

Army Regulation 614–200

Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

Rapid Action Revision (RAR) Issue Date: 11 October 2011

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SUMMARY of CHANGE

AR 614-200

Enlisted Assignments and Utilization Management

This rapid action revision, dated 11 October 2011--

- o Updates special forces selection criteria (paras 5-5a(4), 5-5a(10), 5-5b(2), 5-5c(4), 5-5c(7), and 5-5c(12)).
- o Adds a 5-year service-remaining requirement and stabilization period for Soldiers assigned to the Computer Network Operations Program (para 6-3i).
- o Revises, in its entirety, assignments and utilization guidance for Sergeant Major of the Army, command sergeant major, and sergeant major (chap 7).
- o Incorporates policy on the advanced individual training platoon sergeant duty (chap 8, sec IV).
- o Changes the service-remaining requirement and stabilization period for Soldiers assigned to the joint communications support element (para 9-15).
- o Makes additional rapid action revision changes (chaps 3, 4, 6, and 8).
- o Makes administrative changes (throughout).


Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 11 October 2011. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation provides guidance on the selection of enlisted Soldiers for assignment, utilization, reclassification, detail, transfer, and training as implemented by DODI 1315.18.

Applicability. This regulation applies to active Army enlisted Soldiers, excluding initial entry training Soldiers governed by AR 612–201 and those Soldiers detailed outside the Department of Defense. It also applies to the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve (including active guard reserve Soldiers), unless otherwise

stated. During mobilization, the guidance in this publication may be modified by the proponent to support policy changes as necessary. This regulation is required during mobilization. The portion of this regulation that requires registration of military sexual offenders (chapter 3, section V) is punitive and violations of that provision may subject military sexual offenders to nonjudicial or judicial action under the Uniform Code of Military Justice.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix C).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (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 the Commanding General, U.S. Army Human Resources Command, (AHRC–EPO–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

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

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* This regulation supersedes AR 614–200, dated 27 June 2007. This edition publishes a rapid action revision of AR 614–200.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

a. This regulation prescribes the reporting, selection, assignment, and utilization of Active Army (AA) enlisted personnel, excluding initial entry training (IET) Soldiers who are governed by 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 614-30. This regulation also prescribes—

- (1) Stabilized periods for selected units, agencies, and activities, and special category personnel and positions.
- (2) Procedures to be used by commanders (CDRs) to request stabilization for personnel within their organizations, certain approved positions within a unit, and units.

b. This regulation is not construed as authority for extending stabilized tours limited by statutes (such as Title 10, United States Code, Section 3914 (10 USC 3914)).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

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

Section II Administrative Assignment Policies

1-4. Responsibilities

Responsibilities are listed in chapter 2. Also, heads of HQDA agencies and CDRs of Army commands, installations, and activities are required to have knowledge of AR 340-21 and AR 25-55.

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 military Family members must be in place. The FCPs are governed by AR 600-20.

1-6. Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) allows the U.S. Army Human Resources Command (HRC) to consider the special education and medical needs of exceptional Family members during the assignment process and reassigns Soldiers, when readiness does not require a specific reassignment, to an area where the Family member's 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 CDR 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

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

b. Security clearance requirements for U.S. Army Reserve (USAR) and U.S. active guard reserve (AGR) Soldiers are contained in AR 135-18.

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

a. The time-on-station (TOS) requirements are established to enhance operational readiness by stabilizing Soldiers in

units to reduce permanent change of station (PCS) costs and to improve the quality of life by reducing personal and/or Family turbulence. When all other factors are equal, TOS is a primary consideration in selecting Soldiers for reassignment. The TOS is computed from the month of arrival to the month of departure, inclusive.

b. The TOS applies only to continental United States (CONUS)-based Soldiers. Soldiers based outside the continental United States (OCONUS) have designated tour lengths. The TOS is not a consideration in the U.S. Army assignment process for OCONUS-based Soldiers. Soldiers will remain on station for the maximum number of years possible in accordance with Army requirements and consistent with force stabilization rules. Waiver approval authority regarding TOS requirements for assignments within or from CONUS is—

(1) The Director of Enlisted Personnel, HRC (if a serving general officer (GO) or the commanding general (CG), HRC when position is not occupied by a GO), for Soldiers who will have served less than 2 years TOS, or who are assigned to a lifestyle managed (LM) unit, at the time of reassignment.

(2) The Division Chief, Enlisted Personnel Management Directorate (EPMD), HRC (if a serving colonel (COL) or the Deputy Director, EPMD when position is not occupied by a COL), for Soldiers who will have served more than 2 but less than 4 years TOS at the time of reassignment.

1–12. Retainability

a. Soldiers shall not depart the CONUS unless they have the required retainability. The appropriate approval authority listed below may waive retainability restrictions on a case-by-case basis, or on a group basis, when unit moves, inactivations, base closures, or immediately available (IA) personnel are involved. The waiver request may be initiated at any level of command.

b. Moves from CONUS-to-CONUS require 2 years retainability (unless otherwise specified in this regulation) after arrival at the gaining installation. Soldiers who are changing occupational specialty as a result of retraining must have a minimum of 1 year service retainability. The waiver approval authority for CONUS-to-CONUS assignments is—

(1) The Director, Enlisted Personnel, HRC (if a serving GO or CG, the HRC when position is not occupied by a GO), for Soldiers who will have less than 1 year service retainability after arrival at the gaining installation.

(2) The Division Chief, EPMD, HRC (if a serving COL or Deputy Director, EPMD when position is not occupied by a COL), for Soldiers who will have more than 1 but less than 2 years retainability after arrival at the gaining installation.

c. Soldiers reassigned CONUS-to-CONUS or overseas-to-CONUS as a result of humanitarian reasons, prisoners, and patients, respectively, who cannot effectively be used at or in the vicinity of the installation, and Soldiers returning from operation contingencies overseas (operations in hostile environments) must have a minimum of 6 months retainability at the gaining installation for exceptional moves.

1–13. Space Imbalanced Military Occupational Specialty Program

a. A space imbalanced military occupational specialty (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 SIMOS 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 military occupational specialty (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 military occupational specialty (CPMOS), need and availability of refresher training in SMOS upon deployment OCONUS, and PMOS and/or 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 (Manpower and Reserve Affairs)

The ASA (M&RA) will—

- a.* Oversee assignment policy.
- b.* Approve second PCS assignments within the same fiscal year.
- c.* Waive criteria on assignment limitations for first-term Soldiers.

2-2. The Deputy Chief of Staff, G-1

The DCS, G-1 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.
- e.* Establish stabilization policy for enlisted personnel.
- f.* Establish policy for the Enlisted Personnel Management System, U.S. Army Individual Ready Reserve (EPMS-IRR).

Section II

Field Operating Agencies

2-3. The Chief, Army Reserve

The CAR will provide overall policy guidance for management of troop program unit (TPU) Soldiers and manage AGR CSM positions. The CAR delegates to area CDRs the following responsibilities:

- a.* Developing assignment policy for enlisted TPU Soldiers.
- b.* Providing policy guidance for the TPU CSM Program administered by the CG, HRC, Fort Knox KY.
- c.* Monitoring all TPU CSM.
- d.* Developing procedures and programs pertaining to reclassification of USAR Soldiers.
- e.* Classification and/or reclassification authority for Soldiers assigned to TPUs within their commands, except regular Army (RA) and AGR Soldiers serving in TPUs. This delegation cannot be delegated below the Army command/Army service component command/direct reporting unit (ACOM/ASCC/DRU) level.

2-4. The Commanding General, U.S. Army Human Resources Command

The CG, HRC will—

- a.* Interpret and implement policies initiated by the DCS, G-1.
- 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 military occupational specialties (MOSSs) 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 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).
- k.* Approve Bonus Extension and Retraining Program (BEAR) and Army special operations forces (ARSOF) reenlistment option applications for training and assignment to ARSOF units, including—
 - (1) Approving voluntary reclassification applications for training and assignment to ARSOF units.
 - (2) Coordinating with Commander, U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS), (AOJK-SP), Fort Bragg, NC 28307-5000 on those applications that require a waiver.
- l.* Delegate, when necessary, approval authority to CDR, USAJFKSWCS to—
 - (1) Approve waivers for BEAR and ARSOF reenlistment option applications.
 - (2) Approve all voluntary applications, including waivers (when needed), for ARSOF training and reclassification into career management field (CMF) 18.
 - (3) Award appropriate CMF MOS to AA Soldiers who have completed special forces qualification course (SFQC).
 - (4) Report Soldiers who fail to successfully complete the SFQC training to the HRC (AHRC-EPA-C).
- m.* Manage the Drill Sergeant (DS) Program. The CG, HRC has centralized control over the selection, assignment, classification, and release of all AA Soldiers assigned to the DS Program. The DS Assignment Team (AHRC-EPD-D), Detailed Assignment Branch, Readiness Division, is the HRC point of contact for personnel matters concerning all active duty (AD) Soldiers in the program. This includes requests to enter, requests for deletion and/or deferment from the DS Program, requests for third year DS extensions, and Soldier appeals to DS Program removal actions.

n. Develop procedures and programs to implement Department of the Army (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.

o. 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 or equivalent civilian grade level who directs assignment policies or procedures for the Army. This authority will not be delegated to commands.

p. Develop procedures to implement the policies established herein.

q. Control operational requirements of individual Soldier stabilization.

r. Exercise assignment approval authority for Soldiers assigned to stabilized positions.

s. Ensure that the reserve component (RC) career counselor—as part of the transition life cycle function—counsels, informs, and initially assigns those Soldiers with or without a military service obligation (MSO) who are being released from AD into Army National Guard of the United States (ARNGUS) units, USAR TPU, or the IRR.

t. Budget for training, provide policy direction, and monitor the personnel management system of EPMS–IRR.

u. Manage and serve as the executive agent for EPMS–IRR. The HRC also coordinates with the U.S. Army Reserve Command (USARC), USAR General Officer Command commanders, and U.S. Army Recruiting Command (USAREC) in filling unit shortages. The CG, HRC will implement policies for EPMS–IRR in coordination with other members of the Army staff and designates personnel managers to manage an appropriate number of USAR IRR Soldiers.

2–5. The Commander, U.S. Army Central Personnel Security Clearance Facility

The CDR, U.S. Army Central Personnel Security Clearance Facility will—

- a.* Review criminal and investigative dossiers.
- b.* Evaluate and make Army military security clearance eligibility determinations.

2–6. The Commanding General, U.S. Army Training and Doctrine Command

The 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 modified table of organization and equipment and/or table of distribution and allowance (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.

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

Section III

Other Commands and Organizations

2–7. Commanders of Army commands, Army service component commands, and direct reporting units

Commanders of ACOMs, ASCCs, and DRUs 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 CDRs of U.S. Army Forces Command (FORSCOM) installations. The FORSCOM will monitor and assist to ensure compliance with policies established by this regulation. Commanders will—

a. Submit enlisted personnel requisitions to the HRC reflecting personnel requirements. Applicable HRC branch e-mail addresses are listed in appendix B.

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

c. Approve reclassification of their Soldiers. For AA, CDRs will approve reclassification of Soldiers, SSG non-promotable and below, when their MOS is authorized by the HRC's reenlistment and/or reclassification IN/OUT call message, or otherwise directed by the HRC.

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 the HRC 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 app 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. Publicize the ARSOF Program.

j. Delegate to subordinate installation CDRs 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.

k. Recommend approval and/or disapproval of all positions slated for stabilization.

l. Coordinate counterpart training for EPMS-IRR with the CG, HRC (AHRC-PLM-O).

2-8. The Commanding General, U.S. Army Recruiting Command

The CG, USAREC will—

a. Be responsible for the ARSOF Recruiting Program.

b. Award appropriate CMF 18 MOS to RC Soldiers who elect to qualify by attending resident instruction.

2-9. Directors of Army training centers and schools

a. Directors of Army training centers and schools will—

(1) Grant waivers of qualifications specified in the Army Training Requirements and Resources System (ATRRS) course catalog, as appropriate.

(2) 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.

(3) 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 the HRC (AHRC-PLI) and provide justification to identify other TDA positions for the affected SIMOS.

(4) Recommend changes in service-remaining requirements (SRRs) for those MOSs that are deemed critically short, thereby enhancing the return on the training investment and the maximum retainability of Soldiers in shortage skills.

b. The U.S. Army Training Center, Fort Jackson, is the Army proponent for and manages the DS Program.

2-10. Commanders of Warrior transition units

Commanders having Warrior transition units (WTUs) are responsible for reassignment of Soldiers being returned to duty (RTD) as follows:

a. *Continental United States Warrior transition unit.* Immediately upon the Soldiers being declared RTD, the WTU CDR (or first O-5 CDR in the chain of command, if the WTU CDR is not an O-5 or above) will request AIs directly to the HRC via e-mail to HRC.EPMD.SpecialActionsBranch@conus.army.mil.

b. *Outside the continental United States Warrior transition unit.* Immediately upon the Soldier being declared RTD, the WTU CDR (or first O-5 CDR in the chain of command, if the WTU CDR is not an O-5 or above) will request AI via e-mail from their respective OCONUS theater CDR.

(1) If the OCONUS theater CDR determines that the Soldier will be reassigned within the OCONUS area, OCONUS CDR must provide WTU CDRs/O-5 the assignment decision within 5 days of RTD notification. Further, the OCONUS theater CDR will establish coordination with the servicing Installation Management Command (IMCOM) military personnel division (MPD) to produce PCS orders within the 5-day required processing standard.

(2) If the OCONUS theater CDR determines that the Soldier cannot be reassigned within the OCONUS command or has a near term or expired date eligible for return from overseas (DEROS), OCONUS CDR will forward request for AI as outlined in paragraph 2-10a, above.

c. *U.S. Army Human Resources Command.* The HRC (AHRC-EPO-A) will provide AI and send an e-mail response to the WTU CDR/O-5 CDR; IMCOM CDR; IMCOM MPD Chief; HQ MEDCOM CDR; and the Soldier's Army Knowledge Online (AKO) e-mail address. This notification of assignment by e-mail may be used as authority to issue Soldier's individual PCS orders.

(1) Report date for RTD Soldiers who are reassigned on the same installation (local move) will be within 10 days from the HRC e-mail assignment notification to WTU/MPD.

(2) Report date for RTD Soldiers assigned to a unit requiring a PCS will be within 60 days from the HRC AI/RFO notification.

2-11. Local activity and unit commanders

a. Commanders of local activity and unit CDRs 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 AI special instructions and initiate security clearances for secret and top secret (TS) 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 the HRC (AHRC-EPD-D) and HQ TRADOC (ATBO-BE) on matters relating to the DS Program.

(*c.*) Submitting “monthly status report messages” to arrive at the HRC (AHRC-EPD-D) no later than the 5th working day of each month.

(*d.*) Awarding Soldiers skill qualification identifiers (SQIs) “X” and “8” on successful completion of DS school.

(*e.*) Awarding, terminating, and reinstating SDAP (proficiency pay) to DSs. (For USAR Soldiers, refer to AR 140-10.)

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

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

(7) Inform CDRs 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 military occupational specialty (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/brigade combat team/brigade S1 (MPD/BCT/BDE S1).

(10) Initiate and 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, CDRs of those installations conducting DS school and/or training will submit academic evaluation reports (AR 623-3) on all Soldiers attending DS school to the HRC (AHRC-EPD-D) and provide a by-name message to the HRC (AHRC-EPD-D) and HQ TRADOC (ATBO-BE)—

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

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

c. The USAR training divisions/separate BDE CDRs 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.

d. Control the assignment of Soldiers into and out of established organizations and positions and notify the HRC (AHRC-EPO-P) when organization or position stabilization are no longer required.

2-12. Chiefs, military personnel division/brigade combat team/brigade S1 commanders

Chiefs, MPD/BCT/BDE S1 CDRs will—

a. Implement assignment policies and procedures.

b. Update Soldier information on the total Army personnel database (TAPDB) through the electronic military personnel office (eMILPO) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).

2-13. State Adjutants General and area commanders

Within their areas of jurisdiction, State Adjutants General and area CDRs are responsible for the personnel management programs outlined in this regulation. (The terms “area commands” and “area commander” as used throughout this regulation are defined in the glossary.)

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 and the USAR. Secondary goals are to—

- a. Professionally develop Soldiers.
- b. Maximize dwell time.
- c. Meet Soldiers' personal desires.

3-2. Assignment selection criteria

a. Except for CONUS requirements that will be filled from OCONUS returnees who are IA, the primary considerations in reassigning a Soldier shall be the Soldier's current qualifications and ability to fill a valid requirement. Other factors such as availability, volunteer status, TOS, and other criteria shall be secondary. When Soldiers with the required qualifications are identified, then the other factors and criteria shall be considered.

b. Soldiers being assigned to a life cycle management (LCM) unit must have at least 36 months retainability upon arrival at the unit.

c. 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.

d. Former members of the Peace Corps will not be assigned to military intelligence duties for a period of 4 years following service with the Peace Corps. Soldiers who acquire an intelligence specialty after 4 years 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.

e. 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.

f. 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 CDR concurs.
- (3) There is a valid vacancy.
- (4) No higher priority requirement dictates a reassignment.

g. 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.

h. A sole surviving son or daughter may be exempt from assignment to a hostile fire area (HFA) (see para 5-12).

i. The direct combat probability coding policy precludes assigning female Soldiers to units coded PI on the table of organization and equipment (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.

j. Prior to departure in compliance with AIs, Soldiers must take action to meet any remaining service requirement (see AR 601-280).

k. Soldiers will normally receive a reporting date no less than 150 days beyond the date AIs are issued by the HRC.

l. Equal assignment opportunities are as follows:

(1) Assignments shall be made for all Soldiers without regard to their color, race, religious preference, ethnic background, national origin, age, marital status (except military couples), or gender (except where prohibited by statute and limitation of facilities) consistent with requirements for physical capabilities. This policy applies equally to both PCS and temporary duty (TDY) assignment actions.

(2) Personnel decisions, including those related to the assignments of Soldiers, shall not be affected, favorably or adversely, by the employment, educational or volunteer service activities of a Soldier's spouse, or solely by reason of a Soldier's marital status, subject to the following clarification:

(a) When necessary to ameliorate the personal hardship of a Soldier or spouse upon the request of the Soldier concerned, such as when a Family member requires specialized medical treatment or educational provisions.

(b) To facilitate the assignment of dual-career military married couples to the same geographic area.

(c) When otherwise required by law, such as instances in which a prohibited conflict of interest may exist between the official duties of a Soldier and the employment of the Soldier's spouse.

(3) Individual cases approved on a case-by-case basis.

m. Restrictions on assignments OCONUS prior to completion of basic training (BT) are contained in AR 614–30, paragraph 3–8. Limitations on the number of moves for First Term-Soldiers serving initial enlistments of—

(1) Three years or less shall be given no more than one assignment before their expiration term of service (ETS) following initial basic and skill training, unless required to serve in a dependent-restricted tour area overseas, in which case such Soldiers shall be given no more than two assignments in different locations.

(2) More than 3, but less than 4 years, shall be given no more than one CONUS assignment before their ETS following initial basic or skill training. If overseas assignment is required, the Soldier shall be given no more than two assignments before ETS.

(3) Four or more years, but less than 5 years, shall be given no more than two assignments in different locations before their ETS following initial basic and skill training, regardless of tour length.

(4) Five or more years shall be given no more than three assignments in different locations, provided one is an overseas assignment, before their ETS following initial basic and skill training, regardless of tour length.

n. The following reassignments of first term Soldiers are not subject to the limitations listed above:

(1) Reassignment to a different duty station to or from training based on the needs of the Army.

(2) Reassignments under the MACP.

(3) Reassignments under the EFMP or for compassionate reasons.

(4) Reassignment of Soldiers disqualified for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification.

(5) Reassignment to or from patient or prisoner status.

(6) Reassignment of Soldiers determined as IA in accordance with table 3–2, Rule 18 of this regulation.

o. Unit moves shall not require Armywide equitable assignment policy as required by this regulation.

p. Concurrent assignment of Soldiers of the same immediate Family to the same military unit is not prohibited. Good order and discipline shall be considered in determining whether members of the same Family are to be assigned to the same unit. Requests for reassignment to a different unit may be approved for all but one Soldier of the same Family and shall be based on military requirements.

q. Married Army couples and single Soldiers are eligible for duty worldwide and all assignments for which they qualify, including assignments to imminent danger or HFAs. Single Soldiers and military couples with dependents shall have a current and viable FCP completed in accordance with AR 600–20. If the Soldier cannot or will not develop an adequate FCP, the CDR shall process him or her for separation in accordance with AR 635–200.

r. Refer to AR 614–30, paragraph 3–8*a*(5) for overseas assignment restrictions of female Soldiers with newborns and military couples or single parent Soldiers in the process of adopting a child.

3–3. Assignment preferences

a. Soldiers' CONUS area of preference and overseas area of preference 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.

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 Soldier Record Data Center at Fort Benjamin Harrison, Indiana. The HRC uses the CMIF in making career management decisions. The CMIF contains the following (list not all-inclusive):

(1) Enlisted record brief.

(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. The U.S. Army Soldier Record Data Center will furnish copy of enlisted evaluation report and annual performance fiche to the appropriate career management branch. The MPD/BCT/BDE S1 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, online system for enlisted assignments and distribution functions.

b. Installations primarily use eMILPO to update data on the TAPDB. The principal data bases used by EDAS are—

- (1) Total Army personnel data base (active enlisted).
- (2) Requisition data base.
- (3) Organizational data base.
- (4) Statistical database.

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 the Functional Support & Integration Branch at e-mail address: HRC.EPMD.FSIBranch@conus.army.mil.)

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 with projected available inventory from the Military Occupational Specialty Level System according to the DCS, G-1 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 DCS, G-1 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 through specialist (SPC), SGT through MSG, and SGM—for the current month plus 4 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 the U.S. Human Resources Command (AHRC-EPD-M), 1600 Spearhead Division Ave, Fort Knox, KY 40122-5302.)

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 4-character MOS code (MOSC) level. Requisitioning activities then expand the allocations to the 9-character MOSC level, adding security requirements, other details, and special instructions, if necessary, and transmit them to the HRC by verifying requisitions in EDAS. The requisitioning activities are—

- (1) CONUS installations.
- (2) CONUS elements of functional commands.
- (3) U.S. Army, Europe; Eighth U.S. Army; U.S. Army, Pacific; and U.S. Army, South (USARSO).
- (4) U.S. Army Medical Command.
- (5) U.S. Army Special Operations Command (USASOC).

b. All other requisitioning activities will determine their 9-character MOSC level requirements and any special instructions and transmit them 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. The 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 ACOM/ASCC/DRU are established during the requisition allocation process or via direct communication between the HRC and the supported command. (Questions on this process may be referred to the U.S. Human Resources Command (AHRC-EPD), 1600 Spearhead Division Ave, Fort Knox, KY 40122-5302.)

3-8. Stabilization of tours, assignment eligibility, and availability codes

a. The minimum TOS requirement for Soldiers assigned from or within CONUS is 48 months. Waivers may be granted individually on a case-by-case basis by the appropriate approval authority contained in paragraph 1-11b of this regulation provided that it is determined that the Soldier is the most qualified resource available. As an exception, Soldiers may be reassigned before completing minimum TOS requirements without a TOS waiver as outlined below: (Note: Soldiers are not exempt from meeting other requirements outlined in this regulation.)

- (1) Reassignments to an overseas tour.
- (2) Reassignments to a different duty station for training or educational purposes. This includes Soldiers being reassigned to the Sergeants Major Academy and all other schools requiring a PCS.
- (3) Reassignments that are a direct result of major weapons system changes or unit conversions (for example, formation of a new Unit Manning System). Moves associated with replacing a Soldier selected to man a new weapons system or unit are not covered by this exception.

- (4) Reassignments to retrain Soldiers into new specialties in conjunction with reenlistment. In these instances, a 12-month minimum TOS will apply.
- (5) Reassignments from the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, or a joint defense agency where the tenure is limited by statute or other provisions to a shorter tour.
- (6) Reassignments under the EFMP or for compassionate reasons.
- (7) Reassignments to a different duty station in preparation for a unit deployment and/or move.
- (8) Reassignments of first-term Soldiers.
- (9) Reassignments to keep married Army couples together. In these instances, a 24-month minimum TOS will apply.
- (10) Reassignments to fill higher priority assignments.
- (11) Reassignments when HQDA has determined it is in the best interest of the Service or the individual Soldier.
- (12) Reassignments based on being accessed, reassigned to a different duty station for initial skill training, or for separation.
- (13) Reassignments due to disqualification from duty as a result of a loss of security clearance, professional certification, nuclear certification, medical qualification to perform assigned duties, or relief for cause from assignment, and where it has been determined that no vacant position exists within the limits of the same geographic location in which the Soldier may serve pending requalification or recertification.
- (14) Reassignments as prisoners including assignments to and from confinement or reassignment for the purpose of standing trial.
- (15) Reassignments from patient status.
- (16) Reassignments based on curtailment for the purpose of traveling outside of the travel restriction for pregnancy of the Soldier or Soldier's spouse, or reassignments for the purpose of receiving adequate medical care, including curtailment of female Soldiers from unaccompanied tours because of the lack of adequate obstetric care.
- (17) Reassignments due to involvement in incidents that cause serious adverse publicity or embarrassment for the U.S. Government, that may jeopardize the mission, or that indicate that the Soldier is a potential defector.
- (18) Reassignments based on Soldiers or their dependents being threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. The installation's Criminal Investigative Division and Judge Advocate General Office shall verify the threats and circumstances.
- (19) Reassignments based on completion or elimination from training or educational programs.
- (20) Reassignments involving a low cost move as defined in the glossary.
- (21) Reassignment actions based on waiver of completion of a full tour of duty in a joint assignment by the Secretary of Defense whereas the action would otherwise require a TOS waiver.
- (22) Reassignments due to Soldiers being rendered excess as governed by the rules for IA Soldiers in paragraph 3-15 and table 3-2, of this regulation.
 - b.* Requests for extension of stabilized tours (including organizations and selected positions) will be submitted as individual requests and must be fully justified. Requests for stabilization normally will not be approved when—
 - (1) The installation is overstrength in the Soldier's grade, substitutable grades, and MOS.
 - (2) The Soldier is not working in his or her PMOS or specialty.
 - (3) The Soldier is not in an authorized position.
 - (4) The Soldier is on AI.
 - c.* Assignment and eligibility and availability 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) Assignment and eligibility and availability codes will be processed immediately upon change of a Soldier's eligibility status.
 - (3) Assignment and eligibility and availability codes are based on the type of stabilization and the Soldier's circumstances. Some AEA codes require a termination date, which will be the date the Soldier becomes eligible for an assignment.
 - d.* The eMILPO will be used for submitting AEA transactions.
 - e.* Stabilization actions approved by the HRC and the HRC-processed AEA codes will have precedence over field processed AEA codes.
 - f.* Assignment and eligibility and availability 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 eMILPO field record.
 - g.* Currently there are 35 AEA codes.
 - (1) The HRC exclusive: D, E, H, I, J, K, M, N, O, P, R, S, T, Y, 1, 2, 3, 4, 5, 6, 7, 8, and 9.
 - (2) Field and the HRC: A, B, C, F, G, L, P, Q, U, V, W, X and Z.

**Table 3-1
Determining assignment eligibility and availability codes**

Rule	Code	Description
1	A	Soldiers permanently ineligible for future assignments due to— Approved retirement or request for retirement (see AR 635–200). Termination date will be the effective date of retirement. Being involuntarily ordered to AD for 12 months or less in an individual status or as a member of intact units. Termination date will be the ETS date. Signing a Declination of Continued Service Statement or not being able to reenlist or extend to meet the SRR. 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. Being dropped from the rolls as a deserter. Confined as a result of conviction by special or general court-martial, or civil court.
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— 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). 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: Medical, convalescence. Student and/or trainees (except IET). Enrolled in the Army Substance Abuse Program (ASAP) inpatient rehabilitation (see AR 600–85, para 4–11). Soldiers with field bar to reenlistment. (Termination date will be ETS date, not to exceed 12 months.)
4	D	Advanced individual training (AIT) platoon sergeant stabilization. Top of the system input only. Termination date will not exceed 24 months.
5	E	Computer network operators. Top of the system input only. Termination date will not exceed 60 months.
6	F	Soldiers who intend to accept assignment incentive pay (AIP)–Korea. A 2-month termination date will be applied automatically upon Soldier's arrival in Korea. There is no termination date.
7	G	Soldiers stabilized under "special category." The termination date will not exceed 48 months.
8	H	Equal opportunity advisor/inspector general duty stabilization. Termination date will not exceed 36 months.
9	I	Soldiers approved for warrant officer or officer candidate schools and are awaiting class start date.
10	J	Soldiers awaiting medical evaluation board or a physical evaluation board. This code is top of the system generated based on assignment deletion code ED or reenlistment ineligibility code 9H. This AEA code carries 6-month stabilization.
11	K	Criminal investigation division special agent accession/training. Top of the system input only. The termination date will not exceed 15 months.
12	L	Soldiers eligible for PCS reassignment, subject to normal PCS TOS restrictions. There is no termination date.
13	M	Soldiers stabilized while awaiting a U.S. Army Reenlistment/Reclassification System (RETAIN) transaction for reenlistment or undergoing reclassification. This code will terminate upon completion of reenlistment and/or reclassification action.
14	N	CONUS-based Soldiers who have received a deployment indicator (transaction) denoting that they are currently deployed OCONUS.
15	O	Operational deletion/reset stabilization. Soldiers who have received an approved deletion of assignment for operational reasons. This code is also used for reset stabilization as determined by the HRC. The termination date will be based upon operational needs. Top of the system input only.
16	P	Lifecycle unit reset stabilization. Top of the system input only. Termination date will not exceed 18 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	Stabilized OCONUS deploy/redeploy 61 or more consecutive days.
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 the HRC 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. Soldier's stabilization will not exceed 12 months. (Soldiers may terminate their stabilization by signing a waiver to the contract.)

Table 3-1
Determining assignment eligibility and availability codes—Continued

Rule	Code	Description
22	V	Soldiers who have received an "individual stabilization," other than special category. Termination date will not exceed 24 months.
23	W	Soldiers who have received organization stabilization. Termination date will not exceed 48 months.
24	X	Soldiers stabilized for the following reasons: SSG through SGM assigned (and stabilized for 36 months) to AA/RC. This includes AA Soldiers attached to ARNGUS or RC units for duty in full time manning positions. Soldiers assigned (and stabilized for 36 months) to Reserve Officers' Training Corps (ROTC). Soldiers assigned (and stabilized for 36 months) to USAREC in administrative or support positions.
25	Y	Soldiers who have children (seniors 12th grade) graduating from high school. Termination date will be 1 month after child's graduation.
26	Z	Soldiers who have been confirmed as accepting AIP-Korea. Termination date will be the DEROs date.
27	1	Lifecycle unit stabilization. Termination date will not exceed 36 months.
28	2	Soldiers have successfully completed the detailed recruiters' course and have arrived at the recruiting stations where they will serve as a recruiter. The termination date will not exceed 36 months.
29	3	Accession AIP stabilization. Termination will not exceed 36 months.
30	4	Not currently used.
31	5	Soldiers who have successfully completed the drill sergeants' course and have arrived at the installation where they will serve as a DS. Top of the system input only. The termination date will not exceed 36 months.
32	6	Identified for potential unit move. Top of the system input only. Termination date based on unit move date plus 90 days.
33	7	Soldiers assigned to LCM units and who do not meet the SRR of the LCM unit, but were approved exceptions to remain with or be reassigned to the unit. Termination date will be the Soldier's expiration ETS date, or DEROs date if the Soldier is OCONUS.
34	8	Soldiers stabilized pending special assignment nomination (Presidential Support Activities and the White House; EOD, and so forth). Termination date will not exceed 24 months.
35	9	Soldiers identified to attend the SFAS course. There is no termination date.

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 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/DMOS positions, consistent with their PMOS or CPMOS qualifications, and—
 - (1) The criteria for SIMOS is found in paragraph 1-13.
 - (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 V, of this regulation.
 - (4) Soldiers with school-trained SQI/ASI will be assigned in the SQI/ASI for the minimum SRR 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 graduates will be utilized in positions authorized foreign language ability. (Exceptions must be approved by the HRC.)
 - (6) Nonbonus first-term Soldiers will serve in their PMOS during their first term of service. When exigencies dictate, CDRs will assure PMOS utilization through the first 12 months after completion of AIT. Commanders then may award SMOS or AMOS as appropriate. Only ACOM/ASCC/DRU CDRs 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 the HRC (AHRC-EPB-M).

(8) Soldiers with PMOS 42R or 42S (bandspersons) will be assigned in their PMOS only, unless approved by the HRC (AHRC-EPC-G).

(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 overstrength in DA Circular 611 series or as otherwise directed by the HRC.

(12) Soldiers who were paired as "Buddy Teams" in designated training units will be assigned to the same installation by the HRC under the Buddy Team Assignment Program. Installations will further assign Soldiers to the same unit (ideally the same company, battery, squad and/or team) for the first 6 months of their assignment. The first COL in the Soldiers' chain of command is the approval authority for buddy teams not being assigned to the same unit (company, battery, squad, and/or team) for the first 6 months of their assignment.

(13) To ensure compliance with the Child Soldiers Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict, Soldiers under age 18 will not be assigned on a PCS or deployed on TDY or temporary change of station to duty stations outside of CONUS, except Alaska, Hawaii, the Commonwealth of Puerto Rico, or territories or possessions of the United States. Commanders must take all feasible measures to ensure that Soldiers do not take a direct part in hostilities. Nothing in this policy limits the Soldier's inherent right of self-defense.

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) Noncommissioned officer position at a higher grade.

c. Supervised on-the-job training (OJT) may be used to improve utilization and qualifications of Soldiers in their PMOS, SMOS, or ASI (except intelligence MOS). However, supervised OJT 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 (SD). (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 special instructions from the HRC.

(6) In specialist positions despite the Soldier's status as CPL. 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 noncommissioned officer 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 and/or excess 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 3-16). 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.

h. Soldiers determined to be infected with the human immunodeficiency virus will be reassigned per provisions of AR 600–110 and AR 614–30.

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. Warrior Attributes Inventory assessment

a. The Warrior Attributes Inventory (WAI) assessment is a tool for evaluating NCO individual capabilities and potential for future assignments in the Institutional Army. Completion of the WAI assessment is mandatory for—

(1) *Active Army NCOs upon promotion to the rank of sergeant (SGT).* The AA SGTs with a date of rank of 31 Dec 07 and earlier are not required to complete the WAI assessment.

(2) *Reserve component NCOs (SGT through SFC) upon entry into an Active Guard Reserve Program.* The RC NCOs (SGT through SFC) accessed into an AGR program prior to 1 Apr 08 are not required to take the WAI assessment.

b. Active Army SGTs with a date of rank of 1 Jan 08 and later and RC NCOs (SGT through SFC) assessed into an AGR program on 1 April 08 and later must complete the WAI assessment as a requirement for Advanced Leaders Course (ALC) graduation.

c. Active Army Soldiers will be notified of the requirement to take the WAI assessment through the ATRRS within 1 month of their promotion effective date. The RC NCOs will be manually enrolled into the WAI assessment on ATRRS by their respective component and will take the assessment as part of accessions in processing.

3–13. 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.

3–14. Skill qualification identifiers, additional skill identifiers, and language codes (fifth through ninth characters of military occupational specialty code)

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 CDR, BCT/BDE S1 or the training activity CDR will award fully qualified Soldiers appropriate SQI by publishing orders. Excluding SQI “X”, “Q”, “8”, or “B” (which maintain precedence while a Soldier is assigned to an authorized DS position, equal opportunity advisor position, instructor position, or IG NCO position, respectively), the order of precedence for SQI is—

(a) V – ranger-parachutist.

(b) G – ranger.

(c) S – special operations support personnel.

(d) P – parachutist.

(e) F – flying status.

(f) M – first sergeant.

(g) X – drill sergeant.

(h) Q – equal opportunity advisor.

(i) 8 – instructor.

(j) B – inspector general noncommissioned officer.

(k) 4 – noncareer recruiter.

(l) 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 *a*(1), above, only the Commandant, U.S. Army School of Aviation Medicine, Fort Rucker, AL, may award 68W Soldiers SQI “F” and only after Soldiers have completed the Flight Medic Course (300–F6). (See ATRRS course catalog.)

(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, formal school training, as announced by DA Circular 611 series or as directed by the HRC.

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 SRR (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 CDRs will award the ASI to USAR Soldiers.

c. The CDR, U.S. Army Intelligence and Security Command (INSCOM), Fort Huachuca, AZ, will award and withdraw ASI “G9.”

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

e. The ASI “4A” will be awarded by the HRC (Reclassification Branch (AHRC–EPF–R)) to identify Soldiers who are awarded an MOS prior to formal training and who retain continued promotion eligibility (consideration, recommendation, and subsequent promotion) in newly acquired MOS (prior to completion of training). The MOS-producing school will remove the ASI when the Soldier has successfully completed mandatory MOS training.

f. The ASI “4B” will be awarded when directed by the HRC (Reclassification Branch (AHRC–EPF–R)) to identify Soldiers who are awarded an MOS prior to formal training and who are otherwise ineligible for further promotion (consideration, recommendation, and subsequent promotion) until all mandatory MOS training is completed. The BCT/BDE S1s will track status for all Soldiers with ASI “4A”. Upon determination that a Soldier failed (due to their own fault—as determined by the unit CDR) to attend or failed to complete training, ASI “4A” will be changed to ASI “4B”. The MOS-producing school will remove the ASI when the Soldier has successfully completed mandatory MOS training.

g. Soldiers will not be awarded ASI “4A” or “4B” when the MOS reclassification is based on approved MOS mergers stemming from force structure changes as initiated by a proponent. The HRC (Reclassification Branch (AHRC–EPF–R)) will award either ASI “Y2” or “Y3” as dictated by the approved Military Occupational Specialty Classification Structure (MOSCS) action. These Soldiers are otherwise MOS qualified and retain continued promotion eligibility.

(3) Battle staff operations (ASI 2S) CDRs 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 to the HRC (AHRC–EPO–P). 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 the HRC and the designated Army Service schools are authorized to withdraw an ASI except for ASI “Y2,” “4A,” or when directed by the HRC. Withdrawal authority for ASI “F5” is Commandant, Army Soldier Support Institute, Ft Jackson, SC.; withdrawal authority for ASI “G9” is CDR, Intelligence and Security Command, Ft Huachuca, AZ; and withdrawal authority for ASI “C1” is CDR, U.S. Army Element School of Music, Norfolk, VA.

a. When a CDR decides that a Soldier is no longer qualified, a request to withdraw the ASI is forwarded through channels to the HRC (AHRC-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 11–6). 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) The control language (CLANG) and/or primary language is the language for which the Soldier most recently attended a full-length basic language course. If the Soldier has not attended a full-length basic language course (that is, a language conversion course, such as Persian Farsi to Dari, (called the mission language (MLANG)), the CLANG will remain the first trained or recruited for language for purposes of promotion and foreign language proficiency bonus (FLPB), but the Soldier can be assigned against a requirement in their MLANG. This will be the Soldier’s CLANG until the Soldier is no longer under an active duty service obligation (ADSO) for the language or as determined by the appropriate branch manager. Branch managers will determine the CLANG based on proficiency level and requirements. Soldiers who meet the 22 standard can request to change their MLANG to their CLANG with HRC approval based on the availability of authorizations and/or requirements by submitting a DA Form 4187 (Personnel Action). This will be used as the exception rather than the rule and will be based on the needs and discretion of the Army (AR 11–6).

(b) The code for the CLANG 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 nonlinguist positions, the language code will be for the language for which the Soldier was most recently trained.

(3) The SQI “L” will be withdrawn from MOSC when language proficiency for both listening and reading comprehension fall below the standards specified in AR 11–6. The two-character language identifier code will remain in order to track that the Soldier had training and/or proficiency at one time in the CLANG.

d. Soldiers’ MOSC (fifth through ninth characters) will be recorded and reported through eMILPO.

3–15. Lateral appointments

a. For lateral appointments to 1SG, see paragraph 8–23.

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

c. CDRs (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 informal memorandum. The 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-o-station moves. However, the unit CDR may laterally appoint CPL to SPC without the Soldier’s consent or board action—

(a) For disciplinary action taken under the Uniform Code of Military Justice (UCMJ) (10 USC 815) 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 the HRC.

d. A lateral appointment from SPC to CPL is an administrative tool utilized by CDRs to fill vacant NCO positions. As such, SPCs will not be laterally appointed posthumously to CPL except in those rare instances when the administrative process of approving such appointment was ongoing at the time of a Soldier’s death.

3–16. Immediately available Soldiers

a. Soldiers that cannot be properly utilized or are excess to unit requirements are considered IA, previously known as surplus.

b. Commanders will report IA Soldiers to the HRC (AHRC-appropriate career branch) as soon as their availability date is known but no later than 1 day after availability date.

c. Table 3–2 contains rules to assist in the reporting process. However, when one of these rules does not adequately describe the particulars of a Soldier’s case, CDRs will fully explain the situation.

d. Refer to AR 614–30, paragraph 3–4 for IA policies relative to Soldiers serving OCONUS.

Table 3–2
Determining immediately available rules

Rule	Description
1	School failure—Soldiers who fail to complete courses at Army Service schools, training centers, officer candidate schools, civilian institutions, airborne schools, or DS or ARSOF training, unless otherwise directed by the HRC.
2	Return to duty from WTUs CONUS and OCONUS WTU CDRs (or first 05 CDR in the chain of command if the WTU CDR is not an 05 or above) will report Soldiers as RTD in accordance with paragraph 2–10, of this regulation. The HRC, Special Actions Branch (AHRC–EPO–A) is responsible for coordinating AIs for RTD Soldiers and notifying CONUS and OCONUS authorities as outlined in paragraph 2–10.
3	Soldiers assigned to military personnel transportation and assistance offices in emergency PCS status who require further AIs.
4	Loss of qualifications—for example, loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, relieved recruiter, airborne terminee, relief from duty for cause, or Soldier’s failure to meet prerequisites for special reassignment under AR 50–5 and AR 50–6.
5	OCONUS returnees assigned to transfer station who are ineligible for transfer processing.
6	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	Absentees restored to duty in CONUS when no provisions for disposition exist in AR 630–10.
8	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	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 8 weeks of BT is required. Soldiers, inducted, reclassified, or ordered to AD 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	Soldiers completing courses at Army Service schools, Navy, Air Force, or civilian schools (other than college-level training). Time frame for requesting AIs: Course over 12 weeks and all language training at Defense Language Institute/East—no later than 60 days before graduation. Course 8 to 12 weeks—not later than 45 days before graduation. Course less than 8 weeks—not later than 15 days before graduation.
11	Soldiers completing college-level training at civilian schools. Identify Soldiers with reporting code 09D00 and request no later than 45 days before completion.
12	Trainees who become MOS-qualified and do not receive AIs (see AR 612–201).
13	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 HRC as having a rehabilitative capability.
14	Former officers (to include warrant officers) reverting to enlisted status (see AR 601–210 or AR 601–280) who required a new PCS assignment. —when Soldier has command approval to be retained at current installation. —when Soldier has command approval to be retained in the OCONUS command (provided final approval is granted).
15	Soldiers who for security reasons require transfer from current post, camp, or station.
16	Soldiers completing stabilization for extreme Family problems and whose grade and MOS are not authorized at the present duty station.
17	Soldiers who have departed their permanent duty station (PDS) en route to an OCONUS location on PCS orders and are directed to report to the nearest Army installation due to mobilization.
18	Soldiers who have been declared excess at their current duty station for any of the following reasons: a. Unit inactivation. b. Base closure or consolidation. c. Force structure changes. d. Reclassification or other actions changing the MOS of the Soldier. e. Promotion to E–9.

Section III
Personnel Classification and/or Reclassification

3–17. Classification

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

3-18. 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, ATRRS course catalog, and as announced in the HRC reenlistment and/or reclassification IN/OUT call messages will be followed unless otherwise specified in this regulation.

3-19. Reclassification of primary military occupational specialty and/or 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 as follows:

- (1) Administrative reclassification of an MOS—
 - (a) For normal career progression.
 - (b) Erroneously awarded entry on ERB. These entries will be deleted per AR 600-8-104.
 - (c) Promotion to, or reduction from, grade that is not in line with, or authorized for, an MOS.
 - (2) Voluntary reclassification: Soldiers may request voluntary reclassification; however, they must meet the following criteria to be reclassified:
 - (a) The Soldier's current PMOS must be listed as overstrength (NY) and the requested MOS must be listed as short (YN) on the current Reenlistment and/or Reclassification IN/OUT call message published by the HRC.
 - (b) Soldier must meet the required criteria of DA Pam 611-21 for new MOS.
 - (c) Soldier cannot be on AI. (Soldier is considered on AI when assignment has been processed through EDAS, not date of notification.)
 - (d) Soldier must have completed 12 months at their current duty station.
 - (e) Soldier may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (ACASP) (see AR 601-210).
 - (f) Soldier must agree, in writing, to recoupment of any unearned portion of the MOS specific enlistment and/or reenlistment bonus received for the current period of service (see AR 601-280).
 - (g) Soldier must be within 12 months of the DEROS.
 - (h) Soldier may not be within 24 months of ETS.
 - (i) Soldier must have fulfilled all SRRs for promotion and assignments.
 - (j) When stabilized because of reenlistment, Soldier must waive their reenlistment option.
 - (k) Soldier must be fully eligible to reenlist or extend per AR 601-280.
 - (3) Mandatory reclassification (Soldier not at fault)—
 - (a) Disqualification resulting from action of the Military Occupational Specialty Medical Reclassification Board in accordance with AR 600-60.
 - (b) The MOS eliminated from MOS structure.
 - (c) Reserve component unit redesignation and/or restructure.
 - (d) When directed by HRC (when possible, reclassifications will be limited to SSG and below with less than 15 years of active Federal Service).
 - (4) Mandatory reclassification (Soldier determined to be at fault)—
 - (a) Disciplinary action taken under UCMJ when it adversely affects Soldier's performance in MOS.
 - (b) Loss of MOS qualifications (DA Pam 611-21). These cases will be determined and documented by a field grade officer. If a Soldier is retained after being processed for separation (see AR 635-200 for AA Soldiers and AR 135-178 for USAR Soldiers), a copy of the separation approval authority's decision must be included with the reclassification action.
- b. 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 the HRC (AHRC-EPF-R). Documentation may include transcripts, certificates, and/or correspondence showing Soldiers' training and/or educational and work experience for requested MOS.
- c. For mandatory actions, the effective date for award of new PMOS will be the date of final action by HRC or USARC ACOM/ASCC/DRUs, or a date as directed by HRC for AA or USARC ACOM/ASCC/DRUs for USAR Soldiers. Paragraphs 3-14b(2)(e) or 3-14b(2)(f) will apply unless Soldier does not require formal training to be awarded the new MOS. In all cases where the HRC awards Soldiers an MOS prior to the completion of formal training, an associated ASI of "4A" will be awarded by HRC. In instances where the Soldier is considered at fault—due to their own accord—of not completing MOS training as directed by HRC, ASI "4B" will be awarded (refer to para 3-14b(2)(f)). In instances where the Soldier is considered not at fault—due to Army's inability to schedule MOS training—ASI "4A" will remain until the Soldier completes MOS training (refer to para 3-14b(2)(e)).

d. For voluntary actions, the effective date for award of new PMOS will be date of graduation from MOS training or date as directed by HRC (AHRC–EPF–R) or USAR (ARRC–PRP–E) approval authority.

e. A reclassification control number (RCN) is required for all personnel management actions that change Soldiers' PMOS (not applicable to USAR TPU) 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.
- (5) Award or withdrawal of PMOS Ooz.
- (6) Reenlistment retraining.

f. The servicing career counselor responsible for reclassification processing for mandatory and voluntary actions will refer to EDAS for processing procedures. The HRC (AHRC–EPF–R) is the approval authority for all Active Army reclassification actions.

g. Reclassification processing requirements on the reenlistment, reclassification, RC assignment, and Information Management System.

(1) Mandatory actions and requests for MOS producing Service schools identified in paragraph 3–18*h*, below, and table 4–2 will be prepared in hard copy, including current ERB, and be processed through channels to the field, career counselor. The career counselor will complete initial RETAIN “determine eligibility” processing and, if appropriate, forward the documented action to the HRC (AHRC–EPF–R).

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

h. 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 grade of SFC or below. Conditions for award of SMOS or AMOS are as follows:

(1) The HRC (AHRC–EPF–R) 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 21D, 21P, 37F, 79R, 79S, 79T, 89D, 92R, and 35L.

(2) Award of MOS 31D as a SMOS is not authorized.

(3) For other MOSs, commands with reclassification approval authority (para 2–7*c*) may award a SMOS or AMOS when it is determined Soldier meets the MOS eligibility requirements outlined in DA Pam 611–21.

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

i. For USAR Soldiers, the USARC (ARRC–PRP–E) is approval authority for CMF's 18, 46, and ASI 6T. The ACASP reclassification requests for waiver of formal schooling will be submitted through the chain of command to the USARC ASCCs; ASCCs will coordinate with the appropriate proponent for approval.

j. The USARC, 7th Army Reserve Command (ARCOM), and 9th Regional Readiness Command have authority to reclassify USAR TPU Soldiers during operational necessity. The USARC has the authority to further delegate this authority to their ASCCs.

3–20. Regimental affiliation

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

Section IV

Special Duty Assignment Pay

3–21. Scope

a. Special duty assignment pay is a monetary incentive paid to enlisted Soldiers who qualify for and serve in designated 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 the HRC (AHRC–PDP–I).

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 ACOM/ASCC/DRU; USARC, 7th ARCOM; 9th Regional Readiness Command; U.S. Army Civil Affairs and Psychological Operations Command for USAR; and State Adjutant General for ARNGUS, will submit a recertification memorandum that will be reviewed by the DCS, G–1, and ASA (M&RA). Prior to the biennial requirement, DAPE–PRR–C will provide a memorandum of instruction (MOI). The DCS, G–1, 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 the DCS, G-1 (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 BCT/BDE S1 or MPD to issue the orders. Commanders authorized to publish orders for Active Duty for Operational Support (ADOS), Active Duty for Operational Support-reserve component (ADOS-RC), ADT, or annual training (AT) will issue orders to award, increase, or terminate SDAP. The CG, HRC will issue orders for USAR AGR Soldiers. State Adjutants General will issue SDAP orders for ARNGUS Soldiers except for Title 10 ARNGUS AGR Soldiers, for whom the Director, Army National Guard (ARNG Staff Management Office (NGB-ARZ-T)) will issue 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 eMILPO 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. Current changes on SDAP policy and guidance on revised pay rates or categories will be announced via military personnel (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 BN S1 where permanent orders are filed.

e. For records and reports, BCT/BDE S1s must ensure that adjustments or changes to the Soldier's pay account are annotated on the Soldier's ERB.

3-22. Initiating special duty assignment pay

a. Commanders of ACOMs/ASCCs/DRUs 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 the DCS, G-1 (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300. 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, DODDs, DODIs, and Army regulations):

(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.

3-23. Eligibility criteria for special duty assignment pay

Enlisted Soldiers are eligible to receive SDAP when they—

a. Are entitled to basic pay and serving on AD, full time National Guard duty, AGR, AT, ADOS, ADOS-RC, ADT, or inactive duty training. HQDA may deny entitlement of SDAP to reserve Soldiers on AD for less than 181 days.

However, in the absence of such denial, enlisted members of the RCs are eligible to receive SDAP when on AD, if otherwise qualified.

b. Are serving in grade of private first class (PFC) or higher.

c. Have completed special schooling required for qualification in the SD assignment or have completed equivalent 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:

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

(2) Recruiters not assigned an objective are authorized SD-5. Recruiters in the positions of recruiting BN 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 BDE and Headquarters, USAREC (includes BDE and above); recruiter instructors assigned to the Recruiting and Retention School; or DA-level staff recruiters are authorized SD-4.

(4) Regular Army career counselors whose PMOS is 79S and RC retention and transition NCOs whose PMOS is 79V, grade E-8 and below, whose duty position entails reenlisting Soldiers currently on AD or transferring or enlisting Soldiers into RC are authorized SD-4. Sergeants major are authorized SD-3.

(5) Command sergeants major whose raters and senior raters are all GOs or senior executive service (SES) equivalent. 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 DS are authorized SD-5. Upon graduation from DS school, Soldiers will receive the SD-5 rate effective the date assigned to an authorized DS position.

(7) Soldiers who occupy special mission units are authorized SD-3, SD-4, and SD-5 based on position requirement.

(8) The CMF 18, ARSOF Soldiers are authorized SD-5.

(9) Ranger qualified Soldiers, grade E-5 and above, assigned to special qualification identifier (SQI) "V" positions in the 75th Ranger Regiment are authorized SD-4. Ranger qualified Soldiers, grade E-5 and above, assigned to the 4th Tactical Psychological Operations Group are authorized SD-2.

(10) Accredited Criminal Investigation Division Special Agent whose PMOS is 31D, grade of SGT, in a specified SDAP position is authorized SD-3. Technical Escort Unit Soldiers in specified SDAP positions are authorized SD-3.

(11) Air traffic controllers whose PMOS is 15Q (changed from 93C), grade E-3 and above, are authorized SD-3 or SD-4 based on their certification.

(12) Attaché noncommissioned officers who have an SQI of "7", grade E5 and above, are authorized SD-3.

(13) The 160th Special Operations Aviation Regiment Soldiers are authorized SD-2, SD-3, or SD-4 based on position requirement

(14) Defense Courier Service Soldiers in specified SDAP positions are authorized SD-1.

(15) On-Site Inspection Agency/Defense Threat Reduction Agency Soldiers in specified SDAP positions are authorized SD-2.

(16) White House Communication Agency (WHCA) Soldiers are authorized SD-2 through SD-5, based on position requirement.

(17) Soldiers serving as cadre in a WTU or Community-based Health Care Organization who are assigned or attached to documented PSG or squad leader duty positions are authorized SD-5. Soldiers must be graduates of the Warrior Leader Course (WLC) in order to be eligible for SDAP.

(18) White House Transportation Agency (WHTA) Soldiers are authorized SD-1 through SD-3 based on position requirement.

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.

(8) Under investigation. A Soldier who is currently receiving SDAP is entitled to continuation of SDAP while in a temporary assignment or TDY and not performing duties requiring use of skill on which SDAP is based, for not more than 90 days. All Soldiers who are under investigation and reassigned temporarily are entitled to continuation of SDAP for up to 90 days. If the investigation is completed in less than 90 days and the Soldier is returned to SDAP duties, then the Soldier's SDAP entitlement will not stop. If the investigation is not completed in 90 days and the Soldier is returned to SDAP duties, then the entitlement is paid up to the 90th day. If the Soldier is not returned to SDAP duties after an investigation, resulting in unfavorable findings, then the SDAP entitlement continues through the 90th day of suspension from assigned duties or the date stated on the termination order, whichever is earlier. (See DOD 7000.14-R, Volume 7A, rules 1 and 10.)

f. Situations that cannot be resolved should be forwarded through command channels with a case analysis and recommendation to the U.S. Human Resources Command (AHRC-PDP-I), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408.

3-24. 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, SD-1=\$75, SD-2=\$150, SD-3=\$225, SD-4=\$300, SD-5=\$375, and SD-6=\$450. These levels are further identified by positions listed in paragraph 3-22*d*, above. The 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.

3-25. Termination and/or reinstatement

a. When SDAP 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 12 on the effective date of termination. Receipt of the 12 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 CDR 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 CDR. The termination or reinstatement date is the actual date the Soldier was removed from or reinstated to the SD assignment.

Section V

Registration of Military Sexual Offenders

3-26. General

Provisions of 42 USC 16913, DODI 1325.7, and AR 27-10 (chap 24) require registration of military sexual offenders with the installation provost marshal and state sexual offender registration officials. Military sexual offenders include: Soldiers who have been convicted of covered offenses under the UCMJ; Soldiers who are required to register as sexual offenders under state or territorial law; and Soldiers who have been convicted by foreign governments of offenses equivalent to or closely analogous to the covered offenses under the UCMJ. The Department of the Army assignment management system must support the Soldier in meeting this requirement. An assignment consideration code will be

assigned to Soldiers who have qualifying courts-martial or civilian court convictions that require them to register as a military sexual offender.

3–27. Covered offenses

Offenses listed in AR 27–10, paragraph 24–2, and DODI 1325.7, enclosure 27, require a code to identify convicted Soldiers and their requirement to register as sex offenders.

3–28. Documentation in support of registration requirement

a. Upon any assignment that causes a change in the state or territory in which the Soldier resides or performs duties or attends military or civilian schooling, military sexual offenders are required to report to the installation provost marshal office, and request information on registration requirements in that state. During in- and out-processing, military sexual offenders must be notified of the registration requirement. The notification will be made through the chain of command by personnel or legal channels.

b. The installation provost marshal will provide the Soldiers with the “state registration” document that will register them on the installation where they are assigned. Soldiers must also report to the local or state police law enforcement agency to understand and comply with state registration requirements. Military sexual offenders are subject to registration requirements as a sex offender in any State or U.S. territory in which they reside, are employed, carry on a vocation, or are a student.

c. Military sexual offenders will provide the installation provost marshal, state sexual offender registration officials, and chief local law enforcement officer of the jurisdiction in which they reside written notice of the date of their arrival in their jurisdictions, the sexual offense(s) of which convicted, and their requirement to register as a sex offender. Every address change must be reported in the manner provided by State law to the Provost Marshal within 5 calendar days before or after reporting to a new duty assignment or a change in their address. Offenders who fail to register or change or update such registration as required under a State sex offender registration program may be subject to criminal prosecution under State law and under the UCMJ, Article 92, for failure to obey an order or regulation.

3–29. Classification and utilization restrictions for military sexual offenders

Sexual offenses have no place in the Army. They degrade mission readiness by devastating the Army’s ability to work effectively as a team. Military sexual offenders will not be utilized or classified in any of the branches, military occupational specialties, or CMFs listed in table 3–3. Military sexual offenders currently utilized or classified in those branches, military occupational specialties, or CMFs will be immediately reclassified.

Table 3–3
Prohibited enlisted military occupational specialty career management field for Soldiers convicted of sexually violent offenses

Military occupational specialty or career management field	Title /skill/ skill qualification identifier
27	Paralegal
31	Military police
46	Public affairs
56	Religious support
68	Medical
79	Recruitment and reenlistment
Immaterial	IG NCO (SQI “B”)
Immaterial	Equal opportunity advisor (SQI “Q”)
Immaterial	Initial entry training units
Immaterial	Drill sergeant (SQI “X”)

Section VI

Enlisted Personnel Management System, U.S. Army Individual Ready Reserve

3–30. General

This section prescribes policies and establishes responsibilities for the EPMS–IRR. It applies to the Active Army and the USAR.

a. The EPMS–IRR is the personnel management system designed to provide for the effective personnel lifestyle

management of an IRR Soldier's training and professional development to the extent that the Soldier will be a viable mobilization asset.

b. The EPMS-IRR provides IRR Soldiers with the opportunity for a balanced mix of training, experience, and career opportunities. This is accomplished through assignment to USAR TPU and individual mobilization augmentation (IMA) positions, attendance at Service schools, and counterpart training with Active Army organizations.

(1) *Troop program unit assignments.* The EPMS-IRR places priority on encouraging IRR Soldiers to join USAR and ARNGUS units.

(2) *Military education.* Soldiers will be encouraged to participate in AD Service schools, Total Army School System schools, and Army correspondence course programs to increase MOS proficiency.

(3) *Counterpart training.* Counterpart training is directed at developing the skills of each IRR Soldier. It gives the Soldier an opportunity for short ADT tours with an Active Army organization. Training is in designated positions to increase knowledge, skills, and performance of the individual's military occupational specialties (MOS). The training will be based on a career management noncommissioned officer (CMNCO) evaluation of the Soldier's professional needs and Army mobilization requirements.

c. Individual Ready Reserve Soldiers will be given every opportunity to maintain MOS proficiency and further enhance their military careers consistent with resources and priorities. They will be encouraged to actively participate in highly flexible training phases and schooling and to seek assignment to USAR and ARNGUS units.

3-31. Operational policy

a. Each Army Reserve Major Subordinate Command, 7th CSC, and 9th MSC must identify to the CG, HRC, (AHRC-EPO-D), the designated point of contact for the coordination of enlisted personnel assignments.

b. The CMNCO provides counseling, career planning, and training for each Soldier. The CMNCO's mission is to—

(1) Retain qualified IRR Soldiers.

(2) Perform personnel mobilization screening.

(3) Retain MOS qualified Soldiers according to Army requirements.

(4) Assist in maintaining USAR TPU at authorized strength through unit liaison for assignment of MOS qualified Soldiers wherever possible.

(5) Provide professional development opportunities consistent with resources and priorities.

c. Commanders supporting counterpart training will—

(1) Designate a point of contact to coordinate the counterpart effort with HRC. The point of contact will provide the Commanding General, U.S. Human Resources Command (AHRC-PLM-O), 1600 Spearhead Ave, Fort Knox, KY 40122-5504 with information concerning IRR training requirements for their respective installation or organization. Provide the following information by 1 October of each training year and update information, as required, throughout the year:

(a) Type of training by MOS (field/garrison).

(b) Telephone number of the point of contact.

(c) Facsimile instructions.

(d) Reporting instructions (building, uniform, date, and time).

(e) Transportation available from airport (costs).

(f) Privately owned vehicle authorization.

(g) Military transportation available (rental car, if required).

(h) Available quarters (costs).

(i) Available mess facilities (costs).

(j) Available facilities for issuing identification cards and tags.

(k) Available medical facilities to conduct physical examinations.

(l) Available dental facilities for panoramic x-ray.

(m) Available clothing issue facilities.

(n) Other special considerations relative to IRR training with the organization or installation.

(2) The training to be performed is that which was scheduled or mutually agreed upon by the Soldier, the HRC, and the installation.

(3) The DA Form 2166-8 (Noncommissioned Officer Evaluation Report (NCOER)) is prepared for SGTs and above per AR 623-3. Ensure that NCOERs are submitted to the Commanding General, U.S. Human Resources Command (AHRC-PLM-O), 1600 Spearhead Ave, Fort Knox, KY 40122-5504 on completion of the counterpart training tour.

(4) Complete DA Form 5011 (Training Evaluation Summary) on all IRR SPCs and below who participate in AT/ADT. Mail it within 15 days after completion of such training to the Commanding General, U.S. Human Resources Command (AHRC-PLM-O), 1600 Spearhead Ave, Fort Knox, KY 40122-5504. The DA Form 5011 is available at www.apd.army.mil.

d. The CG, HRC will develop the overall annual projected requirements for counterpart training by installation or organization. This projection will be based on the installation or organization's estimate of the maximum number of

trainees and tours it can accommodate monthly over the upcoming fiscal year. Send this information directly to the Commanding General, U.S. Human Resources Command (AHRC-PLM-O), 1600 Spearhead Ave, Fort Knox, KY 40122-5504. Forces Command installations or organizations will furnish an information copy to the CG, FORSCOM by 1 August each year.

Chapter 4

Attendance at Service Schools

4-1. Applicability

- a. This chapter applies to—
 - (1) Active Army enlisted Soldiers.
 - (2) Army National Guard of the United States and USAR Soldiers only when they are serving on AD 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 AD 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 56 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 350-1 and ATRRS course catalog) 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, paragraph 8-3 for processing procedures.
- b. Selection criteria for attendance at Navy and Air Force schools or for courses not listed in ATRRS course catalog will be announced by the HRC.
- 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, the HRC will select the best-qualified personnel. Major CDRs will not establish additional selection criteria.
- d. Soldiers selected to attend Service schools must be able to complete the SRRs 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) *Specialist E4-level courses.*
 - (a) Privates enlisted twos and PFCs may be selected for E4-level courses without regard to grade authorization.
 - (b) Only SPCs in pay grades authorized in the MOS (including skill level) that the course trains for may be selected.
 - (2) *Noncommissioned officer-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 HRC.
- 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 *e*, above, Soldiers who have completed a school course will not be selected again for school until they have served in their MOS for the time required by the SRR.

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 6 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 1 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 nonprior Service personnel, BT, AIT, one station unit training (OSUT), or one station training level.

m. The immediate CDR 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 CDR 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 ATRRS course catalog. 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 ATRRS course catalog) 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 the HRC directs otherwise, in-Service Soldiers must meet the SRRs appropriate for the selected courses. This applies to Soldiers who attend Service schools in a PCS, TDY pending further orders, 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 SRR exists. Soldiers who do not meet the SRR 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 SRRs 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 the HRC (AHRC–EPF–R) 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 SRRs.

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

f. The required amount of the SRR 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 SRR. 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 SRRs must be processed in accordance with AR 601–280, paragraphs 4–11 and 4–12.

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

- (1) Advanced Leaders Course.
- (2) Senior Leaders Course (SLC).

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

- (1) The 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 AD 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 AD 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.
- (2) Military Electronic Intelligence Signals Analyst Program.
- (3) Military Intern Signal Intelligence Analyst Program.
- (4) Training associated with MOS 15R, 15S, 15T, 15J, or 15X (excluding ASI Q2 training).
- (5) Training associated with MOS 25B (Information Systems Operation Analyst).
- (6) Training associated with MOS 89D (EOD).
- (7) Apprentice Special Agent Course.

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

k. Regular Army Soldiers who will become eligible to retire under 10 USC 3914 or 10 USC 3917, must agree to meet their SRR 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 has been 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 AD who are selected to attend Service schools must sign an agreement that they will remain on AD to complete the course although their units may be released from AD earlier.

m. Soldiers scheduled for training as a result of participation in the BEAR 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
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—	U.S. Human Resources Command (AHRC–EPF–R), Fort Knox, KY 40122–5306
(1) CMF79, MOS 79R79S	U.S. Human Resources Command (AHRC–EPF–R), Fort Knox, KY 40122–5306
(2) MOS 35L	U.S. Human Resources Command (AHRC–EPB–M), Fort Knox, KY 40122–5301
(3) MOS 31D	U.S. Army Criminal Investigation Command (CISP–AC), Ft. Belvoir, VA 22060
(4) CMF 18, MOS 37F	U.S. Human Resources Command (AHRC–EPA–C), Fort Knox, KY 40122–5305
b. Functional (including ASISQI) or non–MOS producing courses, except—	U.S. Human Resources Command (AHRC–EPF–S), Fort Knox, KY 40122–5306
(1) Airborne	
(a) Training and assignment	U.S. Human Resources Command (AHRC–appropriate career branch), Fort Knox, KY 40122-xxxx
(b) Training	U.S. Human Resources Command (AHRC–EPF–S), Fort Knox, KY 40122–5306
(2) Ranger	
(a) Training and assignment	U.S. Human Resources Command (AHRC–EPA–I), Fort Knox, KY 40122–5305
(b) Training	U.S. Human Resources Command (AHRC–EPF–S), Fort Knox, KY 40122–5306
(3) AMEDD functional (non–MOS/non–ASI producing courses)	Headquarters, Department of the Army (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 SRRs 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 the school commandant to a course other than that for which selected only after approval by HRC, (AHRC–EPF–R). 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. The HRC (AHRC–EPF–R) is the approval authority for requests to assign Soldiers to another course (see table 4–2). However, if the Soldier is attending school TDY, the CDR 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 identification code, 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, language identification code, and reported for assignment. The HRC 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 Defense Finance and Accounting Service (DFAS)–IN Regulation 37–1).

c. In exceptional cases, to correct serious misclassification in original selection, a school commandant may recommend to the HRC that a Soldier be assigned to another school (course) that is better suited for the Soldier by qualification and interests. If the HRC approves, assignment will be chargeable to Military Personnel, Army Funds (see DFAS–IN Regulation 37–1).

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 350–1.

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 U.S. Army Parachute Team (The Golden Knights).
- e.* The U.S. Army Marksmanship Unit (USAMU).
- f.* Civil affairs positions.
- g.* Psychological operations positions.

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 ARSOF 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 and/or public contact opportunities in support of Army recruiting efforts.

e. The objective of the USAMU is to select, equip, and train Soldiers to compete and win in inter-Service, national, international, and Olympic marksmanship competitions; promote the U.S. Army by fostering public confidence in Army marksmanship through an active public information and public relations program that focuses on the accomplishments and capabilities of USAMU competitive shooters; and enhance Army combat readiness by providing lessons learned from competitive shooting to the various small arms proponents.

f. The objective of civil affairs is employment of highly specialized teams and individuals to accomplish specially directed tactical to strategic missions across the full spectrum of conflict in support of military and national security objectives. Many of these missions have a civil-military effect of political and diplomatic significance. Civil affairs operations are conducted in support of Department of Defense and interagency programs meant to reduce human suffering and assure operational success. Training for CA is rigorous and participation in these missions and activities is often sensitive in nature.

g. The objective of psychological operations (PSYOP) is to affect the behavior and objective reasoning of foreign target audiences in an effort to create conditions favorable to U.S. military and political interests. The PSYOP employs teams and detachments that perform missions of operational and strategic significance across the operational continuum. The PSYOP supports conventional and special operations forces in an effort to influence neutral and hostile

audiences favorable to friendly advantage. Training for PSYOP is unique—ranging from warrior related shoot, move, communicate, and survive tasks to the intricacies of marketing and multimedia development and distribution.

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 BT and 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 HRC (AHRC-EPD-M) 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 Armywide 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.) 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 reported to HQDA, HRC-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 reported for on-the-job AIT.

(c) During AIT for new accessions to the Army, except as in *(b)*, above. Soldiers who fail the first test will be retested during AIT. Those who fail to pass the final test will be reported to HQDA, (AHRC-EPD-S) for reassignment.

(15) Meet medical, physical, and mental prerequisites for attending airborne training. (See AR 40-501 and ATTRS course catalog.)

c. Soldiers assigned to an airborne position or unit will serve a 3-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, ARSOF, 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 nonairborne positions may apply for reassignment to airborne positions. Experienced airborne-qualified Soldiers assigned to nonairborne 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 Armywide 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 the 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 the 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 paragraph *l*, below).

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 eMILPO 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 AI.

(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—

(1) Issue appropriate MOS order (using MOS action order procedures in eMILPO) withdrawing the airborne SQI. (Refer to para *o*, below.) Using the above eMILPO 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 para *j*, above.

n. Soldiers who have been terminated from airborne duty will be reported to the HRC (AHRC-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 15 or MOS 15P, which are exempted from the airborne requirement for SQI "S." (See DA Pam 611-21.)

5-4. Ranger assignments (skill qualification identifier "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:

(1) The Ranger Training Brigade.

(2) The 75th Ranger Regiment (airborne positions).

c. 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 ATRRS course catalog), 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. Soldiers desiring an assignment with the Ranger Training Brigade should contact the HRC, (AHRC-EPA-I (Ranger Team)).

e. Assignments to the 75th Ranger Regiment are voluntary. Soldiers desiring an assignment must submit a formal application to the HRC (AHRC-EPA-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 HRC (AHRC-EPA-I) (Ranger Team)).

(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 CA 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 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.

f. Soldiers who enlist for the 75th Ranger Regiment need not apply. They will be assigned according to their enlistment commitment.

g. Soldiers stationed OCONUS may submit their application no less than 5 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.

h. Soldiers who are CONUS-based may submit their application anytime; however, they must serve 1 year TOS prior to PCS.

i. 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.

j. Combat arms and combat support MOS Soldiers in the grades of SGT and above will attend training en route to the 75th Ranger Regiment.

k. Ranger-qualified Soldiers (with SQI “V”) may be assigned to the 75th Ranger Regiment for unit readiness.

l. Upon successful completion of ranger training, Soldiers will be awarded SQI “G” when non-airborne-qualified or “V” when airborne-qualified.

m. 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 6 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.

n. 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. Initial Accessions Program. Males desiring to volunteer for ARSOF duty should contact the nearest recruiting office provided they—

(1) Are 20 years of age by ship date to CMF 11 OSUT and have not reached their 30th birthday prior to ship date.

(2) Qualified for, and volunteer for, airborne training (must have airborne stamp on physical).

(3) Are a U.S. citizen (nonwaiverable).

(4) Have a minimum general technical (GT) score of 107 and minimum combat operation score of 98.

(5) Are a high school diploma graduate (tier 1). (High school senior authorized for Delayed Entry Program only. Must have high school diploma prior to ship date).

(6) Must be eligible for a SECRET clearance.

(7) Must volunteer to attend airborne training after the completion of OSUT.

(8) Must successfully complete all prebasic training tasks required by the USAREC prior to ship date. The Army physical fitness test (APFT) must be completed within 10 days of ship date. Individuals will be enlisted in pay grade E–3 (based on HQDA exception for this option). Those individuals who fail to successfully complete any prebasic training tasks will have their contract renegotiated and only authorized advanced promotion based on provisions of AR 601–210.

(9) Those individuals already MOS qualified as 11B and airborne qualified, will enlist under option 18 (U.S. Army First Assignment–No Training Enlistment Option) with assignment to Fort Bragg, NC, and once inprocessed will start training with the special operations preparatory and conditioning (SOPC) course.

(10) Complete the Defense Language Aptitude Battery test within 30 days of Delayed Entry Program with a minimum score of 70 (waiverable by the Director, Special Forces Proponency, USAJFKSWCS for enlisted personnel who are native speakers) or a Defense Language Proficiency Test with a minimum of 1/1 reading and listening score, given within the last 6 months.

(11) Must have a physical profile rating of no less than 111221 and meet additional requirements for eyes and vision in accordance with AR 40-501, paragraphs 5-3g(3) and 5-3g(4).

b. 18X Training Path. Individuals who are nonprior Service, days of Service/prior Service and require retraining will enlist under Option 3 (U.S. Army Training of Choice Enlistment Option), MOS 18X, will ship to Fort Benning, GA and follow the training path listed below:

(1) In processing through the reception battalion.

(2) One station unit training for MOS 11X. Must achieve an APFT score of 240, minimum 60 points in each event, based on the Soldier's age group upon completion of OSUT.

(3) Airborne training.

(4) The SOPC course (Fort Bragg, NC). This course is 2 weeks in duration, consisting of physical conditioning, land navigation, and small unit team building. Individuals must obtain an electrocardiogram prior to their arrival at SOPC course.

(5) Once Soldiers meet all criteria, they will be scheduled for SFAS (3 weeks, 3 days) as outlined in the ATRRS course catalog.

c. In-Service recruits. Male Soldiers (SPC/CPL through SFC) desiring to volunteer for ARSOF duty should contact the special operations recruiter battalion (SORB) (Commander, U.S. Army John F. Kennedy Special Warfare Center and School (AOJK-SP-R), FT Bragg, NC 28307-5200 or direct inquiries to the recruiting center at commercial: 910-432-1818 or Defense Switched Network (DSN): 239-1818) provided they meet the following requirements:

(1) Must be an AD male Soldier.

(2) Must be a U.S. citizen (nonwaiverable).

(3) Must be a high school graduate or have general education development (GED) certificates.

(4) Must have a GT score of 107. The GT minimum score is waiverable by the CDR, Special Operations Recruiting Battalion for AD enlisted based on yearly guidance from the CG, USAJFKSWCS in order to meet annual production goals.

(5) Must be airborne qualified or volunteer to attend airborne training.

(6) Must be able to swim 50 meters wearing boots and battle dress or Army combat uniform prior to beginning the SFQC. All Soldiers will be given a swim assessment at the SFAS course.

(7) Must achieve an APFT score of 240, minimum 60 points in each event, based on the Soldier's age group.

(8) Must be able to meet medical fitness standards as outlined in AR 40-501.

(9) Must be eligible for a SECRET security clearance.

(10) No Soldier, regardless of MOS or basic branch will be recruited, if he is unable to reclassify from his current MOS or basic branch into CMF 18.

(11) Not currently serving in a restricted MOS or branch.

(12) Must take the Defense Language Aptitude Battery test and achieve a minimum score of 70 (waiverable by the CDR, Special Operations Recruiting Battalion in order to meet annual production goals) or a Defense Language Proficiency Test with a minimum of 1/1 reading and listening score, given within the last 6 months.

d. Additional criteria exclusive to enlisted applicants:

(1) Stabilization of current DSs and detailed recruiters will not be broken.

(2) Specialists, CPLs, and SGTs that successfully complete the SFAS course will normally have their retention control points waived to attend the SFQC. Upon successful completion of SFQC, they will be allowed continued Service. Staff sergeants approaching their retention control points will not be allowed to apply. SPC/CPL through SSG must have no more than 14 years TIS when volunteering for SFAS. Sergeants first class must have no more than 12 years TIS and 9 months time-in-grade when applying for the SFAS course and they must be either airborne or ranger qualified. Sergeants first class must attend the SFAS course within 90 days of volunteering and also be able to have a PCS to the SFQC within 6 months of selection from the SFAS course.

(3) Soldiers on assignment will not be allowed to attend the SFAS course without their branch's prior approval. Soldiers on orders to a short tour area will be allowed to attend the SFAS course, if a deferment is not required. These individuals will be scheduled for the next available SFQC after their DEROS. Soldiers who volunteer for the SFAS course prior to receiving assignment notification will be deferred to allow for SFAS course attendance.

(4) Outside the continental United States based Soldiers may attend the SFAS course in a TDY and return status anytime during their tour. Upon successful completion of the SFAS course, Soldiers will be scheduled for the next available SFQC provided they have completed at least two-thirds of their overseas assignment obligation and have received approval from the HRC for curtailment of the remainder of their overseas tour obligation. Soldiers serving on a short tour will not have their assignment curtailed.

(5) Continental United States based Soldiers may attend the SFAS course in a TDY and return status anytime during

their tour. Upon successful completion of SFAS, Soldiers will be scheduled to attend SFQC ensuring that they will have completed at least 1 year TOS prior to PCS.

(6) Must have a minimum of 24 months remaining TIS upon completion of the SFQC.

e. All applicants must not—

(1) Be barred to reenlistment or be under suspension of favorable personnel action.

(2) Have been convicted by court-martial or have disciplinary action noted in their official military personnel fiche under the provisions of the UCMJ (Article 15). This provision can only be waived by the CG, USAJFKSWCS on a case-by-case basis.

(3) Have been terminated from ARSOF, ranger, or airborne duty, unless termination was due to extreme Family problems or a medical condition that has been resolved.

(4) Have 30 days or more lost time under 10 USC 972 within the current or preceding enlistment.

f. Completed applications should be forwarded to the recruiting station responsible for servicing the designated area as listed in USAREC Pam 601–25, table 3–1. For information on the recruiting station responsible for the designated area call (910) 432–1818, (910) 432–1650 or 1–800–USA–ARMY, extension 498. The application will be forwarded to the SORB (Commander, U.S. Army John F. Kennedy Special Warfare Center and School (AOJK–SP–R), FT Bragg, NC 28307–5200 for final review and formal review and formal scheduling for attendance at the SFAS course.

g. 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 AI 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 AI 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 AI 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 AI.

(4) Soldiers who volunteer for SFAS prior to receiving deployment orders will be deferred to allow attendance at the SFAS course provided their unit has not requested and received an exception to policy for operational needs. Soldiers volunteering for SFAS after receiving deployment orders will deploy with their unit, except as exempted by AR 600–35.

h. 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 AHRC–EPA–C. Prerequisites for the SFQC are in ATRRS course catalog. 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.

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

j. Upon successful completion of the SFQC, graduates will be credited with WLC and ALC attendance as applicable.

k. Upon successful completion of SFQC, service-remaining obligation for CMF 18 duty is 24 months.

l. 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 ARSOF duty.

m. All requests for deletion or deferment of Soldiers on AI in CMF 18 must be submitted to the HRC for approval.

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

(1) They request termination from ARSOF 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 6 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 ARSOF Soldier.

a. Soldiers terminated from ARSOF duty will be reported as IA.

5-6. The U.S. Army Parachute Team (The Golden Knights)

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

a. All demonstration parachutist positions are stabilized for an initial period of 48 months upon selection and assignment to the USAPT. Extensions may be requested in 24 month increments. Initial stabilization period combined with extensions will not exceed a total of 10 years.

b. The competitive parachutist positions and tandem parachutist positions in the USAPT will be stabilized for an indefinite period of assignment, utilizing the appropriate AEA code. These Soldiers are retained based on their expertise and continued excellence in the competition and tandem arenas of parachuting. Their retention is required for the U.S. Army to be competitive at the Nationals and World levels of parachuting as world class competitive athletes, and tandem parachutists performing VIP tandems for selected high visibility, category 1 level individuals as defined by the Office of the Chief of Public Affairs. The level of expertise required to perform these duties are extremely critical for mission success. The USAPT CDR will immediately report to the HRC, as available for immediate assignment, Soldiers removed from any authorized competitive or tandem parachutist position.

5-7. Permissive parachuting policy

a. Permissive parachuting is an Army personnel program for experienced airborne-qualified Soldiers on AD, members of the Army Selected Reserve, and Army IRR augmentees who are assigned to nonairborne 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 U.S. Military Academy (USMA) cadets may perform permissive parachute jumping when participating in cadet troop leadership training with AA units, provided their requests are preapproved by their respective CDRs, 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 3 verifiable cumulative years of parachuting duty in an airborne position.

(3) Must complete Airborne Refresher Training Course (see FM 3-21.220). Completion date must be within the 6-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 APFT, and meet the height and weight standards in AR 600-9.

(5) Must meet membership requirements of paragraph *a*, above, 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 6 months in permissive parachute status.

g. Permissive parachuting status will not be approved for requests that do not meet the prerequisites in paragraph *b*, above or for—

(1) A period longer than 6 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.

(7) Performing jumpmaster, assistant jumpmaster, or safety personnel duties.

h. Approval authorities.

(1) Commanders of ACOMs/ASCCs/DRUs; unified and special Command CDRs; Director, ARNGUS; CAR, for personnel under their jurisdiction.

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

(3) Headquarters, Department of the Army, Deputy Chief of Staff, G-3/5/7 (DAMO-SSF) for personnel in the Personnel Exchange Program, Foreign Area Officer Program, and School of Other Nations Program.

(4) Commanding General, USA Cadet Command and Superintendent, USMA for ROTC and USMA cadets undergoing cadet troop leader training with the AA.

(5) Approving authorities may delegate approval authority to subordinate organizations that exercise GCMCA. If delegated, the GCMCA will also consider requests from Soldiers under its jurisdiction but who are not subject to the ACOM/ASCC/DRU command authority. A copy of each delegation document will be forwarded to the Deputy Chief of Staff, G-1 (DAPE-MPE), 300 Army Pentagon, Washington, DC 20310-0300.

(6) Personnel officers will—

(a) On a continuing basis, forward copies of each instrument of delegation to the Deputy Chief of Staff, G-1 (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 CDR/GCMCA (usually a GO) and a copy of each completed permissive parachuting action is forwarded to the DCS, G-1 (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 the DCS, G-1 (DAPE-MPE), for final action.

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

5-8. The U.S. Army Marksmanship Unit

The mission of the USAMU is to select, equip, and train Soldiers to compete and win in inter-Service, national, international, and Olympic marksmanship competitions; promote the U.S. Army by fostering public confidence in Army marksmanship through an active public information and public relations program that focuses on the accomplishments and capabilities of USAMU competitive shooters; and enhance Army combat readiness by providing lessons learned from competitive shooting to the various small arms proponents (see DAGO 1995-15).

5-9. Civil affairs assignments (policy and selection criteria)

a. Soldiers, both male and female, (SGT through SSG (P)) desiring to volunteer for civil affairs duty should contact the HRC (EPMD, CMF 38 manager) at commercial: (502) 613-5698 or DSN: 983-5698 or the SORB (Commander, U.S. Army John F. Kennedy Special Warfare Center and School (AOJK-SP-R), Fort Bragg, NC 28310-9600), provided they meet these qualifications:

(1) A physical demands rating of moderately heavy.

(2) A physical profile of 222221.

(3) A minimum score of 100 in aptitude area skilled technical in Armed Services Vocational Aptitude Battery tests administered prior to 2 January 2002. A minimum score of 96 in aptitude area skilled technical on Armed Services Vocational Aptitude Battery tests administered on and after 2 January 2002.

(4) A security clearance of Secret.

(5) A U.S. citizen or naturalized citizen.

(6) Are high school graduates or have GED certificates.

(7) Are not under suspension of favorable personnel actions (see AR 600-8-2).

(8) No information in Provost Marshal, intelligence, MPF, or medical records which would prevent the granting of a security clearance under the provisions of AR 380-67.

(9) No derogatory or adverse information that would preclude the granting of a secret security clearance (provided within the SF 86).

(10) No records of conviction by a court-martial.

(11) No record of conviction by a civil court for any offense other than minor traffic violations.

(12) 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.

b. Complete mandatory formal training. Completion of MOS 38B training conducted under the auspices of the JJKF Warfare Center and School for initial entry Soldiers and AA NCOs reclassifying into MOS 38B; and by the Civil Affairs or Psychological Operations Total Army School System Battalion for USAR MOS 38B reclassification.

c. Active Army Soldiers must be in grade SGT with a minimum of 5 years of active Federal Service or be in grade SSG. Soldiers must complete the airborne course, if not already qualified (restricted to the grade of SSG and below). By exception award of the MOS for SSG (P) and SFC is authorized with written approval of the proponent, Commander, U.S. Army John F. Kennedy Special Warfare Center and School, (AOJK-SP), Ft. Bragg, 28310-9600. On an as available basis, Soldiers will attend and successfully complete the search, evasion, resistance, escape level C (high risk) course.

d. Upon successful completion of 38B reclassification training, service-remaining obligation for CMF 38 duty is 24 months. For Soldiers who attend the special operations language training (SOLT), the remaining ADSO will begin upon completion of SOLT.

e. Voluntary requests for reclassification may be submitted after completion of 24 months in a CMF 38 duty

assignment. However, Soldiers will not be released from CMF 38 duty assignment or scheduled for training prior to completion of 36 months of duty.

f. All requests for deletion or deferment for Soldiers on AI in CMF 38 must be submitted to the HRC for approval.

g. Active duty Soldiers will be terminated from civil affairs duty, CMF 38 MOS withdrawn, and reported for reclassification and assignment when—

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

(2) Their security clearance is withdrawn.

(3) They lose physical qualifications.

(4) 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 6 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.

Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a CA Soldier.

h. Soldiers terminated from civil affairs duty will be reported as IA.

5–10. Psychological operations assignments (policy and selection criteria)

a. Both male and female Soldiers desiring to volunteer for a branch transfer to PSYOP should contact HRC (EPMD, CMF 37 manager) at commercial: (502) 613–5693 or DSN: 983–5693 or contact the SORB (Commander, U.S. Army John F. Kennedy Special Warfare Center and School (AOJK–SP–R), FT Bragg, NC 28310–9600) or direct inquiries to the recruiting center, commercial: 910–432–1643 or DSN: 239–1643/1641, provided they—

(1) Are high school graduates.

(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 UCMJ, Art. 15, in their OMPF. This provision can only be waived in special circumstances by the CG, USAJFKSWCS.

(6) Have not received a bar to reenlistment.

(7) Have not been terminated from ARSOF, 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) Are a U.S. citizen.

(9) Are able to reclassify from current MOS into CMF 37.

(10) Soldiers will be scheduled for the next available class.

b. 37F reclassification course 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.

c. Soldiers must obtain at least an interim secret clearance (based on initiation of an entrance national agency check) prior to starting the 37F reclassification training and be able to obtain a final secret clearance prior to graduation of the full training path and PCS unit of assignment.

d. Upon successful completion of the 37F reclassification course, graduates will—

(1) Attend SOLT. However, this may be waived if the Soldier demonstrates proficiency to an interagency language roundtable (see AR 11–6) rating of 11 in one or more languages. Soldier must take the Defense Language Aptitude Battery prior to attendance at SOLT.

(2) On an as available basis, Soldiers will attend and successfully complete the search, evasion, resistance, escape level C (high risk) course.

e. Upon successful completion of 37F reclassification training, service-remaining obligation for CMF 37 duty is 24 months. For Soldiers who attend SOLT, the remaining ADSO will begin upon completion of SOLT.

f. Voluntary requests for reclassification may be submitted after completion of 24 months utilization in a CMF 37 duty assignment. However, Soldiers will not be released from CMF 37 duty assignment or scheduled for training prior to completion of 36 months of duty.

g. All requests for deletion or deferment for Soldiers on AI in CMF 37 must be submitted to the HRC for approval.

h. Active duty Soldiers will be terminated from PSYOP duty, CMF 37 MOS withdrawn, and reported for reclassification and assignment when—

- (1) They request termination from PSYOP duty or airborne status.
- (2) Their security clearance is withdrawn.
- (3) They lose physical qualifications.
- (4) 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 6 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 PSYOP Soldier.
- (5) They do not attend SOLT (unless previously language-qualified).
 - i. Soldiers terminated from PSYOP duty will be reported as IA.

Section II

Soldier-Initiated Assignments

5–11. Exchange assignments

- a. For mutual convenience, Soldiers may request on a DA Form 4187, 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 figure 5–1).
- b. Exchanges must be CONUS to CONUS or OCONUS within the same OCONUS command.
- c. The CDRs 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 reestablish a joint residence.

(DATE)

STATEMENT

I agree to an exchange assignment with Ford, Kevin J., SGT, 11B20 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

5-12. Assignment of sole surviving son and/or daughter

a. A sole surviving child is the only remaining son and/or daughter in a Family where the father or mother (or one or more sons or daughters) served in the Armed Forces of the United States and because of hazards with such military Service—

- (1) Was killed.
- (2) Died as a result of wounds, accident, or disease.
- (3) Is in a captured or MIA status.
- (4) Is permanently 100 percent physically disabled (including 100 percent mental disability), as determined by the Veterans Administration or one of the military Services.

b. Acquiring or retaining sole surviving son and/or daughter status shall not depend on the existence of any other living Family member, including a sole surviving son with one or more surviving sisters or including a sole surviving daughter with one or more surviving brothers.

- (1) The continued existence of a Family unit shall not be required for qualifying as a sole surviving son or daughter.
- (2) The Soldier may qualify as a sole surviving son and/or daughter through either his or her father or mother. The parent through whom the Service member seeks to qualify does not need to be living, but the Soldier shall be the only remaining son or daughter, natural or adopted, of that parent.

c. A sole surviving son and/or daughter may not be assigned to a PCS, a TDY, or duties involving actual combat with the enemy if he or she, or one of his or her parents, or spouse submits a written request for noncombat duty. On approval of such a request, a sole surviving son or daughter shall not be assigned to any overseas area designated as a hostile-fire or imminent-danger area nor to duties that may subject him or her to combat with the enemy.

d. A Soldier acquiring sole surviving son and/or daughter status (or is reinstated) when serving in a HFA or imminent-danger area or when performing combat duties shall be reassigned from there upon approval of a request for an assignment restriction. However, this policy does not preclude assigning sole surviving sons or daughters to overseas areas where combat conditions are nonexistent.

e. Soldier-initiated sole surviving son and/or daughter requests (DA Form 4187 or memorandum) will be forwarded through command channels to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 for approval. Table 5-1 below contains detailed guidance for submission of Soldier initiated sole surviving son and/or daughter requests.

f. A Soldier's parent(s) or spouse may submit requests for approval of sole surviving son and/or daughter status on behalf of the Soldier directly to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. All requests will include substantiating evidence and identification of all personnel involved. Table 5-2 below contains detailed guidance for submission of sole surviving son and/or daughter requests initiated by Soldier's parent or spouse.

g. The Special Actions Branch will process assignment deletions, update Soldier's EDAS' record, and complete any other assignment related tasks required to reflect assignment restriction based on sole surviving son and/or daughter status.

h. Waiver of assignment restriction. When the parent(s) or spouse of a qualified sole surviving son or daughter requests protective assignment for an eligible Soldier, the Soldier shall be afforded the opportunity of waiving the parental or spousal request before a final determination is made by the approval authority. Soldiers may also waive previously approved sole surviving son or daughter exemptions when initial approval was based on his or her own application.

(1) Soldiers who have waived sole surviving son and/or daughter status may request reinstatement of that status at any time. Until the request is approved, the Soldier will be removed promptly to a "safe haven" within the combat zone until reassignment. Requests for reinstatement of sole surviving son and/or daughter status will be forwarded through command channels to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 for approval.

(2) A Soldier who has been advised of the provisions of this paragraph who then enlists, reenlists, or extends voluntarily his or her period of AD with the U.S. Army after the date of notification of the Family casualty on which the sole surviving son and/or daughter status is based shall be considered as automatically having waived his or her rights to the protective assignment.

i. Separation policies regarding survivorship of Soldiers who become sole surviving sons or daughters after enlistment are contained in AR 635-200, section II, paragraphs 5-4 through 5-7.

Table 5–1

Procedures for requesting sole surviving son and/or daughter status—Soldier request

Step 1:

Action required by: Soldier

Description of action(s):

- a. Inform immediate supervisor and unit CDR of intention to apply for sole surviving son and/or daughter status (or reinstatement of sole surviving son and/or daughter status).
- b. Initiate request using DA Form 4187 (or memorandum).
- c. Attach supporting documentation to DA Form 4187 (or memorandum).
- d. Submit request and supporting documentation to unit CDR/MPD/BN/BDE/BCT S1 for processing.

Step 2:

Action required by: unit CDR/MPD/BN/BDE/BCT S1

Description of action(s):

- a. Counsel Soldier on sole surviving son or daughter criteria, policy, and assignment restrictions outlined in AR 614–200, paragraph 5–12.
- b. Review DA Form 4187 (or memorandum) and supporting documentation to ensure Soldier is eligible for sole surviving son and/or daughter status.
 - (1) If the Soldier does not meet eligibility criteria, provide them with reason(s) for disapproval.
 - (2) If additional verification/supporting documentation are required, inform Soldier and suspense action pending receipt of additional information.
- c. If the Soldier meets eligibility criteria, prepare CDRs' recommendation(s) (unit, BN, and/or BDE/BCT CDR).
- d. Forward recommendation(s), DA Form 4187 (or memorandum), and supporting documentation to next higher headquarters for recommendation.
 - (1) If the Soldier is in receipt of AI or on orders to a combat zone or HFA, ensure that the Soldier is held at home station pending the approving official's decision.
 - (2) If the Soldier is already assigned within a combat zone or HFA, take immediate action to remove them from the HFA or move them to a safe haven within the combat zone until the approval authority has had an opportunity to review the case and make a decision.
 - (3) If necessary, submit request for deferment for Soldiers in receipt of AI's pending decision on case.

Step 3:

Action required by: general court-martial authority/division CDR/CDR in grade of COL or above

Description of action(s):

- a. Review DA Form 4187 (or memorandum), recommendation(s), and supporting documentation for completeness.
- b. Prepare and attach memorandum recommending approval (if complete and Soldier meets eligibility; otherwise, disapprove and return for correction).
- c. Forward entire package to Chief, Special Actions Branch (AHRC–EPO–A) for final decision.

Step 4:

Action required by: Chief, Special Actions Branch (AHRC–EPO–A)

Description of action(s):

- a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.
 - b. Coordinate legal review of package as necessary.
 - c. Once package has been verified as complete and legally sufficient, approve Soldier's request.
 - d. Upon favorable consideration of Soldier's request for sole surviving son or daughter status (or reinstatement), Chief, Special Actions Branch (AHRC–EPO–A) will authorize the assignment limitation, coordinate all applicable reassignment actions with the Soldier's career/specialty branch, and notify the Soldier and chain of command of actions taken.
 - e. If the case is not favorably considered (package does not meet regulatory guidance), disapprove and inform the Soldier and the Soldier's chain of command of reasons for disapproval. Note: Only the Soldier can request to waive sole surviving son and/or daughter status or request reinstatement of sole surviving son and/or daughter status previously waived.
-

Table 5–2
Procedures for requesting sole surviving son and/or daughter status—spouse or parents

Step 1:

Action required by: spouse or parents

Description of action(s):

- a. If necessary, seek information and assistance on requesting sole surviving son and/or daughter status on behalf of Soldier. This information can be obtained from the closest MPD/BN/BDE/BCT S1, Soldier's unit, or from the Chief, Special Actions Branch (AHRC–EPO–A).
- b. Initiate request for sole surviving son and/or daughter status on behalf of the Soldier.
- c. Attach supporting documentation to the request.
- d. Submit request and supporting documentation directly to Chief, Special Actions Branch (AHRC–EPO–A) for processing and final approval.

Step 2:

Action required by: Chief, Special Actions Branch (AHRC–EPO–A)

Description of action(s):

- a. Review spousal or parental request and supporting documentation for completeness.
 - (1) If the Soldier does not meet eligibility requirements, provide Soldier's spouse or parents with reasons for disapproval.
 - (2) If additional verification/supporting documentation are required, inform requesting party and suspense action pending receipt of additional information.
- b. If the Soldier meets eligibility criteria and all supporting documentation is present, inform Soldier and chain of command of pending action.
- c. If necessary, submit request for deferment for Soldiers in receipt of AI's pending approval of case.
- d. Coordinate legal review of package if necessary.

Step 3

Action required by: unit CDR/MPD/BN/BDE/BCT S1

Description of action(s):

- a. Upon notification by Chief, Special Actions Branch (AHRC–EPO–A) of the submission of a request by the Soldier's spouse or parents for sole surviving son and/or daughter status on his or her behalf, counsel the Soldier on sole surviving son or daughter criteria, policy, assignment restrictions, and on his or her right to waive the spousal or parental request before a final determination is made by the approval authority.
 - (1) If the Soldier is in receipt of AI or on orders to a combat zone or hostile area, ensure that the Soldier is held at home station pending the approving official's decision.
 - (2) If the Soldier is already assigned within a combat zone or hostile area, take immediate action to remove him/her from the HFA or move him/her to a safe haven within the combat zone until the approval authority has had an opportunity to review the case and make a decision.
- b. Have the Soldier prepare and submit a written request if he or she elects to waive sole surviving son and/or daughter status based on request submitted on his or her behalf by spouse or parents.
- c. Submit waiver request to Chief, Special Actions Branch (AHRC–EPO–A) by most expeditious means available.

Step 4:

Action required by: Chief, Special Actions Branch (AHRC–EPO–A)

Description of action(s):

- a. If the Soldier decides to waive spousal or parental request, inform spouse or parent initiating the request. No additional action is required.
 - b. If the Soldier does not waive spousal or parental request and package has been verified as complete and legally sufficient, approve the Soldier's request.
 - c. Upon favorable consideration of the Soldier's request for sole surviving son and/or daughter status, the Chief, Special Actions Branch (AHRC–EPO–A) will authorize the assignment limitation, coordinate all applicable reassignment actions with the Soldier's career/specialty branch, notify spouse or parent initiating the request, Soldier, and chain of command of actions taken.
 - d. If case is not favorably considered (package does not meet regulatory guidance), inform spouse or parent initiating the request, Soldier, and Soldier's chain of command of reasons for disapproval.
-

5–13. Exemption from assignment to duty in a designated hostile fire area

a. Assignment to duty in a hostile-fire or imminent-danger area (hereinafter referred to as "hostile fire area") must be shared equitably by all similarly qualified Soldiers except as outlined above in paragraph 5–12 and as follows:

(1) If a Military member of a Family is killed, dies, is missing in action or captured, or has been officially determined by the Department of Veterans Affairs or a military Service to be 100 percent physically or mentally disabled, due to Service in a HFA, then Soldiers of the same Family will be exempt, upon request, from serving in designated HFAs or, if serving in such an area, will be reassigned from there.

(2) Assignment of conscientious objectors shall be subject to the restrictions contained in paragraph 3–13, of this regulation and AR 600–43.

(3) Wounded Soldiers who have been hospitalized 30 or more days outside a HFA due to a specific hostile-fire action resulting from combat Service shall not be returned to such Service during the tour when wounded. Soldiers reassigned under this paragraph, may be eligible for subsequent HFA tours. Soldiers may also return voluntarily to a HFA, if medically qualified. The provisions of this paragraph shall not apply to Soldiers hospitalized for injury,

accident, or illness not attributable to hostile-fire action. This prevents considering cases such as self-inflicted wounds and other noncombat causes.

b. Requests for exemption from duty in a HFA (DA Form 4187 or memorandum) may only be submitted by the Soldier, and will be forwarded through command channels to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 for approval. Table 5-3 below contains detailed guidance for submission of requests for exemption from duty in HFAs. Requests for combat exemptions may be submitted at anytime. A Soldier submitting a request for exemption from his or her assignment should be retained in place until action on his or her application is finalized.

c. Upon favorable consideration, the Special Actions Branch (AHRC-EPO-A) will process assignment deletions and any other actions required to reflect the HFA assignment restriction.

d. Soldiers who withdraw their approved HFA exemption may request reinstatement of the exemption at a future point in time. For reinstatement submission and approval procedures, refer to paragraph 5-13*b*, above.

e. For the purposes this paragraph, Family members include the following:

(1) Father and mother. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least 5 years.

(2) Brothers and sisters. This includes stepbrothers, brothers, by adoption, half brothers, stepsisters, sisters by adoption, or half sisters.

(3) Husband and wife.

(4) Children.

(a) Legitimate child.

(b) Legally adopted child.

(c) Stepchild, if a member of the household at the time of death of the Soldier or former Soldier.

(d) An illegitimate child of a female Soldier or a former female Soldier.

(e) An illegitimate child to whose support a male Soldier or former Soldier shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

(f) A person standing in loco parentis minimally for 5 years before death to the Soldier or former Soldier.

Table 5–3
Procedures for requesting exemption from assignment to duty in a designated hostile fire area

Step 1:

Action required by: Soldier

Description of action(s):

- a. Inform immediate supervisor and unit CDR of intention to apply for exemption from assignment to duty in a designated HFA (or reinstatement of HFA exemption).
- b. Initiate request using DA Form 4187 (or memorandum).
- c. Attach supporting documentation to DA Form 4187 (or memorandum).
- d. Submit request and supporting documentation to unit CDR/MPD/BN/BDE/BCT S1 for processing.

Step 2:

Action required by: unit CDR/MPD/BN/BDE/BCT S1

Description of action(s):

- a. Counsel Soldier on exemption from assignment to duty in a designated HFA criteria, policy, and assignment restrictions outlined in AR 614–200, paragraph 5–13.
- b. Review DA Form 4187 (or memorandum) and supporting documentation to ensure Soldier is eligible for exemption from assignment to duty in a designated HFA (or reinstatement of HFA exemption).
 - (1) If Soldier does not meet eligibility requirements, provide him or her with reasons for disapproval.
 - (2) If additional verification/supporting documentation are required, inform Soldier and suspense action pending receipt of additional information.
- c. If Soldier meets eligibility criteria, prepare CDRs' recommendation(s) (unit, BN, and/or BDE/BCT CDR).
- d. Forward recommendation(s), DA Form 4187 (or memorandum), and supporting documentation to next higher headquarters for review/recommendation.

Step 3:

Action required by: general court-martial authority/division CDR/CDR in grade of COL or above

Description of action(s):

- a. Review DA Form 4187 (or memorandum), recommendations, and supporting documentation for completeness.
- b. Prepare and attach memorandum recommending approval (if complete and Soldier meets eligibility; otherwise, disapprove and return for correction if necessary).
- c. Forward entire package to Chief, Special Actions Branch (AHRC–EPO–A) for final decision.

Step 4:

Action required by: Chief, Special Actions Branch (AHRC–EPO–A)

Description of action(s):

- a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.
- b. Coordinate legal review of package as necessary.
- c. Once package has been verified as complete and legally sufficient, approve the Soldier's request.
- d. If case is not favorably considered (package does not meet regulatory guidance), inform Soldier and Soldier's chain of command of reasons for disapproval.

Notes:

¹ Only the Soldier can request exemption from assignment to duty in a HFA, request to withdraw exemption from assignment to duty in a HFA, or request reinstatement of exemption from assignment to duty in a HFA previously withdrawn.

Section III

Compassionate Actions

5–14. 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 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.
 - (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 GCMCAs will review each application to determine that the established criteria 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.
 - g.* Guidance for requesting compassionate actions for USAR AGR Soldiers is contained in AR 140-30, paragraph 4-2k.
 - h.* Request for compassionate actions will be forwarded to the HRC via e-mail (HRC.EPMD.compassionatesection@conus.army.mil).

5-15. 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.
- 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, EPMD, HRC 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 BT 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 ACOM/ASCC/DRU Surgeon General), must submit appropriate medical documentation verifying care is not available.

5-16. 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 5-15g).
- 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 or 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 DCS, G-1.

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:

- a. REASSIGNMENT TO Fort Bragg, NC
- b. DEFERMENT OF _____ DAYS FROM ORDERS TO _____
- c. DELETION FROM ORDERS TO _____
- 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		9. LATEST PCS 3 Sep 98
10. CURRENT STATUS	<input checked="" type="checkbox"/> DUTY <input type="checkbox"/> ORDINARY LEAVE <input type="checkbox"/> EMERGENCY LEAVE	11a. ASG/ATCH UNIT HHC, 109th Inf Bn Ft. Lewis, WA 00000		11b. PHONE NO. Comm (000) 000-0000 DSN 000-0000
12. DEROS N/A	13. DROS 4 Aug 83	14. MARITAL STATUS Married		15. DATE OF MARRIAGE 11 Nov 95
16a. NAME OF SPOUSE Beryl Clemente		16b. AGE 35	16c. PRESENT ADDRESS OF SPOUSE 1814 Jackson Street, George, WA 0000	
17. BASD 9 Nov 83	18. PEBD 9 Nov 83	19. ETS 15 Oct 04		20. HOME PHONE NO. (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 0000	\$400	Poor
FATHER-IN-LAW: Deceased				
MOTHER-IN-LAW: Deceased				

DA FORM 3739, JAN 1996

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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 problems.)

NAME	AGE	RELATIONSHIP	ADDRESS	OCCUPATION	MONTHLY INCOME

24. HAS SOLDIER SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE ACTION?
 YES 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, etc.

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
 HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL

b. TYPED OR PRINTED NAME OF COMMANDER/AUTHORIZED REPRESENTATIVE	c. SIGNATURE	d. DATE
Donald D. McAlluff CPT, TC, PERS OFCR		15 MAR 00

Figure 5-2. Sample of a completed DA Form 3739-continued

5-17. Compassionate requests when problems are temporary

The following criteria is in addition to the criteria listed in paragraphs 5-14 and 5-15.

- a. The problem must be temporary and resolvable within 1 year.
- b. The problem neither existed nor was foreseen at the time of the latest entry on AD. Reenlistment without a break in service is not considered to be the latest entry on AD.
- 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 EFMP (not applicable to IET students).
 - (2) Delete Soldiers' AIs when, within 9 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 c, above, will be decided by the HRC (AHRC-EPO-A). 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.

5-18. Compassionate requests when problems are not expected to be resolved within one year

The following criteria are in addition to the criteria listed in paragraphs 5-14 and 5-15.

- 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 5-15b, above, that cannot be resolved in 1 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.

5-19. Compassionate reassignments under emergency conditions

a. Soldiers in a leave status may apply for a change in assignment or attachment through the CDR 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 the area of attachment.
- (2) The local CDR, based on Soldier's supporting documents, determines that one of the following emergency situation exists:
 - (a) Documented/recent death of an authorized Family member (see para 5-15c), above.
 - (b) Documented terminal illness of an authorized Family member.
 - (c) Documented/recent rape of an authorized Family member.
 - (d) Documented child abuse/child custody/child protective service case where the child is at risk of being placed in foster care or placed for adoption (this would include incarceration of an authorized Family member with a minor child/children).
 - (e) While on leave, a Soldier may request attachment when (1) prior to the Soldier's departure on leave, the Soldier's request for compassionate reassignment was processed and forwarded by the Soldier's assigned activity or installation and the request was received at the HRC; or (2) while the Soldier is on leave, a documented emergency (as noted in (a) through (d), above) occurs and the Soldier has not yet submitted a request. The HRC (AHRC-EPO-A) is

the approval authority for requests for compassionate attachment. The period of attachment will be for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)).

(f) Emergency medical evacuation of an authorized Family member.

(g) Emergency as severe as those listed in paragraphs *(a)* through *(f)*, above (these should be considered only on a limited case-by-case basis). Contact the HRC (AHRC-EPO-A) prior to submitting attachment request in EDAS.

b. Soldiers with situations that do not qualify as an emergency situation will be instructed to return to their parent unit and submit their compassionate attachment application through their parent unit.

c. An Army installation is defined as any unit that normally initiates personnel actions. This includes, but is not limited to, military entrance processing stations, U.S. Army Recruiting Battalion, and depots.

d. 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. Soldiers who cannot report to an installation should contact the HRC (AHRC-EPO-A). Attachment requests may be forwarded to the HRC via EDAS (Compassionate Attachment Function).

e. Soldiers may be attached for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)), to the installation or activity processing the request when authorized by HRC (AHRC-EPO-A) and Soldiers have submitted a compassionate request at the assigned activity or installation prior to departure on leave, or documented emergencies, as noted in *a*, above, exist for submitting a compassionate reassignment request.

f. Attachment for Soldiers on leave from or en route between CONUS installations must have approval of the gaining CDR and the HRC (AHRC-EPO-A).

g. 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 reassignment request (if not submitted prior to the attachment) must be processed, forwarded, and received at the HRC prior to the conclusion of the 10-day attachment period. If the HRC has not received the application prior to the conclusion of the 10-day attachment period, then the Soldier will be released from attached status and directed to comply with current AI or return to the parent unit.

(4) Soldiers will remain at the installation and perform duties as directed by the CDR. 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.

h. If the compassionate reassignment application has been submitted to the HRC (AHRC-EPO-A), then the Soldier will remain attached until a reply is received. If no response has been received within 10 days, then local CDRs must contact the HRC (AHRC-EPO-A) for the status and appropriate action.

i. Release from attachment.

(1) Soldier will be released from attachment as directed by HRC (AHRC-EPO-A).

(2) Under no conditions may installations grant attachment extensions for compassionate reasons without approval from HRC (AHRC-EPO-A).

j. The maximum period of attachment will not exceed 60 days. If a Soldier seeks attachment for more than 60 days, the action should be submitted as a reassignment, not an attachment. The 60-day period includes the initial period of attachment for a Soldier submitting a compassionate reassignment request from a location other than their parent unit.

Section IV

Married Army Couples Program

5-20. Applicability

Provisions of this section apply to RA Soldiers married to members of the RA, other U.S. military Services, or RCs. Soldiers married to civilians are not included. Guidance for USAR AGR Soldiers married to other USAR AGR Soldiers is contained in AR 140-30, paragraph 4-2j.

5-21. Scope

a. Married Army couples desiring joint assignment to establish a common household (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/BCT/BDE S1 (signatures of both Soldiers are required); otherwise both must apply.

(2) The servicing MPD/BCT/BDE S1 will submit the appropriate spouse information using the Personnel Services Function in eMILPO. 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 eMILPO, the MPD/BCT/BDE S1 will verify enrollment against the MACP microfiche received bimonthly or by accessing the EDAS personnel social security number (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 RC and that spouse is ordered to AD for 1 year or more.

5-22. Criteria

a. The guideline for a JD is assignments close enough together for Soldiers to establish a common household (50-mile radius or 1 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. As an exception, a reassignment may be granted by HRC, regardless of Soldier's TOS, to establish a JD when a Soldier's spouse is assigned to a WTU (not applicable for exception if spouse is assigned as WTU cadre). The Soldier desiring reassignment to the spouse's WTU location must initiate the request for reassignment.

e. 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) TOS when departing the losing duty station for a CONUS to CONUS reassignment. Soldiers may submit a voluntary request for OCONUS after 6 months TOS 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.

f. 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.

g. 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.

h. 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).

i. Joint domicile assignments will not be considered when one Soldier is attending school in a PCS status. However, consideration will be given upon school completion.

j. 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 paragraph (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.
- k. 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.
 - l. 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.
 - m. 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.
 - n. 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.
 - o. 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).
 - p. 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.
 - q. When one member of a married Army couple separates from AD prior to completion of prescribed tour, the remaining Soldier is still obligated to complete the tour.
 - r. Outside of the continental United States tour lengths for married Army couples are prescribed in AR 614–30, table 4–1.
 - s. 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.

5–23. Soldiers in advanced individual training

Soldiers who marry during or after 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). AIT Soldiers in receipt of AI may request joint domicile through their local personnel center. The local personnel center will coordinate the request with the HRC (AHRC–EPD–I). AR 612–201, paragraph 6–4 contains additional guidance on JD enrollment and assignment for AIT Soldiers.

- 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.

5–24. 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 6 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.

5-25. Disenrollment from Married Army Couple Program

a. Soldiers may terminate enrollment in the MACP at any time by initiating a DA Form 4187 to their servicing MPD/BCT/BDE S1. 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/BCT/BDE S1. Soldiers will be automatically disenrolled from the MACP when the eMILPO transaction submitted by their MPD/BCT/BDE S1 updates their marital status in the HRC data base.

c. Soldiers, including those not legally separated or divorced are required to submit an application (DA Form 4187) with both signatures to their respective MPD/BCT/BDE S1. If both Soldiers are serviced by the same MPD/BCT/BDE S1, only one member need submit the application. However, both signatures are required.

Section V

Stabilization for Soldiers with High School Seniors

5-26. Applicability and criteria

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 personnel 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). Submission requirements are outlined below.

5-27. Submission of requests

a. 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 2008; submit request between March – September 2006). 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.

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

c. 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 (DEERS) 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.

(4) Outside continental United States Soldiers whose DEROS 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."

d. Soldiers enrolled in the MACP must both apply, if both desire stabilization under these provisions.

e. Requests for stabilization of CSM/SGM and/or selectees for the USASMC will be coordinated with the HRC, CSM/SGM Branch (AHRC-EPS).

f. 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.

- g. Stabilization under these provisions may be changed or canceled due to the changing needs of the Army.

Chapter 6

Career Development Programs and Instructor and/or 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 35 or qualify for entry into these MOSs 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 11-6. When feasible, career Soldiers in MOS 35P should be trained in a second operational language.

c. Soldiers applying for training in MOS 35L must consider the following:

(1) Soldiers stationed OCONUS may apply for training in MOS 35L after arrival in the OCONUS unit but no later than 5 months before DEROS.

(2) Soldiers applying for training in MOS 35L who have less than 10 months remaining OCONUS may be required to—

(a) Voluntarily extend the OCONUS tour pending final approval (6 to 9 months processing time required).

(b) Return to CONUS and serve at least 1 year at the new station before attending school. (Soldiers must sign a statement to this effect.)

(3) All newly accredited 35L Soldiers will serve a probation period for 1 year or until age 21, whichever is longer.

The probation period will start the first day of duty following award of MOS 35L. 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 Soldier should be retained in MOS 35L.

d. Soldiers assigned MOSs in CMF 35 may not have their MOSs withdrawn without approval. However, pending approval, Soldiers may be suspended from duties in CMF 35 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 35L).

(6) Abusing operational privileges granted to certain intelligence Soldiers.

(7) Demonstrating inability to perform duties commensurate with military grade and standards.

e. Soldiers assigned MOS 09L may not have their MOS withdrawn without approval. However, pending approval, Soldiers may be suspended from duties in MOS 09L 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 believes 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 disaffection, disloyalty, or subversion).

(5) Demonstrating inability to perform duties commensurate with military grade and standards.

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

g. 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 35, will not hold, as either an SMOS or AMOS, any MOS in CMF 35.

h. 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.

i. Soldiers selected for the Computer Network Operations Program will incur a 5–year SRR upon assignment to these specialized positions and will be stabilized for a period not to exceed 5 years TOS. The INSCOM will provide a by-name roster identifying Soldiers selected for assignment to computer network operations positions to the CG, HRC (AHRC–EPO–P) within 6 months of their arrival at Fort Meade, MD.

6–4. The Explosive Ordnance Disposal Career Program

a. The EOD Career Program is a volunteer program designed to train Soldiers in locating, identifying, evaluating, rendering safe, recovering, and disposing of foreign and domestic conventional, nuclear, chemical, and biological ordnance; improvised explosive devices; weapons of mass destruction, and large vehicle bombs; as well as conducting Post Blast investigations and intelligence gathering operations on first seen explosive ordnance items, improvised explosive devices and their fuzing and/or triggering systems, and other explosive ordnance related items or components. Soldiers serving in the EOD Career Program also support very important person missions for the U.S. Secret Service, U.S. State Department, and other Federal agencies. Upon completion of formal training, Soldiers are awarded MOS 89D (explosive ordnance disposal specialist).

b. Non-prior-Service Soldiers must meet the training selection standards, prerequisites, and MOS requirements outlined in DA Pam 611–21 and this regulation for accession into the EOD program. Soldiers (PVT thru SGT) who have completed at least 2 years active Federal Service may volunteer for initial EOD training provided they meet the training selection standards prerequisites and MOS standards outlined in DA Pam 611–21 and this regulation. Sergeants applying for initial EOD training must not be in a promotable status and have less than 2 years time in grade as of the date of the completion of the EOD volunteer statement (completed during the EOD interview).

c. Soldiers, SFC and below, who were previously qualified but have not worked in MOS 89D for 36 months or more may volunteer for reentry into the program (MOS 89D). However, Soldiers must meet the training selection standards, prerequisites, and MOS requirements outlined in DA Pam 611–21 and this regulation and must complete all refresher and/or developmental training as directed by the personnel proponent. All Soldiers will complete NCOES Technical Track training for MOS 89D for their skill level when reentering the program, if such courses were not completed prior to their departure.

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 under court-martial proceedings, investigation that may result in trial by court-martial, or suspension of favorable personnel actions (see AR 600–8–2).

(3) 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.

(4) Have received EB or variable reenlistment bonus for current service obligation.

(5) Have lost time under 10 USC 972 within 2 years of the date of application.

(6) Are serving OCONUS. (Soldiers may apply from 10 through 5 months before DEROS.)

(7) Have had their EOD badge revoked under provisions of AR 600–8–2.

e. Soldiers desiring to participate in the EOD Career Program should contact the EOD unit closest to their current duty station. The EOD unit CDR or 1SG will provide further guidance on current application policies and procedures. 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. EOD interviews, volunteer statements, documentation of chemical and bomb suit testing, and letters of acceptability will not be valid if more than 15 months has elapsed between initiation of documents and reporting for training. EOD candidates will be notified that should they be removed from EOD duties and returned to a prior MOS or reclassified, MOS 89D will not be retained as a secondary or additional MOS without concurrence of the MOS personnel proponent and final approval by HRC. A copy of approval will be filed in the Soldiers OMPF according to AR 600–8–104.

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

(1) Awarded MOS 89D and appropriate 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 CDR 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 conducted at Redstone Arsenal, Alabama; and Phase II is conducted at Eglin Air Force Base, Florida. 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 accessed into the EOD program who have previously completed any MOS specific NCOES technical tract training must complete MOS 89D technical tract training upon completion of the basic EOD course.

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

m. Soldiers may terminate their volunteer status at their discretion (DA Pam 600–8). Termination of volunteer status will result in immediate reclassification from MOS 89D and reassignment from the assigned EOD unit. The MOS 89D will not be designated as a secondary or alternate MOS in conjunction with this type of reclassification action. Soldiers who voluntarily terminate EOD status may not reapply for the EOD program.

(1) Per AR 600–8–22, paragraph 8–22a(3), if a Soldier has not satisfactorily served in a TOE or TDA EOD position for 18 months, the EOD badge will be revoked.

(2) If the Soldier has not met the service obligations for the MOS 89D producing school referenced in chapter 4 of this regulation upon termination of EOD volunteer status, then all EOD certifications will be revoked.

(3) All unearned incentives (that is, EB, reenlistment bonus, BEAR, critical skills retention bonus, and so forth) will be recouped by the Government.

(4) All service obligations (that is, enlistment, reenlistment, extension, training, or promotion) will be transferred to the new MOS.

n. Explosive ordnance device Soldiers assigned to the Weapons of Mass Destruction and the TE Programs must have 48 months time-in-service remaining upon assignment to these specialized positions and will be stabilized for a period not to exceed 48 months TOS.

6–5. The Technical Escort Training Program

a. Active duty Soldiers (through MSG) may volunteer for TE training, provided they meet the selection standards and prerequisites in ATRRS course catalog and the MOS requirements in DA Pam 611–21 for the following MOS:

(1) Chemical operations specialist (74D).

(2) Explosive ordnance disposal specialist (89D).

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 10 through 5 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) Technical escort 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 TDY pending further orders 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, PMOS 42R or 42S are automatically members of the ABCP.

b. Soldiers may be selected to enter the ABCP on enlistment, reenlistment, or voluntary reclassification into PMOS 42R or 42S. (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 ATRRS course catalog for course 450-F1 (Bandperson Basic Instrumentalist) and have the following:

(1) Ability to read musical notation 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) An audition evaluation that meets standards determined by the Commandant, U.S. Army School of Music (USASOM) to meet technical proficiency requirements. Information on audition procedures and standards may be obtained by contacting HQ, USASOM at DSN 253-5671, Directorate of Training, the band liaison at any USAREC BDE headquarters, or any AA Army band CDR.

(4) Soldiers enlisting for the ABCP are enlisted under the ACASP. Additional information and requirements are found in AR 601-210, chapter 7.

e. Formal technical (musical) training for enlisted personnel consists of the following three courses of instruction conducted at the U. S, Army School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA:

(1) Bandperson Basic Instrumentalist 450-F1, which trains qualified initial enlistees, retrainees, or selectees as instrumentalists of authorized Army bands.

(2) Army Band ALC, 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 SLC, 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.

f. Except for special band enlistees, all prospective band members will attend AIT at the USASOM.

g. Soldiers who have PMOS 42R or 42S will not be assigned or utilized in an MOS outside that series without prior approval from HRC (AHRC-EPC-G). Exceptions are—

- (1) Soldiers pending reclassification out of an PMOS 42R or 42S may be utilized as directed by installation or division CDR.
- (2) Soldiers temporarily unable to perform duty as bandspersons may be utilized as directed by the unit CDR.
- (3) Soldiers in the ABCP may be assigned as noncareer recruiters (SQI “4 “). For Soldiers in the ABCP who are returning from assignment as noncareer recruiters, and en route to ALC or SLC, the CSM of the USASOM, in the role as Commandant of the NCO Academy, may postpone performance of instrumental auditions required for course completion of ALC and SLC. The CSM of the USASOM will determine the need for postponements based on such criteria as are necessary to ensure fairness to the Soldier on a case-by-case basis.
 - h.* Special band members are—
 - (1) Soldiers assigned to the following band activities are designated as special band members, PMOS 42S.
 - (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 CDR 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 CDR. 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 42S 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, sect 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 CDR 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 the previous five DA Forms 2166–8.
 - (f) A memorandum from the Soldier’s current CDR 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) The stabilization period for Soldiers assigned as special band members to band activities listed in paragraph 6–6*h*(1), above is indefinite.
 - (7) Withdrawal of MOS 42S. When Soldiers are no longer assigned to organizations authorized MOS 42S positions, the PMOS 42S will be withdrawn by EPMD, HRC. Army personnel are not authorized SMOS 42S.
 - i.* Removal from the ABCP or USASOM.
 - (1) Soldiers may request removal from the ABCP by applying for voluntary reclassification out of PMOS 42R or 42S in accordance with paragraph 3–19. Approval authority is the HRC (AHRC–EPF–R).
 - (2) Approval authority for involuntary reclassification from a PMOS 42R or 42S is HRC (AHRC–EPF–R). Soldiers will be involuntarily reclassified for the following reasons:
 - (a) Due to failure to maintain proficiency in an ASI associated with PMOS 42R or in PMOS 42S as determined by the bandmaster. Refer to paragraph *j*, below, 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.
 - (3) Voluntary termination of special band member status will include removal from the ABCP unless the Soldier has completed the level of NCOES prior to obtaining special band member 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.
- j. To document instrument deficiency after completion of AIT—
 - (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 or 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 promulgated by the Commandant, USASOM. The bandmaster may not delegate this responsibility.
 - (a) Soldiers who achieve a passing score 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 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. This audition will be videotaped and will be administered by the Soldier's CDR under the guidelines furnished by the USASOM. The videotape will be sent to the Commandant, USASOM for grading.
 - (3) After grading the videotape, the Commandant, USASOM will notify, by memorandum, both the Soldier taking the audition and the unit CDR of the final score of the audition. A copy of the grading sheet will be attached to this memorandum.
 - (4) Soldiers who achieve a passing score in the audition are considered to be MOS-qualified, regardless of grade or duty position. Soldiers who fail the audition will be processed for reclassification in accordance with chap 3, sect III.

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 "8". Soldiers assigned to these positions will be stabilized for a period of 36 months. However, HRC may reassign Soldiers with less than 36 months in accordance with paragraph 3-8a(10) of this regulation. Soldiers may volunteer or be selected for an instructor or adviser position, as appropriate, at the following:

- a. Active Army to RC (including full time manning (FTM)) and ROTC.
- b. Uniformed Service schools.
- c. U.S. Army Sergeants Major Academy (USASMA).
- d. Basic Officer Leader Course, phase two (BOLC, II).

6-8. Objectives

- a. The objective of AA to RC and FTM advisers, and ROTC instructors is to support the training and readiness of RCs.
- b. The objective of Uniformed Service school instructors is to train Soldiers enrolled at Army Service schools, Joint Service schools, and inter-Service schools in their respective course curriculums.
- c. The USASMA's objectives are—
 - (1) To train eligible Soldiers in the following courses:
 - (a) Command sergeant major (including spouse's course).
 - (b) Sergeant major (resident and nonresident).
 - (c) First sergeant.
 - (d) Battle staff.
 - (2) To provide common core training for ALC and SLC.
 - (3) Proponency for WLC and enlisted professional development for the Army.
- d. The BOLC, II is a 6-week, field-intensive, rigorous course which is reliant upon the quality and diversity of NCO instructors to train newly commissioned officers. Its objectives are to—
 - (1) Develop competent, confident and adaptive warrior leaders by training newly commissioned officers and warrant officers in warrior tasks, battle drills, and on how to perform in leadership positions.
 - (2) Develop by endstate, an officer who demonstrates the characteristics of an Army leader, lives the Army values, embodies the Army culture, and who is ready to lead small unit tactics upon arrival at their first duty assignment.

6-9. Selection criteria

The initial selection criteria for instructor duty are as follow:

- 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, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regards to alcohol and drug abuse, this restriction does not apply to Soldiers declared rehabilitation successes under the ASAP.

- c. Possess mature judgment and initiative.
- d. Have served at least 3 years of active Federal Service in any branch of the Armed Forces.
- e. Have 3 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 and language grade level (measured by Test of Adult Basic Education (see AR 350-1)) 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 APFT.
- k. Be fully qualified in the MOS for which instructor duty is desired and have at least 1 year of experience in that MOS.
- l. Have recently held a leadership assignment.
- m. Have a demonstrated ability to be an instructor.
- n. Have no speech impediment.

6-10. Active Army 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 TRICARE and/or TRICARE supplemental insurance.
 - (4) Have a GT score of 100 or higher.
 - (5) Be competitive for promotion to the next higher grade as evidenced by NCOERs.
 - (6) Have had an assignment to a TOE unit within the last 2 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 ALC graduate.
 - (9) If a SFC, be an SLC 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 AA 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.

6-11. 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.
 - (5) Have a GT score of 100 or higher for assignment as an Ordnance School instructor.
- b. Assignment of instructors at joint or inter-Service schools will be coordinated with the host Service school.

6-12. 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 a Senior Leaders 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 BN 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.

6–13. Basic Officer Leader Course, Phase II Instructors

In addition to the criteria in paragraph 6–9, Soldiers must—

- a. Successfully complete the BOLC, II Instructor Certification Program.
- b. Have a minimum GT score of 100. This criterion may be waived to 90 by HRC (AHRC–EPD) on a case-by-case basis.
- c. Have had an assignment to a TOE unit within the last 2 years (exceptions apply to RC personnel with comparable experience and Soldiers completing tour of duty as DSs, AIT PSGs, or recruiters).
- d. Have served in principle duties of PMOS within the last 2 years (4 years if completing a tour as a DS or recruiter).
- e. Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
- f. Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within the last 3 years, whichever is longer.
- g. Not be flagged under provisions of AR 600–8–2.
- h. Have served as a PSG in an MTOE unit, if SSG(P) or SFC and proposed assignment is to a BOLC, II PSG position (or equivalent position in TDA units for RC Soldiers).
- i. Be a graduate of ALC, SLC, or equivalent upon assignment to BOLC, II
- j. No record of assault on superior, subordinate, spouse, or child.
- k. Possess appropriate interpersonal skills to interact, coach, and mentor newly commissioned officers.
- l. Not have any medical conditions or profiles which would hamper their performance as a BOLC, II instructor.

Chapter 7

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

Section I

Overview

7–1. Scope

This chapter applies to AA and USAR Soldiers in the ranks of Sergeant Major of the Army (SMA), CSM, and SGM; Soldiers selected for promotion to SGM or for training for the purpose of promotion to SGM by a centralized selection board; and Soldiers selected to serve as a CSM by a central selection list (CSL) board process. Sections I through III apply to ARNGUS and USAR TPU Soldiers only when they are serving on Federal AD, other than ADT.

7–2. Centralized management

Active Army and USAR AGR CSM, SGM, MSG/1SG (P), and Soldiers selected by a centralized selection board for training for the purpose of promotion to SGM are managed by HRC (HRC-EPS), FT Knox, KY 40121. All USAR drilling individual mobilization augmentees CSMs, SGMs, and MSG(P)s are also managed by AHRC-EPS, Ft Knox, KY. Command sergeants major assigned to USAR TPUs are managed by the USARC. Sergeants major assigned to USAR TPUs are managed by their organizational and functional commands.

Note. Management of USAR TPU CSMs is covered under this chapter in Section IV.

7–3. Sergeant Major of the Army

The SMA is appointed by the Chief of Staff, Army (CSA) and serves at the discretion of the Secretary of the Army (SA). As the senior enlisted advisor to the CSA, the SMA has general oversight of all CSM and SGM Programs. The SMA has a direct role in the nominative CSM and/or SGM process and serves, concurrent with the CSA, as the approval authority for CSM slates.

7–4. Frocking

Soldiers selected for attendance to the USASMC for the purpose of promotion to SGM may be frocked to SGM upon

graduation of resident USASMC. Frocking approval authority is the CG, HRC. Frocking is a means to support initial assignment upon completion of the USASMC.

a. Soldiers enrolled in a nontraditional USASMC training path (nonresident or sister-Service training) may be frocked no earlier than the graduation date of the resident USASMC they were originally selected to attend, regardless of the nontraditional graduation date of training. Soldiers enrolled in a nonresident course that have not completed their training as of the graduation date of the resident USASMC must be making satisfactory progress (as determined by the Commandant, USASMA) in their course as a requirement for frocking to SGM. The HRC will obtain training progress determination from the USASMA.

b. Orders will not be published to authorize frocking; however, the HRC (AHRC-EPS) will officially authorize frocking by formal memorandum.

c. Identification cards and official records will not be changed to show a frocked grade.

d. The DA Form 4873 (Certificate of Appointment to Command Sergeant Major) will be presented at an appropriate ceremony on the effective date of frocking. The DA Form 4873 is available through normal publications supply channels.

7-5. Lateral appointments (command sergeant major or sergeant major)

Soldiers will wear CSM or SGM rank commensurate with the duties to which they are assigned and serving. Soldiers serving in a valid authorized CSM position will wear the CSM rank and Soldiers serving in a valid authorized SGM position will wear SGM rank.

a. All lateral appointments between CSM and SGM are made by the CG, HRC (AHRC-EPS) by informal memorandum.

b. Effective date of appointment.

(1) *Appointment to CSM.* The effective date is the date the Soldier assumes CSM duties. Date of rank remains unchanged.

(2) *Appointment to SGM.* The effective date for lateral appointment to SGM is the day after the Soldier completes the CSM assignment (projected change of responsibility date (PCORD)). Date of rank remains unchanged.

Section II

Sergeant Major Management

7-6. Overview

Soldiers selected for either promotion or attendance to the USASMC for the purpose of 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.

7-7. Selection process

a. The Army will conduct a centralized selection process supporting a select-train-promote methodology to maximize AT seats and promote Soldiers to SGM after they are trained at the USASMC. Master sergeants (as established in accordance with AR 600-8-19) selected by a HQDA centralized selection board for attendance to the resident USASMC must be screened in accordance with the Army's personnel suitability screening policy.

b. Soldiers who fail to successfully clear the background suitability screening will not gain eligibility to attend the USASMC. The HRC will issue PCS orders for attendance to the USASMC only after HQDA clears them for assignment following suitability screening.

c. Soldiers selected to attend the USASMC for the purpose of promotion to SGM will attend the resident course of instruction. In the event a Soldier selected for training cannot attend the resident course (for example, operational or other reasons), HRC will schedule the Soldier for nonresident USASMC course training.

d. Deferral to attend a later resident USASMC course than which selected for will generally not be supported. Exceptions may be granted by the DCS, G-1, Directorate of Military Personnel Management (DMPM).

e. Following graduation of the resident USASMC, Soldiers who successfully complete all USASMC course training requirements will be integrated onto the SGM promotion list, become MSG(P), and receive promotion sequence numbers.

f. Soldiers enrolled in the nonresident USASMC will acquire a promotion sequence number to SGM consistent with the resident USASMC graduation date; however, Soldiers must be making satisfactory progress in the nonresident USASMC in order to attain a promotion sequence number. Conditional promotion policies outlined in AR 600-8-19 apply.

7-8. Sergeant major personnel suitability screening

Soldiers selected to attend the USASMC for the purpose of promotion to SGM are subject to the Army's Enlisted Post

Selection Suitability and Screening Review Board. Soldiers found to have possible disqualifying derogatory information as a result of this screening will be afforded an avenue to rebut the findings via a Standby Advisory Board (STAB). Soldiers found unsuitable for school attendance by the STAB will not be allocated a school seat. Soldiers will not be assigned to the USASMC by the HRC without written release and/or approval issued by the DCS, G-1 (DMPM) following the post-board screening board (U.S. Army Senior Enlisted Review Board).

7-9. 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 based on unit authorizations.

b. Requirements for CONUS will be filled from OCONUS returnees, IA personnel, and Soldiers within and between commands.

c. Requirements for OCONUS will be filled from CONUS-based Soldiers and Soldiers within or between OCONUS commands. Sergeants major may volunteer for foreign service and SGMs serving OCONUS may volunteer for consecutive OCONUS tours (see AR 614-30).

d. Sergeants major 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 possess the minimum security clearance for the position against which they are assigned and utilized.

7-10. Special duty assignments

Sergeant major SD assignments are those SGM positions where the SGM serves as principal staff within presidential support activities; Office of Secretary of Defense; Office, Secretary of the Army; Office, Joint Chiefs of Staff, and Army staff SGM positions. These positions will be announced by the CG, HRC (AHRC-EPS) identifying qualifying prerequisites. Nominations will be forwarded to the HRC in accordance with the procedures in the announcement message. No other agencies or activities will be furnished nominations for SGM positions.

Section III

Command Sergeant Major Management

7-11. Overview

The Army will select NCOs for appointment to CSM by means of an annual CSM centralized selection list (CSL) board process as provided for in this regulation and its corresponding MOI approved by the DCS, G-1 (DMPM). The goal of this selection process is to select the best-qualified NCOs to serve against authorized CSM positions at both the BN and BDE level. In general and where feasible, the intent is to synchronize the transition of command teams across BNs and BDEs throughout the Army.

a. To further strengthen command teams, the Army will attempt to schedule both the CDR and CSM for attendance to the precommand course together consistent with training requirements established by the Deputy Chief of Staff, G-3/5/7.

b. In support of the U.S. Army special bands and The Judge Advocate General, Soldiers possessing MOS 27D and 42S will be selected for appointment to specific 27D and 42S CSM positions by means of CSM advisory appointment panels.

7-12. Designation of command sergeant major primary military occupational specialty

Award of PMOS 00Z is restricted to Soldiers selected and assigned against valid general-officer level CSM positions. All BN and BDE level CSMs retain their core-competency PMOS. The Army established professional development proficiency codes to identify Soldiers serving as either BN or BDE CSM. Specific authorization and qualifications for award and use of professional development proficiency codes is established in DA Pam 611-21.

7-13. Validation of position vacancies

For specific CSM structure criteria see DA Pam 611-21. Identifying projected CSM position vacancies is a function of HRC (AHRC-EPZ-D) prior to convening a CSM CSL board. Projected CSM position vacancies will be sent to appropriate ACOMs, ASCCs, DRUs, or Joint activities for validation. Commands will concur or nonconcur and provide justification for nonconcurrences. The Director, EPMD (AHRC) has final approval authority for vacancy determination prior to the initiation of the CSM CSL board process. Except for nominative (general-officer/SES level) CSM positions, all remaining CSM requirements will be filled by means of the CSM CSL board process. The CG, HRC will establish and announce supporting procedures to support this process.

7-14. Tour lengths

Generally, CSM tours will support the Army's force generation process. Typically, tour lengths are established by the HRC (in accordance with CSA guidance) and incumbent CSMs will be targeted to move, or relinquish their position, at

a prescribed time. This prescribed date is designated as the PCORD. All CSMs will have a PCORD. The PCORD will be the determining factor in designating future CSM requirements identified for fill by a CSM CSL board. All CSMs are expected to serve the full duration of their prescribed tour and requests for voluntary retirement must be submitted so that retirement occurs 6 months after the established PCORD.

7-15. Centralized selection list board

The Army will conduct CSM CSL boards annually to identify and select best-qualified Soldiers as principal selects for assignment to a CSM position for which a projected vacancy exists. An additional mission of these boards is to identify alternate designated NCOs for possible assignment to a CSM position. All CSM CSL boards are centrally managed by the HRC.

a. Separate BDE and BN CSM CSL boards will be structured and convene in support of functional categories approved by the CSA in September 2006. Career management fields are aligned to functional categories as follows:

(1) Maneuver, fires, and effects: CMFs 11, 12, 13, 14, 15, 18*, 19, 31, 37*, 38*, 46, and 74 (*CMFs 18, 37, and 38 compete for select immaterial-coded CSM billets only).

(2) Operations support: CMFs 25 and 35.

(3) Force sustainment: CMFs *27, 36, 42, 51, 56, 68, 79, 88, 89, 91, 92, and 94 (*CMF 27 competes for select immaterial-coded CSM billets only).

(4) Annually, a separate BDE and/or BN consolidated CSM CSL board will convene to select best-qualified Soldiers against projected CSM vacancies in all ARSOF and specially managed units organizations.

b. Annual CSM CSL boards will be announced by message.

c. Specific eligibility criteria will be established and announced by HRC through an annual board announcement MILPER message. Once established and announced, eligibility criteria cannot be waived.

7-16. Centralized selection list process

a. To ensure selection of the best-qualified NCOs to CSM positions, Soldiers will compete for selection in competitive categories allowing NCOs with the right competencies, skills, and experiences to compete for selection as a CSM against known BDE and BN CSM requirements. The competitive categories include the following:

(1) *Operations*. Defined as units that are expeditionary in nature and deployable worldwide with approved TOE and Joint organizational units providing the fighting power available to combatant or task force CDRs with a primary mission to deploy to a theater of combat operations. Contact with hostile enemy is probable and may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force.

(2) *Generating*. Defined as approved TDA units focused on providing support to theater, generating Soldiers into conventional and special mission units of the Army and sister-Services, or dedicated to supporting and protecting Soldiers and their Families in a designated geographic area by organizing, directing, coordinating, and controlling installation support and service activities. Support to theater can include analysis, intelligence, communications, logistics, technology, and personnel. The majority of these commands are fixed site and conduct actions in a garrison environment supporting the warfighter or trainer (CONUS or OCONUS). In some instances, subordinate unit slices may deploy to a theater of combat operations.

b. Noncommissioned officers may compete for multiple CSM positions across the competitive categories; however, NCOs selected as a principal in one CSM category will not be selected as a principal or alternate in any other CSM category. The NCOs not selected as principals may be an alternate, if selected by the board, in all categories in which they otherwise competed.

c. Noncommissioned officers determined as otherwise eligible for selection as a CSM, based on the criteria established in the announcement message, will be automatically considered for selection by the announced board unless they take action to voluntarily opt out of consideration. The following applies:

(1) Noncommissioned officers may decline CSM consideration without prejudice prior to the announced board convening date for any eligible category.

(2) Voluntary declination of consideration will apply to the announced board and will not carry over year to year.

(3) Voluntary declinations are not filed in the Soldier's OMPF and will not be seen by the board. Declining consideration is used in support of an administrative process to determine which records will not be reviewed for potential CSM selection by the convening board.

(4) Noncommissioned officers who take no action to voluntarily opt out or decline consideration will be considered in all categories they are otherwise eligible.

(5) In the event an insufficient number of NCOs remain eligible for consideration and selection for appointment to CSM, the DCS, G-1 (DMPM) reserves the right to withdraw voluntary action initiated by Soldiers to opt out of consideration (either by competitive category or by subcategory) ensuring the Army has the means to man its formations. In the event this action is taken, HRC will notify affected Soldiers and encourage them to update their records and take action to update the Command Preference Designation (CPD).

d. To clearly establish a commitment on the part of every NCO electing to compete for CSM selection and

assignment, and to reduce the turbulence on the NCO Corps that assignment declinations (after selection) cause, all post-board declinations after selection are considered with prejudice. With prejudice is when a Soldier accepts selection consideration, and after being officially notified of their selection and unit of assignment, declines to comply with the AI when they are otherwise eligible to retire.

(1) Soldiers selected and slated to serve as a unit CSM will be formally identified on the Command/CSM CSL slate. The approved slate, upon formal publication, identifies selected Soldiers against specific units of assignment and constitutes official PCS notification.

(2) Noncommissioned officers declining appointment or assignment, once selected, do so with prejudice and will be required to retire in lieu of PCS notification in accordance with the provisions of AR 635–200.

(a) Retirement packets must be submitted and received at HRC within 30 days of release of the selection list with the NCO retiring in accordance with provisions of AR 635–200. In instances where the NCO is deployed, the retirement must take place within 6 months from the redeployment date. Soldiers serving in a CSM position are required to complete their prescribed tour prior to voluntary retirement and retirement must occur within 6 months of their current PCORD.

(b) Generally, withdrawal of an approved retirement or service extension will not be approved for NCOs declining a CSM assignment with prejudice. The CG, HRC is the exception authority for instances of extreme personal hardship or compassionate reasons.

7–17. Command Preference Designation

Noncommissioned Officers eligible for selection as a CSM will communicate their personal preferences to the Army via the CPD Web application. The CPD Web application will navigate Soldiers through various options related to the CSM CSL process.

a. The HRC will announce, by separate message, when the CPD Web application is accessible.

b. Noncommissioned officers competing for selection will rank-order units targeted for fill in each competitive category they otherwise compete in. This provides Soldiers the ability to convey personal unit choices to HRC in support of the slating process, if selected as a principle select.

c. The HRC will announce, by MILPER message, a window (dates) the CPD Web application will open and close.

d. Noncommissioned officers may change their personal selection in the CPD as often as they desire until the established date the CPD Web application closes. Once the CPD Web application closes, NCO preferences will be saved as preferences of record for the convening board.

7–18. Centralized selection list slate

The fundamental tenet of the slating process is to support Army requirements by selecting the best-qualified NCO for assignment commensurate with the skills and experiences of the NCO, requirements established for the specific unit, and the principal selectee's personal preferences or desires. All of this is to be accomplished within the framework of supporting the personal and professional growth and development of senior NCO leaders.

a. The CG, HRC will formulate a proposed CSM slate for approval at the department level.

b. Following approval of the proposed CSM slate, principal and alternate CSM selectees will be notified in accordance with the following:

(1) Notification procedures.

(a) After the CSL slate is approved, ACOM, ASCC, DRU, and Joint activity CDRs will be given 3 calendar days to review and notify the HRC of concurrence or nonconcurrence (with detailed justification for nonconcurrence to support the exception). The slates are considered close-hold until the CSL slate has been released to the field. The Command/CSM slate will be approved and released at the same time allowing selected officers and NCOs to learn of their selection and assignment simultaneously.

(b) After final coordination of all ACOM, ASCC, and DRU slates, HRC will designate a date when the ACOM, ASCC, DRU, and Joint Activity with CSM vacancies will notify slated NCO of specific unit and reporting dates. No slating information will be released prior to the designated notification date.

(2) Activation of alternates.

(a) When a vacancy occurs for which a principal is not available, the CG, HRC will activate the first available rank-ordered qualified alternate from the appropriate alternate list. If the CG, HRC determines that the first rank-ordered alternate designee is not qualified for a particular type unit or is unavailable, the NCO will not be activated and his or her status will remain unchanged. That is, prospective designees who are not activated because they lack certain qualifications or are unavailable will not become unslated principals or designated principals and deferred. However, they will be considered again in the same rank-order sequence for the next CSM vacancy occurring in the CSL category for which previously selected. If an alternate declines appointment in support of a CSM CSL assignment, then he or she declines with prejudice, and must retire within 6 months as per existing regulatory policy.

(b) The new fiscal year (FY) alternate list will take effect at the beginning of the respective FY (for example, the FY12 list will be effective 1 October 2011 through 30 September 2012). If a current alternate is selected as a principal

on the subsequent list, he or she will be removed from the previous year's alternate list effective upon the CSA's/SMA's approval of the CSL.

(c) Unless deferred, all principal CSM designated NCOs will be programmed for a CSM assignment during the year for which selected. Noncommissioned officers who have been selected and programmed for CSM will not be diverted from positions by the ACOM, ASCC, DRU, and Joint Activity CDR without coordination and approval of the CG, HRC.

(d) Command sergeant major designees, announced to the field in the annual CSL selection board results package, who are slated to CSM-designated positions that are eliminated (under conditions that preclude completion of usually 12 months of a 24-month command, or 10 months of a 12-month short tour) become unslated principals and are slated for the first available CSM in their category for which qualified or are deferred and revalidated by the next scheduled centralized selection board.

(e) Command sergeant major designees who because of medical problems involving them or their immediate Family are unable to assume the CSM responsibility (without prejudice) or complete one half of a CSM tour normally will be slated for another CSM position of the same CSL category if the medical problem is eliminated within the same FY for which the Soldier was selected. The same is true for NCOs who have already assumed a CSM position, if the medical problem is eliminated within 12 months. The NCO has the option to be deferred and revalidated for the same CSL category or they may compete for selection in another CSL category. Noncommissioned officers cannot be revalidated for a CSL category on a subsequent centralized selection board they did not compete in; however, the Director, EPMD, may request revalidation into an alternate command category through the DCS, G-1 (DMPM), due to the NCO's medical condition.

(f) Noncommissioned officers who are alternate designees in more than one category will be deleted from other alternate lists when activated.

(g) Approval authority for curtailments and/or extensions to the established CSM tour lengths is as follows:

1. Division level CDRs (major general and above), in coordination with the CG, HRC, may approve curtailments and/or extensions of CSM tours up to 30 days.

2. Commanders of ACOM, ASCC, DRU, and Joint Activity in coordination with the CG, HRC, may approve curtailments and/or extensions of CSM tours for 31 to 60 days.

3. All requests for curtailments and/or extensions of 61 or more days must be forwarded to the CG, HRC for appropriate determination.

4. Command sergeants major will not be curtailed and/or extended until coordination action is complete. Once approval has been coordinated through the appropriate agency, the CG, HRC (AHRC-EPS), will notify affected commands that the curtailment and/or extension action has been approved.

(h) Approval authority to activate a CSL principal early (for example, from one FY to another) is the DCS, G-1 (prior to ACOM, ASCC, DRU, and/or Joint Activity review).

7-19. Deferral from command sergeant major and removal from the centralized selection list

a. *General.* Soldiers selected as principals under CSM CSL who, for the needs of the Service or other cogent reasons, cannot assume the CSM position during the fiscal year for which selected, will be deferred from that position. An appropriate HQDA centralized selection board will revalidate previously deferred NCOs during the next scheduled CSL board series.

b. *Requests for deferrals.* For all deferments, NCOs requesting a CSM deferment within 60 days from the official slate release date will remain deferred principals, if the deferment is approved. If request is received after the 60 day period, NCOs will not be deferred principals but will be allowed to re-compete for CSM in their next eligible year, if the NCO's deferment is approved. If a deferment request is disapproved, and the Soldier refuses to take the position, then it will be treated as a declination with prejudice.

(1) *Operational deferral.* When a command determines that a NCO selected for CSM is essential to the accomplishment of a task or mission, the command will submit request for operational deferral through command channels to the CG, HRC.

(2) *Personal deferral.* If a NCO selected for CSM is unable to assume the CSM position because of a personal or compassionate reason they will submit a request for personal deferral through command channels to the CG, HRC.

(3) *Administrative deferral.* Normally NCOs will begin their CSM tour in the FY for which they were selected. However, when the CG, HRC, determines that an NCO selected for CSM is not available to assume the position for administrative reasons (for example, meeting minimum on-station requirements, Joint duty, force structure changes, etc.) the NCO may be administratively deferred.

(4) *Deferrals pending resolution of adverse and/or flagging action.* The CG, HRC may defer an NCO for cause based on receipt of derogatory information questioning the NCO's qualifications for CSM. The CG, HRC will refer NCOs with adverse action to the next convening CSM Advisory Panel (CSMAP) for determination as to retention on the CSM CSL slate. Deferred NCOs will be notified in writing. The CG, HRC may revoke deferral action and reinstate the NCO on the CSL if, upon further investigation, derogatory information is clearly erroneous, or unsubstantiated.

c. *Principal.* A principal whose record is forwarded to a CSMAF following a post CSL selection board screening

process will remain as a principal on the CSL and will be slated pending the determination of the CSMAP. The NCOs will not assume a CSM position until a favorable determination is made regarding the CSMAP. Principals retained on the CSL become unslated principals. Alternates whose records are forwarded to a CSMAP will not be appointed to CSM pending final determination of the CSMAP. Alternates whose records are forwarded to a CSMAP following a post CSL selection board screen, and whose case is still pending at the time that the next CSL selection board convenes, may be eligible to compete in each CSM category, unless some other action precludes his or her competition.

d. Material change. Each year regularly scheduled CSL boards review records of all NCOs in a deferred (operational, personal, or administrative) status to determine if there has been a material change in performance or potential. Examples of material change include but are not limited to—

- (1) Record of punishment under UCMJ.
- (2) Receipt of letter of reprimand filed in Soldier's OMPF.
- (3) Receipt of relief for cause NCOER.
- (4) Subject to potential denial of continued service as a result of the Qualitative Management Program as provided for in AR 635–200.

e. Revalidation. If a centralized selection board recommends revalidation of an NCO's centralized selection designation status, the NCO's name will be placed at the top of the rank-order recommended list (in alphabetical order if more than one NCO is involved) in the category for which first selected or activated (for alternates activated and deferred). The revalidation of an unslated principal is valid for 12 months or until the next CSL board. An NCO cannot retain an unslated principal status through multiple centralized selection boards. In unusual cases (for example, a CSM category is eliminated) the board MOI may direct that the board reassign the deferred NCO to another category for which they are best qualified.

f. Removal of central selection list designated status. If the board recommends removal of CSL designated status, it will forward the recommendation with documentation to the DCS, G–1 (DMPPM) for approval. If approved by the DCS, G–1 (DMPPM), the CG, HRC will notify the NCO in writing. The NCO may be considered for centralized selection by subsequent CSL boards, if he or she remains otherwise qualified.

7–20. Personnel suitability screening

Soldiers selected for initial appointment to CSM are subject to the Army's Enlisted Post Selection Suitability and Screening Review Board. Soldiers found to have possible disqualifying derogatory information as a result of this screening will be afforded an avenue to rebut the findings via a STAB as outlined in AR 600–8–19. Soldiers found unsuitable for appointment to CSM by the STAB will not be released for such appointment or assignment/utilization as a CSM. Soldiers will not be appointed to CSM by the HRC without written release/approval issued by the DCS, G–1 (DMPPM) following the post-board screening board (U.S. Army Senior Enlisted Review Board).

Section IV

The U.S. Army Reserve Command Sergeants Major Program

7–21. Management and command authority of command sergeants major and command sergeants major designee

The USAR CSM (DAAR–CSM) retains overall authority for the CSM Program management within the USAR. The HRC (AHRC–EPS), FT Knox, KY 40122-5300 manages USAR AGR CSMs and drilling individual mobilization augmentee CSMs. The Office of the Chief, Army Reserve (OCAR) (senior leader development office) manages USAR TPU CSMs. The senior leader development office may delegate management authority to subordinate regional support commands, major support commands, or DRUs. This authority may not be further delegated. Management includes the administrative actions necessary to effect assignment, reassignment, training, reclassification, appointment, reappointment, and removal.

7–22. General

When a current or projected CSM position vacancy cannot be filled by the reassignment of a CSM or SGM with reappointment eligibility, a CSM designee, if available, will be assigned to the position and appointed CSM.

7–23. Objectives

The USAR CSM Program is designed to improve the effectiveness of Soldiers occupying the most responsible enlisted positions in the USAR. The objective of the program is to appoint the best-qualified Soldiers possessing the highest qualities of leadership, integrity, dedication, and professionalism to fill CSM positions. The objectives of the management program are to—

- a.* Ensure the efficient use of CSMs to enhance USAR readiness and mission accomplishment.
- b.* Provide USAR commands with CSMs whose experience and training have been expanded by progressive assignments.

- c. Improve the effectiveness of CSMs by providing a diversity of assignments.
- d. Provide CSMs assignments with greater responsibility at progressively higher levels.
- e. Avoid stagnation of CSMs in assignments that will inhibit or preclude the normal career progression of other senior NCOs.

7-24. Command sergeant major selection board policy

a. Annually, the CG, HRC will announce the tentative date for the USAR CSM selection board that will consider Soldiers for appointment to CSM. The announcement will contain, at a minimum, the convening date of the board, zones of consideration, suspense date for receipt of packets, and any special eligibility considerations. This announcement will be made approximately 4 months in advance of the board convening date.

b. The board will be convened by the DA Secretariat for selection boards (RCs), HRC to select Soldiers as CSM designees without regard to vacancies. The board will select the best-qualified Soldiers in accordance with the board MOI.

c. The MOI will be issued by the DCS, G-1 (DAPE-MPE) and will prescribe the instructions and guidance to the board, the oath to be taken by the board members, the reports to be submitted, and other administrative details, as required.

d. Appearance before the board by a Soldier or by his or her representative is not authorized. However, Soldiers may write a letter to the president of the board calling attention to any matter concerning them that they consider important. Third party letters or letters containing criticism or reflecting upon the character, conduct, or motives of any individual will not be provided to the board.

e. The DA Secretariat will prepare the results of the board in accordance with the board MOI. Soldiers will be placed on the selection list based on seniority which will be determined by date of rank, then pay entry basic date when date or rank are the same, and then age (oldest first) when date of rank and pay entry basic date are the same.

f. After the DCS, G-1 (DAPE-MPE) approves the board report, the report will be sent to the CG, HRC (AHRC-PDV-PE), who will release the selection results with an official release date and time.

g. When a TPU, AGR, or IMA CSM position cannot be filled with a CSM, the command will report the vacancy to the management authority (para 7-21, above) for fill. The position will be filled by the next CSM on the selection list, based on seniority, who is geographically available and otherwise qualified.

h. An AGR CSM designee will be assigned to an AGR CSM position, when available.

7-25. Eligibility for selection board consideration

a. All eligible MSGs, 1SGs, and SGMs serving in a TPU or IMA status are eligible for consideration by the annual CSM selection board. The Soldier must be in the zones of consideration outlined in the announcement and the Soldier must be—

- (1) Assigned to the Ready Reserve.
- (2) Eligible for continued membership in the TPU or IMA position for at least 3 years.
- (3) A graduate of, currently enrolled in, or willing to accept enrollment in the USASMC. (Soldiers who are not a graduate or currently enrolled must meet USASMC enrollment eligibility requirements before they can be considered by the board.)
- (4) Not excluded by paragraph 7-26, below.

b. All eligible MSGs, 1SGs, and SGMs serving on AGR status will be considered by a CSM selection board unless the Soldier submits a declination statement. The Soldier must be in the zones of consideration outlined in the announcement and the Soldier must be—

- (1) Able to serve on AGR status for at least 3 years.
- (2) A graduate of, or currently enrolled in the USASMC.
- (3) Not excluded by paragraph 7-26, below.

7-26. Soldiers not eligible for selection board consideration

a. A Soldier is not eligible for selection board consideration who—

- (1) Is assigned to the Retired Reserve or has requested reassignment to the Retired Reserve (unless the request is withdrawn before the board convenes).
- (2) Is 56 years of age during the month in which the selection board is convened.
- (3) Does not meet the selection criteria announced in the board zone announcement message.
- (4) Has accrued over 31 years of total military service since the Soldier's pay entry basic date during the month in which the selection board is convened. (This provision does not apply to Soldiers applying for USAR control group (IMA) CSM vacancies.)
- (5) Has executed a statement declining consideration (AGR only).
- (6) Was removed from the CSM Program, or a CSM selection list, voluntarily or for cause. A Soldier who voluntarily withdrew to enter on AGR status or a tour of duty is exempt from this ineligibility status.

- (7) Is under the control of civil authorities or is under arrest.
- (8) Has action initiated that may result in the following:
 - (a) Discharge per AR 135–178 or AR 635–200.
 - (b) Reclassification for inefficiency or disciplinary reasons.
 - (c) Punishment under UCMJ or while any punishment is in a suspended status.
 - (d) Reassignment to the IRR as an unsatisfactory participant per AR 135–91.
- (9) Is not eligible for reenlistment per AR 140–111.
- (10) Has been certified as failing to meet the body fat standards of AR 600–9.
- (11) Was previously selected and declined enrollment, has been denied enrollment, was declared a no-show, failed to complete, or was disenrolled from the USASMC. However, a Soldier who later obtains reenrollment eligibility from the USASMA may apply for consideration by the board.
- (12) Is not in one or more of the categories listed in AR 600–8–19, paragraph 1–10.
 - b. The authorities cited in paragraph 7–21, above, or the DA Secretariat will remove a Soldier’s packet from board consideration if it is discovered that the Soldier was ineligible for board consideration. The Soldier will be immediately notified and the packet will be returned to the Soldier with an explanation of the reason for nonconsideration. The Soldier may resubmit the packet to the board in question, if eligible and time permits.
 - c. The authorities cited in paragraph 7–21, above, will request removal of a Soldier’s name from the CSM designee selection list when it has been determined that the Soldier was ineligible for consideration by the selection board. Before this action is taken, the Soldier will be notified and offered the opportunity to rebut the reason for the removal action.

7–27. Appointment or reappointment to command sergeant major

- a. On assignment to a CSM position, a SGM will be laterally appointed, or reappointed to the grade of CSM by the management authority (para 7–21, above). The effective date of the reclassification and appointment or reappointment will be the date the Soldier is assigned to the position (TPU/IMA) or vacates the former position (AGR) en route to the CSM position. The management authority may also direct a future effective date of appointment for AGR Soldiers (subject to the limitations in AR 600–8–19).
- b. On assignment to a CSM position, a CSM designee (1SG or MSG) will be promoted to SGM in his or her current CMF. The SGM will then be laterally appointed to the grade of CSM. This may be done concurrently by the promotion and management authority. The effective date of promotion to SGM and lateral appointment to CSM will be the date the Soldier is assigned to the position (TPU/IMA) or vacates the former position en route to the CSM position (AGR). The management authority may also direct a future effective date of appointment for AGR Soldiers.
- c. The date of rank for a CSM is the date of rank of his or her promotion to SGM.
- d. Active guard reserve Soldiers voluntarily or involuntarily released from the CSM Program will be ineligible for reappointment unless selected by a subsequent CSM selection board.
- e. Soldiers on the CSM designee list who are identified for fill will not be involuntarily removed from the CSM designee list if accepting a position will result in breaking their stabilization dwell time; however, Soldiers may voluntarily accept the position.
- f. Soldiers on the CSM designee list who are identified for fill, but are currently serving on ADOS, must either be released from AD to accept the position or be removed from the CSM designee list and be considered for CSM by a subsequent board. The command authority may waive this on a case-by-case basis.

7–28. Appointment orders

Lateral appointment or reappointment as CSM will be made on a memorandum issued by CG, HRC. The date of rank as SGM remains unchanged.

7–29. Certificate of appointment to command sergeant major

- a. When a SGM, who is a graduate of the USASMC, is appointed to CSM, a DA Form 4873 will be issued by the CG, HRC.
- b. When a Soldier is promoted to SGM and laterally appointed to CSM on the condition that he or she successfully completes the USASMC per AR 600–8–19, a DA Form 4873 will be issued by the CG, HRC, on successful completion of the USASMC.
- c. Certificates may be obtained by providing name, SSN, date of rank, date of CSM appointment, DA Form 1059 (Service School Academic Evaluation Report) indicating completion of USASMC, and return address to CG, HRC (AHRC–EPS).
- d. DA Form 4873 will not be retroactively issued for appointment to CSM before 1 February 1981.

7–30. General assignment policy

Only the CG, HRC will issue orders to assign CSMs and CSM designees to CSM positions. This includes the movement of a CSM to another position in the same command.

- a. A CSM designee will be assigned and appointed to CSM when an available CSM position cannot be filled by the reassignment of another CSM.
- b. A CSM will be reassigned—
 - (1) To selected reserve positions, as available, consistent with membership status (TPU to TPU, AGR to AGR, and so forth).
 - (2) To the IRR (USAR control group reinforcement) as a SGM.
 - (3) As a CSM to the Retired Reserve, if eligible and the CSM's application has been approved.
- c. A CSM will be assigned to a CSM position within their CMF.
- d. It is necessary and encouraged for command authorities to coordinate selection and assignment functions between regional support commands/major support commands/DRUs to provide increased potential for more diversified and progressive CSM assignments.
- e. The three levels of CSM position assignments are BN, BDE, and nominative.
 - (1) Battalion-level positions are those in which the CSM serves in a unit generally commanded by a lieutenant colonel (LTC) or COL.
 - (2) Brigade-level positions are those in which the CSM serves in a unit generally commanded by a brigadier general or commanded by a COL with at least one subordinate unit authorized a CSM. The NCO Academy CSM positions are considered BDE-level positions.
 - (3) Nominative positions are as follows:
 - (a) Regional support commands, major support commands, and direct reporting commands with a GO CDR.
 - (b) The IMA CSM positions commanded by a brigadier general or higher.
 - (c) The OCAR CSM.
 - (4) The initial assignment (appointment) of a CSM should be at BN level. Based on performance, the CSM should be considered for progression to a BDE-level position. After successful performance at BDE level, a CSM will be eligible to be considered for nominative positions. In some commands, the ideal progression of a CSM may be precluded by geographic limitations or TOE and/or TDA authorizations. In such cases, commands are encouraged to adopt an alternate assignment policy to employ and extend the experience of a CSM, if possible.
 - (5) The CSM may only be assigned to CSM positions. They may not be carried over strength, double slotted, or assigned to a special category code in USAR personnel systems. Any such CSM assignment or status disqualifies the Soldier for CSM appointment and requires reappointment to SGM. Such reappointment must comply with paragraph 7-42, of this regulation.

7-31. Routine assignment policy

- a. Command authorities must establish a rotational assignment plan that achieves, as much as possible, the objectives of paragraph 7-22, above. This plan will identify CSMs 6 months prior to completing a stabilized or extended assignment or upon reaching maximum years of service or age for—
 - (1) Rotational reassignment to a CSM position of equal or higher command level, if possible.
 - (2) Extension of assignment.
 - (3) Voluntary reassignment to the Retired Reserve or IRR.
 - (4) Immediate reassignment outside the command. This includes involuntary reassignment to the IRR, if there is no SGM position available.
- b. The vacancies that cannot be filled through the command's rotational assignment plan have to be identified to the management authority.
- c. The command to which a position resides will prepare a memorandum announcing the vacancy and forward it through the command authority to the management authority, who will post the announcement and forward to all command authorities upon receipt. All CSMs and SGMs with reappointment eligibility may apply for these positions. Positions not filled through the announcement process will be filled from the CSM selection list.

7-32. Nominative selection and assignment policy

- a. When a nominative position requires the assignment of a CSM, the CDR to which the position resides will prepare a memorandum announcing the vacancy and forward it through command authority to the management authority. The announcement will include any special qualifications the CDR may desire in the nominated CSM.
- b. The nominative position announcement will be posted by the management authority as available for selection. The method of announcement must ensure that all CSMs and SGMs having reappointment eligibility, regardless of USAR status (control group, TPU, or drilling individual mobilization augmentees), will have the opportunity to request consideration for selection. The announcement will include any special qualifications desired by the CDR. It will also include the closing date (no less than 45 days) for receipt of applications, address for mailing of packets, point of contact at the command with the nominative position, and other administrative details.
- c. A GO or SES equivalent at the affected command will review the records and make the selection.

d. After the GO or SES equivalent makes his or her final selection, the management authority will process the selectee for assignment to the position on the date requested by the CDR.

7-33. Appointment of acting command sergeant major

When a command loses an authorized CSM and the position cannot be filled by reassigning a serving CSM or assigning a CSM designee, the management authority may appoint an acting CSM. The acting CSM will remain until a CSM selection board selects a CSM designee to fill the position, or until a CSM is assigned to the position. The acting CSM—

- a.* Should be a SGM, 1SG, or MSG.
- b.* Will serve in the current grade held. If not already a SGM, he or she will not be promoted to SGM against the CSM position.
- c.* Will not be frocked to CSM.
- d.* Will remain assigned to his or her current duty position.

7-34. Command sergeant major vacancies and projected vacancies

A CSM position vacancy is an authorized CSM position that does not have an assigned CSM incumbent. A projected vacancy is an authorized CSM position in a unit scheduled for activation or an incumbent is scheduled for removal based on the following conditions:

- a.* Retirement (AR 140-10 and AR 635-200).
- b.* Maximum age (AR 140-10).
- c.* Maximum years of service (AR 140-10) (not applicable to USAR control group (IMA)).
- d.* Completion of a stabilized tour of assignment.
- e.* Approved voluntary reassignment (AR 140-10) or withdrawal (para 7-38, of this regulation).
- f.* For cause (AR 135-178 or AR 635-200).
- g.* Retention control point for USAR AGR CSM (AR 140-111).

7-35. Stabilization on assignment to a command sergeant major position

a. On assignment to a CSM position, a CSM will be stabilized in that position for 3 years (TPU/IMA). The stabilized period of assignment starts on the date of assignment to a CSM position while in the grade of CSM. To complete the stabilization period, a CSM must have 3 years of cumulative service as a CSM. Exceptions to this policy will be considered only in unique circumstances. Exceptions must be fully justified, endorsed by the chain of command, and approved by the command authority (para 7-21, above). The stabilization date will remain the same. Time served as an acting CSM prior to appointment to CSM will not be computed as part of the period of stabilization. CSMs on their initial stabilization tour (after appointment) who voluntarily withdraw from the program may lose eligibility of reappointment rights (para 7-42, below).

- b.* During stabilization, the removal or reassignment of a CSM will be voluntary unless—
 - (1) Removed for cause (para 7-36, below).
 - (2) The CSM position has been terminated (para 7-38, below).
 - (3) Removal is based on maximum age or years of service (AR 140-10).
 - (4) For the needs of the Service (AGR only).
- c.* On completion of a stabilized period of assignment, a CSM may be—
 - (1) Retained in the position only under the conditions cited in paragraph *d* or *e*, below.
 - (2) Reassigned to another CSM position, if available. The reassignment must be voluntary and includes TPU and IMA positions. The needs of the Service will dictate reassignment of AGR CSM.
 - (3) Voluntarily withdrawn from the CSM Program, reclassified, and laterally appointed to SGM for assignment to a SGM position, if available.
 - (4) Voluntarily reassigned to the Retired Reserve, if eligible, and applies therefore.
 - (5) Involuntarily withdrawn from the CSM Program, reclassified, and laterally appointed to SGM and assigned to either a SGM position or the control group (reinforcement) if the CSM is not retained or reassigned according to paragraphs (1) through (4), above.
- d.* A TPU/IMA CSM who enters AGR status for the specific purpose of accepting an AGR nominative position (para 7-30e(3), above) with the approval of the ASA (M&RA) as an exercise of secretarial plenary separation authority (AR 635-200, para 5-3) and when no other provision of AR 635-200 applies will be released from AD and the AGR program—
 - (1) On completion of stabilization, unless extended for continued service in the same position or selected to fill another nominative progressive position.
 - (2) On removal from the position for any other reason.
- e.* On completion of a stabilized period of assignment — USARC for units under their control and OCAR for all other units (includes 7th Civil Support Command, 9th Major Support Commands and 311th Signal Command

(Theater)) may extend a CSM in his or her current CSM assignment for efficient personnel management. Requests for an extension of an AGR CSM in his or her current assignment will be forwarded through OCAR to HRC, FT Knox, KY (AHRC-EPS) for approval. Retention of an incumbent CSM must be based on a hard-to-fill position (cannot be filled with a CSM or CSM designee), in a high priority unit; to delay reassignment pending a known and projected position vacancy, or for operational reasons. When so determined and fully justified—

(1) The U.S. Army Reserve Command and OCAR will request authorization for retention of an incumbent CSM from HRC, FT Knox, KY (AHRC-EPS) under paragraph *d*, above, for the number of months required, but not to exceed 24 months. The extension of assignment may not exceed the CSM's maximum years of service date unless an exception to remain in an active status has been granted by the CAR (AR 140-10).

(2) During this term of retention, the CSM is not stabilized and is subject to voluntary or involuntary reassignment.

f. At least 6 months before completing a stabilized TPU assignment, a military technician (dual status) assigned to a TPU CSM position may submit a request for continued stabilization in the position.

(1) The request will be sent through command channels to the OCAR (DAAR-CSM). The military technician (dual status) will not be removed from the CSM position while the request is pending final determination by the OCAR.

(2) If the OCAR approves the request, the CSM will be stabilized in the CSM position. This will be until he or she qualifies for an immediate unreduced civil service annuity, is removed for cause, reaches age 60, or until another unit position (CSM or SGM) is available, whichever comes first. If assigned to other than a CSM position, the military technician (dual status) will have reappointment eligibility if stabilization requirements have been met.

g. A CSM will not be extended for the sole purpose of departing concurrently with the CDR.

7-36. Involuntary removal from Command Sergeant Major Program (for cause)

a. A CSM or CSM designee who fails to be effective or maintain the expected high standards of a CSM is subject to removal from the CSM Program. The immediate CDR will prepare an appropriate recommendation for removal from the CSM Program.

(1) When a CDR determines that a CSM is ineffective, appropriate counseling will be provided to the CSM per AR 600-20, paragraph 2-17*a*. The counseling will be documented on DA Form 4856 (Developmental Counseling Form) in a memorandum or annotated on the DA Form 2166-8-1 (Noncommissioned Officer Evaluation Report Counseling and Support Form).

(2) If the recommendation for removal is based on a single incident or act of misconduct, counseling is not required if the CDR determines it is not appropriate under the circumstances.

b. The recommendation with supporting documentation will be in memorandum format and will be sent by certified, restricted delivery mail or presented in person to the CSM. The CSM will be given 30 days from the receipt of the recommendation to submit a written rebuttal. If the CSM elects not to submit a rebuttal, he or she will so indicate by written endorsement. Failure of the CSM to respond constitutes a waiver of that right.

c. If, after a review of any rebuttal submitted by the CSM, the immediate CDR determines that the Soldier should still be removed from the CSM Program, the entire file will be forwarded through command channels to the authorities cited in paragraph *e*, below.

d. Each CDR in the chain of command will review the case and make recommendations by endorsement.

e. The authorities below will take final action on the recommendation. This authority will not be further delegated.

(1) Commanding General, USARC for TPU Soldiers.

(2) Commanding General, HRC for AGR/IMA Soldiers.

f. The CSM will be informed, in writing, of the final determination through command channels. A copy of the final decision will also be provided to the HRC.

g. A copy of all approved removals will be sent to the management authority for action to—

(1) Remove a CSM designee from the CSM selection list.

(2) Reassign a CSM to another TPU that has a vacant SGM position with suitable MOS, to control group (reinforcement), or transfer to the Retired Reserve, if requested.

(3) Reassign an AGR CSM to an AGR SGM position, the IRR or to the Retired Reserve, if requested and otherwise qualified.

h. Any recommendation for the removal of a CSM made under paragraph 7-36 must be accompanied with a "Relief-for-Cause" evaluation report (report code 5). This will be done according to AR 623-3. The CSM may appeal the report as provided in AR 623-3.

7-37. Reappointment to sergeant major to perform tours of duty, to attend the U.S. Army Sergeants Major Academy, or upon assignment to trainees, transients, holdees, and students

a. Appointments and reappointments between SGM and CSM under this paragraph will be announced by memorandum. Reclassification will be published in orders per AR 600-8-105, chapter 3.

b. If a tour of duty is available, a CSM may request a tour of ADT, ADOS, or ADOS-RC. These tours are described in AR 135-200 and AR 135-210. However, if the tour does not specifically require the services of a CSM, or if the

duty or training purpose of the tour is not related to the function of a CSM, then a CSM must be reclassified and appointed SGM on the day before entry on the tour of duty. In these cases, the CSM position will not be held. Unless removed from the tour of duty under conditions that would preclude reappointment (such as for cause) on the day following completion of the tour of duty, the SGM may be reclassified and reappointed as a CSM provided a CSM position is available for assignment. Reappointment rights will not apply to those who are serving under their initial stabilized tour and volunteer for a tour as a SGM.

c. A CSM who is selected and accepts attendance at the resident USASMC will attend in the grade of SGM. The CSM will be reclassified and appointed SGM on the day before departure from his or her organization en route to the USASMA. Upon release from AT or ADT the SGM will be reappointed to CSM, if otherwise qualified.

d. A TPU CSM undergoing medical evaluation processing (MOS Medical Retention Board, Medical Evaluation Board, or Physical Evaluation Board) and the processing time exceeds 120 days, the CSM will be laterally appointed and reclassified to SGM and assigned to trainees, transients, holdees, and students for management. When determination has been made that the SGM is fit and is returned to duty, the SGM may be reappointed as a CSM provided a CSM position is available for assignment.

7-38. Terminated, redesignated, or reorganized command sergeant major positions

a. If a CSM position is terminated or redesignated to SGM, the incumbent will be reported through the command authority to the management authority in paragraph 7-21, above. The CSM will be given credit for having completed a stabilized period of assignment. A CSM designee on a selection list scheduled for assignment to a terminated CSM position will not be removed from the list. Unless removed for cause or other regulatory authority, the CSM designee will remain on the list for assignment to a CSM position, if one becomes available. Removing a CSM because the position was terminated is considered involuntary.

b. In the event of a TPU reorganization, the CSM will be retained in the reorganized CSM position if a CSM position is authorized by the TOE and/or TDA. The CSM's stabilized assignment will continue in effect and is based on assignment to the previous CSM position. If a CSM position is not authorized or available in the reorganization, the CSM will be processed as having completed a stabilized period of assignment.

c. If a TPU relocates within reasonable commuting distance from the CSM's home, the incumbent retains the position. If the unit relocates outside reasonable commuting distance (AR 140-10, para 1-10), the CSM has the option to—

- (1) Retain the position.
- (2) Withdraw and be considered to have completed a stabilized period of assignment.

7-39. Voluntary withdrawal from Command Sergeant Major Program other than for retirement

a. A CSM may withdraw from the CSM Program, for other than retirement, by furnishing written notice to his or her CDR. The notice of voluntary withdrawal will be sent through channels to the management authority in paragraph 7-21, of this regulation. On approval, the CSM will be reclassified to SGM.

b. The management authority will reclassify and reassign the Soldier to a SGM position, if available. If a SGM position is not available, the Soldier may voluntarily accept—

- (1) Reduction and reassignment to an existing vacancy in a lower grade.
- (2) Reassignment to control group (reinforcement) as a SGM.

c. The losing CDR must initiate reassignment action when a CSM voluntarily withdraws from the program and forward it through the command authority to the management authority. The CG, HRC, upon notification, completes the reclassification action and publishes the appropriate orders. The following are considered as voluntary withdrawals:

(1) A CSM who, at his or her own request, is reassigned or placed in a position other than a CSM position. An exception to this is the CSM who requests reassignment to the Retired Reserve.

(2) A CSM who voluntarily enters on AD (Active Army or AGR) as a SGM or has taken a grade reduction to MSG.

d. Requests for voluntary withdrawal from the CSM Program for an AGR Soldier must include—

- (1) Reason for withdrawal.
- (2) A statement indicating the Soldiers understand that withdrawal disqualifies them for reappointment to CSM unless selected by a subsequent CSM selection board.

7-40. Termination of command sergeant major appointment

a. A CSM will be reassigned to SGM when voluntarily or involuntarily removed from assignment to a CSM position.

b. The management authority will immediately reassign the CSM as a SGM when a CSM—

- (1) Voluntarily withdraws from the CSM Program (para 7-39, above).
- (2) Is reassigned to another position that is not a CSM position (para 7-37, above).
- (3) Removed for cause (para 7-36, above).

7-41. Reappointment authority

a. A SGM may be reappointed to CSM under provisions of this paragraph (7-41) and paragraph 7-42, below, without referral to a CSM selection board.

b. The authority to reappoint a CSM rests with the management authorities cited in paragraph 7-21, above.

7-42. Reappointment policy

a. A SGM will be reappointed to CSM if he or she—

(1) Was reclassified as SGM with reappointment eligibility and has been reassigned to a CSM position.

(2) Voluntarily withdrew from the CSM Program to enter on AD (AA or AGR). On release from AD, is assigned to a CSM position or the Retired Reserve.

(3) Was reclassified as SGM and is transferred to the Retired Reserve.

(4) Could not complete 3 years of stabilization as a result of operational requirements.

b. The following Soldiers are not authorized CSM reappointment if he or she—

(1) Voluntarily withdrew from the CSM Program. Exceptions in cases involving cogent personal reasons (examples of cogent personal reason include, but are not limited to, hardship and employment conflict) will be considered by the CG, HRC.

(2) Was removed for cause.

c. Active guard reserve Soldiers may only be reappointed to CSM by appearing before a CSM selection board.

Chapter 8

Assignment to Specific Type Organizations and/or 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 and all individuals under his or her control. This includes Soldiers assigned to presidential air crew, associated maintenance and security; WHCA; presidential retreat; 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 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 3 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.* The SSBI will be updated at 5–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 nonpresidential 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. The 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 and/or electronics equipment in existence, extensive travel throughout the world, stabilized tours for up to 6 years in the Washington, DC area, and, in some positions, shift work.
- c.* In addition to the qualifications in paragraph 8–2, above, Soldiers must—
 - (1) Have 2 years time-in-service and at least 48 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 paragraphs 8-2 and 8-3, above, to be assigned to the WHTA, Soldiers—
 - (1) Must have 48 months SRR.
 - (2) Have less than 17 years time-in-service upon reporting to the Agency (waiverable).
 - (3) Possess a “1” or “2” under E of physical profile.
 - (4) Be SSG or above (waiverable).
- c. Master driver (88M only) must have 8 years of experience as a motor transport operator (in addition to para b, above).
- d. The Director, WHTA, is the approval authority for waiver requests to the above waiverable criterion.
- e. Soldiers may volunteer or be nominated for assignments to the WHTA. Once assigned, Soldiers will be stabilized for a period not to exceed 48 months TOS.

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.
 - (2) Parades in the Military District of Washington.
 - (3) Special military pageants and shows.
 - (4) Wreath placement at the Tomb of the Unknown Soldier and the John F. Kennedy grave site.
 - (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 31B 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 at the following combat training center (CTC) locations:
 - (1) National Training Center Operations Group, Fort Irwin, CA.
 - (2) Joint Readiness Training Center, Fort Polk, LA.
 - (3) Combat Maneuver Training Complex Operations Group, APO AE 09173.
 - (4) Battle Command Training Program, Fort Leavenworth, KS.
- b. To serve as observer/controller 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 2 years.
 - (4) Have served in principle duties of PMOS within the last 2 years (4 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 3 years, whichever is longer.

(11) Not be flagged under provisions of AR 600–8–2.

(12) Have served as a PSG or equivalent in MTOE unit, if SSG(P) or SFC. Exceptions will be approved by HRC (AHRC–EPA–I) on a case-by-case basis for Soldiers without PSG experience.

(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 Battle Command Training Program.

(15) Complete the Combined Arms Training Activity “certification process” upon arrival at the CTC.

c. An assignment to national training center requires primarily heavy (mechanized and/or armor) experience, while Joint Readiness Training Center requires primarily light (MTOE divisions, BDEs, regiments, or BNs that are titled “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 observer/controller for 2 years; however, they may be removed earlier if they fail to meet qualifications in *b*, above.

8–9. United States 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 3 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 (3 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 U.S. 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 department. 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. 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 CSA, 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 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 6 months or longer, even if nongraduates, will be considered as having a civilian-acquired skill in MOS 92G.

(3) Have at least 24 months of active service remaining.

(4) Have an aptitude area score of 90 or higher in aptitude area composite 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 HRC.

f. Enlisted aides assignment OCONUS and return to CONUS may be made without regard to OCONUS tour limitations.

g. Soldiers attending the Starkey Institute of Household Management to become certified household managers will incur a 24-month service-remaining obligation upon completion of training. This is the only formal training for the Enlisted Aide Program. Soldiers holding PMOS 92G will be awarded ASI "Z5." For all other Soldiers, the ASI will be displayed in the 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.

i. Have a thorough background screening conducted by HRC. Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from enlisted aide duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for enlisted aide duty for 5 years from the date of the disqualifying incident.

j. Type I reports of unfavorable information disqualifiers (automatic rejection) are—

(1) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see AR 608-18 (table C-1 and the Case Review Committee (CRC) determination)).

(2) Incest, bestiality, adultery, sexual activity with subordinate Soldiers, or fraternization.

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

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

(5) Any repeat offenders (or combination) of Type II offenses (see paras *k*(1) through *k*(5), below) anytime during the Soldier's career.

k. Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within 5 years of enlisted aide duty consideration):

(1) Driving under the influence.

(2) Assault and/or spouse or child abuse characterized as mild (see AR 608-18 (table C-1 and the CRC determination)).

(3) Any drug offense.

(4) Larceny and/or theft.

(5) A traffic violation with six points or more assessed.

8-12. 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 of 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 UCMJ, Art. 15.
 - (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.
- (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 School conducted by the U.S. Army Inspector General Agency at Fort Belvoir, VA. Upon successful completion of the course, Soldiers will be awarded SQI “B.”

d. Soldiers detailed to an IG duty position on OCONUS must serve the overseas 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

8–13. Scope

a. Drill sergeants 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. Drill sergeants are authorized only for the specific purpose of training—

- (1) Recretees in reception stations.
- (2) Soldiers undergoing basic combat training.
- (3) Drill sergeant candidates at DS schools.
- (4) Soldiers undergoing English as a second language training at the Defense Language Institute English Language Center, 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. Active Army 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 DS school, DS 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 e-mail address: hrc.epmd.ebss@conus.army.mil. If a Soldier indicates possible misconduct that could be a disqualifier from DS duty, the HRC 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 (Sensitive Duty Assignment Eligibility Questionnaire) 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 HRC (AHRC–EPO–A), USAR, or ARNG, as appropriate. The HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

8–14. Drill sergeant candidate prerequisites

a. Drill sergeant candidates are AA, USAR–AGR, USAR TPU members, ARNGUS/ARNG drilling members (defined in the glossary), or IRR Soldiers who—

(1) Expend Government funds in compliance with AA, USAR–AGR, USAR TPU members, ARNGUS/ARNG drilling members, and IRR DS school and/or 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), however, some conditions may be allowed via waiver; 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) If age 40 years or older must 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. (NCOs initially receiving a negative behavioral health evaluation, that is subsequently reversed by a competent, licensed, doctoral-level mental health provider, may be renominated for DS duty). Positive evaluation must be from a licensed, doctoral-level mental health provider. This applies to both Active Army and USAR Soldiers.

(4) Have no speech impediment.

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

(6) Display good military bearing.

(7) 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.

(8) Have had no court-martial convictions.

(9) Have no record of disciplinary action, to include letters of reprimand, or time lost under 10 USC 972 during current enlistment or in last 5 years, whichever is longer.

(10) May not have received EB or SRB for current service obligation if PMOS is not among those authorized for DS positions if AA Soldiers.

(11) Have a minimum GT score of 100. This criterion may be waived by the commanding general of Fort Jackson to not less than 90 on a case-by-case basis for SGT through SFC candidates. Requests for waiver will be for Soldiers who have a successful record of service in leadership positions and have completed college degree requirements or are continuing to further their education at the collegiate academic level.

(12) Have qualified with M16A2 or M–4 carbine rifle within last 6 months.

(13) Be SGT through SFC (SGT must have a minimum of 1 year time in grade and be a graduate of the WLC prior to nomination) (not applicable to USAR/ARNGUS Soldiers nor to DS school 1SG positions).

(14) Have a minimum of 4 years total active Federal Service. Sergeant candidates must also have a minimum of 1 year time in grade and have 2 years service remaining after the completion of DS duty.

(15) Have a CDR's evaluation by a LTC or higher. Commanders (LTC or higher) will personally interview the Soldier (this may not be delegated) and ensure that the 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 and/or 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.

(16) Have a thorough background screening completed by their component's background screening authority prior to reporting to DS school. However, on a case-by-case basis, the Director, EPMD may authorize a DS candidate to begin training at the DS school based on a favorable interim screening determination, while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the DS school only. Soldiers granted interim screening approval will not be assigned or authorized to perform duties as a DS until a favorable background screening determination has been completed. Soldiers assigned to and attending DS school based on interim background screening, who later receive a final background screening disqualification for such duty may be reassigned. Authority for reassignment determination or waiver for Soldiers in this category is the Director of Enlisted Personnel, HRC. Background screenings are conducted to determine Soldiers' suitability to serve in sensitive duty positions. Processes and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, a Soldier who possesses a TS clearance may not be cleared during the background screening process. 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 from consideration for DS duty for 5 years from the date of the incident.

(17) Not have Type I reports of unfavorable information disqualifiers (automatic rejection):

(a) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see AR 608–18 (table C–1 and the CRC determination)).

(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 paras (18)(a) through (18)(e), below) anytime during Soldier’s career.

(18) Not have Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within 5 years of DS consideration):

(a) Driving under the influence.

(b) Assault and/or spouse or child abuse characterized as mild (see AR 608–18 (table C–1 and the CRC determination)).

(c) Any drug offense.

(d) Larceny and/or theft.

(e) A traffic violation with six points or more assessed.

(19) Not have other disqualifiers: Any record of unfavorable information other than the above in the past 3 years.

(20) The Director of Enlisted Personnel, HRC will make the final decision on all potentially disqualifying cases that fall outside of those specifically identified in paragraphs (17) and (18), above. The HRC will screen and/or coordinate the following records for all potential DS candidates based on the criteria listed in paragraph (16), above:

(a) Department of the Army IG’s records.

(b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index as present in the Army Investigative Records Repository (AIRR), Army Crime Records Center, the Defense Security Service (DSS), and other Federal agencies and military departments-U.S. Army Central Personnel Security Clearance Facility.

(c) Official military personnel file restricted files–HRC, Army Personnel Records Division (AHRC-PDR-R).

(d) Family and Morale, Welfare, and Recreation Command (Family advocacy) records.

(21) Soldiers who are disqualified for DS duty based on background screening will be notified via AKO e-mail. The e-mail includes the agency that reported the potentially disqualifying information (see para (20), above) and the agency’s address. The Soldier is informed that he/she may request appeal of the decision by submitting a written appeal to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD is the approval authority for all waivers and may request decision from the CG, HRC, or the DCS, G–1 when warranted.

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

(1) Noncommissioned Officer Education System ALC requirement. (Soldier must be a WLC graduate.)

(2) Have a minimum of 4 years total active Federal Service (USAR Soldiers must have a minimum of 4 years time-in-service). Sergeant candidates must also have a minimum of 1 year time-in-grade and have 2 years service remaining after the completion of DS duty.

(3) Grade to CPL. (However, to attend AA DS school, Soldier must be a prior Service training candidate appointed as an acting SGT.)

8–15. 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. Continental United States-based Soldiers will attend school in a TDY and return status.

8–16. Drill sergeant tour of duty

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

(1) Be awarded SQI “X” and “8”.

- (2) Be awarded DS identification badge per AR 600–8–22.
- (3) Be eligible for SDAP in accordance with paragraphs 3–23 through 3–25, above.
- (4) Incur a 24–month obligation for DS duty. The 24 month obligation begins on the actual reporting date to the gaining unit. 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 600–200).
 - b.* Active Army DSs 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 (gaining unit) and will terminate 24 months later on the last day of the month from the actual reporting day. (Example: if start date is 070113, term date will be 090131). Normally, the DS tour will not exceed 36 months, however; some conditions may be allowed via waiver. The approval authority for third year extensions requested prior to completing 18 months, will be the first GO in the DSs chain of command. All other requests will be approved at HRC (AHRC–EPD–D).
 - c.* Active Army 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, above, 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 outside the Soldier’s PMOS and/or CPMOS is prohibited.
 - g.* Active Army 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. Active Army 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.* Drill sergeant school graduates in the grade of CPL, assigned to USAR units, will be considered drill CPLs 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 CPL will follow the Drill Corporal Program per TRADOC Regulation 350–16.)
 - i.* In accordance with TRADOC Reg 350–16, change 1, appendix F, mental health evaluations will be conducted during wellness week for all midtour and third-year DSs.

8–17. Removal from the Drill Sergeant Program

- a.* Installation, U.S. Army Training Center, separate BDE and/or appropriate equivalent CDRs 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 COL level command and may be delegated to subordinate CDRs or deputy CDRs and/or commandants in the grade of COL or higher including CDRs and/or 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 350–1).
 - (3) Academic failure (DS school).
 - (4) Temporary medical reasons that will prevent the Soldier from completing the course (DS school) in the specified time (see TRADOC Reg 350–16).
 - (5) Administrative issues, which include emergency leave that would require the removal of a DS candidate from the program, execution of a Declination of Continued Service Statement, separation due to end of term in service, promotion to MSG, or approved reclassification. All other administrative removals must be approved by the Director of Enlisted Personnel, HRC.
 - (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 the Soldier from performing DS duties.
 - (10) Hardship or Family problems that prevent the Soldier from performing DS duties.
 - (11) Soldiers in a DS candidate status, or serving as a DS, may submit applications for attendance to Service schools such as Warrant Officer Candidate School, SFAS, and battle staff upon completion of 18 months of their stabilization period as outlined in paragraph 8–16a(4). If selected for attendance to these or any other Service school, the Soldier will receive a class date after termination of their DS stabilization period. The approval authority for this waiver is the Director of Enlisted Personnel, HRC.
 - b.* The Human Resources Command, Chief, Readiness Division (AHRC–EPD–D) is the removal authority for AA

Soldiers who are stationed in CONUS and who become unqualified for DS assignment and/or duties (see para *a*, above) after graduation from DS school and prior to departing current installation (other than DS installation) on DS AI. Request for removal will be forwarded through current installation command channels to the HRC (AHRC-EPD-D) and will include recommendation (approval or disapproval) from the first CDR in rank of COL. Requests will include all supporting documentation as appropriate (see para *g*, below).

c. During initial orientation at DS school, DS candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information within the previous 12 months. The DA Form 7424 will be forwarded to HRC (AHRC-EPO-A). If a Soldier indicates possible misconduct, which could be a disqualifier from DS duty, the HRC 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 temporarily reassigned. Guidelines for continuation of SDAP for Soldiers temporarily reassigned and undergoing investigation are found in paragraph 3-23e(8), above. 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 in accordance with paragraph 3-23e(8), above.
- (4) Have SQI “X” removed for reasons listed in paragraphs *a*(6) through *a*(8), above.
- (5) Award and revocation of the DS identification badge is governed by AR 600-8-22, paragraph 8-39.

e. The DA Form 1059 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 HRC (AHRC-EPD-D). 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 *a*(4) or *a*(5), above, 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 paragraphs *a* (2) and *a* (6) through *a* (10), above. 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 *a*, above) 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 *a*(6) through *a* (9), above, when medical profile is permanent or is based on mental evaluation, are not eligible for reentry in the program.

i. When a Soldier has been 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 GO in the Soldier’s chain of command and will always be a GO higher in grade than the designated removal authority.

k. Appeals to DS removal actions must be acted upon and final decision provided to HRC (AHRC-EPD-D) 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, HRC, for action. Appeals that must be acted upon by the CG, HRC, as indicated in paragraph *j*, above, must be submitted to the CG, HRC, within 20 calendar days of the date the Soldier was removed from the DS Program.

l. When removal from the DS Program is HRC directed, the DCS, G-1 will act as the appeal and reinstatement authority. These appeals must be submitted to the DCS, G-1 (DAPE-MPE) within 20 calendar days from the date of the Soldier’s removal.

m. Appeals submitted to the CG, HRC, and the DCS, G-1 must be processed through the highest GO on the installation who is an appeal authority and is in the Soldier's chain of command.

Section IV

Advanced Individual Training Platoon Sergeant Duty

8-18. Scope

a. Advanced individual training PSGs represent the Army during the formative weeks of an enlistee's training; therefore, only the most professionally qualified Soldiers will be assigned to AIT PSG duty.

b. Soldiers may volunteer or be involuntarily selected for AIT PSG duty. Advanced individual training PSGs are authorized only for the specific purpose of training Soldiers undergoing AIT.

c. Active Army Soldiers from all career fields will be considered for selection and assignment as AIT PSG.

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

8-19. Advanced individual training platoon sergeant candidate prerequisites

a. Advanced individual training PSG candidates must meet the following prerequisites:

(1) Be physically fit (maximum profile guide is 111221); however, some conditions may be allowed via waiver; meet body composition requirements in AR 600-9; and be able to pass the APFT (no substitution of events) upon arrival at AIT PSG school. Soldiers who are 40 years old or more must have the appropriate medical clearance (see AR 40-501). Medical clearance should state that Soldier is medically cleared for AIT PSG duty.

(2) Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer. (NCOs initially receiving a negative behavioral health evaluation, that is subsequently reversed by a competent, licensed doctoral-level mental health provider, may be renominated for AIT PSG duty.) Positive evaluation must be from a licensed doctoral-level mental health provider. In accordance with TRADOC Regulation 350-16, appendix F, mental health evaluations will be conducted during wellness week for all midtour and third year AIT PSG.

(3) Have no speech impediment.

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

(5) Display good military bearing.

(6) 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.

(7) Have had no court-martial convictions.

(8) Have no record of disciplinary action, to include letters of reprimand, or time lost under 10 USC 972 during current enlistment or in the last 5 years, whichever is longer.

(9) May not have received EB or SRB for current service obligation if PMOS is not among those authorized for AIT PSG positions if AA Soldiers.

(10) Have qualified with M16A2 or M-4 carbine rifle within last 6 months.

(11) Be SSG through SFC.

(12) Have a minimum of 4 years total active Federal Service.

(13) Have a CDR's evaluation by a LTC or higher. Commanders (LTC or higher) will personally interview the Soldier (this may not be delegated) and ensure that the Soldier meets the 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 and/or 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.

(14) Have a thorough background screening completed by HRC background screening authority prior to reporting for AIT PSG duty. Background screenings are conducted to determine the Soldier's suitability to serve in sensitive duty positions. Processes and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, a Soldier who possesses a TS clearance may not be cleared during the background screening process. Soldiers with Type I reports of unfavorable information disqualifiers will be excluded from AIT PSG duty permanently. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for AIT PSG duty for 5 years from the date of the incident.

(15) Not have Type I reports of unfavorable information disqualifiers (automatic rejection):

(a) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see AR 608-18 (table C-1 and the CRC determination)).

(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 paras (16)(a) through (16)(e), below) anytime during Soldier's career.

(16) Not have Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within 5 years of AIT PSG consideration):

(a) Driving under the influence.

(b) Assault and/or spouse or child abuse characterized as mild (AR 608-18 (table C-1 and the CRC determination)).

(c) Any drug offense.

(d) Larceny and/or theft.

(e) A traffic violation with six points or more assessed.

(17) Not have other disqualifiers: Any record of unfavorable information other than the above in the past 3 years.

b. The Director of Enlisted Personnel, HRC will make the final decision on all potentially disqualifying cases that fall outside of those specifically identified in paragraphs (15) and (16), above. The HRC will screen and/or coordinate the following records for all potential AIT PSG candidates based on the criteria listed in paragraph (15), above:

(1) Department of the Army IG's records.

(2) Personnel security and criminal records indexed in the Defense Clearance Investigations Index as present in the AIRR, the Army Crime Records Center, the DSS, and other Federal agencies and military departments-U.S. Army Central Personnel Security Clearance Facility.

(3) Official military personnel file restricted files-HRC, Army Personnel Records Division (AHRC-PDR-R).

(4) Family and Morale, Welfare, and Recreation command (Family Advocacy) records.

c. Soldiers who are disqualified for AIT PSG duty based on background screening will be notified via AKO e-mail. The e-mail includes the agency that reported the potentially disqualifying information (see para b, above) and the agency's address. The Soldier is informed that he or she may request appeal of the decision by submitting a written appeal to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD, is the approval authority for all waivers and may request a decision from the CG, HRC or the DCS, G-1, when warranted.

8-20. 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 AIT PSG Program will not be granted.

(2) Soldiers selected and in receipt of AI, for the AIT PSG 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 AIT PSG positions are authorized.

c. Soldiers must successfully complete AIT PSG school prior to performing AIT PSG duties.

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

(2) Soldiers located at installations where an AIT PSG 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 an AIT PSG. The CONUS-based Soldiers will be sent to duty installation.

8-21. Advanced individual training platoon sergeant tour of duty

a. Upon successful completion of AIT PSG school, Soldiers will be awarded SQI "Y" and incur a 24-month obligation for AIT PSG 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 600-200.)

b. The AA AIT PSG will be stabilized for 24 months with an option to extend, on a one-time only basis, for an additional 6 to 12 months. The stabilized tour will begin the month the Soldier reports to the AIT PSG installation (gaining unit) and will terminate 24 months later on the last day of the month from the actual reporting day. (Example: if start date is 070113, term date will be 090131). The AIT PSG tour will not exceed 36 months. The approval authority for third-year extensions requested prior to completing 18 months will be the first GO in the AIT PSG's chain of command. All other requests will be approved at HRC (AHRC-EPD-D). Active Army Soldiers will normally serve only one tour as an AIT PSG.

c. Prior AIT PSG who have completed successful tours as AIT PSG must serve not less than 36 months in a valid career progression TOE assignment before reentering the AIT PSG Program. Former AIT PSG requesting subsequent tours must still be qualified in accordance with paragraphs 8-19 and 8-20, above.

d. Reassignment after a tour of AIT PSG duty outside of the Soldier's PMOS and/or CPMOS is prohibited.

e. Active Army AIT PSGs who are selected for promotion to MSG will continue to serve in authorized AIT PSG positions until the last day of the month prior to promotion. The Soldier will remain an AIT PSG until the last day of the month prior to promotion to MSG.

8–22. Removal from the Advanced Individual Training Platoon Sergeant Program

a. Installation, U.S. Army Training Center, separate BDE and/or appropriate equivalent CDRs may remove AA Soldiers from the AIT PSG Program (while in candidate status or while assigned AIT PSG duties) for any of the following reasons. (Removal authority must be at least COL level command and may be delegated to subordinate CDRs or deputy CDRs and/or commandants in the grade of COL or higher including CDRs and/or commandants of other Services.)

(1) Arriving unqualified to AIT PSG 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 350–1).

(3) Academic failure (AIT PSG school).

(4) Temporary medical reasons that will prevent the Soldier from completing the course (AIT PSG school) in the specified time.

(5) Administrative issues, which include emergency leave that would require the removal of a AIT PSG candidate from the program, execution of a Declination of Continued Service Statement, separation due to end of term in service, promotion to MSG, or approved reclassification. All other administrative removals must be approved by the Director of Enlisted Personnel, HRC.

(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 AIT PSG school.

(9) Medical reasons, including pregnancy, when condition prevents Soldier from performing AIT PSG duties.

(10) Hardship or Family problems that prevent Soldier from performing AIT PSG duties.

(11) Submission of application for attendance to Service schools. Soldiers in an AIT PSG candidate status or serving as an AIT PSG may submit applications for attendance to Service schools such as Warrant Officer Candidate School, SAFS, and battle staff upon completion of 18 months of their stabilization period as outlined in paragraph 8–21*b*, above. If selected for attendance to these or any other Service school, the Soldier will receive a class date after termination of his or her AIT PSG stabilization period. The approval authority for this waiver is the Director of Enlisted Personnel, HRC.

b. The Human Resources Command, Chief, Readiness Division (AHRC–EPD–D) is the removal authority for AA Soldiers who become unqualified for AIT PSG assignment and/or duties prior to arrival at gaining installation.

c. During initial orientation at AIT PSG school, AIT PSG candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information within the previous 12 months. The DA Form 7424 will be forwarded to HRC (AHRC–EPO–A). If a Soldier indicates possible misconduct, which could be a disqualifier from AIT PSG duty, HRC will make the final determination and notify the AIT PSG school if the Soldier will be removed from the school.

d. When a serious incident occurs requiring an investigation, the AIT PSG will be temporarily reassigned. 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 AIT PSG duty. (Soldiers who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) AIT PSG strength.) However, when AA Soldiers are removed from the AIT PSG Program, they will—

(1) Be removed from the school or unit.

(2) Be assigned other duties at the installation (if possible).

e. Soldiers who refuse to complete DA Form 7424 are subject to further background screening and/or removal from the AIT PSG 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 HRC (AHRC–EPO–A). The HRC will make the final determination and notify the AIT PSG school if the Soldier will be removed from the school.

f. The DA Form 1059 will be completed for Soldiers (excluding those who were unqualified upon arrival) removed from the AIT PSG school. The names of Soldiers who were unqualified upon arrival at AIT PSG school will be reported, in writing, to HRC (AHRC–EPD–D). Soldiers removed for—

(1) Academic failure may reapply for AIT PSG school after meeting the training objectives outlined in DA Form 1059.

(2) Reasons listed in paragraphs *a*(4) and *a*(5), above, will normally be rescheduled for a later AIT PSG class.

g. Soldiers removed from the AIT PSG Program for pregnancy will receive AIs to report back to AIT PSG duties or

school, as applicable, normally 6 months after anticipated delivery, unless Soldier had completed 12 months or more of AIT PSG status when removed.

h. Removal packets are required when Soldiers are removed from the AIT PSG Program for reasons listed in paragraphs *a*(2) and *a*(6) through *a*(10), above. 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 *a*, above) 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.

i. Soldiers removed from the AIT PSG Program for reasons listed in paragraphs *a*(6) through *a*(9), above, when medical profile is permanent or is based on mental evaluation are not eligible for reentry in the program.

j. When a Soldier has been removed from the AIT PSG Program for reasons prescribed in AR 380-67, DA Form 5248-R will be forwarded to the U.S. Army Central Personnel Security Clearance Facility.

k. The appeal and reinstatement approval authority for AIT PSG removed from the AIT PSG Program will be no lower than the first GO in the Soldier's chain of command and will always be a GO higher in grade than the designated removal authority.

l. Appeals to AIT PSG removal actions must be acted upon and final decision provided to the HRC (AHRC-EPD-D) within 20 calendar days from the date of the Soldier's removal from the AIT PSG Program. An appeal that is not acted upon within the allotted time period must be forwarded to the CG, HRC, for action. Appeals that must be acted upon by the CG, HRC must be submitted within 20 calendar days of the date the Soldier was removed from the AIT PSG Program.

m. When removal from the AIT PSG Program is HRC directed, the DCS, G-1 will act as the appeal and reinstatement authority. These appeals must be submitted to the DCS, G-1 (DAPE-MPE) within 20 calendar days from the date of the Soldier's removal.

n. Appeals submitted to the CG, HRC, and the DCS, G-1 must be processed through the highest GO on the installation who is an appeal authority and is in the Soldier's chain of command.

Section V

First Sergeant Positions

8-23. Scope

The most highly qualified and motivated senior Soldiers must be selected and assigned to 1SG positions. Moreover, these assignments are career enhancing and serve as professional development for Soldiers in a CMF where 1SG opportunities are available.

8-24. Eligibility

Soldiers in the grade of SFC through MSG will be assigned as 1SGs based on the following:

- a.* Outstanding qualities of leadership.
- b.* Dedication to duty.
- c.* Integrity and moral character.
- d.* Professionalism.
- e.* Military occupational specialty proficiency.
- f.* Appearance and military bearing.
- g.* Physical fitness.

8-25. 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 HRC. These Soldiers must possess SQI "M" and be the only qualified Soldiers available to fill the vacancy.

d. Installation or division CDRs 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, HRC 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 CDR deems it essential to mission accomplishment.

- (1) Master sergeants who possess the proper PMOS and have been awarded the SQI “M.”
- (2) Master sergeants who do not possess the SQI “M” but possess the proper PMOS and are considered by local CDRs to have 1SG potential.
- (3) Master sergeants who possess the SQI “M” and a PMOS in the CMF appropriate to the type unit.
- (4) Master sergeants who do not possess the SQI “M” but possess a PMOS in the CMFs appropriate to the type unit and are considered by local CDRs 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) Master sergeants who possess the SQI “M” but do not possess PMOS/CMF appropriate to the type unit.
 - (b) Sergeant first class (P) who possess the proper PMOS and has been awarded the SQI “M.”
 - (c) Sergeant first class (P) who does not possess the SQI “M” but possesses the proper PMOS and are considered by local CDRs to have 1SG potential.
 - (d) Sergeant first class who possesses the proper PMOS.

f. Soldiers will be stabilized as 1SG for 24 months, 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 HRC (AHRC–EPO–P). Effective start date of stabilization is date Soldier is assigned to 1SG position. Request for stabilization must include one of the following:

- (1) First Sergeant Course (FSC) school graduation date.
 - (2) Date scheduled to attend FSC.
 - (3) The 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 HRC (AHRC–EPO–P) 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.

8–26. 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 BN CDR (or equivalent), and the BCT/BDE S1 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 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.

8–27. Required training

a. All AA first time 1SGs will attend the FSC through the Total Army Training System 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 6 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) Temporary duty en route to their next assignment.

(2) Temporary duty and return prior to their next 1SG assignment.

8–28. 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 8–21, above, 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.

8–29. Frocking of sergeant first class promotable to first sergeant

a. Sergeants first class (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.

8–30. 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. The 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 CDR, or HRC.

(1) Soldiers who feel they are no longer qualified to serve as 1SG may submit the withdrawal request through their immediate CDR to the BN CDR (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 CDR deems the Soldier not fully qualified as a 1SG, he or she may submit a withdrawal request to the BN CDR for approval or disapproval. Prior to forwarding the withdrawal request, the initiating CDR will advise the Soldier and afford him or 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, HRC will submit a withdrawal request to the Soldier's installation CDR for chain of command consideration. The immediate CDR will advise the Soldier so he or 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 CDR 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, above).

d. When a Soldier is released from 1SG duties for reasons outlined in AR 380–67, the CDR will forward DA Form 5248–R to the CDR, U.S. Army Central Personnel Security Clearance Facility.

8–31. Recruiting duty

a. Information regarding selection and assignment to USAREC for recruiting duty is located in AR 601–1.

b. The HRC will conduct a thorough background screening. However, on a case-by-case basis, the Director, EPMD may authorize a recruiting nominee to begin training at the Army Recruiting Course based on a favorable interim screening determination while a final background screening report is pending. Interim screening approval is for the purpose of attendance at the Army Recruiting Course only. Soldiers granted interim screening approval will not be assigned or authorized to perform duties as a recruiter until a favorable background screening determination has been completed. In addition the commanding general, USAREC will review any subsequent reports of potential disqualifiers pertaining to the nominee and submit a recommendation to Director, EPMD for consideration in deciding whether the candidate should be authorized an exception to policy to begin schooling in the absence of a favorable final background screening determination. Soldiers assigned to and attending recruiting school based on interim background screening, who later receive a final background screening disqualification for such duty, may be reassigned. Authority for reassignment determination or waiver for Soldiers in this category is the Director of Enlisted Personnel, HRC.

c. 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 5 years from the date of the incident

- (1) Type I reports of unfavorable information disqualifiers (automatic rejection):
 - (a) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see AR 608–18 (table C–1) and the CRC determination)).
 - (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 (2)(a) through (e), below) any time during their careers.
 - (2) Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within 5 years of recruiter consideration).
 - (a) Driving under the influence.
 - (b) Assault and/or spouse or child abuse characterized as mild (see AR 608–18 (table C–1 and the CRC determination)).
 - (c) Any drug offense.
 - (d) Larceny and/or 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 3 years.
 - (4) The Director of Enlisted Personnel, HRC, will make the final decision on all potentially disqualifying cases which fall outside of those specifically identified in paragraphs 8–26c(1) and (2), above. The HRC will screen and/or coordinate the following records for all potential recruiter candidates based on criteria listed in paragraph 8–26c (3), above:
 - (a) Department of the IG’s records.
 - (b) Personnel security and criminal records indexed in the Defense Clearance Investigations Index as present in the AIRR, the Army Crime Records Center, the DSS, and other Federal agencies and military departments-U.S. Army Central Personnel Security Clearance Facility.
 - (c) Official military personnel file restricted files–HRC, Army Personnel Records Division (AHRC–PDR–R).
 - (d) Family and Morale, Welfare, and Recreation Command (Family advocacy) records.
 - (5) The Director of Enlisted Personnel, HRC, has waiver authority for designated Type II unfavorable information disqualifiers reported during the background screening process.
 - (6) Soldiers who are disqualified for recruiting duty based on background screening will be notified via AKO e-mail. The e-mail message includes the agency that reported the potentially disqualifying information (see para b(4), above) and the agency’s address. The Soldier is informed that he or she may request appeal of the decision within 12 months of date disqualification e-mail was sent, by submitting a written appeal to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC–EPO–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD, is the approval authority for all waivers and may request decision from the CG, HRC or the DCS, G–1, when warranted.
- d. 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 paras 8–26c (1) and (2)) within the previous 12 months. Forms will be forwarded to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC–EPO–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. If a Soldier indicates possible misconduct, which could be a disqualifier from recruiting duty, HRC will make the final determination and notify the recruiting and retention school if the Soldier will be removed from the school.

8–32. Equal opportunity advisor

See AR 600–20 for information regarding training and assignment for duty as an equal opportunity advisor.

8–33. U.S. Army Criminal Investigation Command

See AR 195–3 for information regarding training and assignment for duty in the U.S. Army Criminal Investigation Command Program.

8–34. Army Foreign Language Program

The Army Foreign Language Program is designed to ensure that the Army trains and maintains proficient linguists to respond to worldwide roles, missions, and contingencies. Information on the Army Foreign Language Program is located in AR 11–6.

Chapter 9 Miscellaneous-type Assignments

Section I Home Base and Advance Assignment Program

9-1. Scope

a. The practice of returning Soldiers to their previous PDS or a different location after completing a dependent restricted short tour is referred to as the Home Base/Advance Assignment Program (HAAP). 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.

(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 or her PCS orders.

9-2. Criteria

a. 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 AI to a dependent-restricted 12-month OCONUS short tour area.

b. 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.
- (4) Least cost factors.

c. 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.

d. 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.

e. The intent of both the HAAP is to reduce PCS 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.

f. Soldiers with SQI "P" (parachutist) are provided a home base or advance assignment to installations authorized parachutists, unless the installation is overstrength parachutists.

g. 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.
- (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 home base or advance assignment. Each request will be considered on a case-by-case basis.

i. 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.

Section II

Assignment of Choice for Department of the Army Noncommissioned Officer and/or Soldier of the Year

9-3. Objective

To provide an incentive for improved career management, a DA NCO and/or Soldier of the Year will be given choice of available assignments.

9-4. Criteria

a. Soldiers selected as DA NCOs and/or Soldiers 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 and joint, HQDA, and HRC assignments that have special missions and require personnel with specific qualifications. Soldiers assigned to these positions will be stabilized for a period of 36 months. However, HRC may reassign Soldiers with less than 36 months in accordance with paragraph 3-8a(10), above. This section establishes policies for assignments to the following agencies:

a. International and OCONUS Joint headquarters, U.S. military missions, military assistance advisory groups, Joint U.S. military advisory groups, and similar activities.

b. The U.S. Central Command.

c. Headquarters, Department of the Army and HRC.

d. The U.S. Disciplinary Barracks.

e. The U.S. Army Intelligence and Security Command.

f. Office of the Assistant Chief of Staff for Intelligence and field activities.

g. Defense Courier Service.

h. The U.S. Criminal Investigation Command.

i. The U.S. Transportation Command.

j. The North Atlantic Treaty Organization (NATO).

k. The USMA, U.S. ACOM and General Staff College, U.S. Army War College, and U.S. Army Officer Candidate School.

l. The USASOC and its subordinate commands and units.

m. Joint communications support element.

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 3 years, whichever is longer.

e. Have no record of civil conviction, except for minor offenses that do not disqualify for 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. (Does not include Soldiers who are declared rehabilitation successes under the 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.

j. Soldiers must not be suspended from favorable personnel actions; however, a disqualifying flagging action for a minor infraction is waivable. For the purposes of this regulation, a minor infraction is that which would permit a flagging action to be transferred (see AR 600-8-2). The HRC assignment manager is the waiver authority.

k. Soldiers assigned to an airborne position must be airborne qualified or have volunteered for airborne training.

l. Soldier must be fully MOS qualified. If there is a disqualifying permanent medical profile, it must be determined

by a Military Occupational Specialty Medical Reclassification Board whether or not Soldiers are assignable (deployable) worldwide and can be properly used in an USASOC organization.

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 Allied Command Europe (ACE) assignments).
- d. Not possessing the requisite grade (not applicable to ACE assignments).
- e. Active Federal Service time.
- f. The TOS and retainability.

9–8. International and outside the continental United States Joint headquarters, U.S. military missions, Military Assistance Advisory Group, Joint U.S. Military Advisory Group, and similar activities

In addition to the criteria in paragraph 9–6, above, 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 HRC 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.

(2) Other institution designated by Defense Language Institute Foreign Language Center 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 5 years.

9–9. U.S. Central Command

In addition to the criteria in paragraph 9–6, above, Soldiers—

a. Must have no record in MPF of punishment under UCMJ, Art. 15 during current enlistment or last 3 years, whichever is longer.

b. Must have served a minimum of 2 years on AD.

9–10. U.S. Army Intelligence and Security Command

In addition to the criteria in paragraph 9–6, Soldiers assigned to INSCOM normally require TS security clearances under AR 380–67. If new investigations are required, CDRs 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, above, Soldiers—

a. Must possess a TS security clearance under AR 380–67, with SSBI not older than 4 years and 9 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, above, Soldiers—

- a.* Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 3 years, whichever is longer.
- b.* Must have served a minimum of 2 years on AD.

9–13. U.S. Army North Atlantic Treaty Organization

a. Includes Supreme Headquarters Allied Power Europe, Casteau, Belgium; Allied Forces North Europe, Brunssum, The Netherlands; Allied Forces Southern Europe, Naples, Italy; Allied Land Command Component, Heidelberg, Germany; Allied Land Command Component, Madrid, Spain; Allied Rapid Reaction Corps, Rheindahlen, Germany; Headquarters, Supreme Allied Commander Transformation, Norfolk, VA; Joint Warfare Center, Stavanger, Norway; NATO Rapid Deployable Corps, Valencia, Spain; NATO Rapid Deployable Corps, Istanbul, Turkey; NATO Rapid Deployable Corps, Muenster, Germany; NATO Rapid Deployable Corps, Milan, Italy; 650th Military Intelligence Group, Casteau, Belgium; and Joint HQ, Lisbon, Portugal.

b. In addition to the criteria in paragraph 9–6, Soldiers—

- (1) Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 3 years, whichever is longer.
- (2) Must be SPC or above.

9–14. U.S. Military Academy, U.S. Army command and General Staff College, U.S. Army War College, and U.S. Army Officer Candidate School

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.

9–15. Joint communications support element

As an exception to the 36-month stabilization period contained in paragraph 9–5, above, Soldiers assigned to MOS 25 series coded positions in the joint communications support element will incur a 4-year SRR and will be stabilized for a period not to exceed 4 years TOS.

Section IV

Nominative Assignments

9–16. Scope

Stringent screening processes exist to ensure that only the most highly qualified Soldiers are selected for nominative positions at the following agencies:

- a.* Office, Secretary of Defense.
- b.* Joint Staff.
- c.* Defense Commissary Agency.
- d.* Defense Finance and Accounting Service.
- e.* Defense Information Systems Agency.
- f.* Defense Nuclear Agency.
- g.* Defense Logistics Agency.
- h.* Defense Intelligence Agency.
- i.* Defense Mapping Agency.
- j.* On-Site Inspection Agency.
- k.* Uniformed Services University of Health Sciences.
- l.* U.S. Delegation NATO Military Committee.
- m.* Immediate Offices—Office, Secretary of the Army.
- n.* Office, Army Chief of Staff.

9–17. Overview

- a.* All personnel actions pertaining to nominative assignments are processed by HRC (AHRC–EPD).
- b.* The normal tour of duty for these assignments is 3 to 4 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.

9–18. 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 3 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 27-10

Military Justice (Cited in para 3-26 and 3-27.)

AR 40-501

Standards of Medical Fitness (Cited in paras 5-3b(2), 5-3b(15), 5-4c, 5-5a(11), 5-5c(8), 5-7b(4), 8-14b(2), 8-19a(1), and 9-8f.)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 7-26a(8)(d).)

AR 135-178

Enlisted Administrative Separations (Cited in paras 3-19a(4)(b), 7-26a(8)(a), and 7-4f.)

AR 135-200

Active Duty For Missions, Projects, And Training For Reserve Component Soldiers (Cited in para 7-37b.)

AR 135-210

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (Cited in para 7-37b.)

AR 140-10

Assignments, Attachments, Details, and Transfers (Cited in paras 2-11, 7-34, 7-35, 7-38c, and 8-17a.)

AR 140-111

U.S. Army Reserve Reenlistment Program (Cited in paras 7-26a(9), 7-34g, 8-16a(4), and 8-21a.)

AR 350-1

Army Training and Leader Development (Cited in paras 4-3a, 4-8, 6-9g, 8-17a(2), and 8-22a(2).)

AR 380-67

The Department of the Army Personnel Security Program (Cited in paras 5-9a(8), 6-3g, 6-3h, 8-2i, 8-17i, 8-22j, 8-30d, 9-6e, 9-10, 9-11a, and 9-18f.)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags) (Cited in paras 5-4d(6), 5-9a(7), 5-10a(3), 6-4d, 6-5b(3), 6-6c(3), 6-13g, 8-8b(11), 9-6j, and table 3-1.)

AR 600-8-11

Reassignment (Cited in paras 1-8, 1-10, 5-15e, and 5-27f.)

AR 600-8-19

Enlisted Promotions and Reductions (Cited in para 7-7a, 7-7f, 7-20, 7-26a(12), 7-27a, and 7-29b.)

AR 600-20

Army Command Policy (Cited in paras 1-5, 3-2q, 5-22h, 7-36a(1), and 8-32.)

AR 600-35

Army Force Stabilization System (Cited in 5-5g(4).)

AR 600-37

Unfavorable Information (Cited in paras 8-4b, 8-17g(2), and 8-22h(2).)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)
(Cited in para 3–10h.)

AR 611–1

Military Occupational Classification Structure Development and Implementation (Cited in paras 3–14b(4)(b), 3–17, and 3–18.)

AR 614–30

Overseas Service (Cited in paras 1–1, 3–10h, 3–2m, 3–2r, 3–16d, 5–22r, 7–9c, 8–12d, and 9–8c.)

AR 623–3

Evaluation Reporting System (Cited in paras 2–11b, 3–31c(3), and 7–36h.)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in paras 3–2q, 3–10g, 3–19a(4)(b), 4–6k, 5–4l(5)(b), 5–5n(5)(b), 5–9g(4)(b), 5–10h(4)(b), 5–12i, 7–16d(2), 7–19d(4), 7–26a(8)(a), 7–34, 7–35d, and table 3–1.)

DAGO 1995–15

Transfer of the United Army Marksmanship Unit (Cited in para 5–8.) (Available at <http://www.apd.army.mil>.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in paras 2–4n(3), 3–10a(10), 3–10c(1), 3–10d(8), 3–14a, 3–14b, 3–14b(2), 3–14b(4)(b), 3–18, 3–19a(2)(b), 3–19a(4)(b), 3–19h(3), 4–3a, 4–3g(2), 5–3o, 6–3a, 6–4b, 6–4c, 6–5a, 7–12, 7–13, and 8–26a.)

DODI 1325.7

Administration of Military Correctional Facilities and Clemency and Parole Authority (Cited in paras 3–26 and 3–27.)
(Available at <http://www.dtic.mil/whs/directives>.)

DODI 5200.33

Defense Courier Service Regulation (Cited in para 5–26.) (Available at <http://www.dtic.mil/whs/directives>.)

Title 10 ARNGUS

Command Leadership Program (Cited in para 3–21d.) (Available at <http://uscode.house.gov/search/criteria.shtml>.)

UCMJ, Art. 92

Failure to obey order or regulation (Cited para in 3–28c.) (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

USAREC Pam 601–25

In–Service Special Forces Recruiting Program (Officer and Enlisted) (Cited in para 5–5f.) (Available at <http://www.usarec.army.mil>.)

42 USC 16913

Registry requirements for sex offenders (Cited in para 3–26.) (Available at <http://uscode.house.gov/search/criteria.shtml>.)

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. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil>. Department of Defense directives, instructions, and manuals, and United States codes can be accessed from the Army Home page at <http://www.army.mil>.

AR 11–6

Army Foreign Language Program

AR 25–55

The Department of the Army Freedom of Information Act Program

AR 37-104-4

Military Pay and Allowances Policy

AR 50-5

Nuclear Surety

AR 50-6

Chemical Surety

AR 55-46

Travel Overseas

AR 135-18

The Active Guard Reserve (AGR) Program

AR 140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

AR 190-47

The Army Corrections System

AR 195-3

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 340-21

The Army Privacy Program

AR 600-8-10

Leaves and Passes

AR 600-8-14

Identification Cards For Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

AR 600-8-22

Military Awards

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)

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

AR 601-210

Active and Reserve Components Enlistment Program

AR 601-270

Military Entrance Processing Station (MEPS)

AR 601-280

Army Retention Program

AR 608-18

The Army Family Advocacy Program

AR 608-75

Exceptional Family Member Program

AR 612-201

Initial Entry/Prior Service Trainee Support (RCS MILPC-17(R1))

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

ATRRS Course Catalog

(Available at <https://atrrs.army.mil/>.)

DA Pam 600-8

Management and Administrative Procedures

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation. (Available at <http://www.asafm.army.mil/>.)

DOD 7000.14-R, Volume 7A

Military Pay Policy and Procedures — Active Duty and Reserve Pay

DODD 1304.21

Policy on Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members

DODI 1315.18

Procedures for Military Personnel Assignments

DODI 7000.14

Department of Defense Financial Management Policy and Procedures

EDAS Users Manual

Copies of this publication are available from HRC (AHRC-EPO-E)

FM 3-21.220

Statics Line Parachuting Techniques and Training (Available at <http://www.adtdl.army.mil/>.)

JFTR

Joint Federal Travel Regulations (Available at <http://www.defensetravel.dod.mil/>.)

NGR 600–200

Enlisted Personnel Management (Available at <http://www.ngbpdc.ngb.army.mil/>.)

TRADOC Regulation 350–16

Drill Sergeant Program (Available at <http://www.tradoc.army.mil/>.)

UCMJ, Art. 15

Commanding Officer's Non-Judicial Punishment (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

10 USC 815

Commanding Officers Non-Judicial Punishment

10 USC 972

Members: effect of time lost

10 USC 3914

Twenty to thirty years: enlisted members

10 USC 3917

Thirty years or more: regular enlisted members

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

37 USC 401

Definitions

37 USC 421

Allowances: no increase while dependent is entitled to basic pay

Section III**Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the U.S. Army Publishing Directorate's Web site (<http://www.apd.army.mil>).

DA Form 3739

Application for Compassionate Actions (Prescribed in para 5–15*a* and 5–16.)

DA Form 4873

Certificate of Appointment to Command Sergeant Major (Prescribed in paras 7–4*d* and 7–29.) (Available through normal forms supply channels.)

DA Form 5011

Training Evaluation Summary (Prescribed in para 3–31*c*(4).)

DA Form 7424

Sensitive Duty Assignment Eligibility Questionnaire (Prescribed in paras 8–13*f*, 8–17*c*, 8–22*c*, and 8–22*e*.)

Section IV**Referenced Forms**

Except where otherwise indicated below, the following forms are available: DA, DD, and SF forms are available on the U.S. Army Publishing Directorate's Web site (<http://www.apd.army.mil>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166–8

Noncommissioned Officer Evaluation Report

DA Form 2166–8–1

Noncommissioned Officer Evaluation Report Counseling and Support Form

DA Form 2446

Request for Orders

DA Form 4187

Personnel Action

DA Form 4856

Developmental Counseling Form

DA Form 5248–R

Report of Unfavorable Information for Security Determination

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DD Form 1172

Application for Uniformed Services Identification Card DEERS Enrollment

SF 86

Questionnaire for National Security Positions

Appendix B**E-mail Addresses****B–1. E-mail capability**

E-mail addresses are provided as a convenient means of sending correspondence for those with automation capabilities.

B–2. Human Resources Command

The e-mail addresses for the Enlisted Personnel Management Division (EPMD) Branches are listed below:

- a. CSM/SGM Branch: HRC.EPMD.SGMBBranch@conus.army.mil.
- b. Command Management Branch: HRC.EPMD.CommandManagementBranch@conus.army.mil.
- c. Maneuver and Fires Division Personnel Action Branch: HRC.EPMD.MFDPAB@conus.army.mil.
- d. Infantry Branch: HRC.EPMD.InfantryBranch@conus.army.mil.
- e. Army Special Forces Branch: HRC.EPMD.SFBranch@conus.army.mil.
- f. Air Defense Artillery Branch: HRC.EPMD.ADABranch@conus.army.mil.
- g. Field Artillery Branch: HRC.EPMD.FABranch@conus.army.mil.
- h. Armor Branch: HRC.EPMD.ArmorBranch@conus.army.mil.
- i. Aviation Branch: HRC.EPMD.AviationBranch@conus.army.mil
- j. Operational Support and Effects Division Personnel Action Branch: HRC.EPMD.OSEDPA@conus.army.mil.
- k. Engineer Branch: HRC.EPMD.EngineerBranch@conus.army.mil.
- l. Military Police Branch: HRC.EPMD.MPBranch@conus.army.mil
- m. Military Intelligence/Language Branch: HRC.EPMD.MILANGBranch@conus.army.mil.
- n. Signal Branch: HRC.EPMD.SignalBranch@conus.army.mil
- o. Chemical Branch: HRC.EPMD.ChemicalBranch@conus.army.mil.
- p. Force Sustainment Division Personnel Action Branch: HRC.EPMD.FSDPAB@conus.army.mil.
- q. Transportation Branch: HRC.EPMD.TransportationBranch@conus.army.mil.

- r. Soldier Support Branch: HRC.EPMD.SoldierSupportBranch@conus.army.mil.
- s. Ordnance Branch: HRC.EPMD.OrdnanceBranch@conus.army.mil.
- t. Quartermaster Branch: HRC.EPMD.QMBranch@conus.army.mil.
- u. Health Services Branch: HRC.EPMD.HealthServicesBranch@conus.army.mil.
- v. Detailed Assignment Branch: HRC.EPMD.DetailedAssignmentBranch@conus.army.mil.
- w. Enlisted Procedures and Soldier Actions Branch: HRC.EPMD.PSABranch@conus.army.mil.
- x. Functional Support & Integration Branch: HRC.EPMD.FSIBranch@conus.army.mil.
- y. Special Actions Branch: HRC.EPMD.SpecialActionsBranch@conus.army.mil.
- z. Compassionate Actions Section, Special Actions Branch: HRC.EPMD.CompassionateSection@conus.army.mil.
- aa. Army Reserve Enlisted Procedures Branch: HRC.EPMD.AREPBranch@conus.army.mil.

B-3. Pentagon

The e-mail 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.

C-2. Purpose

The purpose of this checklist is to assist CDRs, ACOM/ASCC/DRUs and installation managers in evaluating their key internal 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 (Internal Control Evaluation Certification).

C-4. Test questions

- a. Are Soldiers on AD or inactive duty training 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 SD 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?
- h. Have Soldiers completed the required schooling or equivalent OJT for qualification for SDAP?

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 the Commanding General, U. S. Army Human Resources Command, ATTN: Enlisted Procedures and Soldier Actions Branch (AHRC-EPO-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

Glossary

Section I Abbreviations

1SG

first sergeant

AA

Active Army

ABCP

Army Band Career Program

ACASP

Army Civilian Acquired Skill Program

ACE

Allied Command Europe

ACOM

Army command

AD

active duty

ADOS

Active Duty for Operational Support

ADT

active duty for training

AEA

assignment eligibility and availability

AGR

active guard reserve

AI

assignment instructions

AIP

assignment incentive pay

AIRR

Army Investigative Records Repository

AIT

advanced individual training

AKO

Army Knowledge Online

ALC

Advanced Leaders Course

AMEDD

Army Medical Department

AMOS

additional military occupational specialty

APFT

Army physical fitness test

APO AE

Army post office Army Europe

AR

Army regulation

ARCOM

Army Reserve Command

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ARSOF

Army special operations forces

ASA (M&RA)

Assistant Secretary of the Army (Manpower & Reserve Affairs)

ASAP

Army Substance Abuse Program

ASCC

Army service component command

ASI

additional skill identifier

AT

annual training

ATRRS

Army Training Requirements and Resources System

BCT

brigade combat team

BDE

brigade

BEAR

Bonus Extension and Retraining Program

BN

battalion

BOLC

Basic Officer Leader Course

BT

basic training

CA

combat arms

CAR

Chief, Army Reserve

CDR

commander

CG

commanding general

CLANG

control language

CMF

career management field

CMIF

career management individual file

CMNCO

career management noncommissioned officer

COL

colonel

CONUS

continental United States

CPD

Command Preference Designation

CPL

corporal

CPMOS

career progression military occupational specialty

CRC

Case Review Committee

CSA

Chief of Staff, Army

CSL

central selection list

CSM

command sergeant major

CSMAP

Command Sergeant Major Advisory Panel

CTC

combat training center

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DEERS

Defense Enrollment Eligibility System

DEROS

date eligible for return from overseas

DFAS

Defense Finance and Accounting Service

DMOS

duty military occupational specialty

DMPM

Directorate of Military Personnel Management

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DRU

direct reporting unit

DS

drill sergeant

DSN

Defense Switched Network

DSS

Defense Security Service

EB

enlistment bonus

EDAS

Enlisted Distribution and Assignment System

EDTM

enlisted distribution target model

EFMP

Exceptional Family Member Program

eMILPO

electronic military personnel office

EOD

explosive ordnance disposal

EPMD

Enlisted Personnel Management Directorate

EPMS-IRR

Enlisted Personnel Management System, U.S. Army Individual Ready Reserve

ERB

enlisted record brief

ETS

expiration term of service

FCP

Family care plan

FORSCOM

U.S. Army Forces Command

FSC

First Sergeant Course

FTM

full time manning

FY

fiscal year

GCMCA

General Court-Martial Convening Authority

GED

general education development

GO

general officer

GT

general technical

HAAP

Home Base/Advance Assignment Program

HFA

hostile fire area

HQ

headquarters

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

IA

immediately available

IET

initial entry training

IG

inspector general

IMA

individual mobilization augmentation

IRR

individual ready reserve

JD

joint domicile

JFTR

Joint Federal Travel Regulations

LCM

life cycle management

LTC

lieutenant colonel

MACP

Married Army Couples Program

MILPER

military personnel

MLANG

mission language

MOI

memorandum of instruction

MOS

military occupational specialty

MOSC

military occupational specialty code

MPD

military personnel division

MPF

military personnel file

MSG

master sergeant

MTOE

modified table of organization and equipment

NATO

North Atlantic Treaty Organization

NCO

noncommissioned officer

NCOER

noncommissioned officer evaluation report

NCOES

Noncommissioned Officer Education System

OCAR

Office of the Chief, Army Reserve

OCONUS

outside the continental United States

OJT

on-the-job training

OMPF

official military personnel file

OSUT

one station unit training

P

promotable

PCORD

projected change of responsibility date

PCS

permanent change of station

PDS

permanent duty station

PFC

private first class

PMOS

primary military occupational specialty

PSG

platoon sergeant

PSYOP

psychological operations

RA

regular Army

RC

reserve component

RCN

reclassification control number

RETAIN

Reenlistment/Reclassification System

ROTC

Reserve Officers' Training Corps

RTD

return to duty

S1

adjutant

SD

special duty

SDAP

special duty assignment pay

SES

senior executive service

SFAS

special forces assessment and selection

SFC

sergeant first class

SFQC

special forces qualification course

SGM

sergeant major

SGT

sergeant

SIMOS

space imbalanced military occupational specialty

SLC

Senior Leaders Course

SMA

Sergeant Major of the Army

SMOS

secondary military occupational specialty

SOLT

special operations language training

SOPC

special operations preparatory and conditioning

SORB

special operations recruiter battalion

SPC

specialist

SQI

skill qualification identifier

SRB

selective reenlistment bonus

SRR

Service-remaining requirement

SSBI

single scope background investigation

SSG

staff sergeant

SSN

social security number

STAB

Standby Advisory Board

TAPDB

total Army personnel database

TDA

table of distribution and allowances

TDY

temporary duty

TE

technical escort

TIG

The Inspector General

TOE

table of organization and equipment

TOS

time-on-station

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TS

top secret

UCMJ

Uniform Code of Military Justice

UIC

unit identification code

USAJFKSWCS

U.S. Army John F. Kennedy Special Warfare Center and School

USAMU

U.S. Army Marksmanship Unit

USAPT

U.S. Army Parachuting Team (Golden Knights)

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USASMA

U.S. Army Sergeants Major Academy

USASMC

U.S. Army Sergeants Major Course

USASOC

U.S. Army Special Operations Command

USASOM

U.S. Army School of Music

USC

United States Code

USMA

U.S. Military Academy

WAI

Warrior Attributes Inventory

WHCA

White House Communication Agency

WHTA

White House Transportation Agency

WLC

Warrior Leader Course

WTU

Warrior transition unit

Section II**Terms****Accompanied tour**

The tour length that is the longest a specific overseas duty station and usually means that a Soldier is accompanied by command-sponsored dependents.

Active Army

a. The Active Army consists of—

- (1) Regular Army Soldiers on AD.
- (2) Army National Guard of the United States and Army Reserve Soldiers on AD 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 AD for 180 days or less.
- (5) Active duty pursuant to the call of the President (10 USC 12304).

Active duty (AD)

Full time duty in the active military Service of the United States, including full time training duty, ADT, 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 full time National Guard duty. For the RC, AD is comprised of the categories active duty training (ADT) and AD other than training.

Additional military occupational specialty (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 military occupational specialty

Personnel placement action to satisfy a valid military manpower requirement.

Area command

The following are defined as area commands:

- a. U.S. Army Europe.
- b. U.S. Army Pacific Command.
- c. U.S. Army South Command.
- d. U.S. Army Special Operations Command (USASOC).
- e. U.S. Army Reserve Command (USARC).
- f. Eighth U.S. Army.
- g. U.S. Army Africa.

Area commander

Commander of an area command.

Army National Guard (ARNG)

Army Soldiers under the control of individual States and Territories.

Army National Guard of the United States (ARNGUS)

The ARNG Soldiers who are mobilized and come under control of Federal authorities.

Awarded military occupational specialty code

The 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 enlisted record brief.)

Borrowed military manpower

The use of military manpower from a MTOE unit to perform duties within a table of distribution and allowance (TDA) activity where a ACOM/ASCC/DRU-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 SD and troop diversion.)

Career management field

Grouping of related MOSs that provides logical progression to sergeant major (SGM).

Career Soldier

Soldiers who are serving under second or subsequent enlistment contracts.

Centrally managed personnel

Soldiers in pay grades staff sergeant (SSG) through sergeant major (SGM) for whom the U.S. Human Resources Command (HRC) exercises centralized management controls. These controls include assignment, promotion (with exception of grade SSG), reclassification, education, qualification, and evaluation.

Classification in military occupational specialty

An initial award of primary or secondary MOS by the classification authority.

Combatant command

A command with a broad and continuing mission under a single CDR, composed of significant assigned components of two or more military departments.

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.

Dependency status

a. Acquired dependent. A Soldier's dependent acquired through marriage, adoption, or other action during the course of the Soldier's current overseas tour of duty. This term does not include those individuals dependent upon the Soldier or children born of a marriage that existed before commencement of the current overseas tour.

b. Command-sponsored dependents. Dependents residing with the Soldier at his or her duty station OCONUS, where the accompanied tour is authorized and the Soldier is authorized to serve said tour, and where dependents meet the following conditions:

(1) Are authorized by the appropriate authority to be at the Soldier's duty station.

(2) As a result of their residence in the vicinity of the Soldier's duty station, authorizes the Soldier cost of living allowance and temporary lodging allowance at the "with dependents" rate.

c. Noncommand-sponsored dependents. Dependents residing with the Soldier at his or her duty station outside the CONUS, where the accompanied tour may or may not be authorized. These dependents shall not be provided transportation to and from the Soldier's overseas duty station at Government expense. Their presence shall not authorize the Soldier cost of living allowance and/or temporary lodging allowance at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the Soldier" into the command without endorsement by the appropriate authority. Depending on individual Status of Forces Agreements, U.S. statutes, congressional guidance, DOD policy, or Army regulations, these dependents may be denied access to certain dependent support facilities.

Dependent

This term is defined by 37 USC 401 as contained in the JFTR, Appendix A. However, the spouse of a Soldier who is also a Soldier shall not be considered a dependent as outlined in 37 USC 421.

Duty military occupational specialty

The MOS that identifies authorized manning table positions to which a Soldier is assigned and for which he or she is performing duty or the MOS of the duty that the Soldier is performing if not assigned to an authorized manning table position.

Dwell time

The time a Soldier spends at home station between combat deployments, operational deployment (noncombat), or dependent restricted tour. The addition of these service types does not change the long and short tour policies in any way.

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).

Expiration of term of service (ETS)

The date a Soldier is expected to complete the military Service required by his or her enlistment contract.

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.

General or flag officer

Officers in the grade of O-7 through O-10. To request and/or approve certain actions outlined in this regulation by a general or flag officer, officers must actually be serving in a general or flag officer grade or an equivalent Federal civilian grade including officers of the Foreign Service of the Department of State.

Household

The Soldier and those dependents, who reside with the Soldier or are dependent on the Soldier for over one-half of their support.

Low cost move

A permanent change of station (PCS) for which the total expected cost, including the Soldier's travel and transportation allowances and dislocation allowance, if applicable, does not exceed \$1,000.00. The low cost moves are not curtailments and do not require general or flag officer waivers of time-on-station (TOS) that are required for other moves. It

is not necessary to adjust the member's original tour completion date, nor for the member to have service retainability beyond the original tour completion date.

New equipment training

Service school courses or on-the-job training (OJT) directed by a major CDR or higher authority based upon a change in unit mission or equipment.

On-the-job experience

Serving in the primary military occupational speciality (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.

Overseas long tour

A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

Overseas short tour

A tour of duty in an overseas location where the tour length is less than the 36-month accompanied tour or the unaccompanied tour is less than 24 months.

Permanent change of station

As defined in the JFTR, Section A, the assignment, detail, or transfer of a Soldier to a different permanent duty station (PDS) under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

Permanent duty station

As defined in the JFTR, Section A, the Soldier's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under JFTR relating to the residence and the household goods and Soldier's personal effects, PDS also means the residence or other quarters from (to) which the Soldier regularly commutes to (and from) work, except where the PDS is in a remote area where adequate Family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the Soldier's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as—

- a. The corporate limits of the city or town in which stationed.
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (for example, McGuire AFB and Ft. Dix) having definite boundaries in which the Soldier is stationed. When a reservation, station, other established area or established large reservation subdivision (for example, McGuire AFB and Ft. Dix) falls within two or more corporate city limits (for example, the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (for example, Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

Personnel management

Actions taken by HRC enlisted career divisions to identify, select for training, assign, and manage Soldiers in various programs. Management tools used to accomplish these actions include the career management individual file (CMIF) and related documents for SGT and above.

Prescribed tour length

The period of time established for tours in specific geographic locations in the continental United States or overseas.

Primary military occupational speciality

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 U.S. Army HRC to change a PMOS or SMOS or to withdraw any AMOS.

Reclassification military occupational specialty

Action by a reclassification authority, with or without board action, that results in a change of AMOS.

Secondary military occupational specialty

Additional MOS 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 military occupational specialty

Situation at a given time (present or projected) in which overseas MTOE and table of TDA authorizations or requirements for a given MOS exceed those documented for CONUS installations.

Special duty (SD)

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 SD.

Temporary duty (TDY)

Duty at one or more locations, other than the permanent station, where a Soldier performs TDY under orders providing for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station when completing the TDY.

Theater

The geographical area outside the continental United States for which a CDR of a combatant command has been assigned military responsibility.

Tour of duty

Military duty when assigned to a military installation or activity permanently located at a land station either inside the continental United States or overseas.

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 SD and borrowed military manpower.)

Unaccompanied tour

The authorized tour length at a specific overseas duty station for Soldiers who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.

Volunteer

Soldiers who, on their own, write to U.S. Army HRC 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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