

Human Resources Command dedicated to serving Soldiers

By LTC Mark Rosenstein

The U.S. Army Human Resources Command provides the full spectrum human resources services to Soldiers, Veterans, Retirees and Army Families. HRC is the largest human resources organization in the world; responsible for managing Soldiers' careers from the day they enter Basic Training until retirement and beyond.

HRC was formed on 1 October 2003, by merging the personnel assets of the U.S. Total Army Personnel Command and the U. S. Army Reserve Personnel Command.

The major elements of HRC are the Enlisted Personnel Management Directorate, which provides Active and Reserve enlisted Soldiers with career guidance and support; the Officer Personnel Management Directorate, which provides Active and Reserve officers with career guidance and support; The Adjutant General Directorate, which manages Soldiers' records, promotion boards, evaluation processing, personnel actions and entitlement programs, and Veterans' support; the Personnel Information Systems Directorate, which provides Information Technology support to command functions; and various staff elements, including G3, Resource Management, Chief Information Officer, Surgeon, Inspector General, and Judge Advocate.

HRC includes more than 40 operational elements around the country under the leadership of the HRC commander. HRC is the G-1's functional proponent for military personnel management (except for the Judge Advocate General and the Chaplain branches) and personnel systems. HRC also supports the Director, Army National Guard, and the Chief, Army Reserve, in their management of the Selected Reserve. The HRC commander is also the commander of the Individual Ready Reserve, the Standby Reserve and the Retired Reserve.

In 2005, the Defense Base Closure and Realignment Commission recommended the creation of the Human Resources Center of Excellence at Fort Knox,

Ky., and directed HRC elements in Alexandria, Va.; Indianapolis, Ind.; and Saint Louis, Mo.; to move to the new facility no later than 15 Sept. 2011. The bulk of HRC activities relocated to Fort Knox over the summer of 2010; the move is now complete.

The HRC mission is to execute career management, sustainment, distribution, and transition of personnel in order to optimize Army personnel readiness, enable leader development, and strengthen an agile and versatile Army that can prevent, shape and win.

Leaders promote several critical values:

- A Team of disciplined, dedicated, passionate and inspired professionals executing the mission with compassion, care and precision.
- A team oriented on and engaged with commanders and Soldiers
- A transparent, flexible, innovative and agile command – focused on improving and transforming.
- Focus on holistic "personnel readiness" to enable the Army to prevent, shape, and win.
- Commitment to strengthening the all-volunteer Army.

HRC prides itself on its dedicated workforce, comprised of both active and reserve military and civilian members. This team of professional human resource professionals manages Soldiers supporting every mission across the force, both domestic and international.

Within EPMD is the Operations Support Division which is comprised of five Career Management Fields: 25-Signal Corps, 35-Military Intelligence, 31-Military Police, 12-Engineer and 74-Chemical. Each CMF team employs both military and civilians members to manage their population of Soldiers. Military members serve as Senior Career Advisors/Professional Development NCOs while civilian members serve as Assignment Managers. Both manage personnel in the rank of Private through Master Sergeant; coordinate Noncommissioned Officer Education System schooling; recommend and execute actions in support of enlisted structure changes, force modernization,

HRC Vision Statement

TOTAL ARMY . . . TOTAL VICTORY!

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U.S. Army Human Resources Command, Fort Knox, Ky.

force development, training, recruitment, distribution, promotion, and retention; research manning and regulatory requirements; and ensure Active Component and Active Guard Reserve strength meets Army manning guidance.

Serving as a Senior Career Advisor/PD NCO is considered a career broadening assignment; high performing NCOs are encouraged to seek out these opportunities.

There are several Soldier support programs that every member of the force should be aware of. These programs were established to support our highly mobile and versatile "All Volunteer" force. The primary Soldier support programs include:

Married Army Couples Program (AR 614-200, 5-20). Provisions of this program apply to Regular Army Soldiers married to members of the RA, other U.S. military Services, or Reserve Components (RC). Soldiers married to civilians are not included. Guidance for U.S. Army Reserve AGR Soldiers married to other USAR AGR Soldiers is contained in AR 140-30, paragraph 4-2j. Married Army couples desiring joint assignment to establish a common household/Joint Domicile must request such assignment by enrolling in the Married Army Couples Program.

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. Only one Soldier needs to request enrollment in the MACP when both Soldiers are serviced by the same MPD/BCT/BDE S1 (signatures of both Soldiers are required); otherwise both must apply. When one MACP 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 Estimated Time of Separation for an assignment and does not reenlist or extend, the provisions of the MACP do not apply.

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. Consideration is continuous as long as the couple remains enrolled in the program. Favorable consideration for JD assignment will depend on: 1) A valid requisition/requirement existing in the same area for both Soldiers' military Primary Military Occupational Specialty or branch (officers) and grades and 2) Career progression of both Soldiers not being adversely affected and Soldiers being otherwise eligible for the Assignment. 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.

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 and 2) Married to a member of the RC and that spouse is ordered to Active Duty for one year or more.

Exceptional Family Member Program (AR 608-75). The Exceptional Family Member Program (EFMP) objectives are: 1) To provide certain reimbursable and nonreimbursable medically related services to children with disabilities per DODI 1342.12 with the same priority as medical care to the active duty Soldier, 2) To assess, document, and code the special education and medical needs of eligible Family members in all locations, and forward these coded needs to military personnel agencies for consideration during the assignment process, 3) To consider the medical needs of the Exceptional Family Member during the continental United States and outside the continental United States assignment process; To consider the special education needs of the EFM during the OCONUS assignment process (excludes Alaska and Hawaii); To assign Soldiers to an area where the EFM's medical and special education needs can be accommodated, provided there is a valid personnel requirement for the Soldier's grade and specialty, 4) To provide a mechanism for DA civilians to inform: a) The DODDS of the arrival of dependent children with special education and medically related service needs and b) The gaining medical activity of the

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arrival of Family members with medical needs, 5) To ensure that all eligible Family members receive information and assistance needed to involve them with community support services to meet their needs, 6) To ensure facility and program accessibility to individuals with disabilities (see AR 600-7), and 7) To provide EIS to eligible infants and toddlers and their Families per 32 CFR Part 80 and DODI 1342.12.

High School Stabilization Program (AR 614-200, 5-26). Soldiers with family members in high school may request stabilization from PCS movement during the child's senior year.

The intent of the program is to provide stability to Soldiers with family members in their junior and senior years of high school. The provisions of this section apply to RA Soldiers only. Army National Guard and Army Reserve Soldiers should contact their servicing per-

sonnel office for guidance.

The RA Soldiers assigned to non-Army agencies or units must comply with all directives and regulations that apply to their command before submitting their request (for example, Soldiers assigned to the Defense Courier Service must comply with DODD 5200.33-R).

Requests should be submitted no earlier than March of the student's sophomore year, and not later than the commencement of the student's junior school year (for example, Student's projected graduation date is Jun 2013; submit request between March - September 2011). Requests submitted outside of this time frame will be considered as an exception to policy and must be justified as to the delay of submission. Soldiers may be eligible to PCS before the start of the student's junior year of high school.

All requests will be submitted to the HRC for consideration. The HRC (Director, EPMD) is the approval/disapproval authority.

Soldiers will request stabilization using a DA Form 4187 or memorandum.

The request will be forwarded to the CG, HRC (AHRC-EPO-P) and will include the following: 1) A letter and/or memorandum from the high school with the student's name, SSN, and projected graduation date (included as an attachment to the request), 2) A statement on the Soldier's request: "Student (child's full name) is enrolled in DEERS."

All students must be enrolled in Defense Enrollment Eligibility System and must be under the direct care and/or custody of the Soldier submitting the request, 3) A copy of the DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment) will be attached to the Soldier's request, if the student's last name is different from the Soldier's, and 4) Outside continental United States Soldiers whose Date Estimated Return for Overseas is prior to requested stabilization date must include the following statement in their request: "I will extend my foreign Service tour to meet the stabilization requirement. Based on my new DEROS, I understand that I must still meet the required time remaining in Service requirement to be eligible for reassignment to CONUS."

Soldiers enrolled in the MACP must both apply, if both desire stabilization under these provisions. Requests for stabilization of CSM/SGM and/or selectees for the USASMC will be coordinated with the HRC, CSM/SGM Branch (AHRC-EPS). For Soldiers on AI, normal reassignment rules apply. That is, Soldier may request deletion or deferment in accordance with AR 600-8-11. These requests will be considered as an exception to policy. Stabilization under these provisions may be changed or canceled due to the changing needs of the Army.

Compassionate Reassignment



Lerissa Wilson (25U), Dale Ketron (25C/L) and Terry Conner (25B) discuss nominative and training-based assignments such as Defense Information Systems Agency and Drill Sergeant assignments.

Program (AR 614-200, 5-14). 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) and 2) Not expected to be resolved within a year. 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. Soldiers may request reassignment from: 1) CONUS to CONUS, 2) OCONUS to CONUS, 3) CONUS to OCONUS, or 4) Within same OCONUS command.

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 Rhesus factor 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, or 11)

Chronic problems relating to parents or parents-in-law.

Soldiers are not authorized to submit more than one request for reconsideration for the same or similar extreme Family problem. Commanders who are General Courts Martial Convening Authority will review each application to determine that the established criterion has been met. Requests that do not meet standards for a change in assignment will not be approved by the general court-martial authority. Applications that are not approved will be returned to Soldiers. Reasons for disapproval will be specified. Guidance for requesting compassionate actions for USAR AGR Soldiers is contained in AR 140-30, paragraph 4-2k.

Home Base and Advance Assignment Program (AR 614-200, 9-1). The practice of returning Soldiers to their previous Permanent Duty Station (PDS) or a different location after completing a dependent restricted short tour is referred to as the Home Base/Advance Assignment Program. The two types of assignments in the HAAP are: 1) Home base assignment. Soldiers are projected to return to the installation where they were stationed prior to completing a dependent-restricted 12-month OCONUS short tour and 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. Participation in the HAAP is optional. However, the Soldier's desire not to participate in the HAAP will be indicated in his or her PCS orders. Active Army Soldiers, CPL (P)/SPC (P) (and those CPL/SPC on a second or subsequent enlistment) through MSG (except MSG (P)), are eligible to participate in the HAAP when they are issued an assignment instruction to a dependent-restricted 12-month OCONUS short tour area. Primary determining factors for the HAAP are: 1) The needs of

the Army, 2) Assignment preference or volunteer location of the Soldier, 3) Professional development considerations, and 4) Least cost factors. Hawaii and Alaska residents may be provided a home base or advance assignment to their respective states. All others will not be given a home base or advance assignment in Hawaii or Alaska without their consent. Eligible Soldiers stationed in an OCONUS accompanied long tour who volunteer for an intertheater transfer will be notified in advance of their projected home base or advance assignment. The intent of both the HAAP is to reduce Permanent Change of Station costs and to increase stability for the Soldier and his or her family. Soldiers who receive a home base 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. Soldiers who receive a HAAP advance assignment to a different installation will sign a statement indicating that they understand the intent of the program and are expected not to use their dependent travel and transportation allowances except to the locale of the advance assignment. Soldiers with Special Qualification Identifier "P" (parachutist) are provided a home base or advance assignment to installations authorized parachutists, unless the installation is overstrength parachutists. The home base 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 or her foreign service tour for any length of time, (3) Is selected to attend the SGM course, or (4) Is selected for promotion to SGM while serving on a dependent-restricted

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12-month short tour. Soldiers who participated in the HAAP may also request a change of home base or advance assignment. Each request will be considered on a case-by-case basis.

If either the Soldier's current home base or advance assignment is canceled or changed based on the needs of the Army, then the Soldier may use dependent PCS entitlements and allowances not yet executed for movement to next assignment.

Similarly, if the Soldier, executes his or her dependent PCS entitlements and allowances contrary to provisions contained in paragraph 9-2e, above, then the Army may cancel or change the previously approved home base or advance assignment.

These programs are designed to help our "All Volunteer" force. When used appropriately, they will improve the quality of life for Soldiers and their families and help our Army better

manage the assignment process. As a side note -- Soldiers should be familiar with the Assignment Satisfaction Key available on the Army Knowledge Online portal under "My Personnel."

The ASK Soldier Assignment Module allows Soldiers to



indicate assignment preferences and even request specific assignments. Soldiers should also be familiar with the HRC portal <http://www.hrc.army.mil> in order to better manage their Army career.

LTC Mark Rosenstein joined the U.S. Army Signal Corps after serving as a field artillery officer. Over his career he has held a variety of leadership and staff assignments including: battalion commander, corps and division G-6 plans officer, brigade and group S-3, battalion executive officer and company commander among others. He deployed to Iraq twice with V Corps and the 22nd Signal Brigade for Operation Iraqi Freedom and later with the NATO Training Mission – Iraq as an Advisor/Mentor. He also deployed to Haiti with the 10th Signal Battalion, 10th Mountain Division for Operation Uphold Democracy. He is currently serving as chief, Enlisted Signal Branch, Human Resources Command.

ACRONYM QuickScan

AC - Active Component
AD - Active Duty
AGR - Active Guard Reserve
AKO - Army Knowledge Online
AR-PERSCOM - United States Army Reserve Personnel Command
ASK - Assignment Satisfaction Key
BCT - Brigade Combat Teams
BRAC - Defense Base Closure and Realignment Commission
CMF - Career Management Field
CONUS - Continental United States
DEERS - Defense Enrollment Eligibility System
DEROS - Date Estimated Return from Overseas
EFM - Exceptional Family Member
EFMP - Exceptional Family Member Program
EPMD - Enlisted Personnel Management Directorate
ETS - Estimated Time of Separation
GCMCA - General Courts Martial Convening Authority
HAAP - Home Base/Advance Assignment Program
HRC - U.S. Army Human Resources Command
IMA - Individual Mobilization Augmentation
IRR - Individual Ready Reserve

JD - Joint Domicile
MACP - Married Army Couples Program
NCOES - Noncommissioned Officer Education System
OCONUS - Outside the Continental United States
OPMD - Officer Personnel Management Directorate
OSD - Operations Support Division
PCS - Permanent Change of Station
PD - Professional Development
PDS - Permanent Duty Station
PERSCOM - U.S. Total Army Personnel Command
PERSINSD - Personnel Information Systems Directorate
PMOS - Primary Military Occupational Specialty
RA - Regular Army
RC - Reserve Component
SQI - Special Qualification Identifier
TAGD - The Adjutant General Directorate
USAR - U.S. Army Reserve
WIN-T - Warfighter Information Network-Tactical