassigned due to the inactivation of a post, camp, or station will be reported 180 days before the inactivation date.

g. For rehabilitation transfers, refer to AR 635-200.

3-11. Noncommissioned officer education system graduates

Commanders will set policy on utilizing soldiers in MTOE troop positions and TDA positions immediately following graduation from noncommissioned officer education system (NCOES) courses. The NCOES is designed to teach NCOs the skills necessary to perform their duties commensurate with their current or a higher grade.

3-12. Conscientious objectors

a. Utilization of conscientious objectors is regulated by AR 600-43.
b. Commanders will try to effectively utilize conscientious objectors by assigning them to noncombatant duties and training—

- (1) In any unit that is unarmed at all times.
- (2) In any medical department.
- (3) In any other assignment, the primary function of which does not require the use of arms in combat provided that such other assignment is acceptable to the individual concerned and does not require the individual to bear arms or to be trained in their use. (However, defense-type training consisting of unarmed defense, passage through minefields, search of casualties for booby traps, and disarming of booby traps found on casualties will be taught if a conscientious objector so requests.)

c. Service aboard an armed ship or aircraft or in a combat zone will not be considered to be combatant duty unless the individual concerned is personally and directly involved in the operation of weapons.

d. Excluding noncombatant duties and training, conscientious objectors are—

- (1) Not allowed to avoid hazardous duties that may be part of the mission of the unit to which assigned.
- (2) Subject to Army regulations and directives, including those on training and discipline.
- (3) Available for worldwide assignments.

3-13. Skill qualification identifiers, additional skill identifiers, and language codes (fifth through ninth characters of MOSC)

a. The SQI is the fifth character of the MOSC and may be used with any MOS unless restricted by DA PAM 611-21. The fifth character of the MOSC will contain the letter "O" when the soldier is not qualified for an SQI.

(1) The servicing chief, MPD/commander, PSB, or the training activity commander will award fully qualified soldiers appropriate SQI by publishing orders. Excluding SQI "X," "Q," "H," or "B" (which maintain precedence while soldier is assigned to an authorized DS position, equal opportunity advisor (EOA) position, instructor position, or inspector general NCO position, respectively), the order of precedence for SQI is—

- (a) S—special operations support personnel.
- (b) V—ranger-parachutist.
- (c) P—parachutist.
- (d) G—ranger.
- (e) M—first sergeant.
- (f) X—drill sergeant.
- (g) Q—equal opportunity advisor.
- (h) H—instructor.
- (i) B—inspector general noncommissioned officer.
- (j) 4—non-career recruiter.
- (k) L—linguist.

(2) SQI "L" will be awarded to soldiers who are qualified exclusively in a language and not in another SQI. Any awarded SQI takes precedence over SQI "L"; however, the soldiers' language identification code will be recorded in the eighth and ninth character of the MOSC even when it has been replaced by another SQI in the MOS.

(3) As an exception to paragraph 3-13a(1), only the Commandant, U.S. Army School of Aviation Medicine (USASAM), Fort Rucker, AL, may award 91B soldiers SQI "F" and only after soldiers have completed the Flight Medical Aidman Course (300-F6). (See DA Pam 351-4.)

(4) The SQI will be withdrawn and deleted from the MOS awarded when qualification skills are lost or when the soldier withdraws from a voluntary program (for example, airborne or ranger duty).

b. The ASI is the sixth and seventh characters of the MOSC. It identifies skills requiring formal school training or other criteria specified in DA PAM 611-21. The ASI is associated with specific MOS as authorized in DA PAM 611-21. The sixth and seventh characters of the MOSC will contain "00" when the soldier is not qualified for an ASI.

- (1) Soldiers will be awarded ASI in both PMOS and SMOS when qualified.
- (2) The ASI will be awarded when the soldier meets the qualifying criteria outlined in DA PAM 611-21, for example, upon successful completion of new equipment training (NET), formal school training, as announced by DA Circular 611 series or as directed by PERSCOM.

(a) Soldiers completing formal ASI training at Army service schools will be awarded the ASI upon successful completion of the course. Mandatory utilization is required of school-trained ASI assets for the minimum service-

remaining requirement. (See table 4-1.) Commanders will establish procedures to ensure ASI-qualified soldiers serve in the position for which they were trained.

(b) The Commandant, U.S. Adjutant General School, Army Soldier Support Institute, Fort Jackson, SC, will award and withdraw ASI "F5." Regional Support Command (RSC) commanders will award the ASI to USAR soldiers.

(c) The Commander, Intelligence and Security Command, Fort Huachuca, AZ, will award and withdraw ASI "G9."

(d) The Commander, U.S. Army Element School of Music, NAB (Little Creek), Norfolk, VA will award and withdraw ASI "C1."

(e) The ASI "4A" will only be awarded if directed by PERSCOM (TAPC-EPR-F). However, PSBs may withdraw the ASI when the soldier has successfully completed the associated MOS training.

(3) Battle staff operations (ASI 2S) commanders will select and train soldiers for valid battle staff positions within 12 months of arrival at local duty station. Commanders will submit requests to stabilize battle-staff-trained NCOs in accordance with AR 614-5 to PERSCOM (TAPC-EPC-O). Stabilization requests will be submitted only for soldiers who received battle staff training within 12 months of arrival on station and who are serving in an authorized battle staff position. Upon approval, soldiers will be given AEA code "G" with a 12-month termination date from date of approval.

(4) Only PERSCOM and designated Army service schools are authorized to withdraw an ASI except for ASI "Y2," "4A," or when directed by PERSCOM. Withdrawal authority for ASI "F5" is Commandant, Army Soldier Support Institute, Ft Jackson, SC.; withdrawal authority for ASI "G9" is Commander, Intelligence and Security Command, Ft Huachuca, AZ; and withdrawal authority for ASI "C1" is Commander, U.S. Army Element School of Music, Norfolk, VA.

(a) When a commander decides that a soldier is no longer qualified, a request to withdraw the ASI is forwarded through channels to PERSCOM (TAPC-appropriate career branch).

(b) Withdrawing an ASI does not require withdrawal of the related MOS, but withdrawing the MOS does require withdrawal of ASI. (An exception is when the newly awarded MOS is associated with the ASI per AR 611-1 and DA Pam 611-21.

c. The eighth and ninth characters of the MOSC identify a soldier qualification in foreign languages (AR 611-6). Language codes may be used with any MOS. Soldiers qualified in a language will be awarded the proper language code by publishing orders in the same manner as for an MOS. The eighth and ninth characters of the MOSC will contain "YY" when a soldier is not qualified in a language.

(1) For soldiers with multiple-language skills—

(a) Only the code for the control language the soldier is most proficient in will be awarded as part of the PMOS. Proficiency is determined by testing listening and reading comprehension. When listening and reading proficiency are the same, award will be based on reading proficiency.

(b) The code for the control language in which a soldier received an enlistment bonus (EB) or selective reenlistment bonus (SRB) will be the code the soldier is awarded.

(2) For soldiers assigned to non-linguist positions, the language code will be for the language for which the soldier was most recently trained.

(3) The two-character language code will be withdrawn from MOSC when language proficiency for both listening and reading comprehension fall below the standards specified in AR 611-6.

d. Soldiers' MOSC (fifth through ninth characters) will be recorded and reported through SIDPERS.

3-14. Lateral appointments

a. For lateral appointments to 1SG see paragraph 8-24.

b. Lateral appointments are not required for soldiers in the grade of SFC moving to or from platoon sergeant positions.

c. Commanders (O5 and above) may authorize lateral appointment of SPC to CPL without local selection board action provided the soldier concerned is assigned to an authorized (documented) NCO position in their CPMOS.

(1) Lateral appointments will be announced by either DA Form 4187 (Personnel Action) or informal memorandum. DA Form 4187 or informal memorandum will be the only announcement of the lateral appointment.

(2) Soldiers appointed to CPL will retain the grade when reassigned from the NCO position, including permanent change-of-station moves. However, the unit commander may laterally appoint CPL to SPC without soldier's consent or board action—

(a) For disciplinary action taken under Uniform Code of Military Justice (UCMJ) that adversely affects the ability to perform duties as a NCO.

(b) For demonstrated substandard performance of technical or supervisory duties.

(c) Upon direction of PERSCOM.

3-15. Immediately available soldiers

- a. Soldiers that cannot be properly utilized are considered IA, previously known as surplus.
- b. Commanders will report IA soldiers to PERSCOM (TAPC-appropriate career branch) as soon as their availability date is known but no later than one day after availability date.
- c. Table 3-2 contains codes that will simplify the reporting process. However, when one of these codes does not adequately describe the particulars of a soldier's case, commanders will fully explain the situation.

**Table 3-2
Determining IA Codes**

Rule	Code	Description
1	A	School failure—Soldiers who fail to complete courses at Army service schools, training centers, officer candidate schools, civilian institutions, airborne schools, or DS or SF training, unless otherwise directed by PERSCOM
2	B	Release from medical hold—hospital patients assigned to medical holding detachments. Soldiers will be reported not earlier than 60 days or later than 15 days before the estimated date they are to complete hospitalization. When soldiers cannot actually be assigned within 30 days following the original estimated release date, a request will be submitted to cancel AIs. A new request for AIs will be submitted when the patient is again ready for release.
3	C	Soldiers assigned to military personnel transportation and assistance offices in emergency PCS status who require further AIs.
4	D	Loss of qualifications—for example, loss of security clearance, relieved recruiter, airborne terminee, soldier's failure to meet prerequisites for special reassignment under AR 50-5 and AR 50-6.
5	E	OCONUS returnees assigned to transfer station who are ineligible for transfer processing.
6	F	Prisoners in CONUS sentenced to punitive discharges who are being restored to duty in CONUS. Request AIs as soon as directed to restore to duty (AR 190-47).
7	G	Absentees restored to duty in CONUS when no provisions for disposition exist in AR 630-10.
8	H	Soldiers who, because of being in absent without leave (AWOL) status, or for other reasons, previously were withheld from shipment against AIs issued under AR 630-10.
9	I	Prior-service personnel who have enlisted or reenlisted under options for which pertinent regulations do not provide specific processing AI and no further training or less than eight weeks of basic training is required. Soldiers, inducted, reclassified, or ordered to active duty from an Army retired status will be included in this category. (Does not apply to Reserve Enlisted Program soldiers ordered to active duty for training (ADT) only.)
10	J	Soldiers completing courses at Army service schools, Navy, Air Force, or civilian schools (other than college-level training). Timeframe for requesting AIs: a. Course over 12 weeks and all language training at DLI/East—no later than 60 days before graduation. b. Course 8-12 weeks—not later than 45 days before graduation. c. Course less than eight weeks—not later than 15 days before graduation.
11	K	Soldiers completing college-level training at civilian schools. Identify soldiers with reporting code 09D00 and request no later than 45 days before completion.
12	M	Trainees who become MOS-qualified and do not receive AIs. (See AR 612-201.)
13	N	Soldiers requiring rehabilitative treatment under the provisions of AR 600-85 Soldier must be assigned to an installation that can provide rehabilitative treatment. Area of preference should coincide with installation announced by PERSCOM as having a rehabilitative capability.
14	P1	Former officers (to include warrant officers) reverting to enlisted status (See AR 601-210 or AR 601-28.) who required a new PCS assignment.
	P2	—when soldier has command approval to be retained at current installation.
	P3	—when soldier has command approval to be retained in the OCONUS command (provided final approval is granted).
15	Q	Soldiers who for security reasons require transfer from current post, camp, or station.
16	R	Soldiers completing stabilization for extreme family problems and whose grade and MOS are not authorized at the present duty station.
17	S	Soldiers who have departed their permanent duty station en route to an OCONUS location on PCS orders and are directed to report to the nearest Army installation due to mobilization.

Section III

Personnel Classification/Reclassification

3-16. Classification

The enlisted MOS classification and structure, including the CMF, for the U.S. Army is prescribed by AR 611-1.

3-17. Scope of reclassification

An awarded MOS, especially the PMOS, represents significant time and effort, both to the Army and the soldier. The needs of the Army will be the overriding factor in reclassification actions. However, in changing a PMOS, carefully consider the costs and benefits to the Army and the soldier. Current policy and guidance in AR 611-1, DA Pam 611-21, DA Pam 351-4, and as announced in PERSCOM reenlistment/reclassification IN/OUT call messages will be followed unless otherwise specified in this regulation.

3-18. Reclassification of primary military occupational specialty/secondary military occupational specialty

a. Soldiers will not be reclassified solely because they are not performing duties in their PMOS. However, soldiers will be routinely reclassified—

- (1) For normal career progression.
- (2) As announced in PERSCOM reenlistment/reclassification IN/OUT call message.
- (3) For mandatory reasons listed below:
 - (a) Erroneously awarded entry on ERB. These entries will be deleted per AR 600-8-104.
 - (b) Disciplinary action taken under UCMJ when it adversely affects soldier's performance in MOS.
 - (c) Loss of MOS qualifications (DA PAM 611-21). These cases will be determined and documented by a field grade officer. However, soldiers disqualified due to their own misconduct will be processed for separation (See AR 635-200, applicable chap.) and have a copy of the separation approval authority's decision included with the reclassification action.
 - (d) Disqualification resulting from action of the MOS Medical Reclassification Board in accordance with AR 600-60, physical performance evaluation system.
 - (e) Appointment to, or reduction from, grade that is not in line with, or authorized for, MOS.
 - (f) MOS eliminated from MOS structure.
 - (g) When directed by PERSCOM. When possible, reclassifications will be limited to SSG and below with less than 15 years of active Federal service.

b. Soldiers may request (through channels) voluntary reclassification; however, they must meet the following criteria to be reclassified:

- (1) The PMOS must be over-strength and requested MOS must be short, and/or as announced by the PERSCOM reenlistment/reclassification IN/OUT call message.
- (2) They must meet the required criteria of DA PAM 611-21 for new MOS.
- (3) They cannot be on AI. (Soldier is considered on AI when assignment has been processed through EDAS, not date of notification.)
- (4) They must have completed 12 months at their current duty station.
- (5) They may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (ACASP). (See AR 601-210.)
- (6) They may not be receiving a bonus for current term of enlistment or reenlistment. However, as an exception, the soldier must agree in writing to recoupment of the unearned portion of bonus entitlement to be eligible. (See AR 601-280.)
- (7) They must be within 12 months, but not less than 5 months, of date eligible for return from overseas (DEROS).
- (8) They may not be within 12 months of ETS.
- (9) They must have fulfilled all time-in-service-remaining requirements.
- (10) If first term soldier is serving in an overstrength MOS, soldier may request reclassification into a shortage MOS, as announced in PERSCOM reenlistment/reclassification IN/OUT call message.
- (11) When stabilized as a result of reenlistment, soldiers must waive their reenlistment option through reenlistment channels.
- (12) They must be eligible to reenlist or extend per AR 601-280.

c. For reasons not listed above, requests may be processed as an exception to policy and must identify criteria and document specific rationale showing how approval is clearly in the best interest of the Army. Only those requests that in the opinion of the reclassification authority merit consideration will be forwarded to PERSCOM (TAPC-EPR-F). Documentation may include transcripts/certificates/correspondence showing soldiers' training/educational and work experience for requested MOS.

d. For mandatory actions, the effective date for award of new PMOS will be the date of final action by PERSCOM

or a date as directed by PERSCOM. If MOS training is required, soldier will also be awarded ASI “4A” when directed by PERSCOM.

e. For voluntary actions, the effective date for award of new PMOS will be date of graduation from MOS training or date as directed by PERSCOM.

f. A reclassification control number (RCN) is required for all personnel management actions that change soldiers’ PMOS and will be cited in MOS orders unless the change resulted from—

- (1) Promotion.
- (2) Normal career progression.
- (3) Change to MOS structure.
- (4) New equipment training (NET).
- (5) Award or withdrawal of PMOS OOZ.

g. Reclassification processing requirements on the Reenlistment, Reclassification, Reserve Component Assignment and Information Management System (RETAIN).

(1) Mandatory actions and requests for MOS producing service schools identified in paragraph 3–18*h* and table 4–2 will be prepared in hard copy, including current ERB, and be processed through channels to the field reclassification authority (FRA). The FRA will complete initial RETAIN “determine eligibility” processing and, if appropriate, forward the documented action to PERSCOM (TAPC-EPR-F).

(2) Voluntary actions will be prepared in hard copy, including ERB, and be processed through channels to the FRA. The FRA will process the action on RETAIN “request list-REQL” and, if appropriate, electronically submit to PERSCOM for action. PERSCOM will provide response electronically via RETAIN.

h. Soldiers may request consideration for reclassification into MOS 00B, 27X, 52E, 55D, 91C and 91V, regardless of their PMOS, if otherwise fully eligible.

i. The SMOS or AMOS provides an alternative specialty for assignment when soldiers cannot be utilized in their PMOS or CPMOS specialty. All soldiers, regardless of grade, may possess one SMOS and one AMOS. However, soldiers will not be awarded a SMOS or AMOS that progresses to their PMOS at the rank of SFC or below. Conditions for award of SMOS or AMOS are as follows:

(1) PERSCOM is the approval authority for award of SMOS to soldiers with PMOS 00Z and for award of SMOS or AMOS within CMF 18, 97, or MOS 00B, 37F, 52E, 55D, 79R, 79S, 79T, 92R, 95D, and 97B.

(2) For other MOSs, commands with reclassification approval authority may award a SMOS or AMOS when it is determined soldier meets the MOS eligibility requirements outlined in DA PAM 611–21 and other pertinent regulations, including successful completion of MOS training.

(3) Award of SMOS and AMOS will be done without a RCN and will cite paragraph 3–18 as authority on the orders.

3–19. Regimental affiliation

Combat Arms (CA) soldiers reclassified to non-combat MOSs and vice versa must change their regimental affiliation to coincide with their new MOS. However, they may remain assigned to a battalion of the original regiment if a vacancy exists in the new MOS.

Section IV

Special Duty Assignment/Foreign Language Proficiency Pay

3–20. Scope

a. Special duty assignment pay (SDAP) is a monetary incentive paid to enlisted soldiers who qualify for and serve in designated special duty (SD) assignments that have extremely demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility. Information and assistance may be obtained from PERSCOM (TAPC-PLP-I). Information pertaining to the Army Linguist Program foreign language proficiency pay is contained in AR 611–6.

b. The Secretary of the Army (SA) determines which SDs are eligible to receive SDAP and may initiate, terminate, increase, or decrease SDAP for any skill. There will be a biennial recertification process. Each MACOM will submit a recertification memorandum that will be reviewed by DCSPER and ASA(M&RA). Prior to the biennial requirement, DAPE-PRR-C will provide a memorandum of instruction. The DCSPER and ASA(M&RA) will maintain oversight and currency of assignments that have been determined to be SD. Information and assistance may be obtained from DCSPER (DAPE-PRR-C).

c. Receipt of SDAP depends on service in the SD assignment after meeting the applicable criteria. Entitlements to SDAP will not be made contingent upon successful achievement of assigned recruiting and reenlistment objectives or other additional requirements beyond the scope of this regulation.

d. Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600–8–105, Format 330, Proficiency Pay. It is recommended that personnel officers prepare a DA Form 2446 (Request for Orders) in accordance with AR 600–8–105. The request for orders must include the level of SDAP authorized. The DA Form

2446 is then forwarded to the PSB or MPD to issue the orders. The correct level of SDAP should be annotated in the additional instruction block of the order.

(1) A single order should be used to award or change each rate of pay including the appropriate effective dates. This rule also applies for soldiers who PCS between SDAP assignments. (See para 3-22e(7).) Soldiers will continue to receive their SDAP entitlement at the same level upon arrival at the new duty station.

(2) The gaining command will publish orders that reflect the new assignment and level of SDAP and ensure the SIDPERS database reflects the correct SDAP level.

(3) Losing commands will implement measures to ensure that SDAP termination orders are cut upon PCS when the soldier is not PCSing to another SDAP assignment.

(4) Each order will contain the applicable SDAP pay rate. Pay rates for SDAP and entitlement type codes are located on the SIDPERS help screen. Procedures for inputting pay data are located on the H-E-L-P screen on the SIDPERS workstation. Additional pay procedures for special/incentive pay orders are located on the PERSCOM on-line SIDPERS procedures site. Current changes on SDAP policy and guidance on revised pay rates or categories will be announced via MILPER message pending official publication. Changes will be—

(a) Provided to the soldier and the soldier's finance office.

(b) Filed in the soldier's Military Personnel File (MPF), or, if no MPF exists, changes will be maintained at the battalion S-1 where permanent orders are filed.

e. For records and reports, Unit PACs must ensure that adjustments or changes to the soldier's pay account are annotated on the soldier's ERB.

3-21. Initiating special duty assignment pay

a. MACOM commanders may request that SDAP be authorized for designated positions (not currently authorized) in their commands when the duty position meets at least one of the following criteria:

(1) Extremely demanding effort is necessary to ensure successful mission accomplishment.

(2) A greater than normal degree of responsibility (heavy and personal burden to ensure successful accomplishment of duties) than what reasonably could be expected in a regular military assignment for a soldier's grade and experience.

(3) Requirement of special qualifications met through rigorous screening and special schooling other than (over and above) a brief orientation.

b. Requests will be submitted to Deputy Chief of Staff for Personnel (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300; telephone: Defense Switched Network (DSN) 225-1872. Requests will be submitted annually in December in time to be reviewed during the Program Objective Memorandum process and approved by ASA(M&RA). The request will address and include the following information in addition to other budgetary requirements. (Where possible, cite pertinent and applicable statutes, Department of Defense (DOD) directives, DOD instructions, and Army regulations (ARs)):

(1) Selection process.

(2) Assignment process.

(3) Mandatory schooling.

(4) Documentation of MTOE/TDA duty positions.

(5) Utilization—length of tour.

(6) Recipients—number and location.

(7) Recommended level and annual cost.

(8) Milestones for implementation.

3-22. Eligibility criteria for special duty assignment pay

Enlisted soldiers are eligible to receive SDAP when they—

a. Are on active duty and are entitled to basic pay.

b. Are serving in grade of PFC or higher.

c. Have completed special schooling required for qualification in the SD assignment or have completed equivalent on-the-job training (OJT). (The OJT must be at least as long as the formal school training and must fully qualify the soldier in the SD assignment.)

d. Are qualified in one of the following authorized SD assignments (Table 3-3 provides varied rate of pay.):

(1) Production recruiters assigned recruiting objectives or production quotas and are actively involved in contracting applicants are authorized SD-6. Production recruiters are field recruiters (including Army Medical Department (AMEDD) detachment enlisted recruiters, SF recruiters, and tech warrant officer recruiters), station commanders, first sergeants, battalion CSMs/SGMs, recruiter guidance counselors, and recruiter trainers (recruiting battalion senior and master trainers).

(2) Recruiters not assigned an objective are authorized SD-5. Recruiters in positions that recruit battalion operations NCOs or exhibitors (including AMEDD detachment operations NCOs and trainers) are authorized SD-5.

(3) Staff recruiters assigned to staff-level positions as CSMs and staff for brigade and Headquarters, USAREC

(includes brigade and above master trainers); recruiter instructors assigned to the Recruiting and Retention School; or DA-level staff recruiters are authorized SD-4.

(4) Regular Army (RA) and Reserve Component career counselors whose PMOS is 79S and whose duty position entails reenlisting soldiers currently on active duty or transferring or enlisting soldiers into Reserve Components are authorized SD-3.

(5) Command sergeants major whose raters and senior raters are general officers (GOs). If rater is—

- (a) Brigadier general, SD-1 is authorized.
- (b) Major general, SD-2 is authorized.
- (c) Lieutenant general, SD-3 is authorized.
- (d) General, SD-4 is authorized.

(6) Soldiers who have an SQI “X” and occupy a designated SDAP position as drill sergeant are authorized SD-5. Upon graduation from Drill Sergeant School, soldiers will receive the SD-5 rate effective the date assigned to an authorized drill sergeant position.

(7) Specially designated personnel. Soldiers who occupy specially designated duty positions are authorized various SDs.

e. Are properly assigned and performing duties of the designated SD assignment. However, as an exception, soldiers will continue to receive SDAP when they are no longer serving in SD assignments because they are—

- (1) Performing additional duties that do not interfere materially with performance in the SD assignment.
- (2) Performing temporary or special duties that do not exceed 90 days.
- (3) Attending a course of instruction directly related to or necessary for continued qualification in the SD assignment.
- (4) Attending a course of instruction in a new military specialty that has been designated to receive SDAP and the reclassification action is determined to be in the best interest of the Army. The amount of SDAP awarded to a soldier in retraining will be either the current award rate in the previous military specialty or the current award rate in the new retrained military specialty, whichever is less.

(5) In a patient status, including convalescent leave. The soldier will retain SDAP not to exceed 12 consecutive months from the date of becoming a patient. However, when the disease is caused by intemperate use of alcohol or habit-forming drugs, entitlement to SDAP stops. (The termination effective date is the date the soldier becomes a patient.)

(6) In an in-transit status.

(7) On authorized leave, including leave taken between two assignments qualifying for SDAP.

f. Situations that cannot be resolved should be forwarded through command channels, with a case analysis and recommendation, to PERSCOM (TAPC-PLP-I), 200 Stovall St., Alexandria, VA 22332.

**Table 3-3
SDAP scale**

SD position	Time periods	SD level/month pay
Command Sergeants Major whose raters and senior raters are general officers. If rater is BG, SD-1; MG, SD-2; LTG, SD-3; GEN, SD-4.		SD-1=\$55 SD-2=\$110 SD-3=\$165 SD-4=\$220
Production Recruiters (includes SQI “4,” guidance counselors and recruiter trainers (recruiting battalion senior and master trainers)		SD-6=\$375
Recruiter, recruiting battalion operations NCO or exhibitors. AMEDD detachment operations NCO and trainers. Drill Sergeants		SD-5=\$275
Staff Recruiters		SD-4=\$220
Regular Army & Reserve Component career counselors		SD-3=\$165
Specially designated soldiers	Various	Various

3–23. Method of payment

a. Special duty assignment pay is in addition to any other pay and allowances to which soldiers are entitled. The monthly rate of pay equates to SD levels; for example, SD1=\$55, SD2=\$110, SD3=\$165, SD4=\$220, SD5=\$275, and SD6=\$375. These levels are further identified by certain positions and time periods as listed in table 3–3. SD levels are also used for establishing new SDAP and as a guide for changes.

b. Experience gained from prior successful tours in the same SD for which the SDAP was awarded is creditable toward computation of the SDAP award level, if otherwise qualified.

c. The SDAP is computed based upon a 30–day month. Entitlement accrues from the date of authorization through the day before the effective date of the termination order. The SDAP will be prorated for that portion of the month in which the entitlement starts or ends.

3–24. Termination/reinstatement

a. When Special Duty Assignment Pay is designated for “reduction or termination of award,” an effective date will be announced to the field at least 60 days in advance. Soldiers serving in a duty designated for termination of SDAP will have the SD pay reduced by 1/2 on the effective date of termination. Receipt of the 1/2 rate will continue for no longer than 12 months. Relieved soldiers will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action taken.

b. Soldiers’ SDAP will be terminated when—

(1) The unit commander determines the soldier has failed to maintain all the requirements for continued receipt of SDAP.

(2) The soldier is reclassified to a specialty that is not designated to receive SDAP.

(3) The ASA(M&RA), during the biennial review determines receipt of SDAP is no longer appropriate.

c. The SDAP may be reinstated—

(1) By revoking the termination order when documentary evidence demonstrates the termination was in error.

(2) Immediately upon satisfying the requirements of this chapter.

d. Recommendations for removal from, or reinstatement to, SDAP positions will contain justification and will be sent through, and acknowledged by, the soldier to the approving commander. The termination or reinstatement date is the actual date the soldier was removed from or reinstated to the SD assignment.

Chapter 4

Attendance at Service Schools

4–1. Applicability

a. This chapter applies to—

(1) AA enlisted soldiers.

(2) ARNGUS and USAR soldiers only when they are serving on active duty or ADT to attend service school.

b. This chapter does not apply to combat-disabled soldiers who have reenlisted under AR 601–280 or have continued on active duty under AR 635–40. They will be processed under AR 635–40.

4–2. Application submission

a. Applications for attendance at service schools will be submitted to the appropriate approval authority listed in table 4–2.

b. Soldiers serving on a stabilized tour must serve at least 5/6 of that tour prior to submitting an application for attendance at a service school.

c. Soldiers assigned OCONUS may submit an application for attendance at a service school not less than 5 months or more than 12 months before DEROS.

4–3. Selection criteria

a. Soldiers must meet the prerequisites (See AR 351–1 and DA Pam 351–4.) and MOS requirements (See DA PAM 611–21.) to attend a service school. However, as an exception, soldiers 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, they must waive their enlistment commitments in favor of the alternate course. Refer to AR 601–210, para 8–3 for processing procedures.

b. Selection criteria for attendance at Navy and Air Force schools or for courses not listed in DA Pam 351–4 will be announced by PERSCOM.

c. Selection of soldiers 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, PERSCOM will select the best qualified personnel. Major commanders will not establish additional selection criteria.

d. Soldiers selected to attend service schools must be able to complete the remaining service requirements in paragraph 4–6.

e. Normally, soldiers will be selected for schooling in the same CMF in which classified. A soldier will not be selected for a course in the same career group that trains at a skill level lower than that for which the soldier presently qualifies. School training should be in progressively higher skill levels to promote career progression of the soldier. The following grade standards apply in selecting soldiers for MOS training:

(1) E4-level courses.

(a) Privates E2 (PV2s) and privates first class (PFCs) may be selected for E4-level courses without regard to grade authorization.

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

(2) NCO-level courses. Only soldiers in the grade of 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 courses in different entry groups unless training in one course is a prerequisite for the other or training is directed by PERSCOM.

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 that would be obtained through successful completion of the course. Requests for exception must clearly explain why school training is necessary if the soldier—

(1) Holds, as primary, the MOS containing the skills taught in the course. It must be assumed that, if pertinent regulations have been followed, a soldier who has been awarded a PMOS 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, a soldier who has performed in an MOS for an extended period of time should be considered qualified and awarded the MOS.) Those MOSs that require formal training are identified in DA PAM 611–21.

(3) Is drawing SDAP and holds the MOS as a verified MOS.

h. Except as authorized in paragraph 4–3*e*, 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. Commanders who are OCONUS 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 TDY status. On completion of the course they will be returned to the OCONUS command. Temporary duty attendance at NCOES courses and return to the OCONUS command is authorized provided the soldier will have at least six months remaining to serve in the OCONUS command after completing the course.

j. Soldiers may be involuntarily selected for schooling for retraining in shortage MOSs 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 one year of service in the accelerated grade awarded under the program.

l. Soldiers who do not meet the body composition standards of AR 600–9 will not be authorized to attend professional military schools. Professional military schooling, as defined in AR 600–9, includes all individual training courses beyond IET. This IET includes entry-course non-prior service personnel, basic training, AIT, one-station unit training or one-station training level.

m. The immediate commander will ensure soldiers have 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. Before the soldier departs for school, the immediate commander will ensure that the soldier has applied for a security clearance of the level required for award of the MOS.

4–4. Waivers

Soldiers may apply for waiver of course prerequisites in technical MOS-producing courses if they have previous related training and have demonstrated that they are capable of completing the course.

a. Waiver requests will be forwarded to the appropriate personnel proponent as defined in DA Pam 351–4. Application should include—

(1) Appropriate justification.

(2) All aptitude area scores.

(3) The course prerequisite(s) to be waived.

- (4) Any outstanding facts to support the request.
- b.* Granting waivers for prerequisites is authority for the soldier to be enrolled in the course for which applying.
- c.* Soldiers desiring to waive an enlistment commitment to attend a school course or to select an alternate course must sign the following statement: "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 school completion, I will be assigned according to the needs of the Army."
- d.* Soldiers desiring to waive a reenlistment commitment should refer to AR 601–280, paragraph 4–4.

4–5. Administrative guidelines

a. Soldiers ordered to Army service schools from organizations in CONUS will take clothing and equipment required by AR 700–84. Special clothing required for the course (See DA Pam 351–4.) will be furnished to soldiers before they depart for school. Soldiers ordered to schools directly from an OCONUS command will be furnished required clothing and equipment that are available in the command. Items that are not available will be furnished to soldiers on arrival at the school.

b. Soldiers will be advised that family member travel and shipment of household goods to schools at Government expense is not authorized under Joint Federal Travel Regulations (JFTR) unless the soldier is being assigned PCS to a school or installation to attend one of the following:

- (1) A course of 20 weeks or more.
- (2) Two or more courses for a cumulative period of 20 weeks or more at any one duty station.

c. Family members will not accompany soldiers ordered to schools from OCONUS commands at Government expense when they are scheduled to return OCONUS, regardless of the length of the course. However, if family members do accompany or join them at their own expense, soldiers must be advised that they may encounter some of the following hardships:

- (1) On-post family housing is not available. Students normally are not permitted to live off-post.
- (2) In many areas, housing near schools or installations is unavailable or extremely costly. In some areas, if it is available, it is substandard.
- (3) Rigid training schedules often preclude regular visits away from school or installation.

(4) Soldiers in CONUS who are entitled to family member travel and shipment of household goods and who are selected for a course or courses of less than 20 weeks will sign the following statement, which will be filed per AR 600–8–104. "I have been advised of the provisions of JFTR, which restrict family member travel and movement of household goods to schools at Government expense when scheduled course is less than 20 weeks in duration. I understand that if my family members 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 family member travel and movement of household goods only from the station at which I attended 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. Guidelines for assignment or attachment of soldiers selected to attend service schools will be specified in their orders.

e. Any leave en route to the school or on completion of the course will be granted under AR 600–8–10.

4–6. Service-remaining requirements

a. Unless PERSCOM directs otherwise, in-service soldiers must meet the service-remaining requirements appropriate for the selected courses. This applies to soldiers who attend service schools in a PCS, TDY pending further orders (TDPFO), TDY en route, or TDY and return status. It also applies to those who attend functional courses, seminars, and so forth, at civilian institutions (on a contract or reimbursable basis) for training not available in the service school system and where no other established service-remaining requirement exists. Soldiers who do not meet the service-remaining requirement must be processed in accordance with AR 601–280, paragraph 4–6, before they comply with orders directing movement to the school.

b. Service-remaining obligations for soldiers who recycle for academic or disciplinary reasons, or who voluntarily recycle, will be computed from new course completion date. Extension of enlistment will be accomplished under AR 601–280 prior to restart of training.

c. Service-remaining requirements for soldiers who complete training but do not possess required security clearance for award of CMF 18 will be computed from the date MOS is awarded. This does not apply if delay in granting of required security clearance can be attributed to processing delays.

d. The amount of service-remaining requirements will not be changed for students who meet prerequisites at the beginning of a course and are recycled through no fault of their own. Approval must be obtained from PERSCOM (TAPC-EPR) for reclassified soldiers (or soldiers who have reenlisted for retraining) prior to placement in the next available course. Enlistment commitments will be honored without any additional service-remaining requirements.

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

f. The required amount of the service-remaining requirement will be computed from the completion date of the course. When soldiers are selected to attend two or more successive courses, the combined course lengths will be added to obtain the total service-remaining requirement. This combined amount will not exceed 36 months. Service-remaining requirements will be based on the course length shown in table 4–1, unless otherwise stated. Soldiers eligible to, but refusing to take action to satisfy the service-remaining requirements must be processed in accordance with AR 601–280, para 4–11 and 4–12.

g. Soldiers attending the following NCOES courses will incur a 6–month service-remaining obligation upon graduation:

- (1) Primary Leadership Development Course (PLDC).
- (2) Basic Noncommissioned Officers Course (BNCOC).
- (3) Advanced Noncommissioned Officers Course (ANCOC).

h. Soldiers attending the following courses will incur a 24–month service-remaining obligation upon graduation:

- (1) U.S. Army Sergeants Major Course (USASMC).
- (2) Training associated with entry into and award of a CMF 18 MOS. Soldier must be able to serve 24 months active duty in a CMF 18 MOS duty position upon completion of MOS training (including completion of any required language/specialized skill training).
- (3) Training associated with entry into and award of a CMF 37 MOS. Soldier must be able to serve 24 months active duty in a CMF MOS duty position upon completion of MOS training (including completion of any required language/specialized skill training).

i. Soldiers attending the following courses will incur a 36–month service-remaining obligation:

- (1) Middle Enlisted Cryptologic Career Advancement Program (MECCAP).
- (2) Military ELINT Signals Analyst Program (MESAP).
- (3) Military Intern Sigint Analyst Program (MINSAP).
- (4) Training associated with MOS 67R, 67S, 67T, 68J, or 68X (excluding ASI Q2 training).
- (5) Training associated with MOS 74B (Information Systems Operation Analyst).

j. Soldiers attending the Battle Staff Course will incur a 12–month service-remaining obligation upon completion of training.

k. RA soldiers who will become eligible to retire under 10 USC 3914 or 3917, must agree to meet their service-remaining requirement to attend the selected course. Soldiers will be required to sign a statement before movement to the school acknowledging 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. (See AR 635–200, para 12–9c).

l. Soldiers in the ARNGUS and USAR 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.

m. Soldiers scheduled for training as a result of participation in the BEAR program must be extended for the number of months stipulated in AR 601–280, chapter 6, prior to departure for training.

Table 4–1
Service Obligation For Training

Course length (in weeks)	Service time remaining (in months)
Less than 4	6
4–9	9
10–11	10
12	11
13	12
14–15	13
16	14
17	15
18–19	16
20	17
21	18

Table 4-1
Service Obligation For Training—Continued

Course length (in weeks)	Service time remaining (in months)
22-23	19
24	20
25	21
26-27	22
28	23
29	24
30-32	25
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

Table 4-2
School Application Approval Authority

Courses	Approval authority
a. MOS-producing, except—	PERSCOM (TAPC-EPR-F), Alexandria, VA 22331-0451
(1) CMF97, MOS 79R/79S	PERSCOM (TAPC-EPM-A), Alexandria, VA 22331-0454
(2) MOS 97B	PERSCOM (TAPC-EPL-M), Alexandria, VA 22331-0453
(3) MOS 95D	PERSCOM (TAPC-EPL-M), Alexandria, VA 22331-0453
(4) CMF 18, MOS 37F	PERSCOM (TAPC-EPK-S), Alexandria, VA 22331-0452
b. Functional (including ASI/SQI) or non-MOS producing courses, except—	PERSCOM (TAPC-EPT-F), Alexandria, VA 22331-0457
(1) Airborne	
(a) Training and assignment	PERSCOM (TAPC-appropriate career branch), Alexandria, VA 22331-xxxx
(b) Training	PERSCOM (TAPC-EPT-F), Alexandria, VA 22331-0457
(2) Ranger	PERSCOM (TAPC-EPK-I), Alexandria, VA 22331-0452
(a) Training and assignment	
(b) Training	PERSCOM (TAPC-EPT-F), Alexandria, VA 22331-0457
(3) AMEDD functional (non-MOS/non-ASI producing courses)	HQDA (SGPE-EDT), Washington, DC 20324

4-7. School assignment and classification

a. Soldiers' records will be evaluated upon arrival at school in a PCS status. Soldiers' qualifications will be evaluated to—

(1) Ensure input of qualified personnel to school courses. Evaluation will include verifying soldiers meet course service-remaining requirements prior to start of training.

(2) Preclude unnecessary training of soldiers already qualified in the skills and knowledge taught in the course.

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

(b) Soldiers may be assigned by school commandant to a course other than that for which selected only after approval by PERSCOM. A different assignment will be considered when a student fails to qualify for the selected course or is exceptionally qualified for a course other than the selected one, particularly a more advanced course. PERSCOM is approval authority for requests to assign soldiers to another course. (See table 4–2.) However, if the soldier is attending school TDY, the commander shown in the TDY orders must grant approval first.

(c) Soldiers who, because of prior training or experience, possess some of the skills and knowledge of the course 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 the selected course and who require no additional training will be classified into the appropriate MOS or awarded the ASI, SQI, LIC, and reported for assignment. PERSCOM will be advised of these actions.

b. If soldiers are erroneously ordered to school or if a course has been relocated, soldiers will be reassigned as appropriate. Travel will be chargeable to Military Personnel, Army Funds. (See AR 37–100.)

c. In exceptional cases, to correct serious misclassification in original selection, a school commandant may recommend to PERSCOM that a soldier be assigned to another school (course) that is better suited for the soldier by qualification and interests. If PERSCOM approves, assignment will be chargeable to Military Personnel, Army Funds. (See AR 37–100.)

d. On successful completion of an MOS-producing course, graduates will be awarded the school-trained MOS. Reclassified soldiers must possess an RCN to be awarded the new MOS.

e. Soldiers who successfully complete a course will receive a graduate certificate and MOS orders and have their records annotated per AR 600–8–104.

4–8. Dismissal from school

Soldiers may be dismissed from school per AR 351–1.

Chapter 5

Optional Assignments and Soldier Initiated Assignments or Actions

Section I

Optional Assignments

5–1. Scope

Soldiers must volunteer for optional assignments. They also must be highly motivated to complete the required training and successfully perform the duties. Because of the unique mission or capabilities of the units, a high state of readiness is required. Therefore, volunteers will be assigned on a priority basis. Stringent screening processes exist to ensure that only the highest quality volunteers are accepted and assigned. Soldiers who desire to apply for duty or assignment may do so without regard to current assignment. Only fully qualified soldiers will be accepted for duty in the following optional assignments:

- a. Airborne positions.
- b. Ranger positions.
- c. Special Forces positions.
- d. The United States Army parachute team (The Golden Knights).

5–2. Objectives

a. The objective of the Airborne Program is to ensure an adequate number of parachute-qualified soldiers are available to maintain a high state of readiness.

b. The objective of the Ranger Program is to maintain Army readiness through ranger-qualified soldiers (SQI “G” and “V”).

c. The objective of Special Forces is employment of highly specialized elements to accomplish specially directed strategic missions in times of peace, conflict, and war, in support of national interests and/or security. Many of these special operation missions are conducted at times when employment of conventional military forces is not feasible or is not considered in the best interest of the United States. Training for, and participation in, these missions is arduous, somewhat hazardous, and often sensitive in nature.

d. The objective of The Golden Knights is to increase Army awareness of and to enhance the image of the Army both nationally and internationally. The Golden Knights are highly qualified soldiers who support the Army mission by

representing the Army worldwide through demonstration jumps, participation in national- and international-level jump competitions, and utilization of media relations/public contact opportunities in support of Army recruiting efforts.

5-3. Airborne duty (special qualification identifier “P” (parachutist))

a. Soldiers must successfully complete airborne training (be awarded SQI “P”) to be assigned to an airborne position. (See chapter 4 for training.) Guidance for submitting an application for airborne training and assignment is in DA Pam 600-8, procedure 3-19.

b. Soldiers volunteering for airborne training must—

(1) Have completed basic training (BT) and advanced individual training (AIT) (except for MOSs 37F and 92R) or the equivalent of such training. (That is, they must possess civilian-acquired skills or qualify for on-the-job AIT on graduation from BT.)

(2) Meet the medical qualifications for airborne training and duty. (See AR 40-501.)

(3) Achieve the aptitude score for the MOS in which enlisting; this applies to all potential airborne volunteer enlistees. Trainees with an enlistment option for MOS 37F or 92R will be scheduled by PERSCOM (TAPC-EPO-O) to attend airborne training en route to MOS 37F or 92R training.

(4) Not have more than 30 days lost (10 USC 972) during current enlistment.

(5) Be less than 36 years old on the date of application. Soldiers in the grade of SGT or above may obtain a waiver for age with favorable recommendation from a medical doctor.

(6) Have enough service remaining on current enlistment to complete at least 12 months of service after airborne training. Applicants without enough service remaining to meet this requirement must take action to meet length-of-service requirements. (See AR 601-280.) Action to meet time-in-service-remaining requirements must be completed before orders to attend airborne training are issued.

(7) Not be alerted for or on AI to an overseas area (either as an individual or as a member of a unit) unless the projected assignment is to an airborne unit.

(8) Not be under court-martial charges or investigation that may result in trial by court-martial.

(9) Not possess a DA-controlled or shortage MOS, unless that MOS is in an airborne TOE identified by SQI “P” for airborne-qualified soldiers. Soldiers possessing a PMOS that are not in an airborne TOE are ineligible to apply for airborne training while so assigned.

(10) Not be in AIT. On declaration of general war or full mobilization, this criterion is suspended.

(11) 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.)

(12) 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.)

(13) Not have deliberately terminated previous airborne duty or training. (This does not apply to those whose termination was based on extreme family problems.) (See chap 3.) On declaration of general war or full mobilization, this criterion is suspended.

(14) Pass physical readiness test. The test will be—

(a) Not more than 30 days before the date of application and again not more than 15 days before the class start date for permanent party personnel. Those who fail to pass the second test will be report to HQDA, TAPC-appropriate office symbol, for reassignment. Orders assigning the soldier to airborne training will be revoked.

(b) Within two weeks before departing from the BT activity for soldiers completing BT and attending airborne training before report for on-the-job AIT.

(c) During AIT for new accessions to the Army, except as in paragraph 5-3b(14)(b). Soldiers who fail the first test will be retested during AIT. Those who fail to pass the final test will be reported to HQDA, TAPC-EPT-S for reassignment.

(15) Meet medical, physical, and mental prerequisites for attending airborne training. (See AR 40-501 and DA Pam 351-4.)

c. Soldiers assigned to an airborne position or unit will serve a three-year tour unless—

(1) Physically disqualified.

(2) Exempted by the general court-martial convening authority (GCMCA).

(3) Separated from the Service.

(4) Accepted for another airborne, ranger, special forces, or other training or assignment that has higher priority.

d. Airborne soldiers are managed by the career management branch that controls their MOS.

e. All airborne-qualified soldiers are given equal consideration with their peers in career development actions.

f. Airborne-qualified soldiers assigned to non-airborne positions may apply for reassignment to airborne positions. Experienced airborne-qualified soldiers assigned to non-airborne duty positions may volunteer for permissive parachute status. Guidance is located in paragraph 5-7.

g. Airborne-qualified soldiers may be involuntarily assigned to an airborne unit if necessary to maintain a high state of unit readiness.

h. Airborne-qualified soldiers who are excess to the needs of a unit, regardless of MOS, may be reassigned to satisfy Army-wide requirements. First priority will be to assign them to other airborne units.

i. Soldiers who were rejected for, or relieved from, airborne training or duty (because of temporary physical limitation or failure to qualify in the physical readiness test) and who later qualify for airborne training or assignment may reapply for airborne training or duty.

j. Soldiers desiring to terminate their airborne status may submit a request to terminate through their chain of command stating their desire to be removed from airborne duty and that they do not desire future airborne status.

(1) If soldier has served 36 months or longer in current airborne assignment, the GCMCA will approve the request and direct removal from airborne status to include withdrawal of SQI "P." Approval authority may be delegated as local GCMCA dictates.

(2) If soldier has served less than 36 months in current airborne duty assignment, airborne status may not be terminated unless the GCMCA approves the request.

(3) Approved airborne termination requests will be forwarded to appropriate installation work center for withdrawal of the airborne SQI and termination of hazardous duty incentive pay (if applicable). (See para 5-3l.)

k. For Department of the Army directed prospective airborne assignments issued via EDAS the following applies:

(1) Reassignment work centers must conduct individual interviews to determine soldiers' eligibility for airborne assignment. Soldiers must be advised that they must serve 36 months in the designated assignment.

(2) Soldiers must select an option and initial the airborne option statement located on the SIDPERS PCN AAA-234 report, which reads, "I (decline) (accept) this airborne assignment." (initials)

(3) If airborne assignment is declined, the reassignment work center will—

(a) Submit deletion of assignment instructions.

(b) Forward copy of the airborne assignment option statement to the appropriate installation personnel work center for withdrawal of SQI P and termination of hazardous duty pay (if applicable).

(c) File original (or copy) of airborne option statement in soldier's reassignment folder.

l. Designated work centers will, upon receipt of approved soldier-initiated airborne termination requests, approved command-initiated removal actions, or airborne options statements (PCN AAA-234 report)—

(1) Issue appropriate MOS order (using MOS action order procedures in SIDPERS) withdrawing the airborne SQI. (Refer to para 5-3o.) Using the above SIDPERS function will automatically generate a transaction to update the TAPDB.

(2) Terminate hazardous duty incentive pay, if applicable.

(3) Ensure proper distribution of orders (including installation finance work center, if applicable).

m. Soldiers desiring to terminate in lieu of locally directed airborne reassignment, refer to paragraph 5-3j.

n. Soldiers who have been terminated from airborne duty will be reported to PERSCOM (TAPC-appropriate career branch) for appropriate reassignment action.

o. Soldiers who terminate airborne status will have SQI "P" withdrawn. Since SQI "V" and ASIs "F7," "W8," and "W9" are dependent on SQI "P," those, if held by the soldier will also be withdrawn. In addition, SQI "S" will be withdrawn, except for those soldiers who hold an MOS in CMF 67 or MOS 93P, which are exempted from the airborne requirement for SQI "S." (See DA PAM 611-21.)

5-4. Ranger assignments (SQI "G" (ranger) and "V" (ranger parachutist))

a. Male soldiers may volunteer for ranger duty. They will be briefed on all aspects of ranger duty prior to submitting their applications.

b. There are two types of ranger assignments: non-regiment positions (airborne and non-airborne) and the 75th Ranger Regiment (airborne positions).

c. All non-regiment positions require soldiers to be ranger-qualified. Soldiers who volunteer for ranger training must meet the minimum medical fitness standards (see AR 40-501), the prerequisites for ranger training (see chap 4 and DA PAM 351-4), and, when applicable, the prerequisites for airborne training. Soldiers will attend training TDY and return to parent organization or TDY en route to assignment.

d. Assignments to the 75th Ranger Regiment are voluntary. Soldiers desiring an assignment must submit a formal application to PERSCOM (TAPC-EPK-I (Ranger Team)) and meet the following criteria:

(1) Hold an MOS and grade that is authorized in the 75th Ranger Regiment (verify authorized MOS with PERSCOM (TAPC-EPK-I) (DSN 221-7676).

(2) Be airborne-qualified or qualified to attend airborne training. (See chap 4.)

(3) Be ranger-qualified or qualified to attend ranger training (See chap 4.), if soldier is combat arms or combat support MOS, SGT and above.

(4) Have 24 months retainability upon arrival at the 75th Ranger Regiment, or take action to acquire sufficient service to meet the minimum period prior to departing losing command. (See AR 601-280.)

- (5) Be eligible for and retain as a minimum a “secret ” clearance.
- (6) Not be undergoing court-martial proceedings, under investigation that may result in trial by court-martial, or under suspension of favorable personnel actions. (See AR 600–8–2.)
- (7) Not be convicted by special or general court-martial or have any record of time lost under section 10 USC 972 during current term of service.
- (8) Not be an airborne or ranger terminee, unless the termination was due to medical release or compelling exceptional circumstances.
- e.* Soldiers who enlist for the 75th Ranger Regiment need not apply. They will be assigned according to their enlistment commitment.
- f.* Soldiers stationed OCONUS may submit their application no less than five months prior to their DEROS. However, soldiers selected for the 75th Ranger Regiment and/or training will complete the normal OCONUS tour, unless an exception is granted.
- g.* Soldiers who are CONUS-based may submit their application anytime; however, they must serve one year TOS prior to PCS.
- h.* Soldiers in the grades of SPC and below (and normally combat service support MOS regardless of grade) are assigned to the 75th Ranger Regiment prior to attending school. Once these soldiers meet the unit selection criteria and are determined to be qualified, they will attend ranger training TDY and return.
- i.* Combat arms and combat support MOS soldiers in the grades of SGT and above will attend training en route to the 75th Ranger Regiment.
- j.* Ranger-qualified soldiers (with SQI “V”) may be assigned to the 75th Ranger Regiment for unit readiness.
- k.* Upon successful completion of ranger training, soldiers will be awarded SQI “G” when non-airborne-qualified or “V” when airborne-qualified.
- l.* Soldiers will be terminated from ranger duty with the 75th Ranger Regiment when—
 - (1) They request termination from the regiment and/or airborne status.
 - (2) They refuse to jump from an aircraft while participating in an airborne operation.
 - (3) Their security clearance is withdrawn.
 - (4) They lose physical qualifications.
 - (5) They fail to fulfill professional requirements or are found unsuitable as evidenced by any of the following (not all-inclusive):
 - (a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than six months confinement or a fine in excess of \$5,000.
 - (b) Initiation of any adverse administrative elimination action for reasons specified in AR 635–200.
 - (c) Repeated failure to perform MOS-, SQI-, or ASI-related duties after counseling.
 - (d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a ranger.
- m.* Soldiers terminated from 75th Ranger Regiment status will be reported as IA. (See para 3–15.)

5–5. Special Forces assignments (policy and selection criteria)

- a.* Male soldiers (SPC through SSG) desiring to volunteer for SF duty should contact the Special Operations Recruiter Detachment (SORD) (Commander, USAJFKSWC, ATTN: AOJK–SP–R, FT Bragg, NC 28307; comm: 910–432–1818 or DSN: 239–1818) provided they—
 - (1) Are high school graduates or have general education development (GED) certificates.
 - (2) Are airborne-qualified, or are qualified for and volunteer to attend airborne training.
 - (3) Are not under suspension of favorable personnel actions. (See AR 600–8–2.)
 - (4) Do not have any lost time under 10 USC 972 within current or preceding enlistment. A waiver for up to but no more than 30 days lost time will be considered for exceptional circumstances.
 - (5) Have not been convicted by court-martial or have disciplinary action under the UCMJ (article 15) in their OMPF. This provision can only be waived in special circumstances by CG, USAJFKSWCS.
 - (6) Have not received a bar to reenlistment.
 - (7) Have not been terminated from SF, ranger, or airborne duty, unless termination was due to medical release or voluntary termination due to compelling exceptional circumstances that were—
 - (a) Documented at the time of the termination
 - (b) Endorsed by the chain-of-command.
 - (8) Pass the SF and the survival, evasion, resistance, escape (SERE) medical examination (including EKG) under AR 40–501 and meet the body fat composition requirements in AR 600–9.
 - (9) Can meet the SF Assessment and Selection Course (SFASC) prerequisites in DA Pam 351–4.
- b.* Soldiers must successfully complete the SFAS course before they can attend the SFQC. Soldiers will attend the course in a TDY and return status and normally attend at anytime; however, the following exceptions apply:

(1) Soldiers on OCONUS AIs must have their career branch's approval to attend but will not be scheduled for SFQC until completion of their prescribed tour.

(2) Soldiers on AIs to dependent-restricted short tour may attend SFAS if a deferment is not required but will not be scheduled for SFQC until completion of their prescribed tour.

(3) Soldiers who volunteer for SFAS prior to receiving AIs will be deferred to allow attendance at the SFAS course. Graduates' assignment to the SFQC will take precedence over any assignment conflict provided the soldier volunteered for SFAS prior to receiving AIs.

c. Upon successful completion of the SFAS course, soldiers will be evaluated for placement in the most applicable SFQC. Soldiers will be rescheduled for SFQC, as required, through the USAJFKSWCS SFQC coordinator and TAPC-EPK-S. Prerequisites for the SFQCs are in DA Pam 351-4. Soldiers will be scheduled for the next available SFQC provided—

(1) A second PCS in the same fiscal year is not required for OCONUS-based soldiers.

(2) Soldiers who are CONUS-based have completed at least 12 months TOS prior to PCS to school.

(3) They will not reach their retention control point (RCP) prior to the scheduled SFQC graduation date, unless they are selected for the 18D course. Candidates of 18D requiring an RCP waiver may be reviewed on a case-by-case basis.

d. Soldiers must obtain at least an interim secret clearance (based on initiation of a national agency check (NAC)) prior to starting the SFQC and be able to obtain a final secret clearance prior to graduation.

e. Upon successful completion of the SFQC, graduates will—

(1) Be accredited with BNCOC attendance.

(2) Attend the SF Basic Military Language Course (BMLC). However, this may be waived if the soldier demonstrates proficiency to an interagency language roundtable (See AR 611-6.) rating of 1/1 in one or more languages.

(3) Attend and successfully complete the SERE Level C (high risk) course.

f. Upon successful completion of SFQC, service-remaining obligation for CMF 18 duty is 24 months. (See para 4-6h(2).) For soldiers who attend the SF BMLC, the remaining active duty service obligation will begin upon completion of the SF BMLC and SERE course.

g. Voluntary requests for reclassification may be submitted after completion of 24 months in a CMF 18 duty assignment. However, soldiers will not be released from CMF 18 duty assignment or scheduled for training prior to completion of 36 months SF duty.

h. All requests for deletion or deferment for soldiers on assignment instructions in CMF 18 must be submitted to PERSCOM for approval.

i. Soldiers will be terminated from SF duty, CMF 18 MOS withdrawn, and reported for reclassification and assignment when—

(1) They request termination from SF duty or airborne status.

(2) They refuse to jump from an aircraft while it is airborne.

(3) Their security clearance is withdrawn.

(4) They lose physical qualifications.

(5) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than six months confinement or a fine in excess of \$5,000.

(b) Initiation of any adverse administrative elimination action for reasons specified in AR 635-200.

(c) Repeated failure to perform MOS- or ASI-related duties after counseling and rehabilitative reassignment.

(d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a SF soldier.

(6) They do not attend the Basic Military Language Course (unless previously language-qualified) and attend and successfully complete the SERE Level C (high risk) course.

j. Soldiers terminated from SF duty will be reported as IA.

5-6. The United States Army parachute team (The Golden Knights)

Information regarding selection, training, and assignment for duty for the USAPT may be found in AR 215-1, paragraph 8-20c(8). Soldiers desiring further information may also contact the USAPT Operations NCO at DSN: 236-4800 or COMM: (910) 396-4800.

5-7. Permissive parachuting policy

a. Permissive parachuting is an Army personnel program for experienced airborne-qualified soldiers on active duty, members of the Army Selected Reserve, and Army Individual Ready Reserve augmentees (IRRA), who are assigned to non-airborne duty positions. Soldiers who volunteer for permissive parachute status should have a desire for future airborne assignments and seek to enhance and maintain their static-line military parachuting skills. As an exception,

ROTC and USMA cadets may perform permissive parachute jumping when participating in Cadet Troop Leadership Training (CTLT) with AA units, provided their requests are pre-approved by their respective commanders, that is, CG, Cadet Command and Superintendent, USMA.

b. Prerequisites.

- (1) Must possess SQI “P,” “S,” or “V” or hold MOS in CMF 18.
- (2) Must meet minimum airborne experience requirement, that is, have at least three verifiable cumulative years of parachuting duty in an airborne position.
- (3) Must complete Airborne Refresher Training Course. (See FM 57–220, app A.) Completion date must be within the six-month period preceding the date of the scheduled permissive parachuting jump.
- (4) Must be medically qualified for parachuting duty per AR 40–501, be in good physical condition as indicated by most recent Army physical fitness test, and meet the height and weight standards in AR 600–9.
- (5) Must meet membership requirements of paragraph 5–7a and personally volunteer for permissive parachute status.

c. Permissive parachuting jumps can be counted for senior and master parachuting ratings.

d. No hazardous duty pay is authorized, and no orders are published for permissive parachute jumping.

e. Injury received while performing permissive parachuting activities is normally determined to have been incurred in the line of duty.

f. An approved exception to policy does not have to be resubmitted when requesting an additional six months in permissive parachute status.

g. Permissive parachuting status will not be approved for requests that do not meet the prerequisites in para 5–7b and for:

- (1) A period longer than six continuous months.
- (2) Jumping with foreign forces unless the Army participant has a definable directed mission role with such foreign forces.
- (3) Jumping related to or motivated by personal, recreational, or ceremonial reasons, for example, jumping with family members at airborne graduation ceremonies or with sport parachute teams.
- (4) Jumping that is likely to increase airborne program resources.
- (5) Jumping other than static-line.
- (6) Soldiers with no desire to serve in future airborne duty assignments.

h. Approval authorities.

(1) MACOM commanders; Director, Army National Guard of the United States (ARNGUS); Chief, Army Reserve (CAR), for personnel under their jurisdiction.

(2) Defense Intelligence Agency (DIA), for qualified Army personnel assigned to its overseas locations.

(3) HQDA, Deputy Chief of Staff for Operations and Plans (DCSOPS) (DAMO–SSF) for personnel in the Personnel Exchange Program (PEP), Foreign Area Officer Program (FAO), and School of Other Nations Program (SON).

(4) CG, USA Cadet Command and Superintendent, USMA for ROTC and USMA cadets undergoing CTLT with the AA.

(5) Deputy CINC/Chief of Staff, PACOM, for soldiers assigned to JUSMAG and security assistance organizations throughout the Pacific area.

(6) Approving authorities may delegate approval authority to subordinate organizations that exercise general court-martial convening authority (GCMCA). If delegated, the GCMCA will also consider requests from soldiers under its jurisdiction but who are not subject to the MACOM command authority. A copy of each delegation document will be forwarded to HQDA, Deputy Chief of Staff for Personnel (DAPE–MPE), 300 Army Pentagon, Washington, DC 20310–0300.

(7) Personnel officers will—

(a) On a continuing basis, forward copies of each instrument of delegation to HQDA, Deputy Chief of Staff for Personnel (DAPE–MPE), 300 Army Pentagon, Washington, DC 20310–0300 if approval authority is delegated to GCMCA.

(b) Ensure that approvals are properly authenticated by the Commander/GCMCA (usually a GO) and a copy of each completed permissive parachuting action is forwarded to HQDA, DCSPER (DAPE–MPE).

(c) Disapprove requests that are not in accordance with the policies herein.

(d) Forward favorable recommendations for exception to the policies herein to HQDA, Deputy Chief of Staff for Personnel (DAPE–MPE), for final action.

(e) Establish controls to maintain continuous account of personnel approved for permissive parachuting status.

Section II Soldier-Initiated Assignments

5–8. Exchange assignments

a. For mutual convenience, soldiers may request on a DA Form 4187 (Personnel Action), exchange assignments, often referred to as SWAP assignments (current duty only), with other soldiers. Both soldiers must agree and be of the same grade and MOS and be similarly qualified. The initiating soldier must include the following statement on the DA Form 4187: “I have read and understand the provisions of AR 614–200 and hereby waive any and all claims against the U.S. Government for transportation for me, my family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) to (new location), as requested by me. I further agree to waive any and all claims against the U.S. Government for mileage allowance and/or per diem allowance for me and my family” and include the other soldier’s statement. (See fig 5–1.)

b. Exchanges must be CONUS to CONUS or OCONUS within the same OCONUS command.

c. The commanders of both soldiers concerned must concur in the proposed exchange assignment and agree on the date of assignment.

d. Soldiers must have served at least 12 months at current duty station and have at least 12 months time remaining in service upon arrival at the gaining installation.

e. Soldiers will pay all costs incurred in relocation, and all travel time will be charged as ordinary leave.

f. Eligibility for foreign service does not change, and no stabilization period is authorized for either soldier.

g. Soldiers in receipt of AIs, or in a deployed status, are not eligible.

h. If a married Army couple currently occupying a common household is separated because one soldier is granted an exchange assignment, the other soldier may not apply for reassignment to the same installation to re-establish a joint residence.

(DATE)

STATEMENT

I agree to an exchange assignment with Ford, Kevin J., 000--00--0000, SGT 11B2O presently stationed at Fort Defense, VA. If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. The following personal data is submitted:

Name: ROSS, Louis, Grade: SGT, E5 MOS: 11B Unit and station: Co A, 2d BN, 4th Inf, 86th Inf Division, Fort Service, NY 01122.

Figure 5–1. Sample Statement of Understanding for an Exchange Assignment

5–9. Assignment of sole surviving son or daughter

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

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

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

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

b. The continued existence of a family unit (any other living family member) is not a requirement to gain or retain

sole surviving son or daughter status. This also applies to the existence of a sole surviving son or daughter having one or more brothers or sisters.

c. These rules do not apply to single parents unless the single parent is also a sole surviving son or daughter.

d. Separation policies pertaining to soldiers who become a sole surviving son or daughter after enlistment are contained in AR 635–200.

e. Sole surviving sons or daughters, upon request for non-combat duty by soldier or soldier’s immediate family, may not be assigned to duty normally involving actual combat or duty where they might be subjected to hostile fire.

f. Soldiers may waive entitlement to the assignment limitation, whether entitlement is based upon the soldier’s own application or the request of the soldier’s immediate family.

g. Unless entitlement is waived, soldiers will not be assigned to—

(1) Combat and hostile fire areas.

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

(3) A command where combat conditions exist, unless the area is not physically located in the geographical limits of the hostile fire zone.

h. Soldiers who have waived sole surviving son or daughter status may request reinstatement of that status at any time. Commanders with GCM authority are approval authorities for requests for reinstatement. When reinstatement is approved, soldiers will be removed promptly from the hostile fire area or to a “safe haven” within the combat zone until reassignment. Requests for reassignment instructions will be sent to PERSCOM (TAPC-EP-appropriate career branch), 2461 Eisenhower Ave., Alexandria, VA 22331.

i. Sole surviving sons or daughters who have received AIs to a combat zone or hostile fire area will be held at the home station pending reassignment.

Section III

Compassionate Actions

5–10. Overview

a. Compassionate actions are requests from individual soldiers when personal problems exist. The two types of compassionate requests are when personal problems are—

(1) Temporary (resolvable within a year).

(2) Not expected to be resolved within a year.

b. Soldiers may be reassigned, deleted or deferred from AIs, or attached as a result of an approved compassionate request. Soldiers requesting reassignment may be assigned to an area other than their requested geographical preference based on availability of medical services and the needs of the Army.

c. Soldiers may request reassignment from—

(1) CONUS to CONUS.

(2) OCONUS to CONUS.

(3) CONUS to OCONUS.

(4) Within same OCONUS command.

d. Normally, the following conditions alone are not a basis for a compassionate request:

(1) Soldier’s desire is to be in a new area.

(2) Divorce or separation that is the result of family separation due to military requirements.

(3) Legal actions and court appearances for matters relating to divorce and/or child custody issues.

(4) Recent awarding of custody of dependent child or children to the soldier under the terms of a divorce or legal separation by temporary or permanent court order.

(5) Sole parenthood.

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

(7) The problem expected to be resolved by family members joining the soldier at their duty station.

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

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

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

(11) Chronic problems relating to parents or parents-in-law.

e. Soldiers are not authorized to submit more than one request for reconsideration for the same or similar extreme family problem.

f. Commanders who are GCMCA’s will review each application to determine that established criteria has been met. Requests that do not meet standards for a change in assignment will not be approved by GCM authority. Applications that are not approved will be returned to soldiers. Reasons for disapproval will be specified.

5-11. Criteria

a. Compassionate requests must be initiated by the individual soldier concerned. Spouses of soldiers enrolled in the MACP will receive compassionate consideration unless otherwise indicated in the remarks section of DA Form 3739 (Application for Compassionate Actions). However, this does not guarantee favorable consideration. A copy of DA Form 3739 is available on the Army Electronic Library CD-ROM (EM 0001) and on the USAPA website (www.usapa.army.mil).

b. Compassionate consideration will be given for problems that cannot be resolved through the use of leave, correspondence, power of attorney, or the help of family members or other parties.

c. Compassionate consideration will be given only for family members. A family member includes 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 also be considered provided they are documented as authorized family members. (See AR 600-8-14.) If the problem is based on conditions of the parents-in-law, there must be no other family members of the spouse's family to help solve the problem.

d. There must be a valid MOS and grade authorization at the requested installation or activity. Director, Enlisted Personnel Management Directorate (EPMD), PERSCOM may waive the MOS and grade authorization when a valid MOS and grade authorization does not exist at the requested installation or activity and the Office of the Surgeon General has recommended approval. Waiver of MOS and grade authorization will only apply to extreme cases involving the soldier's spouse or child. Upon completion of 12-month stabilization, soldier will be awarded AEA code "L" and may be placed on assignment to a location where MOS is authorized.

e. Soldiers' AIs may be deferred (see AR 600-8-11) pending the results of their compassionate request. However, soldiers in basic training will not be deferred from AIT pending the results.

f. Soldiers having an unfulfilled enlistment commitment must sign a waiver statement if their compassionate request is approved.

g. Soldiers requesting compassionate reassignments from OCONUS locations where medical care for family members is not available, as determined by appropriate medical authorities (European Regional Medical Center or MACOM Surgeon General), must submit appropriate medical documentation verifying care is not available.

5-12. Supporting documentation

The following documentation will be included (as appropriate) with DA Form 3739. (See fig 5-2.)

a. *Medical problems.* A signed statement from the attending physician giving the specific medical diagnosis and prognosis of illness. The statement will include date of onset, past and anticipated periods of hospitalization, period of convalescence, and anticipated life expectancy for terminal cases. The statement will list any other factors that establish the soldier's presence as having a bearing on the medical condition. For cases involving reassignment from OCONUS location where medical care for family members is not available, include documentation from appropriate medical authorities stating that fact. (See para 5-11g.)

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

c. *Rape/child abuse.* Statements from police, social service agencies, and/or examining physicians.

d. *Marital and dependent status.* When cases involve reassignment of soldiers to dependent-restricted tours, a statement by the soldier, witnessed by an officer, will be included. It will specify that the soldier has been advised that travel for dependents at Government expense is not authorized. (See JFTR para U5222D.)

e. *Other problems.* Supporting statements from responsible persons (for example, clergymen, social workers, court clerks, American Red Cross personnel) who have personal knowledge of the problem.

APPLICATION FOR COMPASSIONATE ACTIONS					
For use of this form see AR 614-200; the proponent agency is ODCSPER					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY:		Title 5, USC, Section 301.			
PRINCIPAL PURPOSE:		To determine eligibility for compassionate action.			
ROUTINE USES:		Information may be referred to appropriate authorities to determine if compassionate action can be approved.			
DISCLOSURE:		Disclosure is voluntary. Failure to furnish information requested may result in denial of request for compassionate action.			
FORWARD APPLICATION TO HQDA (TAPC-EPC-S). SUBMIT ONE COPY ONLY. The soldier is advised that if this request for compassionate action is approved, he/she may be assigned to duties in other than PMOS; further, a waiver of any enlistment/reenlistment commitment must be accomplished (AR 601-210, chapter 8 and AR 601-280, chapter 4). If submitted by soldier on leave, DDALV or in attached status, a copy of DA Form 31 or orders must be included with this request.					
1. I REQUEST:					
<input checked="" type="checkbox"/> a. REASSIGNMENT TO <u>Fort Bragg, NC</u>					
<input type="checkbox"/> b. DEFERMENT OF _____ DAYS FROM ORDERS TO _____					
<input type="checkbox"/> c. DELETION FROM ORDERS TO _____					
<input type="checkbox"/> d. PERMISSIVE ATTACHMENT OF _____ DAYS AT _____ EFFECTIVE _____					
2. NAME (Last, First, MI) Clemente, Roberto		3. SSN 000-00-0000	4. RANK SFC	5. PRO-PAY CATEGORY N/A	
6. ENL COMMITMENT Indefinite	7. PMOS 75H40		8. SMOS 71L40		
10. CURRENT STATUS		11a. ASG/ATCH UNIT		11b. PHONE NO.	
<input type="checkbox"/> ORDINARY LEAVE	<input checked="" type="checkbox"/> DUTY	HHC, 109th Inf Bn		Comm (000)000-0000	
<input type="checkbox"/> EMERGENCY LEAVE	DDALV	Ft Lewis, WA 00000		DSN 000-0000	
12. DEROS N/A	13. DROS 4 Aug 96		14. MARITAL STATUS Married		
15a. NAME OF SPOUSE Beryl Clemente		15b. AGE 35	15c. PRESENT ADDRESS OF SPOUSE 1814 Jackson Street, George, WA 00000		
17. BASD 9 Nov 83	18. PEBD 9 Nov 83		19. ETS 15 Oct 04		
				20. HOME PHONE (Include area code) (000)000-0000	
21. AUTHORIZED FAMILY MEMBERS, CHILDREN OR OTHERS AUTHORIZED AS FAMILY MEMBERS IAW AR 640-3.					
NAME		AGE	RELATIONSHIP	ADDRESS	
Joseph Clemente		4	Son	Same as item 16c.	
22a. PARENTS (To be completed by all soldiers. Indicate if parents are deceased.)					
NAME		AGE	ADDRESS	MONTHLY INCOME	HEALTH
FATHER: Deceased					
MOTHER: Juliet Clemente		60	1462 Waycross Street Highpoint, NC 00000	\$400	Poor
FATHER-IN-LAW: Deceased					
MOTHER-IN-LAW: Deceased					

DA FORM 3739, JAN 96

Figure 5-2. Sample of a Completed DA Form 3739

22b. THIS REQUEST IS BASED ON LOCO PARENTIS. I RESIDED WITH THE FOLLOWING PERSONS FROM _____ (Month/Year) TO _____ (Month/Year)					
NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH	
23. SOLDIER'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.)					
NAME	AGE	RELATIONSHIP	ADDRESS	OCCUPATION	MONTHLY INCOME
24. HAS SOLDIER SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE ACTION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, INCLUDE DATE SUBMITTED, CIRCUMSTANCES PROMPTING THE REQUEST, AND FINAL DECISION.					
25. GIVE REASONS FOR REQUESTING COMPASSIONATE ACTION (If illness or injury is involved, attach statement from attending physician, IAW AR 614-200, chapter 5.) Mother has had a heart attack. The diagnosis is blockage of the Arteries. The prognosis for recovery is poor. Life expectancy is one year or less.					
26. WHAT ATTEMPTS HAVE BEEN MADE BY SOLDIER TO REMEDY THE CONDITIONS OTHER THAN APPLYING FOR A COMPASSIONATE ACTION? Leave to assist, financial support, ect.					
27. REMARKS					
28a. I have been interviewed by a commissioned officer and have been 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 court-martial.					
b. SIGNATURE OF APPLICANT				c. DATE	
29a. I certify that the information on the request for compassionate action contained herein <input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL					
b. TYPED OR PRINTED NAME OF COMMANDER/AUTHORIZED REPRESENTATIVE Donald D. McAlluff CPT, TC, PERS OFCR		c. SIGNATURE		d. DATE 15 Mar 00	

DA FORM 3739, JAN 96

*U.S. GPO: 1998-404-813/40413

Page 2 of 2

Figure 5-2. Sample of a Completed DA Form 3739-Continued

5-13. Compassionate requests when problems are temporary

The following criteria is in addition to the criteria listed in paragraph 5-10.

- a. The problem must be temporary and resolvable within one year.
- b. The problem neither existed nor was foreseen at the time of the latest entry on active duty. Reenlistment without a break in service is not considered to be the latest entry on active duty.
- c. Commanders with GCMCA, on a one-time basis, may—
 - (1) Temporarily defer, up to 60 days, soldiers' AIs when the request for family travel was submitted late due to extensive evaluation and testing of family members identified during mandatory medical screening in support of the Exceptional Family Member Program (EFMP) (not applicable to IET students).
 - (2) Delete soldiers' AIs when, within nine months of soldiers' report date—
 - (a) The spouse or minor child is deceased.
 - (b) There has been a documented rape of spouse or minor child, and the soldier's presence is essential to resolve related problems.
- d. Situations not stated in paragraph 5-13c will be decided by PERSCOM (TAPC-EPC-S). The following are examples of conditions that normally warrant approval:
 - (1) Terminal illness with less than 12 months' life expectancy of an immediate family member documented by attending physician.
 - (2) Scheduled major surgery of soldier's spouse or minor child with 12 months or less recovery/rehabilitation documented by attending physician.
 - (3) A recent severe psychotic episode involving a spouse or child.
 - (4) Soldiers' minor children are being made wards of the court or placed in an orphanage or foster home as a result of family separation. Separation must be the result of military service and not of neglect or misconduct on the part of the soldier.
 - (5) 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 soldiers' home within 90 days. Additionally, if soldiers are pending reassignment action, the soldiers must have initiated the adoption proceedings before notification of reassignment.
 - (6) Soldiers en route from an accompanied OCONUS tour to an unaccompanied OCONUS tour may be deferred for up to 30 days. The deferment is for settlement of family when the soldier's presence is required for unforeseen problems.

5-14. Compassionate requests when problems are not expected to be resolved within one year

The following criteria are in addition to the criteria listed in paragraph 5-10.

- a. A second PCS in the same fiscal year is not involved.
- b. A valid requirement (requisition) for the soldier's grade and PMOS must exist at the desired location.
- c. The following are examples of conditions that normally warrant approval:
 - (1) Extreme family problems stated in paragraph 5-11 that cannot be resolved in one year.
 - (2) A recent death in the soldier's family, other than spouse or minor child, when extenuating circumstances exist.
 - (3) Serious chronic health problems.
 - (4) Disabling allergies that will be aggravated by climatic conditions.

5-15. Compassionate reassignments 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 or administration office provided—

- (1) They have a verified compassionate problem that can be resolved only by remaining in area of attachment.
 - (2) The local commander, based on soldier's supporting documents, determines that an emergency situation exists.
- b. An Army installation is defined as any unit that normally initiates personnel actions. This includes, but is not limited to, military entrance processing stations (MEPS), the U.S. Army Recruiting Battalion, and depots.
- c. Normally, soldiers who are returned from OCONUS on emergency leave qualify as emergency cases. These soldiers may contact the nearest military personnel and transportation assistance officer (MPTAO). Soldiers who cannot report to an installation should telephone PERSCOM (TAPC-EPC-S) during duty hours ((703) 325-4812).
- d. Soldiers may be attached for 15 days, or as otherwise directed by PERSCOM (TAPC-EPC-S), to the installation or activity processing the request when authorized by PERSCOM (TAPC-EPC-S) (Attachment request may be forwarded to PERSCOM via EDAS (Compassionate Attachment Function.)) and soldiers have submitted a compassionate request at the assigned activity or installation prior to departure on leave, or documented grounds exist for submitting a compassionate request.

e. Attachment for soldiers on leave from or en route between CONUS installations must have approval of the gaining commander and PERSCOM (TAPC-EPC-S).

f. During attachment—

- (1) Soldier's grade and MOS do not have to be authorized at the installation or activity processing the request.
- (2) Payment of per diem and travel allowance is not authorized.
- (3) The compassionate request (if not submitted prior) must be processed. If soldier has not applied by the end of 15 days, he/she will be released from attached status and directed to comply with current AIs or return to parent unit.
- (4) Soldiers will remain at the installation and perform duties as directed by the commander. Soldiers will be granted enough free time to permit them to document their request. However, any absence in excess of 72 hours will be charged as ordinary leave.

g. If the application has been submitted to PERSCOM (TAPC-EPC-S), soldiers will remain attached until a reply is received. When no response has been received within 15 days, local commander will contact PERSCOM (TAPC-EPC-S) (DSN: 221-4807 or commercial: (703) 325-4807) for status and appropriate action.

h. Release from attachment.

- (1) Soldier will be released from attachment as directed by PERSCOM (TAPC-EPC-S).
- (2) Under no condition will installations grant additional attachment for compassionate reasons without approval from PERSCOM (TAPC-EPC-S).

Section IV Married Army Couples Program

5-16. Applicability

Provisions of this section apply to RA soldiers married to members of the RA, other U.S. military services, or Reserve Components. Soldiers married to civilians are not included.

5-17. Scope

a. Married Army couples desiring joint assignment to establish a common household (joint domicile (JD)) must request such assignment by enrolling in the MACP. Application for enrollment must be submitted not later than 30 days from the date of marriage. Marriage must be valid per AR 37-104-4. Action based on intended marriage will not be considered even as an exception to policy.

(1) Only one soldier needs to request enrollment in the MACP when both soldiers are serviced by the same MPD/PSB (Signatures of both soldiers are required.); otherwise both must apply.

(2) The servicing MPD/PSB will submit the appropriate spouse information using the Personnel Services Function in SIDPERS. This capability is found under the Soldier Program Application using the procedure for creating a request for enrollment into the MACP. Soldiers are not officially enrolled until their spouse information is updated on the TAPDB.

(3) After submission of the spouse data through SIDPERS, the MPD/PSB will verify enrollment against the MACP microfiche received bimonthly or by accessing the EDAS Personnel SSN Query Function (PS Screen). Verification of enrollment must be made prior to notifying soldiers of the status of their enrollment request.

(4) When one soldier is considered for reassignment, the other soldier is automatically considered for assignment to the same location or area. Assignment instructions for each member will indicate whether or not a joint assignment is approved. If one soldier is considered for assignment, and the other soldier does not have sufficient time remaining to ETS for an assignment and does not reenlist or extend, the provisions of the MACP do not apply.

(5) Enrollment guarantees JD assignment consideration; however, it does not guarantee that the couple will be assigned together at the same location and/or at the same time.

(6) Consideration is continuous as long as the couple remains enrolled in the program.

b. Favorable consideration for JD assignment will depend on—

(1) A valid requisition/requirement existing in the same area for both soldiers' military PMOS or branch (officers) and grades.

(2) Career progression of both soldiers not being adversely affected and soldiers being otherwise eligible for the assignment.

c. Married Army couples that do not enroll in the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.

d. Other RA married soldiers may not enroll in the MACP but may request reassignment to join their spouses by submitting a DA Form 4187 if—

(1) Married to a member of another U.S. military service.

(2) Married to a member of the Reserve Component and that spouse is ordered to active duty for one year or more.

5-18. Criteria

a. The guideline for a JD is assignments close enough together for soldiers to establish a common household (50-mile radius or one-hour driving time of each other). Married soldiers will not be assigned so that they will be in their spouse's rating chain.

b. Deferment or early arrival requests for couples to travel together will not be considered.

c. Married Army couples must meet their military obligations (regardless of assignment) to the same extent as unmarried soldiers or soldiers married to civilians.

d. A reassignment in CONUS, under the MACP, to establish a JD may be granted as an exception. Reassignment is contingent on the following:

(1) A valid requisition exists in the soldier's grade and MOS at the gaining installation, and assignments are near enough to each other to establish a JD.

(2) Losing installation does not have a critical shortage in the soldier's grade and MOS.

(3) Soldiers have served a minimum of 24 months (12 months when volunteering to join spouse in an OCONUS area) time-on-station when departing the losing duty station for a CONUS to CONUS reassignment. Soldiers may submit a voluntary request for OCONUS after six months time-on-station if military spouse is located OCONUS for movement after completion of 12-month TOS requirement. If both soldiers are assigned to CONUS locations, a request for CONUS reassignment may be submitted after 14 months (for movement upon completion of 24 months TOS requirement) for PCS at Government expense.

(4) Soldiers must have 24 months time-in-service remaining after arrival at gaining installation (must be able to serve prescribed tour to join spouse overseas). If needed, this service may be acquired through extension or reenlistment prior to departing the losing duty station.

e. When a soldier is reassigned to join spouse, neither will be involuntarily reassigned for at least 12 months from the date the reassigned soldier arrives on station. This policy will also apply when both are reassigned to establish a common household. The 12-month period will be computed from the latter of the two arrivals when the arrival dates differ. The term "involuntarily reassigned" does not include deployments or other TDY requirements.

f. Soldiers who are otherwise qualified and not within the reenlistment window may extend their current term of enlistment to have a joint ETS month with their spouse. This extension will not exceed 23 months and will be limited to the number of months necessary to accomplish the joint ETS.

g. All married in-service couples with joint physical and legal custody of one or more children under age 18 or family members (regardless of age) incapable of self care must have an approved FCP. (See AR 600-20.)

h. JD assignments will not be considered when one soldier is attending school in a PCS status. However, consideration will be given upon school completion.

i. Married Army couples may be assigned to the same OCONUS area if—

(1) There is a valid vacancy for both soldiers.

(2) A common household can be established as determined by the gaining command.

(3) Both have enough remaining service to serve prescribed tour. If needed, this service may be acquired through extension or reenlistment prior to departing the losing station. However, neither soldier will be exempt from OCONUS service if criteria in (1) or (2) above does not exist at the time both are voluntarily or involuntarily assigned OCONUS.

(4) Both have served a minimum of 12 months at current CONUS duty stations.

j. Family travel (See AR 55-46.) is not automatic upon approval of a JD assignment. Soldiers must apply for family travel and receive approval from the OCONUS command prior to their family's departure.

k. When a married Army couple on an approved OCONUS JD assignment arrives OCONUS at different times, the first arriving soldier's DEROS will be automatically (without soldier's consent) adjusted to equal the spouse's DEROS. The second arriving soldier is not authorized a tour curtailment to meet the spouse's DEROS.

l. When JD assignment to a short-tour OCONUS area cannot be accomplished, the spouse will not be automatically placed on AI to the same area. However, the spouse may submit an individual request to the same short-tour area or a different short-tour area. (This assignment does not provide for establishment of a JD, and the couple is not entitled to Government family housing or other special considerations based upon their marital status.) Normally, an assignment to establish a common household in a short-tour area will not be approved if housing is not available.

m. Married Army couples with minor family members may volunteer for assignment to a dependent-restricted OCONUS area providing they have proper care for their family members. They will serve the unaccompanied tour unless they request extensions.

n. If a married Army couple with family members are both involuntarily assigned to a dependent-restricted OCONUS area, one soldier may request a temporary deferment to arrange for care of the family member(s).

o. Married Army couples assigned together to a short-tour area that authorizes family members will serve the accompanied tour. However, if the AIs do not indicate soldiers are assigned under the MACP, the couple (even though they share a common household) will serve the unaccompanied tour. Couples may request tour extensions.

p. When one member of a married Army couple separates from active duty prior to completion of prescribed tour, the remaining soldier is still obligated to complete the tour.

- q.* The OCONUS tour lengths for married Army couples are prescribed in AR 614–30.
- r.* When either member of a married Army couple completes an unaccompanied overseas tour, neither soldier will be required to serve a similar tour until they have served together in CONUS or OCONUS for at least 12 months, when possible.

5–19. Soldiers in advanced individual training

Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment and who desire a JD with their spouse, will be enrolled in the MACP. When enrolled, the soldiers will be automatically provided JD assignment consideration prior to completion of training. Both soldiers must apply unless they are both attending AIT at the same location (both signatures required).

- a.* When a married Army couple are both in AIT, they will be considered for assignment to the same area. If one spouse has an enlistment commitment for a specific location (unit or station), both soldiers will be assigned to that location, if possible.
- b.* When each member of a married Army couple has an enlistment commitment for a different location, one spouse (in some instances both) must waive the commitment in order for them to be assigned together.
- c.* Soldiers will be retained in AIT pending outcome of JD requests.
- d.* Soldiers will not be retrained to accommodate a JD request.

5–20. Permissive assignments

- a.* A permissive assignment (at no cost to the Government) CONUS to CONUS or intratheater OCONUS areas is another means for a married Army couple to establish JD. (Only one of the soldiers need apply.)
- b.* Area moves that are CONUS to OCONUS, OCONUS to CONUS, intertheater, and short tour OCONUS under permissive conditions are not authorized.
- c.* An application for permissive assignment will include a statement that the application, if approved, is subject to the following rules:
 - (1) Soldiers must have at least 12 months but less than 24 months at current station. (This cannot be waived.) However, soldiers may submit request for permissive assignment after serving six months at current duty station for movement after completion of the 12–month TOS requirement.
 - (2) A valid requirement must exist for the soldier's grade and MOS at the gaining location.
 - (3) Soldiers must have, or acquire, sufficient service to complete at least 12 months at the gaining location. Soldiers who are CONUS-based will be stabilized for 12 months at the gaining installation. Soldiers based OCONUS will extend their DEROS, when necessary.
 - (4) Soldiers will pay all expenses incident to travel to the new duty station, including transportation of family members and shipment of household goods. Soldiers will also arrange for shipment of household goods. Government facilities, including packing, movement, and storage will not be used. Soldiers may, however, obtain advice from the local transportation office.
 - (5) Travel time in conjunction with the move will be charged as ordinary leave.
 - (6) A permissive assignment request may be withdrawn at any time prior to departing the current duty station. If the request is withdrawn, AIs will be revoked.

5–21. Disenrollment from MACP

- a.* Soldiers may terminate enrollment in the MACP at any time by initiating a DA Form 4187 to their servicing PSB/MPD. Failure to update MACP information or change marital status will cause continued JD assignment consideration (including soldiers who are legally separated or divorced).
- b.* Soldiers that are legally separated or divorced must update current marital status through their servicing MPD/PSB. Soldiers will be automatically disenrolled from the MACP when the SIDPERS transaction submitted by their MPD/PSB updates their marital status in the PERSCOM data base.
- c.* Soldiers not legally separated or divorced are required to submit an application (DA Form 4187) with both signatures to their respective MPD/PSB. If both soldiers are serviced by the same MPD/PSB, only one member need submit the application. However, both signatures are required.

Chapter 6

Career Development Programs and Instructor/Adviser Positions

Section I

Career Development Programs

6-1. Overview

a. A career development program is a system of intensive management of selected MOS or CMF. These 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.

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 the following career development programs:

- (1) Intelligence.
- (2) Explosive Ordnance Disposal.
- (3) Technical Escort Training.
- (4) Army Bands Career Program.

6-2. Objectives

a. The Intelligence Career Program's objectives are to—

- (1) Improve the intelligence capability of the Army.
- (2) Provide highly skilled soldiers to fill enlisted intelligence requirements within DOD and military intelligence units within the Army.

(3) Provide opportunities and incentives for career enhancement in the intelligence field.

(4) Provide an inventory of soldiers directly engaged in intelligence activities.

b. The EOD Program objectives are to—

(1) Provide individual training, intensive career management, and development of soldiers according to their demonstrated ability and potential for advancement.

(2) Retain qualified soldiers through greater opportunities, incentives, and job satisfaction.

c. The TE training objective involves duties that include close association with or possibly exposure to toxic chemicals and other hazardous materials during operations and training.

d. The ABCP objectives are to—

- (1) Improve the musical and military proficiency of Army bands.
- (2) Prepare enlisted soldiers for positions of leadership and responsibility in band operations, including administration, training, and supply.

6-3. The Intelligence Career Program

a. Soldiers must possess a PMOS in CMF 33, 96, or 98, or qualify for entry into these MOS by meeting the prerequisites in DA PAM 611-21, including the applicable security clearance required for the position. Waivers will only be approved in exceptional cases when in the best interest of the Army.

b. Language training eligibility requirements, including schedule of applicable language courses, are in AR 611-6. When feasible, career soldiers in MOS 97E and 98G should be trained in a second operational language to increase assignment flexibility.

c. Soldiers stationed OCONUS may apply for training in MOS 97B after arrival in the OCONUS unit but not later than five months before DEROS.

d. Soldiers applying for training in MOS 97B who have less than ten months remaining OCONUS may be required to—

- (1) Voluntarily extend the OCONUS tour pending final approval (six to nine months processing time required).
- (2) Return to CONUS and serve at least one year at the new station before attending school. (Soldiers must sign a statement to this effect.)

e. Retention of any MOS awarded under this program depends upon—

- (1) Continued eligibility for intelligence duties per DA PAM 611-21, unless granted a waiver.
- (2) Satisfactory performance of duties and demonstrated career potential.

f. All newly accredited soldiers will serve probation for one year or until age 21, whichever is longer. The probation period will start the first day of duty following award of MOS 97B. During this period, soldiers will not be utilized on

sensitive investigations, except under special circumstances. Overall performance, capabilities, and potential during this period will be evaluated continuously. Within 30 days after the probation period, a special recommendation will be submitted stating whether the soldiers should be retained in MOS 97B.

g. Soldiers in Tactical Intelligence Production/Surveillance MOS (96B, 96D, and 96R) may be released (without approval) from the program for the following reasons:

- (1) Acts of disaffection, disloyalty, or subversion.
- (2) Character deficiencies including indiscretions or improprieties that cause withdrawal of the soldier's security clearance.
- (3) Undesirable mental attitude relating to subversion, disloyalty, or disaffection.
- (4) Demonstrated inability to perform duties commensurate with military grade and standards.

h. Soldiers assigned MOS in CMF 33, 98, and PMOS 97B may not have their MOS withdrawn without approval. However, pending approval, soldiers may be suspended from duties in CMF 33, 98 and PMOS 97B, and assigned other duties for the following reasons:

- (1) Expressing a desire not to perform duties in their assigned MOS. This expressed desire is not to be used solely to evade an assignment that the soldier thinks is unsatisfactory.
- (2) Committing acts of disaffection, disloyalty, or subversion.
- (3) Exhibiting character deficiencies, including indiscretions or improprieties below standards prescribed in this section.
- (4) Possessing an undesirable mental attitude (such as an expression of subversion, disloyalty, or disaffection).
- (5) Losing badge or credentials through negligence (MOS 97B).
- (6) Abusing operational privileges granted to certain intelligence soldiers.
- (7) Demonstrating inability to perform duties commensurate with military grade and standards.

i. When soldiers are suspended, disciplinary or administrative action may be taken under the UCMJ or other pertinent regulations.

j. When soldiers are disqualified for duties (AR 380–67, para 2–200) in the Intelligence Career Program, they will be reclassified. Soldiers who are mandatorily reclassified out of an MOS in CMF 33 or 98, or PMOS 97B will not hold, as either an SMOS or AMOS, any MOS in CMF 33 or 98 or PMOS 97B.

k. When soldiers are released from the Intelligence Career Program for reasons outlined in AR 380–67, paragraph 2–200, the U.S. Army Central Personnel Security Clearance Facility will be notified.

6–4. The Explosive Ordnance Disposal Career Program

a. The EOD Career Program is a volunteer program designed to train soldiers in the location, identification, evaluation, safe rendering, recovery and final disposition of both surface and underwater chemical, biological, nuclear, foreign or domestic, conventional, improvised, and previously unknown ordnance used worldwide. In addition, soldiers serving in the EOD Career Program support VIP missions for the U.S. Secret Service, State Department, and other Federal agencies. Upon completion of training, soldiers are awarded MOS 55D (Explosive Ordnance Disposal Specialist).

b. Nonprior-service soldiers are required to be eligible for MOS 55B and MOS 55D and awarded the MOS 55B before attending MOS 55D training. Sergeants, not in promotable status with less than one year time in grade as of the date of EOD volunteer statement (completed during EOD interview), and below, who have completed at least two years of active Federal service may volunteer for initial EOD training.

c. Soldiers, SFC and below, who were previously qualified but have not worked in MOS 55D for 36 months or more may volunteer for re-entry into the program (MOS 55D). However, soldiers must meet the training selection standards and prerequisites (see DA Pam 351–4), the MOS requirements (see DA PAM 611–21) and must complete all designated refresher training. Soldiers who previously terminated volunteer status for MOS 55D may not reapply for the EOD program.

d. Soldiers are not eligible to apply when they—

- (1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.
- (2) Are alerted or under orders for OCONUS movement.
- (3) Are under court-martial proceedings, investigation that may result in trial by court-martial, or suspension of favorable personnel actions. (See AR 600–8–2.)
- (4) Have been relieved from EOD training or duty due to punitive action, cancellation of security clearance, academic failure, or personal request for relief from EOD.
- (5) Have received EB or variable reenlistment bonus (VRB/SRB) for current service obligation.
- (6) Have lost time under 10 USC 972 within two years of the date of application.
- (7) Are serving OCONUS. (Soldiers may apply from ten through five months before DEROS.)
- (8) Have had their EOD badge revoked under provisions of AR 600–8–22.

e. Soldiers desiring to participate in the EOD Career Program should contact the EOD unit closest to their current duty station. The EOD unit commander or first sergeant will provide further guidance and conduct a personal interview

prior to soldier submitting application packet. First-term soldiers who enlisted for EOD training will be interviewed upon entry into BT. The interview will include the nature and requirements for the training and duties.

f. When soldiers complete the prescribed EOD training, they will be—

- (1) Awarded the appropriate MOS and skill level.
- (2) Assigned to EOD duties under the current policies and directives.

g. A copy of the EOD volunteer statement will be maintained in the OMPF per AR 600–8–104.

h. When soldiers are approved for EOD training, they will be attached (effective 90 days before Phase I training report date) to the EOD company for OJT. Soldiers may be attached earlier provided their current commander agrees. When the approval is received less than 90 days before the reporting date, soldiers will be attached as soon as possible. A PCS is not authorized, and the attachment must not involve expenditure of Government travel funds.

i. Initial training for entry into the EOD program is a two-phase process. Phase I is at Eglin Air Force Base, FL; and Phase II is at Redstone Arsenal, AL. Accepted volunteers will PCS to attend formal training.

j. Soldiers who fail to complete the prescribed EOD training or who enter the training and later are found to be unqualified will be removed from the EOD Program and reassigned.

k. Soldiers involuntarily reclassified due to overstrength in the EOD Career Program may request reentry into the program should a shortage develop.

l. Soldiers may request voluntary release from the program. Termination of volunteer status will result in reclassification from MOS 55D and reassignment from the assigned EOD unit; furthermore, MOS 55D will not be designated as a secondary MOS in conjunction with this type of reclassification action. Soldiers who voluntarily terminate EOD status may not reapply for the EOD program.

6–5. The Technical Escort Training Program

a. Active duty soldiers (PV2 through MSG) may volunteer for TE training, provided they meet the selection standards and prerequisites in DA Pam 351–4 and the MOS requirements in DA PAM 611–21 for the following MOS:

- (1) Chemical Operations Specialist (54B).
- (2) EOD Specialist (55D).

b. Soldiers are not eligible to apply when they—

- (1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.
- (2) Are alerted or under orders for OCONUS movement.
- (3) Are under court-martial proceedings, investigation that may result in trial by court-martial, or suspension of favorable personnel actions. (See AR 600–8–2.)
- (4) 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.
- (5) Are serving OCONUS (exception: soldiers may apply ten through five months before DEROS).

c. Soldiers will be advised of the following prior to submitting an application:

- (1) The nature and requirements for the training and duties.
- (2) TE duty assignment according to current policies and directives, upon completion of TE training.

d. Technical escort training is held at the U.S. Army Missile and Munitions Center and School, Redstone Arsenal, AL.

(1) If a vacancy exists at soldier's current installation, soldier will return to that installation after completing the course (TDY and return).

(2) If no vacancy exists, soldier will attend the course TDY en route to PCS. When soldiers have family members, AIs will be issued when course attendance is approved. Otherwise, they will attend the course in a TDPFO status.

e. Graduates of the TE training will be awarded ASI J5.

f. Soldiers assigned in a chemical surety program must be qualified or eligible to qualify under AR 50–6, chapter 3.

g. A soldier who fails to complete the prescribed TE training, or enters the training and later is found to be unqualified, will be removed from training and released from the TE program. (See AR 50–6.)

h. Soldiers may request voluntary release from the TE Program. However, when soldiers commit an offense while in training that causes disqualification for continued training, they will not be allowed to voluntarily withdraw from TE training. Soldiers will be processed under AR 50–6, chapter 3.

6–6. The Army Bands Career Program

a. Soldiers who hold, or are later awarded, a PMOS in the 02 series are automatically members of the ABCP.

b. Soldiers may be selected to enter the ABCP on enlistment, reenlistment, or voluntary reclassification into a PMOS in the 02 series. (See AR 601–210 for enlistment options.)

c. Soldiers may not apply for entry in the ABCP when they are—

(1) Serving on an enlistment that receives an enlistment or reenlistment bonus. Soldiers may only apply on subsequent reenlistment.

- (2) Alerted for or on orders to an assignment OCONUS.
 - (3) Under suspended favorable personnel action. (See AR 600–8–2.)
 - (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 (Bandsperson Basic Instrumentalist) and have the following:
- (1) Ability to read musical notation fluently in the clefs 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) A minimum score of 2.3, as defined in the Audition Standards Manual, School of Music Instruction 1300.1 (MUSCOLINST 1300.1) (see para 6–6*e*) to meet technical proficiency requirements.
 - (4) Soldiers enlisting for the ABCP are enlisted under the ACASP. Additional information and requirements are found in AR 601–210, chapter 7.
- e.* To standardize bandsperson auditioning procedures and to increase the effectiveness of initial selection, the Tri-Service band audition (for all band instruments) has been adopted for AA use. Information on audition procedures is found in MUSCOLINST 1300.1 and may be obtained by contacting the HQ, USAREC Band Liaison at DSN 536–0485; the band liaison at any USAREC brigade headquarters, or any active duty Army band commander.
- f.* Formal technical (musical) training for enlisted personnel consists of the following three courses of instruction conducted at the School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA:
- (1) Bandsperson Basic Instrumentalist 450–F1, which trains qualified initial enlistees, retrainees, or selectees as instrumentalists of authorized Army bands.
 - (2) Army Band BNCOC, which trains qualified Army band SSG (SGT(P)) in technical duties required of band section leaders. Selection limited to members of ABCP.
 - (3) Army Band ANCOC, which trains qualified Army Band SFC, SSG(P), and SSG to conduct ensembles and to assume additional duty unit positions (supply, administration operations) required of Army band SFC personnel. Selection limited to members of ABCP.
- g.* Except for Special Band enlistees, all prospective band members will attend AIT at the U.S. Army Element School of Music.
- h.* Soldiers who have a PMOS in the 02 series will not be assigned or utilized in an MOS outside that series without prior approval from PERSCOM (TAPC-EPM-A). Exceptions are:
- (1) Soldiers pending reclassification out of an MOS in the 02 series may be utilized as directed by installation or division commander.
 - (2) Soldiers temporarily unable to perform duty as bandspersons may be utilized as directed by the unit commander.
 - (3) Soldiers in the ABCP may be assigned as non-career recruiters (SQI “4”). While assigned to a position requiring SQI “4,” soldiers in the ABCP will not be required to perform auditions, either for revalidation of the ASI “C1” or for course completion of BNCOC and ANCOC. This restriction will be effective for 180 days after the soldier is reassigned from recruiting duty.
- i.* Special Band Members
- (1) Soldiers assigned to the following band activities are designated as Special Band Members, PMOS 02S.
 - (a) U.S. Army Band (Pershing’s Own).
 - (b) U.S. Army Field Band.
 - (c) U.S. Military Academy Band.
 - (d) Old Guard Fife and Drum Corps.
 - (2) The commander of the respective band selects Special Band members. Selection will be based on the needs of the band and the qualification standards established by that commander. As a minimum, special band members must exhibit the highest standards of military bearing, personal appearance, and discipline for Special Bands to accomplish their mission. Prospective Special Band musicians must demonstrate superior musical expertise equivalent to professional performers in the civilian community. In addition to the standard requirements of the ABCP, PMOS 02S applicants for the U.S. Army Band (Pershing’s Own) and the Old Guard Fife and Drum Corps (3d U.S. Infantry) must be qualified for assignment to a presidential support activity. (See chap 8, sec I.)
 - (3) Prospective Special Band support personnel must demonstrate outstanding technical skills in their area of expertise. Soldiers assigned to the U.S. Army Field Band as Motor Transport Operators (88M) must meet the requirements in paragraph 8–10.
 - (4) AR 601–210 provides specific instructions for civilian personnel desiring to apply for enlistment into Special Bands.
 - (5) Active duty personnel desiring to apply for a position in a Special Band are required to submit a packet to the commander of that Special Band for screening. This packet should consist of—
 - (a) A resume.

- (b) An official DA photograph.
 - (c) An audition tape that includes examples of technical proficiency in a variety of musical styles for soldiers applying for a musical position.
 - (d) A Copy of the ERB.
 - (e) Copies of previous five DA Forms 2166-7 (Noncommissioned Officer Evaluation Report (NCOER)).
 - (f) A memorandum from the soldier's current commander agreeing to release the soldier from current assignment for reassignment within 180 days of the audition, if selected and allowing the applicant to audition at the site of the band for which the application is being made.
- (6) Withdrawal of MOS 02S. When soldiers are no longer assigned to organizations authorized MOS 02S positions, the PMOS 02S will be withdrawn by EPMD, PERSCOM. Army personnel are not authorized SMOS 02S.
- j. Removal from the ABCP or school of music.
 - (1) Soldiers may request removal from the ABCP by applying for voluntary reclassification out of CMF 97 in accordance with chapter 3. Approval authority is PERSCOM (TAPC-EPR-F).
 - (2) Approval authority for involuntary reclassification from a MOS in the 02 series is PERSCOM (TAPC-EPR-F). Soldiers will be involuntarily reclassified for the following reasons:
 - (a) Due to failure to maintain proficiency in an MOS in the 02 series as determined by the bandmaster. Refer to paragraph 6-6k for instrumental deficiency documentation.
 - (b) Because of disqualifying physical defects.
 - (c) For disciplinary reasons when, as a result of disciplinary action, the soldier can no longer satisfactorily perform duties in the MOS.
 - (d) When training for or serving as a member of the U.S. Army Band (Pershing's Own) or the Old Guard Fife and Drum Corps (3d U.S. Infantry), failure to meet or continue to meet the criteria for assignment to presidential support activities. (See AR 380-67.)
 - (3) Voluntary termination of Special Bandmember status will include removal from the ABCP unless the soldier has completed the level of NCOES prior to obtaining Special Bandmember status required for current grade.
 - (4) Soldiers undergoing initial training for entry into the ABCP may be relieved from enrollment and removed from the program for—
 - (a) Academic deficiencies.
 - (b) Disciplinary actions.
 - (c) Disqualifying physical or medical defects.
 - (d) Compassionate or hardship reasons.
 - (e) Falsification of facts on application.
 - (f) Character or leadership deficiencies.
 - k. To document instrument deficiency—
 - (1) Soldier must be counseled in writing by the bandmaster regarding an instrumental performance deficiency. Specific aspects of the soldier's instrumental performance will be discussed. Soldier will be informed that he/she will be required to audition in 90 days to verify instrumental performance ability.
 - (2) Ninety days after the initial notification, the soldier will audition for the bandmaster and the band senior sergeant using the procedures in the School of Music Audition Standards Manual. The bandmaster may not delegate this responsibility.
 - (a) Soldiers who achieve a 2.70 in the audition are considered to be MOS-qualified and will be counseled to that effect in writing. No further action is required.
 - (b) Soldiers who fail to achieve 2.70 in this audition will be counseled in writing by the bandmaster regarding this failure. Ninety days after the first audition, the soldier will be administered a second audition using procedures in the School of Music Audition Standards Manual. This audition will be videotaped and will be administered by the soldier's commander under the guidelines furnished by the United States Army Element School of Music (USAESOM). The videotape will be sent to the Commandant, USAESOM for grading.
 - (3) After grading the videotape, the Commandant, USAESOM will notify, by memorandum, both the soldier taking the audition and the unit commander of the final score of the audition. A copy of the grading sheet will be attached to this memorandum.
 - (4) Soldiers who receive a score of 2.70 or higher on the audition are considered to be MOS-qualified, regardless of grade or duty position. Soldiers who fail to achieve 2.70 will be processed for reclassification in accordance with chapter 3.

Section II

Enlisted Instructor or Adviser Positions

6-7. Scope

Only the highest quality soldiers will be assigned as instructors or advisers. Normally, soldiers assigned as instructors

will hold SQI “H.” Soldiers may volunteer or be selected for an instructor or adviser position, as appropriate, at the following:

- a. Combat Training Centers (CTC) and TRADOC schools as project warriors (PW).
- b. Active Component to Reserve Component (AC to RC) (including full-time manning (FTM)) and Reserve Officers’ Training Corps (ROTC).
- c. Uniformed service schools.
- d. U.S. Army Sergeants Major Academy (USASMA).

6–8. Objectives

- a. The objective of PW is to infuse the expertise developed by observers/controllers (O/C) at the CTCs and TRADOC schools into the rest of the Army. CTCs include Joint Readiness Training Center (JRTC) Operations Group, the National Training Center (NTC) Operations Group, and designated TRADOC schools.
- b. The objective of AC to RC and FTM advisers, and ROTC instructors is to support the training and readiness of Reserve Components.
- c. The objective of uniformed service school instructors is to train soldiers enrolled at Army service schools, joint service schools, and interservice schools in their respective course curriculums.
- d. The USASMA’s objectives are—
 - (1) To train eligible soldiers in the following courses:
 - (a) CSM (including spouse’s course).
 - (b) SGM (resident and nonresident).
 - (c) ISG.
 - (d) Battle Staff.
 - (2) To provide common core training for BNCOC and ANCOC.
 - (3) Proponency for PLDC and enlisted professional development for the Army.

6–9. Selection criteria

The initial selection criteria for instructor duty is as follows:

- a. Be a high school graduate or possess the GED equivalent.
- b. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. Concerning alcohol and drug abuse, persons declared rehabilitation successes under the ADAPC Program should not be included.
- c. Possess mature judgment and initiative.
- d. Have served at least three years of active Federal service in any branch of the Armed Forces.
- e. Have three years time remaining in-service upon arrival at assignment or be able to reenlist or extend to meet the requirement.
- f. Have a security clearance consistent with that required to attend the requisite instructor course.
- g. Meet minimum reading grade level (RGL) and language grade level (LGL) (measured by Test of Adult Basic Education (see AR 351–1)) required for attendance to the requisite instructor course.
- h. Display good military bearing.
- i. Meet the body composition requirements in AR 600–9.
- j. Be able to pass the Army physical fitness test (APFT).
- k. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
- l. Have recently held a leadership assignment.
- m. Have a demonstrated ability to be an instructor.

6–10. Project warriors at combat training centers

- a. Project warriors are soldiers that will be doctrine writers or platform instructors at designated TRADOC schools for two years.
- b. Soldiers assigned to the opposing forces (OPFOR) of the CTC are not considered for duty as PWs, unless they have served as an O/C and have been certified as a qualified O/C.
- c. In addition to the initial criteria in paragraph 6–9, soldiers must—
 - (1) Have served two years at a CTC and be certified as O/C-qualified at their respective center.
 - (2) Be SSG through MSG.
 - (3) Be competitive for promotion as evidenced by NCOERs.

d. Project warriors' primary assignments will be to their branch schools, but exceptions may be made on a case-by-case basis.

6-11. Active Component to Reserve Component full-time manning advisers and reserve officers training corps instructors

- a.* In addition to the criteria in paragraph 6-9, soldiers must—
- (1) Be SSG or above.
 - (2) Have a "1" or "2" under E of physical profile.
 - (3) Have family members (EFMP enrolled) who are free from medical limitations or conditions requiring regular, continued treatment or consultation that cannot be treated at a civilian medical center and the cost offset by Tri-care and/or Tri-care supplemental insurance.
 - (4) Have a GT score of 100 or higher.
 - (5) Be competitive for promotion to the next higher grade as evidenced by NCOER.
 - (6) Have had an assignment to a TOE unit within the last two years.
 - (7) Be in possession of, or be able to obtain, a civilian driver's license and have no limitations preventing the operation of a military vehicle.
 - (8) If a SSG, be an BNCOC graduate.
 - (9) If a SFC, be an ANCOC graduate.
 - (10) If a SGM, be an SGM Academy course graduate, or have successfully served in positions of increased responsibility with troops.
- b.* Soldiers will not be assigned consecutive tours of duty as AC to RC, FTM advisers, or ROTC instructors.
- c.* To the extent practicable, soldiers assigned to ROTC units will not be reassigned during the semester year and not until after advanced camp.
- d.* Soldiers should be aware that assignment may be to a location where Government support facilities, such as hospitals, exchanges, and commissaries, may not be available.

6-12. Uniformed service school instructors

- a.* In addition to the initial selection criteria in paragraph 6-9, soldiers must—
- (1) Be SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
 - (2) Possess "1" under "S" and "1" or "2" under "E" of physical profile.
 - (3) Be equal in grade to the level of students that will attend the course.
 - (4) Be graduates of the course they will instruct.
- b.* Assignment of instructors at joint or interservice schools will be coordinated with the host service school.

6-13. Sergeants Major Academy instructors

- a.* In addition to the criteria in paragraph 6-9, soldiers must—
- (1) Be U.S. citizens (by birth or naturalization).
 - (2) Be SFC or above.
 - (3) Possess a "1" under "S" and "1" or "2" under "E" of physical profile.
 - (4) Have a minimum GT score of 100.
 - (5) Be a SGM course graduate if SGM or if performing duties as a SGM course instructor, writer, and/or evaluator.
 - (6) Be an Advanced NCOES course graduate if SFC or MSG.
 - (7) Be a 1SG course graduate and have 24 months experience as a 1SG if performing as a 1SG instructor, writer, and/or evaluator.
 - (8) Be a battle staff course graduate and have 12 months experience on a battle staff at battalion level or higher to perform duties as battle staff course instructor, writer, and/or evaluator.
- b.* Back to back instructor assignments are allowed for SGM Academy instructors.
- c.* Final approval of all instructor assignments will be made by the Commandant, SGM Academy.

Chapter 7

Sergeant Major of the Army, Command Sergeants Major, and Sergeants Major

Section I

Overview

7-1. Scope

a. This chapter applies to AA CSM, SGM, and soldiers who have been selected for appointment to CSM or promotion to SGM. It applies to ARNGUS and USAR soldiers only when they are serving on Federal active duty, other than ADT.

b. This chapter also provides policy for assignment and utilization of CSM and SGM.

7-2. Centralized management

All CSM, SGM, and soldiers who have been selected for appointment to CSM and promotion to SGM will be managed by PERSCOM, CSM/SGM Office. All correspondence concerning assignment and utilization of these soldiers, including obtaining branch clearances, will be directed to PERSCOM (TAPC-EPZ-E), Alexandria, VA 22331-0450. However, combat zone commanders may assign these soldiers without prior PERSCOM approval, provided these approvals are also reported to PERSCOM (TAPC-EPZ-E).

7-3. Sergeant Major of the Army

The Sergeant Major of the Army (SMA) is appointed by the Chief of Staff of the Army (CSA) and serves at the discretion of the SA. The SMA is normally selected by the newly appointed CSA and the normal SMA tour length is four years, concurrent with the tour of the CSA.

7-4. Frocking

Master sergeant (P) and command sergeants major (Designee(d)) who are assigned to or branch-cleared for an authorized SGM or CSM position may wear the grade of SGM or CSM (as appropriate). An MSG(P) will only be frocked to a SGM position when the interest and the image of the U.S. Army would be severely jeopardized otherwise. The number of frocked SGMs is limited to ten percent of the approved SGM promotion list. The soldier must be on an approved promotion list and occupying a valid SGM position. Frocking will not be approved to provide an interim fill for the SGM or CSM position. The frocking request must be initiated by the first colonel (COL) commander (or equivalent) in the soldier's current or gaining command. Approval authority is PERSCOM (TAPC-EPZ-E).

a. Soldiers must be either currently enrolled in the Sergeant Major Nonresident Course or be a graduate of the SGM course.

b. Soldiers must not be under suspension of favorable personnel actions. (See AR 600-8-2.)

c. There will be no orders published to authorize frocking; however, frocking may be announced informally. Because frocking is not an official promotion, no presentation ceremony is required. However, where a formal ceremony is desired, figure 7-1 is the suggested format.

d. Identification cards and official records (ERB) will not be changed to show a frocked grade.

e. For soldiers frocked to CSM positions—

(1) The priority for fill is to assign a serving CSM or SGM CSM(D).

(2) DA Form 4873 (Certificate of Appointment to Sergeant Major) (see fig 7-2.) will be presented at an appropriate ceremony on the effective date of frocking. DA Form 4873 is available through normal publications supply channels.

Headquarters
Command
City, State

15 May 1995

SUBJECT: Frocking Authority

By direction of the Department of the Army, MSG James M. Joseph, 123--45--6789, is authorized to wear the grade of Sergeant Major effective this date, in view of his selection for promotion to the grade of Sergeant Major, United States Army.

BY ORDER OF THE SECRETARY OF THE ARMY:

APPROVING COMMANDER
SIGNATURE BLOCK

Figure 7-1. Sample of Suggested Frocking Format



CERTIFICATE OF APPOINTMENT

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

Know Ye, that reposing special trust and confidence in the patriotism, valor, fidelity and abilities of

SAMUEL J. JOSEPH

I do hereby confirm this appointment to

COMMAND SERGEANT MAJOR

in the

UNITED STATES ARMY

to rank as such from the fifteenth day of July

You are therefore charged to faithfully and impartially discharge the duties required by this appointment. As Command Sergeant Major, you fulfill your role in the efficient accomplishment of the unit's mission by providing advice and initiating recommendations to the commander and staff on all matters pertaining to enlisted personnel and their families. By providing counsel and guidance to noncommissioned officers and other enlisted personnel of the command, you satisfy your responsibility for the welfare of the unit's personnel. Also, as the senior noncommissioned officer in your command, you are provided a special charge to uphold military customs and traditions and to enhance the professionalism in the Noncommissioned Officer Corps and the Army by executing established policies and directives according to the Uniform Code of Military Justice.

*Given this first day of August in the year of
our Lord two thousand and one*

BY ORDER OF THE SECRETARY OF THE ARMY:

CHIEF OF STAFF



SERGEANT MAJOR OF THE ARMY

DA FORM 4873, JAN 2000. Previous editions are obsolete.

Figure 7-2. Sample of a Completed DA Form

Section II

Command Sergeant Major Management

7-5. Designation of command sergeant major 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.
 - (2) Commanded by a lieutenant colonel (LTC) or above.
- b.* The TDA equivalent to a battalion is an organization that is commanded by a LTC 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.
 - (2) Assigned students, transients, trainees, and patients.

7-6. Selection of command sergeant major

- 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 PERSCOM. The CSM Program is a voluntary program; therefore, soldiers who meet the announced selection criteria must accept or decline consideration in writing.
- b.* A CSM acceptance or declination statement (see figs 7-3 and 7-4, respectively) must be completed each year prior to the scheduled selection board. These statements will not be filed in the soldier's OMPF and will not be reviewed by selection board members. They will be used only for administrative purposes in assembling records of soldiers desiring consideration for CSM selection.
- c.* Soldiers selected for CSM will not be allowed to decline appointment unless extreme hardship or compassionate reasons are cited in the request.
- d.* Soldiers will not be eligible for CSM selection when they have—
 - (1) An approved application for retirement.
 - (2) Previously been removed from the CSM Program or CSM selection list, either voluntarily or involuntarily.
 - (3) Over 26 years of active service as of the selection board's convene date.
 - (4) Attained age 51 by the selection board's convene date.
 - (5) Executed a CSM Declination Statement by the selection board's convene date.
 - (6) Failed to execute a CSM Acceptance Statement by the selection board's convene date.
- e.* The provisions of paragraph 7-6*d*(3) and(4) are to ensure that all soldiers have sufficient allowable service remaining after appointment to be eligible for worldwide assignment.
- f.* Qualifications for selection require that soldiers possess the highest qualities of leadership, integrity, dedication, and professionalism. Performance must demonstrate potential commensurate with duties and requirements described in AR 611-1 and DA PAM 611-21 for CSM.
- g.* The selection board will consider performance and commendatory and disciplinary data contained in the 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 USAEREC 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. Communications addressed to the president of 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, are not authorized.
- h.* The board will select personnel to fill existing and projected vacancies for a selected period consistent with the needs of the Army.
- i.* A selection list will be announced and will include administrative instructions for appointment of the selected soldiers.

David Joseph, 123--45--6789

2 April 1995

I accept consideration for Command Sergeant Major (CSM) and I understand that if selected I may not decline or voluntarily withdraw from the CSM Program prior to appointment unless extreme hardship or compassionate reasons exist. I also acknowledge that consideration by this selection board for CSM will include the review of my entire Official Military Personnel File (OMPF), including disciplinary data in my restricted fiche, if applicable. I understand that if I am selected for CSM and I am not a graduate of or a selectee for the U.S. Army Sergeants Major Academy (USASMA) (resident or nonresident course) that I will automatically be selected for resident USASMA. I understand this statement becomes an acceptance statement for attendance and I may not decline attendance except for compassionate reasons.

SIGNATURE BLOCK

Figure 7-3. Sample of an Acceptance Statement for CSM Consideration

Louise A. Joseph, 123--45--6789

2 April 1995

I decline consideration for Command Sergeant Major (CSM) and I understand that this declination will not preclude me from being considered by subsequent boards for which I remain eligible. This statement will not be seen by the promotion or selection board and will not become a part of my Official Military Personnel File (OMPF).

SIGNATURE BLOCK

Figure 7-4. Sample of Declination Statement for CSM Consideration

7-7. Appointment to command sergeant major

- a.* Upon CSM assignment, the MSG(P) or SGM, CSM designee will be frocked or laterally appointed to CSM on the date the soldier vacates the former position en route to the CSM position, or as directed by PERSCOM.
- b.* SGMs will be simultaneously reclassified to PMOS 00Z5.
- c.* MSG(P) will be laterally appointed to CSM and reclassified to PMOS 00Z5 concurrent with promotion to SGM and with same effective date as effective date of promotion to SGM.
- d.* Date of rank of CSM is the same as date of rank to SGM.

7-8. Certificate of Appointment to Command Sergeant Major

- a.* On directing appointment of a SGM to CSM, PERSCOM (TAPC-EPZ-E) will forward a DA Form 4873 (Certificate of Appointment to Command Sergeant Major) to the servicing MPD/PSB or local commander for presentation at an appointment ceremony. The local commander will complete the certificate with the soldier's name, date of rank to SGM, and effective date of appointment to CSM. DA Form 4873 is available only at PERSCOM (TAPC-EPZ-E) and cannot be requisitioned through normal publication supply channels.

b. For the purpose of completing the DA Form 4873, the date of rank and effective date of a frocked CSM will be the same as the date the soldier is authorized to be frocked.

7-9. Assignment and utilization

CSMs will be assigned only to positions that have been designated as CSM positions. Priority of fill for CSM positions is at battalion level, brigade level, and finally nominative positions. CSM at battalion or brigade level should not be assigned to the next higher level unless a replacement for the battalion or brigade level can be provided within 30 days. Vacancies should exist only at brigade or higher level of command.

a. Initial entry training CSM positions should be filled with soldiers who have previously served a successful tour as a DS.

b. To improve training and readiness at battalion and brigade levels, CSM will be assigned and utilized only in battalion- and brigade-level positions that are related to their background CMF. The following flexibility is authorized:

(1) If the brigade and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the brigade can be assigned. For example, an armor background CSM can be assigned as the infantry-heavy brigade CSM since the brigade consists of infantry and armor battalions.

(2) CSM positions at NCO academies, Army garrisons, and Army communities may be considered background immaterial. NCO academies at the proponent schools must be filled by CSM with background commensurate with the proponent.

(3) Substitutable specialties will be determined by proponents. Substitutions currently approved include CMF 18 (SFs) to backgrounds the CSM previously served (infantry, engineering, medical, communications, or intelligence), between CMF 12 (combat engineering) and CMF 51 (general engineering), between CMF 67 (aircraft maintenance) and CMF 93 (aviation operations), and between CMF 96 (military intelligence) and CMF 98 (signals intelligence (SIGINT)/electronic warfare (EW) operations).

(4) As an exception, combat zone commanders will assign CSM and personnel on the selection list to or between CSM positions; however, this is not authority to appoint SGM to CSM without prior PERSCOM approval. A combat zone commander may further delegate to division and separate brigade commanders the authority to reassign CSMs. These actions will also be reported to PERSCOM (TAPC-EPZ-E).

c. Exceptions to place selected soldiers in specific assignments to broaden their experience and knowledge will only be made by PERSCOM (TAPC-EPZ-E).

d. The three basic levels of CSM positions are battalion level, brigade or group level, and nominative positions. Units commanded by a COL that do not meet the requirement for designation as brigade or group level may request, with adequate justification, such designation.

(1) Battalion-level positions are those in which CSM serves in a unit commanded by a LTC or COL.

(2) Brigade- or group-level positions are those in which the CSM serves in a unit commanded by a brigadier general (BG) or a COL and has at least one subordinate unit that is authorized a CSM. Units commanded by a COL that do not meet the requirement for designation as brigade or group level may request, with adequate justification, such designation.

(3) Nominative positions are those in which the CSM serves in a unit commanded by a BG or above.

e. Initially, CSMs will be assigned at battalion level. Based on performance, they will be considered for progression to brigade- or group-level positions. After successful performance at brigade or group level, CSM may be considered for nominative positions as described below.

(1) When such a position is established or when a replacement is required due to reassignment or retirement of the incumbent, the commander will be queried to determine any special qualifications that may be desired in the CSM.

(2) PERSCOM (TAPC-EPZ-E) will request nominations from the MACOM CSM.

(3) Nominative CSM positions are those in support of commands authorized at least a major general commander. They are—

(a) HQ, National Training Center.

(b) HQ, Joint Readiness Training Center.

(c) Corps of Cadets, U.S. Military Academy.

(d) 7th Army Training Command.

(e) HQ, Soldier Support Institute.

(f) U.S. Army Sergeants Major Academy.

(4) All CSMs nominated for nominative positions must—

(a) Be recommended for a nominative position.

(b) Have served successfully at brigade level (colonel level or equivalent) for at least 12 months.

(c) Be able to serve at least 24 months prior to mandatory retirement date.

(d) Be able to meet the criteria of the screening commander.

(5) Command sergeants major serving in nominative positions in CONUS incur a 36-month stabilization with

provisions for a one-year extension. Those CSMs in nominative positions will remain in position until completion of their normal tour unless—

(a) They are selected for another nominative assignment.

(b) The commander obtains approval from the first four-star GO serving in the chain of command for initiation of a nominative slate. If approved, the incumbent will be afforded retention in present position for six months or normal end of tour, whichever is sooner.

(6) Commanders of those CSM who are serving in their third year in a nominative position will be notified by message that stabilization is nearing termination, and action should be initiated, if desired, to request a 12-month extension of stabilization in the nominative position. If extension is required, the following must be accomplished:

(a) DA Form 4187 initiated by the serving CSM requesting a 12-month extension of stabilization.

(b) If the commander approves the extension, the completed action, including the commander's approval, will be forwarded to CDR, PERSCOM, ATTN: TAPC-EPZ-E. If the request is disapproved or the CSM does not take action within the timeframe stated below to extend, a nominative slate will be generated by PERSCOM.

(7) Those CSM who have served three or more years in the current nominative position, but who do not have enough time remaining in-service to be PCS'd CONUS-to-CONUS (24 months) due to mandatory retirement, will be retained in the current position.

(8) Those CSM serving in nominative positions overseas who desire an extension of 12 months will request their extension as part of a normal foreign service tour extension (FSTE).

(9) All requests for extensions will be submitted to PERSCOM (TAPC-EPZ-E), 2461 Eisenhower Ave., Alexandria, VA 22331 not later than seven months prior to termination of initial 36 month tour.

f. Normally, CSMs are stabilized for 30 months, except for OCONUS areas where stabilization will not exceed normal tour length. Stabilization in CONUS units will begin on the date assigned to the installation. Stabilization may be terminated when necessary to meet priority requirements or to maintain tour equity.

g. Positions that are CONUS will be filled from OCONUS returnees, IA soldiers, and soldiers within and between commands. Assignments that are TDY in excess of 60 days will be coordinated with PERSCOM (TAPC-EPZ-E) to avoid dual assignment actions.

h. Assignments that are OCONUS will be filled from CONUS-based soldiers and soldiers within and between OCONUS commands.

(1) CMF background of CSM will be considered as the military qualification. Therefore, tour equity will be determined by CMF backgrounds, and turnaround time between OCONUS tours may vary accordingly.

(2) CSM may volunteer for foreign service or consecutive OCONUS tours (COT) under AR 614-30.

7-10. Release from Command Sergeant Major Program or removal of command sergeant major(D) from recommended list

a. Involuntary removal from CSM Program. PERSCOM and commanders may identify soldiers (by reviewing evaluation reports and other official communications) for involuntary removal from the CSM program or CSM(D) recommended list (whichever applies), when their physical status, conduct, or performance is below standards set for the program.

(1) Soldiers recommended for removal will be notified, through channels, of the basis for removal and supporting documentation (if appropriate).

(2) Soldiers may submit, in writing, any matters in rebuttal, mitigation, or extenuation. If they elect not to submit such matters, they will so indicate in writing.

(3) Upon receipt of the soldier's response, each commander in the chain of command will review the matters presented and include an appropriate recommendation (retain or remove) and forward the action to the removal authority. For command-initiated removals, the removal authority is the first GO exercising GCM authority. For PERSCOM-initiated removals, the removal authority is the CSM/CSM(D) Advisory Board.

(4) Upon final determination of command-initiated removals, a copy of all documents relating to the removal actions will be forwarded to CDR, PERSCOM (TAPC-EPZ-E). Documents related to removals initiated by PERSCOM will be forwarded through the GCM authority and, when the case still warrants removal, will be forwarded to the CSM/CSM(D) Advisory Removal Board for final determination.

(5) Soldiers will be notified in writing (through command channels) of the final determination.

(6) If soldiers are released from the CSM program for reasons outlined in AR 380-67, the commander will forward DA Form 5248 (Report of Unfavorable Information for Security Determination) to Commander, U.S. Army Central Personnel Security Facility. A copy of DA Form 5248 is available at the back of AR 190-56.

b. Voluntary withdrawal from CSM Program. Since the CSM Program is a voluntary program, soldiers may request to voluntarily withdraw under the following conditions:

(1) Soldiers with compelling personal reasons may submit a voluntary withdrawal request at any time. Other soldiers may request voluntary withdrawal provided they—

(a) Have not been alerted for AIs.

(b) Have fulfilled OCONUS tour requirements outlined in AR 614–30, when stationed OCONUS. Effective date of withdrawal will be one day before departure from OCONUS command.

(c) Have completed 24 months as a CSM at current CONUS station. CSM selectees assigned to a CSM position at the same installation where currently serving must also complete 24 months in that position after appointment to CSM.

(2) Requests must be forwarded through command channels to CG, PERSCOM and include—

(a) Reason for withdrawal.

(b) Statement indicating soldier understands that withdrawal disqualifies them from future consideration for CSM.

(3) CG, PERSCOM will make final determination on withdrawal requests based on the needs of the Army.

Section III

Sergeant Major Management

7–11. Overview

Sergeants major and soldiers selected for promotion must be managed efficiently and effectively. Soldiers' pattern of assignments will be in a variety of positions; primarily they will be within the soldiers' CMF based on proven performance and professional development. This is designed to utilize the soldiers within their areas of expertise, which will take advantage of personal interests, aptitude, and experience.

7–12. Assignment and utilization

a. Sergeants major and soldiers whose names are on a DA-approved selection list for promotion to SGM will be assigned to TOE, MTOE, and TDA positions. This is done based on unit authorizations.

b. Requirements for CONUS will be filled from OCONUS returnees, IAs, and by assigning soldiers within and between commands.

c. Requirements for OCONUS will be filled from CONUS-based soldiers and soldiers within or between OCONUS commands. SGMs may volunteer for foreign service and SGMs serving OCONUS may volunteer for consecutive OCONUS tours (COTs). (See AR 614–30.)

d. SGMs serving in authorized positions will be stabilized for 24 months; however, in OCONUS areas stabilization will not involuntarily exceed normal tour length. Stabilization may be terminated to meet priority requirements or to maintain tour equity.

e. Soldiers must be eligible for and retain as a minimum a SECRET security clearance.

7–13. Nominative assignments

To determine acceptance for projected vacancies, SGMs will be nominated for assignments to presidential support activities; Office of 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.

Section IV

Command Sergeant Major and Sergeant Major Position Tracking

7–14. Overview

a. The objective of the position tracking is to—

(1) Establish a combined reporting and requisitioning system for planning, programming, and controlling assignments of CSM, SGM, and MSG(P) within the Army.

(2) Permit the most effective utilization of SGM through long-range planning according to current and projected needs of the Army.

b. Position tracking is used in lieu of submitting individual requisitions. Requirements on each report remain valid until they are either—

(1) Filled.

(2) Cancelled by the reporting agency.

(3) Replaced or changed by a later report.

c. Reports will show the reporting agency's projection for assignment and reassignment of all SGM and MSG(P) within the command. Reports will also reflect requirements for replacements to be provided by PERSCOM (TAPC-EPZ-E). Prior to any internal reassignment action, commands are required to obtain branch clearances to avoid assigning soldiers against positions that have been filled by internal adjustments.

7–15. Reporting requirements

a. Each requisitioning activity or agency that has CSM, SGM authorizations, or CSM/SGM/MSG(P) soldiers assigned will report these positions and/or soldiers to PERSCOM (TAPC-EPZ-E). The cover letter will include the grade, name, and telephone number of a point of contact. Reporting agencies may also request branch clearance for

proposed internal adjustments in the cover letter; however, a projected reassignment in the report will not serve as a request for branch clearance.

b. Reports will be submitted biannually by the second Monday of the month according to the schedule below.

- (1) January and July. HQDA and Joint Activities and DA field operation and defense agencies.
- (2) February and August. Functional commands.
- (3) March and September. OCONUS commands.
- (4) April and October. FORSCOM.
- (5) May and November. TRADOC.
- (6) June and December. Special management commands.

c. The CSM/SGM MILPC-63 report is a hardcopy document initiated by each installation/Division G-1 that documents where all CSM/SGM/MSG(P) within an installation/command are physically assigned. The report will be categorized by CSM positions (designated by the DA, DCSPER) and SGM positions as they appear on the PMAD. The report will contain the following data:

- (1) Column a, position identification. This column will contain—
 - (a)* Line number. CSM positions begin with 001, SGM positions begin with 501 and both are numbered in sequence.
 - (b)* CMF background. For CSM positions, identify CMF most closely related to the mission of the organization. For SGM positions, identify MOS (five characters).
 - (c)* UIC. Report 2nd–6th characters.
 - (d)* Command code. Report the code identifying the major command of the unit.
 - (e)* Unit designation. Self-explanatory.
 - (f)* Geographic location. Self-explanatory.
 - (g)* Army post office (APO) or ZIP code. Self-explanatory.
 - (h)* Country code or CONUS requisition area code. As applicable. (See AR 680–29.)
 - (i)* Position level. For CSM, indicate position level: battalion—level 1, brigade/group—level 2, and nominative—level 3. For SGMs also indicate duty section when the position title does not adequately describe the duties.
 - (j)* Family travel status. For positions OCONUS, state type of travel authorized for movement of family members and the tour length. (See AR 680–29, para 2–7.)
- (2) Column b, special requirements. This column is used to identify special qualifications that the incumbent must possess, such as security clearances, ASI, or language codes. Also, indicate any required SIs. For CSM level 2 positions, include grade of unit commander. If grade of commander is COL, report subordinate units authorized a CSM. Indicate suitable alternative CMF qualifications for CSM positions and MOS substitutions for SGM positions. For ROTC instructor positions also include name of the school and duty station.
- (3) Column c, incumbent. List name, grade, social security number (SSN), and Deros (if OCONUS) of the soldier filling the position. List known gains with all their information underlined.
- (4) Remarks. Indicate programmed internal changes by showing name, grade, SSN, Deros, line number of current position, and effective date the change is planned. If the incumbent is to be reassigned locally, indicate position and effective date of reassignment. (Note that all programmed internal adjustments require prior branch clearances.) Include any additional information, such as voluntary or mandatory retirement dates or departure date of incumbent. Replacements will not be furnished for retirees until PERSCOM (TAPC-EPZ-E) receives a copy of the approved retirement. Also, for SGMs serving on advisor duty, indicate if serving in an authorized position other than grade SGM, authorized MOS, grade duty title, and unit the soldier advises.

7–16. 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 must be reported. (See para 7–15.)

Chapter 8 Assignment to Specific Type Organizations/Activities or Duty Positions

Section I Presidential Support Activities

8–1. Scope

a. This section applies to all DA organizations that assign AA enlisted soldiers to duties involving regular or frequent contact with or access to the President or presidential facilities, communications activities, or modes of transportation. These assignments are divided into two categories:

(1) Category 1 includes soldiers assigned—

(a) On a permanent or full-time basis to duties in direct support of the President, including the office staff of the Director, White House Military Office (WHMO) and all individuals under his/her control. This includes soldiers assigned to presidential aircrew, associated maintenance and security; White House Communications Agency (WHCA); presidential retreat; White House Transportation Agency (WHTA); presidential mess and medical facilities; and other administrative positions at the White House.

(b) On a temporary or part-time basis to duties supporting the President such as selected security, transportation, flight-line safety and baggage personnel, and others with similar duties.

(c) To the Office of the Military Aide to the Vice President.

(2) Category 2 includes soldiers assigned to honor guards, ceremonial units, military bands that perform at presidential functions and facilities, and designated units requiring a lesser degree of access to the President or presidential support activities.

b. Certain designated positions within category 1 that are the most sensitive presidential support activities are also identified as Category A billets.

c. 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.

d. A nominee will not be selected if serious derogatory information is revealed during their background review. 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.

8-2. Qualification criteria

Initial selection criteria for presidential support duties are as follows:

- a. Must be a U.S. citizen (by birth or naturalization).
- b. Must have a record of excellent credit and conduct and outstanding job performance, past and present.
- c. Must be exceptionally well qualified in applicable MOS.
- d. Must exhibit a high degree of maturity, discretion, and trustworthiness beyond reproach.
- e. Must be diplomatic and courteous in deportment.
- f. Must exhibit superior military bearing, neatness, and manner.
- g. Must meet body composition requirements prescribed in AR 600-9.
- h. Must have no record of arrests by civil or military authorities or frequent involvement with law enforcement agencies that clearly indicates irresponsibility or disrespect for the law (including traffic violations).
- i. Must have no record of civil conviction, except for minor offenses that do not disqualify for top secret (TS) security clearance under AR 380-67.
- j. Must have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment.
- k. Must have no personal habit or traits of character that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability.
- l. Must be a high school graduate or GED equivalent.
- m. Must have a minimum GT score of 110 (can be waived to 100).
- n. Must possess a "1" under "S" of physical profile.
- o. Immediate family members must be U.S. citizens who are not subject to physical, mental, or other forms of duress by a foreign power and who do 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, any State, or subdivision thereof. Immediate family includes spouse, offspring, living parents, siblings, or other relatives or persons to whom the soldier is closely linked by affection or obligation.

8-3. Investigative requirements

a. Soldiers must have a Single Scope Background Investigation (SSBI) completed within 12 months before selection to presidential support activities.

b. Soldiers selected for initial assignment to a Category A billet will also be required to complete (within three days of selection) a tax information disclosure form (Tax Check Waiver) and a Financial Disclosure Report. Soldiers already cleared for presidential support duties in category 1 positions, who are nominated for Category A billets from within a support unit, will complete a Tax Check Waiver and Financial Disclosure Report as well as the expanded scope investigation check (White House Special Background Investigation) to at least the completion date of their previous SSBI.

c. SSBI will be updated at five-year intervals for soldiers who have been assigned continuously to presidential support duties.

8-4. Assignment termination

- a. Soldiers may apply for reassignment from presidential support duties.
- b. Soldiers may be temporarily suspended or permanently removed when they are, or appear to be, unsuitable for the required duties. Permanent removal for cause will be based on information that is valid grounds for administrative, disciplinary, or other adverse action. Unfavorable information under the purview of AR 600-37 must be resolved before permanent removal.
- c. Assignment to presidential support activities is automatically terminated when soldiers are—
 - (1) Reassigned on completion of normal tour of duty.
 - (2) No longer qualified to perform duties for medical reasons, lack of proficiency, or for cause.
- d. Disqualification of soldiers for nomination or assignment to presidential support duties is not, in itself, grounds for any further action (administrative, personnel, disciplinary, or security related). Disqualification may not necessarily be an adverse reflection on the ability or character of soldiers to perform other and non-presidential support duties.
- e. Soldiers terminated for reasons other than cause may be renominated for presidential support duties.

8-5. White House Communications Agency

- a. Soldiers assigned to the WHCA provide secure and unsecured telecommunications for the President at all times in any worldwide locale. WHCA also provides telecommunications support for the Vice President, the U.S. Secret Service, the White House Staff and other officials as designated.
- b. These assignments entail OJT and continuing education on some of the most advanced telecommunications/electronics equipment in existence, extensive travel throughout the world, stabilized tours for up to six years in the Washington, DC area, and, in some positions, shift work.
- c. In addition to the qualifications in paragraph 8-2, soldiers must—
 - (1) Have two years time-in-service and at least 24-months' time remaining in service.
 - (2) Possess a "1" or "2" under E of physical profile.
- d. Soldiers may volunteer or be nominated for assignments.

8-6. White House Transportation Agency

- a. Soldiers assigned to the WHTA provide transportation and transportation support to the President and presidential staff.
- b. In addition to the qualifications in paragraph 8-2, soldiers must—
 - (1) Have less than 14 years time-in-service.
 - (2) Be SSG or above, and hold PMOS 88M.
 - (3) Be at least 5'8" and not more than 6'2" in height for males, and at least 5'2" and not more than 5'10" in height for females.
 - (4) Possess a "1" or "2" under E of physical profile.
- c. Soldiers may volunteer or be nominated for assignments.

8-7. First Battalion 3rd U.S. Infantry (The Old Guard) and attached units assignments

- a. Duties in these assignments include the security of the Nation's capital and the Army's official ceremonial units that conduct—
 - (1) Military funerals at Arlington National Cemetery and National Capital Region (NCR).
 - (2) Parades in the Military District of Washington (MDW).
 - (3) Special military pageants and shows.
 - (4) Wreath placement at the tomb of the Unknown Soldier and the John F. Kennedy gravesite.
 - (5) Arrival and departure ceremonies at the White House and the Pentagon hosted by the President, Vice President, Secretary of State, Secretary of Defense, or the Chief of Staff of the Army.
- b. In addition to qualifications in paragraph 8-2, soldiers must—
 - (1) Volunteer and not be in receipt of AIs.
 - (2) Have physical profile serial code "A" with allowance of "2" for eyes.
 - (3) Be able to perform ceremonial functions without glasses or with contact lenses.
 - (4) Be within the following ranges to meet height requirements:
 - (a) Males: Minimum height of 5'10" and maximum height of 6'4".
 - (b) Females (MOS 95B only): Minimum height of 5'8" and maximum height of 6'2".
 - (5) Have 36 months (SPC and above) or 30 months (PFC and below) time remaining in-service upon arrival at assignment.

c. When soldiers' assignments are terminated, voluntarily or involuntarily, with The Old Guard (or attached units), their name, grade, and SSN must be reported to the HQDA security office.

Section II

Specific Type Duty Positions

8–8. Observer/controller at combat training centers

a. Only the most highly qualified soldiers are selected to serve as observer/controller (O/C) at the following CTC locations:

- (1) National Training Center Operations Group, Fort Irwin, CA.
- (2) Joint Readiness Training Center (JRTC), Fort Polk, LA.
- (3) Combat Maneuver Training Complex (CMTC) Operations Group, APO AE 09173.
- (4) Battle Command Training Program (BCTP), Fort Leavenworth, KS.

b. To serve as O/C at a CTC, soldiers must—

- (1) Be SSG or higher.
 - (2) Have at least 24 months of service remaining upon assignment.
 - (3) Have had an assignment to TOE unit within the last two years.
 - (4) Have served in principle duties of PMOS within the last two years (four years if completing a tour as a DS or recruiter).
 - (5) Be high school graduates or have a GED equivalent.
 - (6) Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
 - (7) Have GT score of 110 (may be waived to 100).
 - (8) Meet body composition requirements in AR 600–9.
 - (9) Have no restrictive physical profile (must possess a “1” or “2” under E of physical profile).
 - (10) Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within last three years, whichever is longer.
 - (11) Not be flagged under provisions of AR 600–8–2.
 - (12) Have served as a platoon sergeant or equivalent in MTOE unit, if SSG(P) or SFC.
 - (13) Have served as a 1SG, if SFC(P) or MSG.
 - (14) Be graduates of the Battle Staff Course or have equivalent experience for an assignment to the BCTP.
 - (15) Complete the Combined Arms Training Activity (CATA) “certification process” upon arrival at the CTC.
- c. An assignment to NTC requires primarily heavy (mechanized/ARMOR) experience, while JRTC requires primarily light (MTOE divisions, brigades, regiments, or battalions that are title “light,” “air assault,” “airborne,” “mountain,” or “ranger”) experience. However, both locations train and evaluate heavy/light and light/heavy rotations.
- d. Normally, soldiers are assigned as O/C for two years; however, they may be removed earlier if they fail to meet qualifications in paragraph 8–8b.

8–9. U.S. Military Entrance Processing Command assignments

a. Soldiers must be highly qualified and meet the following criteria:

- (1) Be serving in the grade of SGT or higher unless the individual has a critical skill.
 - (2) Possess good military bearing, meet body composition requirements in AR 600–9.
 - (3) Be a high school graduate or possess a GED equivalent.
 - (4) Have excellent character and moral background.
 - (5) Have no current record of excessive indebtedness or a history of recurring indebtedness.
 - (6) Have no record of conviction by court-martial, of time lost during current enlistment, and/or nonjudicial punishment under UCMJ within the last three years.
 - (7) Have no record of civil conviction other than those that normally are waived to permit the soldier to enlist or reenlist.
 - (8) Be financially able to maintain their families in communities where Government support facilities, such as hospitals, exchanges, and commissaries may not be available.
 - (9) Be able to read and speak English clearly without speech impediments.
 - (10) Be in possession of, or able to obtain, a civilian driver's license and have no physical limitations preventing the operation of a military sedan.
 - (11) Must have enough time remaining in-service to complete the prescribed tour (three years) or be eligible under AR 601–280 to reenlist or extend.
- b. Soldiers whose personal conduct or performance of duty warrant reassignment prior to completion of a normal tour of duty will be reported for reassignment under AR 601–270, chapter 4.

8–10. Motor Transport Operator (88M) at United States Army Field Band

Due to the high public visibility and extensive TDY requirements of this assignment, soldiers must be highly qualified and meet the following criteria:

- a. Possess an excellent driving record and be qualified to drive both commercial-style tractor-trailers and buses.
- b. Be SPC(P) through MSG.
- c. Not have a lifting profile or any lifting restrictions. Must be able to lift large, heavy cases of equipment.
- d. Display good military bearing and appearance.
- e. Possess or be eligible for Government credit card.
- f. Be diplomatic and courteous in deportment. Must be able to answer the public's questions about their vehicles, career, and the Army in general.
- g. Be able to travel TDY a minimum of 120 to 150 days a year with no OCONUS travel restrictions.
- h. Meet body composition standards in AR 600–9.
- i. Have no history of financial difficulty.

8–11. Broadcast journalist (46R) at Soldiers Radio & Television

Soldiers assigned for duty at Soldiers Radio & Television, Alexandria, VA, must have 60 months retainability upon arrival to command. Soldiers must take action to acquire sufficient service to meet the time-in-service-remaining requirement prior to departing losing command.

8–12. Enlisted aides on the personal staff of general officers

a. Certain GOs are authorized enlisted aides on their staff to perform tasks and details that, if performed by the officers, would be at the expense of their primary military and official duties. The Chief of Staff, Army, is entitled to four enlisted aides. Other GOs in Government quarters are entitled to aides based on budget constraints and requirements of each GO position.

b. Enlisted aide duties must relate to the military and official duties of the GO and, thereby, serve a necessary military purpose. The propriety of duties is determined by the official purpose they serve rather than the nature of the duties. In connection with military and official functions and duties, enlisted aides may perform the following (list not all inclusive—provided only as a guide):

- (1) Assist with care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.
- (2) Perform as point of contact (POC) in the GO'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 GO's quarters.
- (5) Perform tasks that aid the officer in accomplishing military and official responsibilities, including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

c. Normally, enlisted aides hold PMOS 92G; however, soldiers with other PMOS may be assigned if requested by the GO.

d. Soldiers may volunteer for enlisted aide duty at any time and will remain in the pool of available soldiers, provided they meet the following prerequisites:

- (1) Possess a current food-handler's certificate (or be qualified for a certificate).
- (2) Be graduates of the food service specialist course or have like experience. Volunteers who have attended a culinary institute for six months or longer, even if non-graduates, will be considered as having a civilian-acquired skill in MOS 92G.
- (3) Have at least 12 months of active service remaining.
- (4) Have an aptitude area score of 90 or higher in aptitude area composite OF (operators and food).
- (5) Possess or be able to obtain a driving permit.
- (6) Have no information on record that may preclude a favorable SSBI (must receive a favorable SSBI before assignment).

e. Enlisted aides serving on the GO's staff may be reassigned to the GO provided—

- (1) The GO so desires.
- (2) The enlisted aide is authorized in the new assignment.
- (3) Clearance is obtained from PERSCOM.

f. Enlisted aides assignment OCONUS and return to CONUS may be made without regard to OCONUS tour limitations. However, enlisted aides must voluntarily waive entitlements prescribed in AR 614–30.

g. There is no formal training for the Enlisted Aide Program. However, soldiers holding PMOS 92G will be awarded ASI "Z5, " otherwise the ASI will be displayed as DMOS.

h. Soldiers may voluntarily withdraw from duty as an enlisted aide at anytime. They may also be involuntarily removed and have ASI “Z5” withdrawn.

8–13. Inspector general positions

a. Soldiers SSG(P) through SGM are nominated, or may volunteer, and must be accepted by The Inspector General (TIG) for IG duty positions.

b. To qualify, soldiers must—

- (1) Not be on AIs.
- (2) Be high school graduates or have GED equivalency.
- (3) Have 36 months’ service remaining or be eligible to extend or reenlist. (See AR 601–280.)
- (4) Possess mature judgment and initiative.
- (5) Be diplomatic and courteous.
- (6) Display good military bearing and neatness.
- (7) Be citizens of the United States (by birth or naturalization).
- (8) Have demonstrated ability or potential to serve in positions of increasing responsibility.
- (9) Have excellent character, good moral background, and emotional stability.
- (10) Have no record of—
 - (a)* Punishment under Article 15, UCMJ.
 - (b)* Conviction by court-martial.
 - (c)* Time lost during current enlistment.
- (d)* Derogatory information contained in IG records as screened by the U.S. Army Inspector General Agency (USAIGA).
- (11) Have no record of civil conviction, except for minor offenses.
- (12) Meet body composition requirements in AR 600–9.
- (13) Have an “A” or “B” profile serial code and a “1” under “S” factor of physical profile.

c. Soldiers assigned to IG duty positions must first attend the Department of Army Inspector General (DAIG) Orientation Course conducted by the USAIGA at Fort Belvoir, VA. Upon successful completion of the course, soldiers will be awarded SQI “B.”

d. Normally, detail in an IG duty position is a 36-month stabilized tour (or the tour elected in accordance with AR 614–30). However, soldiers assigned locally to fill IG duty positions are stabilized for 24 months, unless they are released for cause or physical reasons. Soldiers approved by TIG for IG duty will not be reassigned or removed without TIG approval until completion of designated tour stabilization.

e. Normally, NCOs will not serve consecutive or repetitive tours as an IG. Nominations for repetitive or consecutive IG tours must be approved by TIG.

Section III

Drill Sergeant Program

8–14. Scope

a. DSs are the primary representatives of the Army during the formative weeks of an enlistee’s training; therefore, only the most professionally qualified soldiers will be assigned to DS duty.

b. Soldiers may volunteer or be involuntarily selected for DS duty. DSs are authorized only for the specific purpose of training—

- (1) Recretees in reception stations.
- (2) Soldiers undergoing initial entry training.
- (3) DS candidates at DS schools.
- (4) Soldiers undergoing English as a second language training at the Defense Language Institute English Language Center (DLIELC), Lackland AFB, TX, or the Puerto Rico Army National Guard Language Center, Puerto Rico.
- (5) Soldiers undergoing physical readiness training at authorized fitness training units.

c. AA and USAR/ARNGUS soldiers from all career fields will be considered for selection and assignment into the program.

d. On declaration of general war or full mobilization, provisions of this section remain unchanged.

e. During the initial orientation at the Drill Sergeant School, drill sergeant candidates will be asked to fill out the Background Screening Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II Report of Unfavorable Information within the previous 12 months. Forms will be forwarded to PERSCOM (TAPC-EPC-S, ATTN: EBSS). If a soldier indicates possible misconduct that could be a disqualifier from DS duty, PERSCOM will make the final determination and notify the DS school if the soldier will be removed from the school.

f. Soldiers who refuse to complete DA Form 7424 are subject to further background screening and/or removal from the DS school. A soldier's refusal and any adverse information of a nature of that requested in DA Form 7424 discovered during the investigation will be reported to PERSCOM (TAPC-EPC-S, ATTN: EBSS). PERSCOM will make the final determination and notify the DS school if the soldier will be removed from the school.

8–15. Drill sergeant candidate prerequisites

a. Drill sergeant candidates are AA and USAR/ARNGUS soldiers who—

(1) Expend Government funds in compliance with AA and USAR/ARNGUS DS school/assignment orders.

(2) Have reported to DS school but were already assigned to the DS school installation when selected for the DS Program.

b. Drill sergeant candidates must meet the following prerequisites:

(1) Be physically fit (maximum profile guide is 111221), meet body composition requirements in AR 600–9, and be able to pass the APFT (no substitution of events) upon arrival at DS school.

(2) Be 36 years old or less. However, volunteers may be 37 years old or older provided they have the appropriate medical clearance (see AR 40–501) at the time of request. Medical clearance should state that soldier is medically cleared for DS duty.

(3) Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer.

(4) Have no speech impediment.

(5) Be a high school graduate or possess the GED equivalent.

(6) Be a graduate of BNCOC.

(7) Display good military bearing.

(8) Have demonstrated leadership ability during previous tours of duty and have demonstrated capability to perform in positions of increasing responsibility as Senior NCO in the Army, as reflected on the NCOERs.

(9) Have had no court-martial convictions.

(10) Have no record of disciplinary action or time lost under 10 USC 972 or letter of reprimand filed in OMPF during current enlistment or in last five years, whichever is longer (does not include Article 15 directed for filing in the restricted portion of the OMPF).

(11) AA soldiers may not have received EB or SRB for current service obligation if PMOS is not among those authorized for DS positions.

(12) Have a minimum GT score of 100.

(13) Have qualified with M16A2 rifle within last six months.

(14) Be SSG through SFC (not applicable to USAR/ARNGUS soldiers) (not applicable to DS school first sergeant positions).

(15) Have a minimum of four years continuous active Federal service.

(16) Have a commander's evaluation by a LTC or higher.

(a) A Commander's Evaluation Form and a DA Form 3822 will be forwarded to the commander (LTC or higher) of DA selected soldiers. These forms must be completed and returned within 14 calendar days to PERSCOM DS Assignment Team (TAPC-EPK-ID).

(b) All DS volunteers must request and return a completed copy of the Commander's Evaluation Form and a DA Form 3822–R with their application. These forms may be obtained from PERSCOM DS Assignment Team (TAPC-EPK-ID).

(c) Commander (LTC or higher) will personally interview the soldier (this may not be delegated) and ensure soldier meets prerequisites. Commanders will consider the "whole soldier" when making their recommendation. Input should include, but is not limited to, demonstrated leadership ability and potential; physical fitness; character/integrity; the soldier's ability to perform in stressful situations; any incidents of abuse that the chain of command is aware of. All negative evaluations must include a full explanation.

(17) Have a thorough background screening conducted by PERSCOM. Soldiers with Type I reports of unfavorable information disqualifiers will be excluded from DS duty permanently. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for DS duty for five years from the date of the incident.

(18) Type I reports of unfavorable information disqualifiers (automatic rejection):

(a) Sexual harassment; assault of a subordinate, spouse, child; rape; or indecent acts with minors.

(b) Incest, bestiality, adultery, sexual activity with subordinate soldiers, or fraternization.

(c) Conduct in violation of the Army's policy on participation in extremist organizations or activities.

(d) Any court-martial conviction in the soldier's career, provided it has not been reversed by a higher court or other appropriate authority.

(e) Any repeat offenders (or combination) of Type II offenses (see para 8–15b(18)(a) through 8–15b(18)(e)) anytime during soldier's career.

(19) Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within five years of DS consideration):

- (a) Driving under the influence (DUI).
- (b) Assault (other than subordinate, spouse, or child).
- (c) Any drug offense.
- (d) Larceny/theft.
- (e) A traffic violation with six points or more assessed.

(20) Other disqualifiers—Any record of unfavorable information other than the above in the past three years.

(21) PERSCOM will screen/coordinate the following records for all potential DS candidates based on criteria listed in paragraph 8–15b(17) through 8–15b(19):

- (a) Department of the Army Inspector General's (DAIG) records.
- (b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index (CDII) as present in the Army Investigative Records Repository (AIRR), Army Crime Records Center (ACRC), the Defense Security Service (DSS), and other Federal agencies and military departments—Central Clearance Facility (CCF).
- (c) OMPF restricted files—Enlisted Records and Evaluation Center (EREC).
- (d) Community and Family Support Center (family advocacy) records.

(22) Soldiers who are disqualified for DS duty based on background screening will be notified via PERSGRAM. The PERSGRAM will include where the disqualification information was found (see para 8–15b(20)) and provide the agency's address. The PERSGRAM will be sent via mail to the soldier's unit address. The soldier will be informed that he/she may request appeal of the decision by addressing a written appeal to CDR, PERSCOM (TAPC-EPC-S), Enlisted Background Screening Section, 2461 Eisenhower Avenue, Alexandria, VA 22331. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD, may request decision from the CG, PERSCOM, or the DCSPER, when warranted.

c. U.S. Army Reserve soldiers may have the following waived:

- (1) Noncommissioned Officer Education System BNCOC requirement. (Soldier must be a Primary Leadership Development Course graduate.)
- (2) Time-in-service requirement reduced to three years.
- (3) Rank to CPL. (However, to attend AA DS school, soldier must be a prior-service training candidate appointed as an acting SGT. (See AR 140–158.))

8–16. Qualification criteria

a. Soldiers stationed OCONUS may submit application no earlier than 14 months and no later than 10 months prior to their DEROS.

- (1) A curtailment of OCONUS tour for the sole purpose of entry in the DS Program will not be granted.
- (2) Soldiers selected, and in receipt of AI, for the DS Program will not be extended OCONUS.

b. Soldiers based CONUS must complete at least 16 months at their current installation prior to submitting an application. Soldiers will not PCS until completion of at least 24 months TOS. However, as an exception, soldiers may submit an application earlier when they are assigned to an installation where DS positions are authorized.

c. Soldiers must successfully complete DS school prior to performing DS duties.

(1) Soldiers based CONUS who are located at installations without a DS school will attend school in a TDY and return status.

(2) Soldiers located at installations where a DS school is located will be attached to the school for training.

(3) Soldiers returning from OCONUS will be assigned to the installation where they will be a DS. Soldiers will attend school in a TDY and return status, unless a DS school exists at the installation.

8–17. Drill sergeant tour of duty

a. Upon successful completion of DS school, soldiers will—

- (1) Be awarded SQI "X."
- (2) Be awarded DS identification badge per AR 600–8–22.
- (3) Be eligible for SDAP.

(4) Incur a 24-month obligation for DS duty. Soldiers must take appropriate action to meet the length of service requirement prior to attending school. (See AR 140–111, AR 601–280, and NGR (AR) 600–200.)

b. AA drill sergeants will be stabilized for 24 months with an option to extend, on a one-time basis, for an additional 6 to 12 months. The stabilized tour will begin the month the soldier reports to the DS position and will terminate the last calendar day of the same month, two years later. Normally, the DS tour will not exceed 36 months.

c. AA soldiers will normally serve only one tour as a DS.

d. Prior DSs who have completed successful tours as DS must serve not less than 36 months in a valid career progression TOE assignment before reentering the DS program.

- (1) Former DSs requesting subsequent tours must still be qualified in accordance with paragraphs 8–15 and 8–16.
 - (2) Prior DSs must complete TRADOC-approved DS refresher training course before being assigned to DS duties.
- e.* The Active Army Drill Sergeant of the Year may be assigned to HQ, TRADOC, Fort Monroe, VA.
- f.* Reassignment after a tour of DS duty—
- (1) Outside of the soldier's PMOS/CPMOS is prohibited.
 - (2) To a short tour (dependent-restricted) OCONUS area is prohibited, unless soldier volunteers for such assignment.
 - (3) Will be per the DSAPP. (See paragraph 3–3*d.*)
- g.* AA DSs who are selected for promotion to MSG will continue to serve in authorized DS positions until the last day of the month prior to promotion. AA DS candidates who have already started or graduated from DS school when selected for promotion to MSG will continue to comply with DS AIs. (Soldier will remain a DS until the last day of the month prior to promotion to MSG.)
- h.* DS school graduates in the grade of CPL, assigned to USAR units, will be considered drill corporals until attaining the grade of SGT. They will not be authorized to wear DS-distinguishing accessories (hat or badge) or to perform as DSs until promoted to SGT. (The drill corporal will follow the Drill Corporal Program per TRADOC Regulation 350–16.)

8–18. Removal from the Drill Sergeant Program

a. Installation, U.S. Army Training Center, separate brigade and/or appropriate equivalent commanders may remove AA soldiers from the DS Program (while in candidate status or while assigned DS duties) for any of the following reasons. (Removal authority must be at least colonel level command and may be delegated to subordinate commanders or deputy commanders/commandants in the grade of colonel or higher including commanders/commandants of other Services. Policy governing relief from DS duty for USAR soldiers is contained in AR 140–10.):

- (1) Arriving unqualified to DS school—soldiers that do not meet the course prerequisites, including body composition requirements in AR 600–9.
- (2) Failure to pass the APFT. (See AR 350–41.)
- (3) Academic failure (DS school).
- (4) Temporary medical reasons that will prevent soldier from completing the course (DS school) in the specified time. (See TRADOC Reg 350–16.)
- (5) Administrative (emergency leave and so forth).
- (6) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct and/or professionalism—including noncompliance with body composition requirements in AR 600–9 and testing positive for drugs.
- (7) Infractions of training policies or violations of the UCMJ.
- (8) Lack of proper motivation, provided individual counseling has been unsuccessful, including failure to enter or complete DS school.
- (9) Medical reasons, including pregnancy, when condition prevents soldier from performing DS duties.
- (10) Hardship or family problems that prevent soldier from performing DS duties.

b. PERSCOM, Chief, Combat Arms Career Division (TAPC-EPK-ID) is the removal authority for AA soldiers who are stationed in CONUS and who become unqualified for DS assignment/duties (see para 8–18*a*) after graduation from DS school and prior to departing current installation (other than DS installation) on DS assignment instructions. Request for removal will be forwarded through current installation command channels to PERSCOM (TAPC-EPK-ID) and will include recommendation (approval/disapproval) from the first commander in rank of colonel. Requests will include all supporting documentation as appropriate. (See para 8–18*g.*)

c. During initial orientation at DS school, DS candidates will fill out DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information (see para 8–15*b*(17) and *b*(18)) within the previous 12 months. The DA Form 7424 will be forwarded to PERSCOM (TAPC-EPC-S, ATTN: EBSS). A copy of DA Form 7424 is available on the Army Electronic Library CD-ROM (EM 0001) and on the USAPA website (www.usapa.army.mil). If a soldier indicates possible misconduct, which could be a disqualifier from DS duty, PERSCOM will make the final determination and notify the DS school if the soldier will be removed from the school.

d. When a serious incident occurs requiring an investigation, the DS will be suspended from assigned duties and have SDAP suspended pending completion of the investigation. Mere occurrence of an incident or the conduct of an investigation is not intended to be a basis for removal from the program. Decisions on removal must be based on the circumstances or the completed investigation. Reports of removal are not required if soldiers are cleared and returned to DS duty. (Soldiers who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) DS strength.) However, when AA soldiers are removed from the DS Program, they will—

- (1) Be removed from the school or unit.
- (2) Be assigned other duties at the installation (if possible).

(3) Have their SDAP terminated.

(4) Have SQI "X" removed for reasons listed in paragraph 8-18a(6) through (8).

e. DA Form 1059 (Service School Academic Evaluation Report) will be completed for soldiers (excluding those who were unqualified upon arrival) removed from DS school. The names of soldiers who were unqualified upon arrival at DS school will be reported, in writing, to PERSCOM (TAPC-EPK-ID). Soldiers removed for—

(1) Academic failure may reapply for DS school after meeting the training objectives outlined in DA Form 1059.

(2) Reasons listed in paragraph 8-18a(4) or (5) will normally be rescheduled for a later DS class.

f. Soldiers removed from the DS Program for pregnancy will receive AIs to report back to DS duties or school, as applicable, normally 6 months after anticipated delivery, unless soldier had completed 12 months or more of DS status when removed.

g. Removal packets are required when soldiers are removed from the DS Program for reasons listed in paragraph 8-18a(2) and(6) through(10). As a minimum, the following must be included:

(1) Letter of intent to remove.

(2) Soldier's acknowledgment statement required by AR 600-37 or a statement by removal authority as to why acknowledgement statement is not included.

(3) Soldier's rebuttal statement, if provided.

(4) All chain of command correspondence.

(5) Approval correspondence signed by approval authority (see para 8-18a) with removal paragraph and reason cited.

(6) Justification—copies of formal counseling, Article 15, Court Martial orders, permanent physical profiles (when pregnancy is reason include expected delivery date), as applicable.

(7) Copy of orders revoking SQI "X" (when applicable).

h. Soldiers removed from the DS Program for reasons listed in paragraph 8-18a(6) through (9) when medical profile is permanent or is based on mental evaluation, are not eligible for reentry in the program.

i. When a soldier is removed from the DS Program for reasons prescribed in AR 380-67, DA Form 5248-R will be forwarded to U.S. Army Central Personnel Security Clearance Facility.

j. The appeal and reinstatement approval authority for DS removed from the DS program will be no lower than the first general officer in the soldier's chain of command and will always be a general officer higher in grade than the designated removal authority.

k. Appeals to DS removal actions must be acted upon and final decision provided to PERSCOM (TAPC-EPK-ID) within 20 calendar days from the date of the soldier's removal from the DS Program. An appeal that is not acted upon within the allotted time period must be forwarded to the CG, PERSCOM, for action. Appeals that must be acted upon by the CG, PERSCOM, as indicated in paragraph 8-18j, must be submitted to the CG, PERSCOM, within 20 calendar days of the date the soldier was removed from the DS Program.

l. When removal from the DS Program is PERSCOM directed, the ODCSPER will act as the appeal and reinstatement authority. These appeals must be submitted to the ODCSPER (DAPE-MPE) within 20 calendar days from the date of the soldier's removal.

m. Appeals submitted to the CG, PERSCOM, and the ODCSPER must be processed through the highest general officer on the installation who is an appeal authority and is in the soldier's chain of command.

Section IV

First Sergeant Positions

8-19. Scope

The most highly qualified and motivated senior soldiers must be selected and assigned to ISG positions. Moreover, these assignments are career enhancing and serve as professional development for soldiers in a CMF where ISG opportunities are available.

8-20. Eligibility

Soldiers in the grade of SFC through MSG will be assigned as ISGs based on the following:

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.

8-21. Criteria

a. All requisition authorities in CONUS/OCONUS are required to identify 1SG positions with the appropriate SQI identifier of "M."

b. Initial entry training 1SG positions should be filled with soldiers who have previously served successful tours as DSs.

c. When possible, the 1SG will possess the PMOS of the authorized duty position, particularly in TOE company-level organizations. Soldiers will only be assigned outside their PMOS or CMF as an exception and with prior approval from PERSCOM. These soldiers must possess SQI "M" and be the only qualified soldiers available to fill the vacancy.

d. Installation or division commanders may reassign soldiers within their command to fill 1SG positions. Soldiers who have been issued HQDA reassignment instructions through EDAS will normally not be approved for the position. However, PERSCOM will consider requests for deletion from AIs in exceptional cases.

e. Selection priorities of soldiers for assignment to 1SG positions are outlined below. Exceptions may be made when the commander deems it essential to mission accomplishment.

(1) MSGs who possess the proper PMOS and have been awarded the SQI "M."

(2) MSGs who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(3) MSGs who possess the SQI "M" and a PMOS in the CMF appropriate to the type unit.

(4) MSGs who do not possess the SQI "M" but possess a PMOS in the CMFs appropriate to the type unit and are considered by local commanders to have 1SG potential.

(5) As an interim measure, until a MSG who meets the above priorities can be assigned, the following applies (with no designated precedence):

(*a*) MSGs who possess the SQI "M" but do not possess PMOS/CMF appropriate to the type unit.

(*b*) SFC(P) who possess the proper PMOS and have been awarded the SQI "M."

(*c*) SFC(P) who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(*d*) SFC who possess the proper PMOS and have been awarded the SQI "M."

f. Soldiers will be stabilized as 1SG for 24 months (see AR 614-5.), except that OCONUS stabilization will not involuntarily exceed normal tour length. Immediately upon soldier's assignment to 1SG position, request for stabilization must be submitted to PERSCOM (TAPC-EPC-O). Effective start date of stabilization is date soldier is assigned to 1SG position. Request for stabilization must include one of the following:

(1) FSC school graduation date.

(2) Date scheduled to attend FSC.

(3) GO-approved waiver for deferred school attendance.

g. The initial period of stabilization will not be adjusted for soldiers reassigned from one 1SG position to another 1SG position at the same station. Clearance from PERSCOM (TAPC-EPC-O) will be obtained before stabilizing a soldier in a 1SG position immediately after completing a stabilized tour in another duty position located at the same station as the 1SG position.

h. In order to be a 1SG, soldier must be assigned to a 1SG position. When loss of position or authorization occurs, personnel will revert back to their former grade.

i. Repetitive assignments to 1SG duty will be based on—

(1) Needs of the Army.

(2) Soldier's performance as 1SG.

(3) Soldier's desires and professional development needs.

8-22. Awarding skill qualification identifier "M"

a. The award of the SQI "M" will be made based on the criteria in DA Pam 611-21, table 12-1. Approval authority for award of the SQI "M" will remain with the soldier's battalion commander (or equivalent), and the PSB will publish orders awarding the SQI.

b. As an exception, soldiers in short tour areas may be awarded the SQI "M" by the first GO in the chain of command after 180 days successful completion of 1SG duty. Soldiers awarded the SQI "M" for 1SG duty in short tour areas, who are not school trained, should attend the First Sergeant Course (FSC) prior to the next assignment as 1SG.

c. Soldiers serving less than 180 days as a 1SG in a short tour area will be treated as a first-time 1SG upon reassignment, and all regulatory requirements must be met regarding attendance at FSC prior to future 1SG assignments.

8-23. Required training

a. All AA first time 1SGs will attend the FSC through the Total Army Training System (TATS) prior to assumption of duties.

b. All soldiers selected to fill 1SG positions in CONUS and OCONUS (long tour) will attend FSC. In the event

emergency requirements preclude sending a soldier to FSC prior to assuming 1SG duties, the soldier must attend FSC within six months of assuming 1SG duties. Waiver authority for this deferred school attendance is delegated to the first GO in the soldier's chain of command. This waiver authority applies to CONUS as well as OCONUS commands.

c. Short tour areas, while not exempt from the first time 1SG policy, will be given considerable latitude in complying with the policy for those 1SG positions affected by a tour of 13 months or less. Soldiers who are on short tours of 13 months or less and who are not school trained when selected to fill a valid 1SG position will not be required to attend FSC while in the short tour area. However, if these soldiers are awarded SQI "M" (as an exception), they may be sent to the FSC—

- (1) TDY en route to their next assignment.
- (2) TDY and return prior to their next 1SG assignment.

8-24. Lateral appointments to first sergeant

a. Commanders (LTC and above) may authorize soldiers in the grade of MSG to be laterally appointed to 1SG upon assignment to an authorized 1SG position within their command. Training required in paragraph 8-3 remains applicable upon lateral appointment.

b. Lateral appointments will be announced by DA Form 4187 or by informal memorandum. The effective date will be the date the soldier assumes 1SG duties. The date of rank will remain unchanged.

c. Upon release from 1SG duties, unit will initiate lateral appointment action to convert soldier's rank from 1SG to MSG. The effective date will be the date the soldier is released from 1SG duties. Soldier's date of rank will remain unchanged. Upon removal of 1SG designation, soldiers are no longer authorized to wear 1SG insignia.

8-25. Frocking of sergeant first class (P) to first sergeant

a. SFC(P) who are assigned to an authorized 1SG position may wear the grade of 1SG.

b. Commanders (LTC and above) may authorize and approve frocking of SFC(P) to be assigned as 1SG within their command.

c. Frocking will not be approved to provide an interim fill for a 1SG position.

d. Frocking will not be accomplished until assumption of duties as a 1SG.

e. Identification cards, official records (ERB) will not be changed to show a frocked grade.

f. Frocking may be announced by using an informal memorandum.

g. Soldiers who have been frocked as 1SG, subsequently promoted to MSG, and reassigned will retain the grade of 1SG or be laterally appointed to MSG.

8-26. Withdrawal of skill qualification identifier "M"

a. Withdrawal of SQI "M," under all circumstances, is an administrative action only. It is not to be used as a disciplinary measure or as a means to replace proper disciplinary action.

b. SQI "M" will be withdrawn when soldiers are promoted to SGM or are no longer fully qualified to serve as 1SGs. Withdrawal may be initiated by the soldier, the soldier's commander, or PERSCOM.

(1) Soldiers who feel they are no longer qualified to serve as 1SG may submit the withdrawal request through their immediate commander to the battalion commander (or equivalent) for approval or disapproval. Based on the needs of the Army, these soldiers may be required to complete their current or scheduled 1SG assignment.

(2) When the soldier's commander deems the soldier not fully qualified as a 1SG, he/she may submit a withdrawal request to the battalion commander for approval or disapproval. Prior to forwarding the withdrawal request, the initiating commander will advise the soldier and afford him/her the opportunity to submit matters in rebuttal, extenuation, or mitigation.

(3) When a review of the soldier's OMPF and other official correspondence reveals that the soldier's demonstrated performance, proficiency, physical standards, or other criteria are below that expected of a 1SG, PERSCOM will submit a withdrawal request to the soldier's installation commander for chain of command consideration. The immediate commander will advise the soldier so he/she may submit matters in rebuttal, extenuation, or mitigation.

c. When SQI "M" has been withdrawn from the MOS of a soldier currently performing duties as 1SG, the commander will reassign the soldier to a position for which the soldier is qualified. If no position is available within the command, the soldier will be reported IA. (See para 3-16.)

d. When a soldier is released from 1SG duties for reasons outlined in AR 380-67, the commander will forward DA Form 5248 to Commander, U.S. Army Central Clearance Facility.

8-27. Recruiting duty

a. Information regarding selection and assignment to USAREC for recruiting duty is located in AR 601-1.

b. A thorough background screening will be conducted by PERSCOM. Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from recruiting duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded from consideration for recruiting duty for five years from the date of the incident.

- (1) Type I reports of unfavorable information disqualifiers (automatic rejection):
- (a) Sexual harassment; assault of a subordinate, spouse, child; rape; or indecent acts with minors.
 - (b) Incest, bestiality, adultery, sexual activity with subordinate soldiers, or fraternization.
 - (c) Conduct in violation of the Army's policy on participation in extremist organizations or activities.
 - (d) Any court-martial conviction in the soldier's career, provided it has not been reversed by a higher court or other appropriate authority.
 - (e) Any repeat offenders (or combination) of Type II offenses (see para 8-27b(2)(a) through b(2)(e) any time during their careers.
- (2) Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within five years of recruiter consideration).
- (a) DUI.
 - (b) Assault (other than subordinate, spouse, or child).
 - (c) Any drug offense.
 - (d) Larceny/theft.
 - (e) Traffic violation with six points or more assessed.
- (3) Other disqualifiers—any record of unfavorable information other than the above in the past three years.
- (4) PERSCOM will screen/coordinate the following records for all potential recruiter candidates based on criteria listed in paragraph 8-27b(1) through (3):
- (a) Department of the Army Inspector General's (DAIG) records.
 - (b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index (CDII) as present in the Army Investigative Records Repository (AIRR), Army Crime Records Center (ACRC), the Defense Security Service (DSS), and other Federal agencies and military departments—Central Clearance Facility (CCF).
 - (c) OMPF-restricted files—EREC.
 - (d) Community and Family Support Center (family advocacy) records.
- (5) Soldiers who are disqualified for recruiting duty based on background screening will be notified via PERSGRAM. The PERSGRAM will include where the disqualification information was found (see para 8-27b(4)) and provide the agency's address. The PERSGRAM will be sent via mail to the soldier's unit address. The soldier will be informed that he/she may request appeal of the decision by addressing a written appeal to CDR, PERSCOM (TAPC-EPC-S), Enlisted Background Screening Section, 2461 Eisenhower Avenue, Alexandria, VA 22331. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD, may request decision from CG, PERSCOM or the DCSPER when warranted.

c. During the initial orientation at the recruiting and retention school, recruiting candidates will fill out the Sensitive Duty Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended or investigated for any Type I or Type II Reports of Unfavorable Information (see para 8-15b(17) and (18)) within the previous 12 months. Forms will be forwarded to PERSCOM (TAPC-IPC-S, ATTN: EBSS), 2461 Eisenhower Avenue, Alexandria, VA 22331. If a soldier indicates possible misconduct, which could be a disqualifier from recruiting duty, PERSCOM will make the final determination and notify the recruiting and retention school if the soldier will be removed from the school.

8-28. Equal opportunity advisor

Information regarding training and assignment for duty as an Equal Opportunity Advisor is located in AR 600-20.

8-29. United States Army Criminal Investigation Command (CID)

Information regarding training and assignment for duty in the U.S. Army Criminal Investigation Command Program is located in AR 195-3.

8-30. Army Linguist Program

The Army Linguist Program is designed to ensure the Army trains and maintains proficient linguists to respond to worldwide roles, missions, and contingencies. Information on the Army Linguist Program is located in AR 611-6.

Chapter 9

Miscellaneous-type assignments

Section I

Homebase and Advance Assignment Program

9-1. Scope

a. The Homebase and Advance Assignment Program (HAAP) is designed to reduce PCS costs and increase stability of soldiers and their families. The two types of assignments in the HAAP are—

(1) *Homebase assignment.* Soldiers are projected to return to the installation where they were stationed prior to completing a dependent-restricted 12-month OCONUS short tour.

(2) *Advance assignment.* Soldiers are projected to return to a different installation than they were stationed prior to completing a dependent-restricted 12-month OCONUS short tour.

b. Participation in the HAAP is optional. However, the soldier's desire not to participate in the HAAP will be indicated in his/her PCS orders.

9-2. Criteria

a. AA soldiers, SGT through MSG (except MSG(P)), are eligible to participate in the HAAP when they are issued AIs to a dependent-restricted 12-month OCONUS short tour area. Soldiers who voluntarily elect to serve the 12-month "all others" tour when assigned to an accompanied tour area are not eligible for the HAAP.

(1) SPC(P) and CPL(P) promoted prior to departure from the duty station are eligible for the HAAP. (However, they must submit a written request for the HAAP.)

(2) Soldiers promoted to SGT after arrival in the short tour area are not eligible for the HAAP.

b. Primary determining factors for the HAAP are—

(1) The needs of the Army.

(2) Assignment preference of the soldier.

(3) Professional development considerations.

(4) Least cost factors.

c. Hawaii and Alaska residents may be provided a homebase or advance assignment to their respective states. All others will not be given a homebase or advance assignment in Hawaii or Alaska without their consent.

d. Eligible soldiers stationed in an OCONUS accompanied long tour who volunteer for an intertheater transfer will be notified in advance of their projected homebase or advance assignment.

e. Soldiers who receive a homebase assignment under the HAAP must sign a statement indicating that they understand the intent of the program and that they are expected not to use their dependent PCS entitlements unless the assignment is cancelled. This restriction does not apply to soldiers who receive a HAAP advance assignment to a different installation.

f. Soldiers with SQI "P" (parachutist) are provided a homebase or advance assignment to installations authorized parachutists, unless the installation is overstrength parachutists.

g. The homebase or advanced assignment may be changed or canceled due to changing needs of the Army (authorizations), or because the soldier—

(1) Declines to participate.

(2) Voluntarily extends his/her FST for any length of time.

(3) Is selected to attend the SGM course.

(4) Is selected for promotion to SGM while serving on a dependent-restricted 12-month short tour.

h. Soldiers who participated in the HAAP may also request a change of homebase or advance assignment. Each request will be considered on a case-by-case basis.

Section II

Assignment of Choice for MACOM NCO of the Year

9-3. Objective

To provide an incentive for improved career management, a MACOM NCO of the year will be given choice of available assignments.

9-4. Criteria

a. Soldiers selected as MACOM NCOs of the year will be given their choice of assignment, provided valid requisitions exist and they meet applicable statutory and regulatory provisions. When soldiers have received AIs prior to being selected, and the AIs are not to their choice of location, the AIs will be deleted.

b. When no choice is made, because no valid requisitions exist or other reasons, the soldier's CMIF will be suspended. Every reasonable effort will be made to assist soldiers in obtaining their selected choice of assignment.

Section III Special Assignments

9–5. Scope

Special assignments include special management command, joint and HQDA and PERSCOM assignments that have special missions and require personnel with specific qualifications. This section establishes policies for assignments to the following agencies:

- a.* International and OCONUS joint HQ, U.S. military missions, military assistance advisory groups (MAAGs), joint U.S. military advisory groups (JUSMAGs), and similar activities.
- b.* U.S. Central Command.
- c.* HQDA and PERSCOM.
- d.* U.S. Disciplinary Barracks.
- e.* U.S. Army Intelligence and Security Command (INSCOM).
- f.* Office of the Assistant Chief of Staff for Intelligence and field activities.
- g.* Defense Courier Service.
- h.* U.S. Criminal Investigation Command.
- i.* U.S. Transportation Command (USTRANSCOM).
- j.* U.S. Allied Command Europe (ACE).
- k.* U.S. Military Academy, U.S. Army Command and General Staff College, and U.S. Army War College.

9–6. General selection criteria

Soldiers may volunteer or be nominated provided the following criteria are met:

- a.* Be a high school graduate or GED equivalent.
- b.* Be a U.S. citizen (by birth or naturalization).
- c.* Have or be able to obtain applicable security clearance that is required for the position.
- d.* Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last three years, whichever is longer.
- e.* Have no record of civil conviction, except for minor offenses that do not disqualify for top secret (TS) security clearance under AR 380–67.
- f.* Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability. (Do not include soldiers who are declared rehabilitation successes under the Army Substance Abuse Program (ASAP))
- g.* Have a minimum GT score of 100.
- h.* Meet body composition requirements in AR 600–9.
- i.* Have 36 months time remaining in-service upon arrival at assignment, unless designated OCONUS tour is less.

9–7. Waivers

Requests or recommendations for waivers of assignment criteria will only be considered for the following:

- a.* Time lost to be made good under 10 USC 972.
- b.* Education level.
- c.* General technical aptitude area score (not applicable to ACE assignments).
- d.* Not possessing the requisite grade (not applicable to ACE assignments).
- e.* Active Federal service time.
- f.* TOS and retainability.

9–8. International and OCONUS joint headquarters U.S. military missions, MAAGs, JUSMAGs, and similar activities

In addition to the criteria in paragraph 9–6, the following apply:

- a.* Soldiers may volunteer whether OCONUS or in CONUS, unless they are alerted or on orders for an OCONUS assignment. Soldiers who apply under a specific PERSCOM announced volunteer program must also meet the qualifications prescribed for that program. If selected, they will be considered as IA for assignment.
- b.* Soldiers undergoing AIT training may volunteer provided AIs have not been received. Normally, AIT soldiers will be selected only to fill administrative, clerical, and signal communications requirements (not applicable to ACE assignments).
- c.* Foreign service assignment policies prescribed in AR 614–30 will be followed.
- d.* If language training is required, assignment is contingent upon successful completion of the course. Soldiers

selected for assignment to positions in military missions, advisory groups, or similar activities that require limited working foreign language proficiency or better must attend either of the following:

- (1) The Defense Language Institute Foreign Language Center (DLIFLC).
- (2) Other institution designated by DLIFLC for initial or refresher language training.

e. Soldiers (SSG and above) selected for these assignments must attend the Security Assistance Management Course conducted at the Defense Institute for Security Management, Wright Patterson Air Force Base, Ohio (not applicable to ACE assignments).

f. Medical facilities are limited at most military missions, advisory groups, and similar activities; therefore, family members, as well as the applicants, must be medically qualified to reside in the country of assignment. Within 60 days of EDAS cycle transmittal, family members must undergo a medical examination of sufficient scope to ensure that they meet the medical fitness standards for the area. (See AR 40–501, chap 5.) Conditions or limitations that might reasonably be expected to require medical care during the normal tour of duty will be remedied before departure.

g. All security investigations must be current within the last five years.

9–9. U.S. Central Command

In addition to the criteria in paragraph 9–6, soldiers—

- a.* Must have no record in MPF of punishment under Article 15 of UCMJ during current enlistment or last three years, whichever is longer.
- b.* Must have served a minimum of two years on active duty.

9–10. U.S. Army Intelligence and Security Command

In addition to the criteria in paragraph 9–6, soldiers assigned to U.S. Army Intelligence and Security Command (INSCOM) normally require TS security clearances under AR 380–67. If new investigations are required, commanders will submit requests for investigations within 21 days of receipt of AIs.

9–11. Defense Courier Service

In addition to the criteria in paragraph 9–6, soldiers—

- a.* Must possess a TS security clearance under AR 380–67, with SSBI not older than four years and nine months prior to departing current duty stations.
- b.* Must be physically qualified for frequent aerial flights and meet minimum (class 3) flight medical standards. A Type B medical examination will be completed.
- c.* Must qualify with available service revolver (9mm, .45 cal, .38 cal, and so forth) with results posted to personnel records.

9–12. U.S. Transportation Command

In addition to the criteria in paragraph 9–6, soldiers—

- a.* Must have no record in MPF of punishment under Article 15, UCMJ during current enlistment or last three years, whichever is longer.
- b.* Must have served a minimum of two years on active duty.

9–13. U.S. Allied Command Europe

a. Includes SHAPE, Casteau, Belgium; AFCENT, Brunsum, the Netherlands; AFNORTHWEST, High Wycombe, United Kingdom; AFSOUTH, Naples, Italy; LANDSOUTH, Verona, Italy; LANDSOUTHEAST, Izmir, Turkey; LANDCENT, Heidelberg, Germany; ACE Rapid Reaction Corps (ARRC), Rheindahlen, Germany; the 650th Military Intelligence Group, Casteau, Belgium (ACE requisitions are identified by EPMD control and serial number beginning with “SB”); and the 414th Signal Company, Sandhofen, Germany. (Requisitions are identified by EPMD control and serial number beginning with “3B.”)

b. In addition to the criteria in paragraph 9–6, soldiers—

- (1) Must have no record in MPF of punishment under UCMJ, Article 15 UCMJ during current enlistment or last three years, whichever is longer.
- (2) Must be SPC or above. (The 414th Sig Co accepts AIT.)

9–14. U.S. Military Academy, U.S. Army Command and General Staff College, and U.S. Army War College

Soldiers assigned as NCO instructors and tactical NCOs should be graduates of the advanced NCO course for their MOS. Soldiers must have demonstrated ability or possess potential ability to perform as instructors.

Section IV

Nominative Assignments

9–15. Scope

Stringent screening processes exist to ensure only the most highly qualified soldiers are selected for nominative positions at the following agencies:

- a.* Office, Secretary of Defense (OSD).
- b.* Joint Staff (JS).
- c.* Defense Commissary Agency (DECA).
- d.* Defense Finance and Accounting Service (DFAS).
- e.* Defense Information Systems Agency (DISA).
- f.* Defense Nuclear Agency (DNA).
- g.* Defense Logistics Agency (DLA).
- h.* Defense Intelligence Agency (DIA).
- i.* Defense Mapping Agency (DMA).
- j.* On-Site Inspection Agency (OSIA).
- k.* Uniformed Services University of Health Sciences (USUHS).
- l.* U.S. Delegation NATO Military Committee (USDELNMC).
- m.* Immediate Offices—Office, Secretary of the Army (OSA).
- n.* Office, Army Chief of Staff (OCSA).

9–16. Overview

- a.* All personnel actions pertaining to nominative assignments are processed by PERSCOM (TAPC-EPS-S).
- b.* The normal tour of duty for these assignments is three to four years, unless otherwise specified by the individual agency.
- c.* Soldiers assigned to these agencies are contact replacements requested by the appropriate agency approximately 9 to 12 months in advance of the incumbent's scheduled rotation date.

9–17. Selection criteria

Soldiers may volunteer or be nominated provided the following criteria are met. Soldiers must—

- a.* Be high school graduates or have a GED equivalent.
- b.* Have physical profile serial code "A," with allowance of "2" for eyes.
- c.* Be U.S. citizens (by birth or naturalization).
- d.* Have or be able to obtain applicable security clearances that are required for the position.
- e.* Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last three years, whichever is longer.
- f.* Have no record of civil conviction, except for minor offenses that do not disqualify for TS security clearance under AR 380–67.
- g.* Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability, and so forth. Soldiers who are declared rehabilitation successes under the ASAP are not included.
- h.* Must have a minimum GT score of 100.
- i.* Must meet body composition requirements in AR 600–9.
- j.* Have 36 months time remaining in-service upon arrival at assignment.

Appendix A References

Section I Required Publications

AR 40–501

Standards of Medical Fitness (Cited in paras 5–3, 5–4, 5–7, 8–15 and 9–8.)

AR 351–1

Individual Military Education and Training (Cited in paras 4–3, 4–8, and 6–9.)

AR 380–67

The Department of the Army Personnel Security Program (Cited in paras 6–3, 6–6, 7–10, 8–2, 8–18, 8–26, 9–6, 9–10, 9–11 and 9–17.)

AR 600–8–2

Suspension of Favorable Personnel Actions (Flags) (Cited in paras 5–4, 5–5, 6–4, 6–5, 6–6, 7–4, 8–8, and table 3–1.)

AR 600–8–11

Reassignment (Cited in paras 1–8, 1–10 and 5–11.)

AR 600–20

Army Command Policy (Cited in paras 1–5, 5–18, and 8–28.)

AR 600–37

Unfavorable Information (Cited in paras 8–4 and 8–18.)

AR 611–1

Military Occupational Classification Structure Development and Implementation (Cited in paras 3–13, 3–16, 3–17, and 7–6.)

AR 614–5

Stabilization of Tours (Cited in paras 1–1, 3–8, 3–13, 8–21 and table 3–1.)

AR 614–30

Overseas Service (Cited in paras 1–1, 5–18, 7–9, 7–10, 7–12, 8–12 and 9–8.)

AR 635–200

Enlisted Personnel (Cited in paras 3–10, 3–18, 4–6, 5–4, 5–5, 5–9 and table 3–1.)

AR 680–29

Military Personnel—Organization and Type of Transaction Codes (Cited in paras 3–3 and 7–15.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in paras 2–3, 3–10, 3–13, 3–17, 3–18, 4–3, 5–3, 6–3, 6–4, 6–5, 7–6, and 8–22.)

Section II Related Publications

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

AR 37–100

Account/Code Structure

AR 37–104–4

Military Pay and Allowances Policy and Procedures—Active Component

AR 50-5

Nuclear and Chemical Weapons and Material—Nuclear Surety

AR 50-6

Nuclear and Chemical Weapons and Material, Chemical Surety

AR 55-46

Travel Overseas

AR 140-111

U.S. Army Reserve Reenlistment Program

AR 140-158

Enlisted Personnel Classification, Promotion and Reduction

AR 190-47

The Army Corrections System

AR 190-56

The Army Civilian Police and Security Guard Program

AR 350-41

Training in Units

AR 600-8-10

Leaves and Passes

AR 600-8-14

Identification Cards For Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

AR 600-8-104

Military Personnel Information Management/Records

AR 600-8-105

Military Orders

AR 600-9

The Army Weight Control Program

AR 600-43

Conscientious Objection

AR 600-60

Physical Performance Evaluation System

AR 600-85

Army Substance Abuse Program (ASAP)

NGR (AR) 600-200

Enlisted Personnel Management

AR 601-210

Regular Army and Army Reserve Enlistment Program

AR 601-270

Military Entrance Processing Stations (MEPS)

AR 601-280

Army Retention Program

AR 608–75

Exceptional Family Member Program

AR 611–6

Army Linguist Management

AR 612–201

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635–40

Physical Evaluation for Retention, Retirement, or Separation

AR 700–84

Issue and Sale of Personal Clothing

DA Pam 351–4

U.S. Army Formal Schools Catalog

TRADOC Regulation 350–16

Drill Sergeant Program (DSP)

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA website (www.usapa.army.mil).

DA Form 3739

Application for Compassionate Actions. (Prescribed in para 5–11a.)

DA Form 4873

Certificate of Appointment to Sergeant Major. (Prescribed in paras 7–4 and 7–8.)

DA Form 7424

Sensitive Duty Assignment Eligibility Questionnaire. (Prescribed in para 8–18.) (This form is available through normal forms supply channels.)

Section IV

Referenced Forms

Except where otherwise indicated below, the following forms are available on the AEL CD-Rom (em 0001) and the USAPA website (www.usapa.army.mil).

DA Form 11–2–R

Management Control Evaluation Certificate Statement

DA Form 1059

Service School Academic Evaluation Report

DA Form 2166–7

Noncommissioned Officer Evaluation Report

DA Form 2446

Request for Orders

DA Form 4187

Personnel Action

DA Form 5248–R

Report of Unfavorable Information for Security Determination

SF 86

Questionnaire for National Security Positions

Appendix B Email Addresses

B–1. Email capability

Email addresses are provided as a convenient means of sending correspondence for those with automation capabilities.

B–2. PERSCOM

The email address for PERSCOM is `userid@hoffman.army.mil`. For offices in EPMD, the “user id” is the office symbol, unless otherwise indicated below:

- a.* CSM/SGM Office: EPCSMMSGM
- b.* Combat Arms Division: EPCAD
- c.* Infantry Branch: EPINF
- d.* Special Forces Branch: EPSF
- e.* Air Defense Artillery Branch: EPADA
- f.* Field Artillery Branch: EPFA
- g.* Armor Branch: EPAR
- h.* Combat Support Division: EPCSD
- i.* Engineer Branch: EPENGR
- j.* Military Police Branch: EPMP
- k.* Military Intelligence Branch: EPINTEL
- l.* Language Branch: EPLANG
- m.* Signal Branch: EPSIG
- n.* Aviation Branch: EPAVN
- o.* Transportation Branch: EPTRANS
- p.* Combat Service Support Division: EPCSSD
- q.* Adjutant General Branch: EPAG
- r.* Ordnance Branch: EPORD
- s.* Quartermaster/Chemical Branch: EPOMC
- t.* Health Services Branch: EPHS

B–3. Pentagon

The email address for the PENTAGON is `userid@hqda.army.mil`.

Appendix C Management Control Evaluation Checklist

C–1. Function

The function covered by this checklist is Special Duty Assignment Pay (SDAP), AR 614–200.

C–2. Purpose

The purpose of this checklist is to assist MACOM and installation managers in evaluating their key management controls. It is not intended to cover all controls.

C–3. Instructions

- a.* Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation.
- b.* Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation.
- c.* These management controls must be evaluated at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Management Control Evaluation Certification Statement). (DA

Form 11-2 is available on the Army Electronic Library CD-ROM (EM 0001) and on the USAPA website (www.usapa.army.mil).

C-4. Test questions

- a.* Are soldiers on active duty for more than 180 days and entitled to basic pay?
- b.* Do soldiers hold a pay grade of private first class or higher?
- c.* Are soldiers assigned to an authorized special duty assignment position and performing the duties?
- d.* Are soldiers receiving correct rate of pay for their category?
- e.* Are orders issued to start, terminate, and reinstate SDAP?
- f.* Is a monthly review conducted to ensure that only fully qualified soldiers are awarded SDAP?
- g.* Are standing operating procedures established and maintained?

C-5. Supersession

This checklist replaces any checklist for Event Cycle 4 of the Strength Management published.

C-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to Commander, PERSCOM (TAPC-EPC-O), 2461 Eisenhower Ave., Alexandria, VA 22331.

Glossary

Section I Abbreviations

AA

Active Army

ABCP

Army Band Career Program

AC/RC

Active Component/Reserve Component

ACCP

Army Correspondence Course Program

ACE

Allied Command Europe

ACT

automatic control of trainees

ACASP

Army Civilian Acquired Skill Program

ACCP

Army Correspondence Course Program

ADT

active duty for training

AE

active enlisted

AEA

assignment eligibility and availability

AI

assignment instruction

AIT

advanced individual training

ALO

authorized level of organization

AMEDD

Army Medical Department

AMOS

additional military occupational specialty

ANCOC

Advanced Noncommissioned Officer Course

APFT

Army physical fitness test

AR

Army Regulation

ARNGUS

Army National Guard of the United States

ASA(M&RA)

Assistant Secretary of Army (Manpower & Reserve Affairs)

ASAP

Army Substance Abuse Program

ASI

additional skill identifier

APOE

aerial port of embarkment

AUTODIN

automatic digital network

AWOL

absent without leave

BASD

basic active service date

BCTP

Battle Command Training Program

BEAR

Bonus Extension and Retraining Program

BG

brigadier general

BMLC

Basic Military Language Course

BNCOC

Basic NCO Course

BT

basic training

CA

combat arms

CATA

Combined Arms Training Activity

CCF

U.S. Army Central Personnel Security Clearance Facility

CDR

commander

CG

commanding general

CMF

career management field

CMIF

career management individual file

CMTC

combat maneuver training complex

CNGB

Chief, National Guard Bureau

COHORT

cohesion, operational readiness, and training

COL

colonel

CONAP

CONUS area of preference

CONUS

continental United States

COT

consecutive overseas tour

CPL

corporal

CPMOS

career progression military occupational specialty

CSA

Chief of Staff of the Army

CSM

command sergeant major

CSM(D)

command sergeant major (designee)

CTC

Combat Training Center

DA

Department of the Army

DAIG

DA Inspector General

DCPC

direct combat position coding

DCSINT

Deputy Chief of Staff for Intelligence

DCSLOG

Deputy Chief of Staff for Logistics

DCSPER

Deputy Chief of Staff for Personnel

DCSS

declination of continued service statement

DECA

Defense Commissary Agency

DEP

Delayed Entry Program

DEROS

date eligible for return from overseas

DFAS

Defense Finance and Accounting Service

DIA

Defense Intelligence Agency

DIS

defense investigation code

DISA

Defense Information Systems Agency

DLA

Defense Logistics Agency

DLI

Defense Language Institute

DLIELC

Defense Language Institute English Language Center

DLIFLC

Defense Language Institute Foreign Language Center

DMA

Defense Mapping Agency

DMOS

duty MOS

DNA

Defense Nuclear Agency

DOD

Department of Defense

DPLI

deployment indicator

DS

drill sergeant

DSAPP

Drill Sergeant Assignment Preference Program

DSN

defense switched network

EB

enlistment bonus

EDAS

Enlisted Distribution and Assignment System

EDTM

enlisted distribution target model

EFMP

Exceptional Family Member Program

EKG

electrocardiogram

ENTNAC

entrance national agency check

EOA

equal opportunity advisor

EOD

explosive ordnance disposal

EPMD

Enlisted Personnel Management Directorate

EPMS

Enlisted Personnel Management System

EREC

Enlisted Records and Evaluation Center

ETS

expiration term of service

EUSA

Eighth U.S. Army

EW

electronic warfare

FCP

Family Care Plan

1SG

first sergeant

FORSCOM

U.S. Army Forces Command

FRA

field reclassification authority

FSC

First Sergeant Course

FST

foreign service tour

FTM

full-time manning

GCM

general court-martial

GCMCA

general court-martial convening authority

GED

general education development

GO

general officer

GT

general technical (aptitude area)

HAAP

Homebase and Advance Assignment Program

HQ

headquarters

HQDA

Headquarters, Department of the Army

IA

immediately available

IET

initial entry training

IG

inspector general

INSCOM

U.S. Army Intelligence and Security Command

JD

joint domicile

JFTR

Joint Federal Travel Regulation

JRTC

Joint Readiness Training Center

JS

joint services

JUSMAG

Joint U.S. Military Advisory Group

LGL

language grade level

LIC

language identification code

LOI

letter of instruction

LTC

lieutenant colonel

MAAG

Military Assistance Advisory Group

MACOM

major Army command

MACP

Married Army Couples Program

MDW

Military District of Washington

MECCAP

Middle Enlisted Cryptologic Career Advancement Program

MEPS

military entrance processing station

MESAP

Military ELINT Signals Analyst Program

MG

major general

MINSAP

Military Intern Sigint Analyst Program

MOS

military occupational specialty

MOSC

MOS code

MOSLS

MOS Level System

MPD/PSB

Military Personnel Division/Personnel Service Battalion

MPF

military personnel file

MPTAO

military personnel and transportation assistance officer

MSG

master sergeant

MTOE

modification table of organization and equipment

NAC

national agency check

NCO

noncommissioned officer

NCOER

NCO evaluation report

NCOES

NCO Education System

NCR

National Capital Region

NET

new equipment training

NTC

National Training Center

O/C

observer/controller

OCONUS

outside continental United States

OCSA

Office, Army Chief of Staff

OEIP

Overseas Extension Incentive Program

OJE

on-the-job experience

OJT

on-the-job training

OMPF

official military personnel file

OMPR

official military personnel record

OPFOR

opposition force

ORGDB

organizational data base

ORSAP

overseas area of preference

OSD

Office, Secretary of Defense

OSIA

On-site Inspection Agency

PCS

permanent change of station

PDIP

program development incremental package

PERDB

personnel data base

PERSCOM

U.S. Army Personnel Command

PFC

private first class

PLDC

Primary Leadership Development Course

PMAD

personnel manning authorization document

PMOS

primary MOS

PRS

Package Replacement System

PSB

Personnel Service Battalion

PV1

private

PV2

private E2

PW

prisoner of war/Project Warriors

RA

Regular Army

RC

Reserve Component

RCN

reenlistment control number

RCP

retention control point

REQDB

requisition data base

RGL

reading grade level

ROTC

Reserve Officers Training Corps

RSC

Regional Support Command

SA

Secretary of the Army

SBI

special background investigation

SCI

sensitive compartmented information

SD

special duty

SDAP

special duty assignment pay

SF

Special Forces

SFAS

SF Assessment and Selection Course

SFC

sergeant first class

SFQC

SF Qualification Course

SGM

sergeant major

SGT

sergeant

SI

special instructions

SIDPERS

Standard Installation/Division Personnel System

SIGINT

signals intelligence

SIMOS

space imbalanced MOS

SL

skill level

SMOS

secondary MOS

SOJT

supervised on-the-job training

SPC

specialist

SQI

skill qualification identifier

SRB

selective reenlistment bonus

SSBI

single scope background investigation

SSG

staff sergeant

SSN

social security number

STATDB

statistical data base

TAPDB

Total Army personnel data base

TAT

turn around time

TATS

Total Army Training System

TDA

table of distribution and allowances

TDPFO

TDY pending further orders

TDY

temporary duty

TE

technical escort

TEC

training extension course

TOS

time-on-station

TRADOC

U.S. Army Training and Doctrine Command

TS

top secret

UCMJ

Uniform Code of Military Justice

UIC

unit identification code

UMS

Unit Manning System

USAEREC

U.S. Army Enlisted Records and Evaluation Center

USAESOM

United States Army Element School of Music

USAIGA

U.S. Army Inspector General Agency

USAJFKSWC

U.S. Army John F. Kennedy Special Warfare Center

USAMEDCOM

U.S. Army Medical Command

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USAREUR

U.S. Army, Europe

USARPAC

U.S. Army, Pacific

USARSO

U.S. Army, South

USASAM

U.S. Army School of Aviation Medicine

USASMA

U.S. Army Sergeants Major Academy

USASMC

U.S. Army Sergeants Major Course

USC

United States Code

USDELNMC

U.S. Delegation NATO Military Committee

USMEPCOM

U.S. Military Entrance Processing Command

USTRANSCOM

U.S. Transportation Command

USR

unit status report

USUHS

Uniformed Services University of Health Sciences

VA

Veterans Affairs

VET

voluntary early transition

VRB

variable reenlistment bonus

VSI/SSB

voluntary separation incentive/special separation benefits

WHCA

White House Communication Agency

WHMO

White House Military Office

WHTA

White House Transportation Agency

WOAC

Warrant Officer Advanced Course

WOBC

Warrant Officer Basic Course

Section II**Terms****Active Army**

a. The Active Army consists of—

- (1) Regular Army soldiers on active duty.
- (2) Army National Guard of the United States and Army Reserve soldiers on active duty except as excluded below.
- (3) Army National Guard soldiers in the service of the United States pursuant to a call.
- (4) All persons appointed enlisted or inducted into the Army without component.

b. Excluded are soldiers serving on—

- (1) Active duty for training.
- (2) Active Guard Reserve status.
- (3) Active duty for special work.
- (4) Temporary tours of active duty for 180 days or less.
- (5) Active duty pursuant to the call of the President (10 USC 12304)

Active duty

Fulltime duty in the active military service of the United States, including fulltime training duty, annual training duty, and attendance while in active military service at a school designated as a service school by law and the Secretary of the military department concerned. It does not include fulltime National Guard duty. For the RC, AD is comprised of the categories ADT and ADOT.

Additional MOS

Awarded MOS other than primary or secondary MOS.

Additional skill identifier

Identifier of specialized skills that are closely related to and in addition to those required by the MOS.

Announcement of Proficiency Pay/Selective Reenlistment Bonus MOS

Personnel placement action to satisfy a valid military manpower requirement.

Awarded MOSC

MOS that includes skill-level character that identifies capability of a soldier to perform duties required at current or higher grade. (Classification authority will record it on ERB.)

Borrowed military manpower

The use of military manpower from a MTOE unit to perform duties within a TDA activity where a MACOM-approved manpower requirement exists but for which no manpower space has been authorized. Additionally, borrowed military

manpower may be employed in those cases where manpower spaces have been authorized but where the positions are vacant. (See also special duty and troop diversion.)

Career management field

Grouping of related MOSs that provides logical progression to SGM.

Career personnel

Enlisted members of the Regular Army who have completed three or more years of active Federal military service.

Centrally managed personnel

Soldiers in pay grades SSG through SGM for whom PERSCOM exercises centralized management controls. These controls include assignment, promotion (with exception of grade SSG), reclassification, education, qualification, and evaluation.

Classification in MOS

An initial award of primary or secondary MOS by the classification authority.

Continuous active duty

Active Federal service in any of the Armed Forces of the United States without a break in service of more than 90 days. Does not include ADT.

Duty MOS

MOS that identifies authorized manning table positions to which a soldier is assigned and for which he/she is performing duty or the MOS of the duty that the soldier is performing if not assigned to an authorized manning table position.

Enlisted Personnel Management System

Total process for which enlisted personnel are professionally developed in order to satisfy force structure authorizations (for example, accessing, recruiting, training, assigning, promoting, rotating, professional developing, transferring, discharging, reenlisting, and retiring military personnel).

First term

Enlisted member of the Army on an initial enlistment.

Frocking

A process whereby soldiers are authorized to wear the insignia of a higher grade so that their grade title is commensurate with their duty position even though no pay or allowances are authorized in the higher grade.

New equipment training

Service school courses or OJT directed by a major commander or higher authority based upon a change in unit mission or equipment.

On-the-job experience

Serving in the PMOS in a duty position authorized at current or higher grade.

On-the-job training

Training in which soldiers learn through actual hands-on experience under competent supervision under an approved planned program.

Personnel management

Actions taken by PERSCOM enlisted career divisions to identify, select for training, assign, and manage soldiers in various programs. Management tools used to accomplish these actions include the CMIF and related documents for SGT and above.

Primary MOS

Awarded MOS that is most important to the Army in terms of training, experience, demonstrated qualifications, and Army needs.

Reclassification authority

Level of command or activity designated by PERSCOM to change a PMOS or SMOS or to withdraw any AMOS.

Reclassification MOS

Action by a reclassification authority, with or without board action, that results in a change of AMOS.

Secondary MOS

AMOS in a specialty different than PMOS. Second in importance to the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

Space imbalanced MOS

Situation at a given time (present or projected) in which overseas MTOE and TDA authorizations or requirements for a given MOS exceed those documented for CONUS installations.

Special duty

Performance of duty with an organization other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. Includes borrowed military manpower and troop diversions.

Special duty assignment pay

Additional monthly pay awarded to soldiers performing designated special duty.

Troop diversion

Use of soldiers, not meeting the borrowed military manpower definition, to perform recurring duties with an organization or unit other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. (See also special duty and borrowed military manpower.)

Volunteer

Soldiers who, on their own, write to PERSCOM through proper channels expressing a desire for specific designated duty.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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