

TEXT: UNCLAS

SUBJECT: PERSONNEL POLICY GUIDANCE FOR OPERATION ENDURING FREEDOM.

REFERENCE:

- A. EXECUTIVE ORDER 13223, DATED 14 SEPTEMBER 2001
- B. DODD 1000.21 PASSPORTS AND PASSPORT AGENT SERVICES
- C. DODD 1235.6, UNIFORM RESERVE, TRAINING AND RETIREMENT CATEGORIES, 14 MAR 97.
- D. DODD 1235.10, ACTIVATION, MOBILIZATION, AND DEMOBILIZATION OF THE READY RESERVE.
- E. DODD 1400.31, DOD CIVILIAN WORK FORCE CONTINGENCY AND EMERGENCY PLANNING AND EXECUTION.
- F. DODI 1400.32, DOD CIVILIAN WORK FORCE CONTINGENCY AND EMERGENCY PLANNING GUIDELINES AND PROCEDURES
- G. DODD 1404.10, EMERGENCY ESSENTIAL (E-E) DOD U.S. CITIZEN CIVILIAN EMPLOYEES.
- H. DODI 2000.16, COMBATING TERRORISM PROGRAM STANDARDS
- I. DOD 4500.54.G FOREIGN CLEARANCE GUIDE, AFRICA AND SOUTHWEST ASIA, 21 SEP 01.
- J. DODI 6490.3, PRE- AND POST-DEPLOYMENT HEALTH ASSESSMENTS
- K. DOD FINANCIAL MANAGEMENT REGULATION 7000.14, VOLUMES 7A, 7B, AND 9
- L. JOINT FEDERAL TRAVEL REGULATION (JFTR), (MILITARY)
- M. JOINT TRAVEL REGULATION (JTR), VOL II, DOD CIVILIAN PERSONNEL
- N. OUSD SECDEF MEMORANDUM DATED 20 SEP 01 MOB/DEMOB PERSONNEL AND PAY POLICY FOR RESERVE COMPONENT MEMBERS ORDERED TO ACTIVE DUTY
- O. OUSD (PERSONNEL AND READINESS) MEMORANDUM, SUBJECT: NEW IDENTIFICATION CARDS, DATED MAY 5, 1998, THE DD FORMS 2764 AND 2765
- P. SECDEF MSG 131954Z SEP 01, ATSD: PA/DPL, SUBJECT: PUBLIC AFFAIRS GUIDANCE (PAG) FOR PARTIAL MOBILIZATION OF THE RESERVE AND NATIONAL GUARD
- Q. USCENTCOM MESSAGE, 032024Z OCT 01, SUBJECT: USCENTCOM PERSONNEL POLICY GUIDANCE FOR U.S. INDIVIDUAL AUGMENTATION (IA) PERSONNEL IN SUPPORT OF (ISO) OPERATION ENDURING FREEDOM (OEF)
- R. AR 40-501/NGR 40-501, STANDARDS OF MEDICAL FITNESS
- S. AR 40-562, IMMUNIZATION REQUIREMENTS AND PROCEDURES
- T. AR 55-46, TRAVEL OVERSEAS
- U. AR 135-205, ENLISTED PERSONNEL MANAGEMENT
- V. AR 140-10, ASSIGNMENTS, ATTACHMENTS, DETAILS, AND TRANSFERS

W. AR 140-111, US ARMY REENLISTMENT PROGRAM

X. AR 140-158, ENLISTED PERSONNEL CLASSIFICATION, PROMOTION, AND REDUCTION

Y. AR 525-13, ANTITERRORISM/FORCE PROTECTION AND SECURITY OF PERSONNEL INFORMATION AND RESOURCES

Z. AR 600-8-1, ARMY CASUALTY OPERATIONS/ASSISTANCE/INSURANCE

AA. AR 600-8-6, PERSONNEL ACCOUNTING AND STRENGTH REPORTING

BB. AR 600-8-10, LEAVE AND PASSES

CC. AR 600-8-11, REASSIGNMENT

DD. AR 600-8-14, IDENTIFICATION CARDS, TAGS, AND BADGES

EE. AR 600-8-19, ENLISTED PROMOTIONS AND REDUCTIONS

FF. AR 600-8-22, MILITARY AWARDS

GG. AR 600-8-24, OFFICER TRANSFERS AND DISCHARGES

HH. AR 600-8-101, PERSONNEL PROCESSING (IN- AND OUT- AND MOBILIZATION PROCESSING)

II. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS

JJ. AR 600-8-105, MILITARY ORDERS

KK. AR 600-20, ARMY COMMAND POLICY

LL. AR 600-60, PHYSICAL PERFORMANCE EVALUATION SYSTEM

MM. AR 600-110, IDENTIFICATION, SURVEILLANCE AND ADMINISTRATION OF PERSONNEL INFECTED WITH IMMUNODEFICIENCY VIRUS (HIV) WITH CHANGE 1

NN. AR 600-290, PASSPORTS AND VISAS FOR OFFICIAL TRAVEL

OO. AR 608-99, FAMILY SUPPORT, CHILD CUSTODY, AND PATERNITY

PP. AR 601-280, ARMY RETENTION PROGRAM

QQ. AR 614-30, OVERSEAS SERVICE

RR. AR 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS

SS. AR 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT

TT. AR 630-10, ABSENCE WITHOUT LEAVE, DESERTION AND ADMINISTRATION OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS

UU. AR 635-10, PROCESSING PERSONNEL FOR SEPARATION

VV. AR 635-200, ENLISTED PERSONNEL

WW. AR 690-11, PLANNING FOR USE AND MANAGEMENT OF CIVILIAN PERSONNEL IN SUPPORT OF MILITARY OPERATIONS

XX. AR 715-9 CONTRACTORS ACCOMPANYING THE FORCE

YY. AR 930-5, AMERICAN NATIONAL RED CROSS SERVICE PROGRAM AND ARMY UTILIZATION.

ZZ. DA PAM 690-47 DA CIVILIAN EMPLOYEE DEPLOYMENT GUIDE

AAA. DA PAM 715-16 CONTRACTOR DEPLOYMENT GUIDE

BBB. DA MESSAGE, 192207Z OCT 01, INDIVIDUAL READY RESERVE (IRR) AUGMENTATION REQUIREMENTS

CCC. DA MESSAGE, 061419Z MAR 00, MAXIMUM EMPLOYMENT DURATION FOR OOTW AND SSC

DDD. DA MESSAGE, 292221Z SEP 01, FINANCIAL MANAGEMENT GUIDANCE FOR NOBLE EAGLE AND ENDURING FREEDOM

EEE. DA MESSAGE SAFM-FO, 201342Z FEB 98, PRELIMINARY FINANCIAL MANAGEMENT GUIDANCE FOR CURRENT OPERATIONS

FFF. PERSCOM, TAPC-PDO-, 291853Z AUG 01, MILPER MESSAGE 01-248, CONTINGENCY OPERATIONS PERSONNEL PLANNING GUIDANCE

GGG. PERSCOM ON-LINE PROCEDURE 3-38 AT URL [HTTP://WWW-PERSCOM.ARMY.MIL/TAGD/SIDPERS3/3-38.HTM](http://www-perscom.army.mil/tagd/sidpers3/3-38.htm)

HHH. PERSCOM, TAPC-PDO-IP, MILPER MESSAGE 01-162, PERSTEMPO IN AND OUT PROCESSING, DATED 11 MAY 01

III. PERSTEMPO BUSINESS RULES FOR THE LEADER, VERSION 4.2 AT URL: [HTTP://WWW.PERSCOM.ARMY.MIL/PERSTEMPO/](http://www-perscom.army.mil/perstempo/)

JJJ. MEMORANDUM, DAPE-MPE, PERSTEMPO POLICY GUIDANCE, DATED 4 APR 01

KKK. MEMORANDUM, OUSD, SUSPENSION OF STATUTORY REQUIREMENTS FOR PERSONNEL TEMPO (PERSTEMPO) MANAGEMENT, DATED 8 OCT 01

LLL. NGR 600-100 COMMISSIONED OFFICERS-FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS

MMM. NGR 600-200 ENLISTED PERSONNEL MANAGEMENT

NOTE: THIS DOCUMENT IS DIVIDED INTO FOUR PARTS BECAUSE OF ITS LENGTH. SECTION 1 (GENERAL GUIDANCE), SECTION II (PERSONNEL GUIDANCE), SECTION III (ADMINISTRATIVE GUIDANCE), AND SECTION IV (COORDINATING INSTRUCTIONS). THE INDEX IS PROVIDED BELOW.

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PART 1 OF 4

SECTION I GENERAL GUIDANCE

1. PURPOSE.

A. REFERENCE EXECUTIVE ORDER 13223, SEPTEMBER 14, 2001, THIS MESSAGE PROVIDES PERSONNEL GUIDANCE FOR MILITARY AND CIVILIAN (DOD, CONTRACTOR, AAFES AND RED CROSS) INDIVIDUALS WHO MOBILIZE AND/OR DEPLOY IN SUPPORT OF ACTIONS AGAINST TERRORISM OUTSIDE CONUS AND ALASKA, TO INCLUDE FORCE PROTECTION AND THE PLANNING FOR AND EXECUTION OF FUTURE OPERATIONS.

B. TO PROVIDE INFORMATION TO ENSURE PERSONNEL ACCOUNTABILITY, VALIDATION OF DEPLOYMENT OF READINESS PROCESSING, ISSUANCE OF ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT, INITIATION OF REQUIRED PAY ACTIONS, OTHER THEATER SPECIFIC REQUIREMENTS TO INCLUDE FORCE PROTECTION TRAINING AND THEATER SPECIFIC BRIEFINGS.

C. TO PROVIDE BASIC OPERATIONAL AND FINANCE POLICY AND PROCEDURAL INFORMATION THAT IMPACT ON PERSONNEL MANAGEMENT AND SOLDIER SUPPORT.

2. CURRENT OPERATIONAL POLICIES.

A. PARTIAL MOBILIZATION. ON 14 SEP 01, THE PRESIDENT, PURSUANT TO TITLE 10, USC, SECTION 12302 AND EXECUTIVE ORDER 13223, AUTHORIZED THE MOBILIZATION AND DEPLOYMENT OF THE READY RESERVE UNDER A PARTIAL MOBILIZATION. UNDER THIS PARTIAL MOBILIZATION, UNIT/INDIVIDUAL RC PERSONNEL CAN BE INVOLUNTARILY ORDERED TO ACTIVE DUTY FOR AN INITIAL PERIOD OF TWELVE (12) MONTHS. THIS PERIOD MAY BE EXTENDED UP TO AN ADDITIONAL TWELVE (12) MONTHS AT THE DISCRETION OF THE SECRETARY OF THE ARMY BASED ON OPERATIONAL REQUIREMENTS OR OTHER NEEDS. UNITS AND/OR INDIVIDUALS ORDERED TO ACTIVE DUTY UNDER 10 U.S.C. 12302 MAY NOT BE ORDERED TO ACTIVE DUTY FOR THE PURPOSE OF TRAINING. A MEMBER WHO HAS BEEN ORDERED AND RELEASED FROM ACTIVE DUTY UNDER 10 U.S.C. 12302 MAY BE REORDERED TO ACTIVE DUTY UNDER THE SAME AUTHORITY AS LONG AS THE TOTAL OF THE COMBINED PERIODS OF SERVICE UNDER 10 U.S.C. 12302 DOES NOT EXCEED 24 MONTHS, TO INCLUDE TRAVEL TIME NECESSARY TO RETURN THE MEMBER TO THE RESIDENCE FROM WHICH HE OR SHE LEFT WHEN CALLED TO ACTIVE DUTY AND TO INCLUDE USE OF ACCRUED LEAVE. A MEMBER MAY BE RECALLED FOR DUTY BEYOND 24 MONTHS BASED ON OTHER AUTHORITY AS NOTED IN DODD 1235.10.

B. INDIVIDUAL DEPLOYMENT GUIDANCE.

(1) CONUS TO OCONUS. ALL INDIVIDUALS DEPLOYING OCONUS IN SUPPORT OF OPERATION ENDURING FREEDOM, WILL PROCESS FOR DEPLOYMENT THROUGH THE DESIGNATED CONUS REPLACEMENT CENTER (CRC). UNTIL FT KNOX CRC IS ACTIVATED ALL INDIVIDUALS WILL PROCESS THROUGH FT BENNING. INDIVIDUALS ARE REQUIRED TO REDEPLOY BACK THROUGH THE SAME CONUS REPLACEMENT CENTER THEY DEPLOYED FROM. AFTER PROCESSING THROUGH THE CRC, PERSONNEL WILL DEPLOY TO HQUSCENTCOM AT MACDILL AIR FORCE BASE, TAMPA, FLORIDA FOR ASSIGNMENT OR ONWARD MOVEMENT TO THE AREA OF OPERATIONS (AO).

(2) OCONUS TO OCONUS. ALL INDIVIDUALS DEPLOYING FROM OCONUS TO OCONUS LOCATION, WILL PROCESS FOR DEPLOYMENT THROUGH DESIGNATED DEPLOYMENT SITE. INDIVIDUALS WILL REDEPLOY BACK THROUGH THE SAME SITE THEY DEPLOYED FROM.

(3) CONUS TO CONUS. INDIVIDUALS BACKFILLING DEPLOYING UNITS WILL NOT GO THROUGH A CRC.

C. PERSTEMPO. (THRESHOLD MANAGEMENT IS SUSPENDED, AS IS THE \$100 PER DAY PAYMENT), CONTINUE INFORMAL TRACKING FOR THIS OPERATION. TRACKING IS REQUIRED. INFORMATION IS AT THE PERSTEMPO WEB-SITE: [HTTP://WWW.PERSCOM.ARMY.MIL/PERSTEMPO/](http://www.perscom.army.mil/perstempo/). PERSTEMPO HELP DESK IS AT (703) 325-3850, DSN 221-3850.

D. DURATION.

(1) INDIVIDUALS OR UNITS. PROJECTED DURATION FOR RESERVE COMPONENT MILITARY IS 365 DAYS. RC ROTATIONS WILL BE ADJUSTED TO ALLOW THEM TO MOBILIZE, TRAIN, DEPLOY, REDEPLOY, AND DEMOBILIZE WITHIN THE 365-DAY WINDOW. THE PROJECTED 365 DAYS TIMEFRAME INCLUDES: ACTIVATION OF THE UNIT, UNIT TRAVEL TIME, DEPLOYMENT

PROCESSING, DAYS ON LOCATION, REDEPLOYMENT, DEMOBILIZATION PROCESSING, AND LEAVE TIME.

(2) DA CIVILIANS. PROJECTED DURATION FOR DA CIVILIANS CURRENTLY IS 179 DAYS. DOD CIVILIANS TRAVEL IN A TDY STATUS. TDY FOR CIVILIANS MAY EXCEED 180 DAYS AT ONE DUTY LOCATION ONLY AS AUTHORIZED BY JTR SECTION C4430.

(3) PROJECTED DURATION FOR CONTRACTOR IS BASED ON CONTRACT AGREEMENTS. CONTRACTORS WILL TRAVEL ON LETTERS OF AUTHORIZATION.

E. STOP MOVEMENT HAS NOT BEEN DECLARED.

F. STOP LOSS HAS NOT BEEN DECLARED.

G. UNIT FENCING IS A PERSCOM MANAGEMENT TOOL USED TO PRECLUDE SOLDIERS FROM A SPECIFIC UNIT FROM BEING SELECTED FOR ASSIGNMENTS, EXCEPT FOR REENLISTMENT ASSIGNMENTS OR MANDATORY RECLASSIFICATION. UNIT FENCING APPLIES ONLY TO DEPLOYING UNITS WHERE 50% OR MORE OF THE UNIT WILL BE DEPLOYING. A FENCE MAY ONLY BE APPLIED AT THE UNIT IDENTIFICATION LEVEL (UIC) LEVEL NOT BELOW (TASK FORCE OR UNIT SLICE) UNLESS THE ORGANIZATION HAS A REGISTERED UIC OR DERIVATIVE UIC. UICS THAT ARE NOT DEPLOYING WILL NOT BE FENCED. FOR UNITS WITH LESS THAN 50% OF THE UNIT IDENTIFIED TO DEPLOY, MACOM AND INSTALLATION G-1 SHOULD FOLLOW INSTRUCTIONS IN PARAGRAPHS BELOW TO REQUEST STABILIZATION OF SOLDIERS AND DELETIONS AND DEFERMENTS.

(1) THE PURPOSE OF A FENCE IS TO ALLOW UNITS TIME TO IDENTIFY INDIVIDUAL SOLDIERS FOR DEPLOYMENT WHILE PROTECTING THESE SAME SOLDIERS FROM FURTHER ASSIGNMENT ACTIONS WHILE DECISIONS ARE BEING MADE. IT IS MOST EFFECTIVE FOR UNITS THAT RECEIVE EARLY NOTIFICATION FOR DEPLOYMENT.

(2) PERSCOM WILL COORDINATE WITH HQDA DCSOPS TO OBTAIN COPIES OF UNIT DEPLOYMENT ORDERS. UPON RECEIPT, EPMD WILL IMMEDIATELY IMPLEMENT A FENCE AND CONTACT THE APPROPRIATE MACOM AND DIVISION G-1. INSTALLATION G1/AGS MUST NOTIFY PERSCOM DCSOPS (E-MAIL: SEEGERM@HOFFMAN.ARMY.MIL OR DSN 221-3915) IF THERE ARE ANY CHANGES IN DEPLOYMENT DATES.

(3) MACOM AND DIVISION G-1 WILL PROVIDE PERSCOM (TAPC-EPC-O, DSN 221-4422) A LIST OF SOLDIERS SELECTED TO DEPLOY INCLUDING REQUESTED DELETIONS AND DEFERMENTS. A FENCE WILL NOT AUTOMATICALLY RESULT IN DELETION/DEFERMENT OF SOLDIERS CURRENTLY ON ASSIGNMENT INSTRUCTIONS. UNITS MUST REQUEST DELETION AND DEFERMENTS WHEN PROVIDING SOLDIERS' LISTING TO PERSCOM. (SEE PARAGRAPHS 18R, 19 AND 20 FOR GUIDANCE ON ASSIGNMENT INSTRUCTIONS AND SCHOOLS).

(4) FENCING FOR OFFICERS: THE MACOM OR INSTALLATION STRENGTH MANAGER WILL COMPILE AND SUBMIT A LIST OF OFFICERS IDENTIFIED FOR DEPLOYMENT. THIS LIST WILL BE FORWARDED TO TAPCOPDM@HOFFMAN.ARMY.MIL (EXCEL FORMAT PREFERRED) WITH THE FOLLOWING INFORMATION: NAME, SSN, GRADE, BRANCH, UIC.

(5) UPON RECEIPT OF THE SOLDIERS' LISTING AND REQUESTED DELETIONS/DEFERMENTS, PERSCOM WILL STABILIZE SOLDIERS SELECTED FOR DEPLOYMENT AND PROCESS DELETIONS AND DEFERMENTS REQUESTED BY THE UNIT. STABILIZATION ASSIGNMENT ELIGIBILITY AND AVAILABILITY (AEA) CODE "3" WILL BE TOPLOADED BY PERSCOM.

(6) PERSCOM WILL RELEASE THE FENCE ONCE SOLDIERS ARE STABILIZED SO NONDEPLOYERS ARE ASSIGNMENT ELIGIBLE.

(7) UPON DEPLOYMENT, COMMANDERS WILL ENSURE THAT PERSTEMPO TRANSACTIONS ARE SUBMITTED THRU THE PERSTEMPO WEB APPLICATION. THIS INFORMATION WILL POST TO THE TOTAL ARMY PERSONNEL DATABASE (TAPDB) AND REFLECT THE SOLDIER IN A DEPLOYED STATUS. THIS IS THE ONLY PROCEDURE WHICH PROVIDES PERSCOM VISIBILITY OF SOLDIERS' DEPLOYED STATUS. SOLDIERS ARE INELIGIBLE FOR ASSIGNMENTS WHILE IN A DEPLOYED STATUS. THE PERSTEMPO TRANSACTION WILL AUTOMATICALLY POST AEA CODE "N" (DEPLOYED SOLDIER) TO THE SOLDIER'S RECORD.

H. RC REFRAD. ONCE AN RC SOLDIER IS PROCESSED ONTO AD, SEPARATION ACTIONS MUST FOLLOW GUIDANCE IN AR 600-8-24 (OFFICERS) OR AR 635-200 (ENLISTED). RELEASE FROM ACTIVE DUTY (REFRAD) FOR ANY OTHER CONDITION REQUIRES APPROVAL OF HQDA, DAMO-ODO-M, REGARDLESS OF THE REASON FOR REFRAD OR DISCHARGE. THE AUTHORITY ISSUING THE REFRAD/DISCHARGE ORDERS WILL SEND COPIES OF THE ORDER TO BOTH CDR, PERSCOM, ATTN: TAPC-FSP, 200 STOVALL ST, ALEXANDRIA, VA 22332-0495 AND TO CDR, AR-PERSCOM, ATTN: ARPC-MOP-P, 9700 PAGE AVE, ST LOUIS, MO 63132-5200. TELEPHONIC NOTIFICATION OF PENDING REFRAD OR DISCHARGE WILL BE ACCOMPLISHED WITH ARPC-MOP-P AT DSN: 892-5400. REGARDLESS OF THE NUMBER OF DAYS ACTUALLY SERVED, ALL SOLDIERS WILL BE ISSUED A CERTIFICATE OF RELEASE OR DISCHARGE FOR ACTIVE DUTY (DD FORM 214).

3. UNIT FUNDING.

A. INSTALLATION PERSONNEL MANAGERS SHOULD COORDINATE WITH THEIR DIRECTORATE OF RESOURCE MANAGEMENT FOR PROPER FUND CITATIONS FOR PERSONNEL ORDERS AND TRAVEL.

B. PRE-MOBILIZATION COST FOR RESERVE COMPONENT UNITS SHOULD BE REPORTED THROUGH THE APPROPRIATE RC CHANNELS.

(1) ARMY NATIONAL GUARD (ARNG) UNITS. FOR ADDITIONAL INFORMATION CONTACT, NGB-ARC, POC IS MARY BRAUN, COMM (703) 607-7500, FAX 7588, DSN 327.

(2) US ARMY RESERVE UNITS. REPORT PROJECTED AND ACTUAL COSTS THROUGH THE RSC/DIRECT REPORTING COMMAND (DRC) TO USARC DCSOPS ATTN: AFRC-OPR. FOR ADDITIONAL INFORMATION CONTACT MAJ BECKLES AT (404) 464-8241, FAX (404) 464-8400. DSN IS 367.

C. ALL COSTS, TO INCLUDE OPTEMPO OFFSETS WILL BE CHARGED TO APPROPRIATE CONTINGENCY MANAGEMENT DECISION PACKAGE (MDEP), BUDGET PROJECT CODE, AND FUNCTIONAL COST ACCOUNT (FCA).

(1) MDEP IS VFRE.

(2) FUNCTIONAL COST ACCOUNTS (FCA CODE) ARE: F3201 PRE-DEPLOYMENT COSTS; F3202 DEPLOYMENT/ REDEPLOYMENT; F3203 SUSTAINMENT COSTS; F3204 RECONSTITUTION COSTS.

D. PROJECT CODE. LOGISTICS PROJECT CODE EF1 IS TO BE USED IN CONJUNCTION WITH CJCS PROJECT CODE 9GF. CODE EF1 WILL BE USED BY ANY UNIT ALERTED TO PARTICIPATE IN OPERATION ENDURING FREEDOM FROM THE TIME IT IS INITIALLY ALERTED FOR EVENTUAL DEPLOYMENT UNTIL 30 DAYS BEFORE THE DEPLOYMENT EXECUTION DATE. AT THE 30-DAY TIMEFRAME FORWARD, UNITS WILL IDENTIFY MATERIEL REQUIRMENTS BY USING CJCS PROJECT CODE 9GF. CJCS PROJECT CODE 9GF WILL BE USED DURING DEPLOYMENT. FUNDING FOR THIS PROJECT CODE WILL BE BORNE BY THE REQUISITIONER. THIS PROJECT CODE (EF1) WILL ALSO BE USED FOR 180-DAYS AFTER AN ACTIVITY RETURNS FROM A DEPLOYMENT IN

SUPPORT OF OPERATION ENDURING FREEDOM TO RECONSTITUTE ITS EQUIPMENT FLEET. PURPOSE OF PROJECT CODE EF1 IS TO IDENTIFY ALL TRANSACTIONS AND FISCAL EXPENDITURES RELATED TO OPERATION ENDURING FREEDOM BEFORE AND AFTER ACTUAL DEPLOYMENT.

(1) CATEGORY CODE "A" ALPHA APPLIES.

(2) SERVICE CODE "W" WHISKEY APPLIES.

E. EOR. USE THE CORRECT ELEMENT OF RESOURCE (EOR) CODE SO THAT COST REPORTS CAN BE CREATED. USE THE MOST SPECIFIC EOR THAT APPLIES TO THE TRANSACTION (E.G., RECORD TRANSCOM AIRLIFT OF EQUIPMENT COSTS AGAINST EOR 2211 INSTEAD OF 25GZ).

4. PERSONNEL CLEARANCES. (COUNTRY, THEATER, AND SPECIAL AREA CLEARANCES)

A. DEPLOYING UNITS' SUPPORTING INSTALLATION/MACOM WILL REQUEST PERSONNEL CLEARANCES PER AR 55-46.

B. THE CRC SITE WILL ENSURE PERSONNEL CLEARANCE (COUNTRY, THEATER, AND SPECIAL AREA) APPROVAL HAS BEEN RECEIVED IAW AR 55-46 PENDING APPROVAL OF A BLANKET COUNTRY CLEARANCE.

C. THEATER CLEARANCE. THEATER CLEARANCE MAY BE REQUIRED OR ASSUMED. CONSULT THE FOREIGN CLEARANCE GUIDE, AFRICA AND SOUTHWEST ASIA, SECT II, PERSONNEL, AT WWW.FCG.PENTAGON.MIL, FOR PROPER GUIDANCE.

5. PASSPORTS AND VISAS.

A. GENERAL. CONSULT THE DEPARTMENT OF DEFENSE FOREIGN CLEARANCE GUIDE (FCG) FOR DETAILED GUIDANCE ON PERSONNEL CLEARANCE AND ENTRY (PASSPORT AND VISA) REQUIREMENTS AND FOR PREPARING PERSONNEL CLEARANCE REQUESTS. THE FOUR HARDCOPY FCG GEOGRAPHICAL VOLUMES ARE PUBLISHED ON A QUARTERLY CYCLE (ONE EVERY MONTH) WITH INTERIM CHANGE NOTICE (ICN) UPDATES AS NEEDED. TRAVELERS SHOULD VERIFY THEY ARE USING THE CURRENT HARDCOPY VOLUME WITH THE LATEST ICNS. THE FCG WEBSITE FOUND AT WWW.FCG.PENTAGON.MIL (NIPRNET) OR WWW.FCG.PENTAGON.SMIL.MIL (SPIRNET) CONTAINS ALL THE UPDATES PUBLISHED AS ICNS AND IS THE MOST CURRENT AND COMPREHENSIVE SOURCE OF FCG INFORMATION. SINCE EACH THEATER AND COUNTRY HAS DIFFERING APPROVAL PROCEDURES, CONSULT SECTION II OF THE FCG FOR PROPER GUIDANCE. ADDITIONAL GUIDANCE ON FORCE PROTECTION, CRIME AND OTHER COUNTRY RELATED ISSUES MAY BE FOUND ON THE STATE DEPARTMENT WEB SITE AT: WWW.TRAVEL.STATE.GOV/TRAVEL_WARNINGS.HTML.

B. MILITARY MAY DEPLOY WITH ORDERS AND DOD MILITARY ID CARD. HOWEVER, MILITARY ARE ENCOURAGED TO DEPLOY WITH PASSPORTS IF THEY CURRENTLY HAVE ONE. PERSONNEL MAY TRAVEL VIA COMMERCIAL AIRLINE TO THE USCENTCOM AOR AND, IF SO, WILL BE REQUIRED TO PRESENT A PASSPORT UPON ARRIVAL.

C. ALL OTHER PERSONNEL WILL OBTAIN PASSPORTS PRIOR TO ARRIVAL DEPLOYMENT PROCESSING CENTER AND DEPLOY WITH PASSPORTS AND ID CARDS. CIVILIANS MUST HAVE PASSPORTS AND VISA (S) IF REQUIRED. RECOMMEND INDIVIDUALS APPLY FOR AN OFFICIAL PASSPORT WITH A LOCAL PASSPORT AGENT, IF POSSIBLE, PRIOR TO ARRIVAL AT DEPLOYMENT PROCESSING CENTER. IF THIS IS NOT POSSIBLE, INDIVIDUALS MUST REPORT TO THE USCENTCOM PASSPORT OFFICE WITH EITHER AN OFFICIAL RAISED SEAL BIRTH CERTIFICATE, OR ANY OTHER PASSPORT. NOTE THAT NORMAL-PROCESSING TIME FOR AN OFFICIAL PASSPORT IS 4-6 WEEKS. THEREFORE, RECOMMEND THIS PROCESS BE INITIATED AS SOON AS POSSIBLE. PERSONNEL CAN APPLY FOR REQUIRED VISAS AT THE USCENTCOM PASSPORT OFFICE. THE NORMAL PROCESSING TIME FOR A VISA IS APPROXIMATELY 10 DUTY

DAYS. EXPENDITURES FOR VISAS WILL BE REIMBURSED ON TRAVEL VOUCHER DD FORM 1351-2 FOR MILITARY AND APPROPRIATED FUND/NON-APPROPRIATED FUND CIVILIANS. DEPLOYING CIVILIAN EMPLOYEES WILL ALSO POSSESS A DD FORM 489, GENEVA CONVENTION IDENTIFICATION CARD, DA FORM 1602, CIVILIAN IDENTIFICATION CARD (UNLESS THE REQUIREMENTS OF BOTH IDENTIFICATIONS ARE INTEGRATED INTO ONE ID CARD, SUCH AS THE DD FORM 2764), AND ARMY IDENTIFICATION TAGS.

IN ACCORDANCE WITH UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS) MEMORANDUM, SUBJECT: NEW IDENTIFICATION CARDS, DATED MAY 5, 1998, THE DD FORMS 2764 AND 2765 WILL BE ISSUED TO ELIGIBLE INDIVIDUALS WHERE THE REALTIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM (RAPIDS) SOFTWARE HAS BEEN FIELDED. AS REQUIRED, EMERGENCY-ESSENTIAL EMPLOYEES AND CONTRACT PERSONNEL AUTHORIZED TO ACCOMPANY THE ARMED FORCES WHO ARE SUBJECT TO CAPTURE AND DETENTION BY THE ENEMY AS PRISONERS OF WAR WILL BE ISSUED THE DD FORM 2764, US DOD/UNIFORMED SERVICES CIVILIAN GENEVA CONVENTIONS IDENTIFICATION CARD. THE DD FORM 489, GENEVA CONVENTIONS IDENTITY CARD FOR PERSONS WHO ACCOMPANY THE ARMED FORCES, AND THE DD FORM 1173, UNITED STATES UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD, WILL BE ISSUED ONLY WHEN THE AUTOMATED RAPIDS IS NOT AVAILABLE AND MANUAL CARDS MUST BE ISSUED. THE DA FORM 1602, CIVILIAN IDENTIFICATION CARD, MAY BE ISSUED BY THE INDIVIDUAL'S COMMAND.

PART 2 OF 4
SECTION II. PERSONNEL GUIDANCE

6. EXECUTION.

A. REQUIREMENTS FOR FILL FOR THEATER (GENERAL). THE THEATER MUST PROVIDE A GAINING UIC, PARAGRAPH AND LINE NUMBER, DUTY LOCATION, DUTY MOS (TO INCLUDE ALL SPECIALTY AND SKILL REQUIREMENTS AND SECURITY CLEARANCE INFORMATION), IDENTIFICATION OF DESIGNATION TO FILL JOINT OR MULTINATIONAL STAFF POSITIONS, AND ANY UNIQUE INDIVIDUAL TRAINING REQUIREMENTS FOR EACH REQUEST. FOR CIVILIAN REQUIREMENTS THE THEATER MUST PROVIDE A DETAILED DUTY DESCRIPTION, OCCUPATIONAL SERIES AND GRADE THAT HAS BEEN APPROVED BY THE SERVICING CIVILIAN PERSONNEL. THESE REQUIREMENTS SHOULD BE PROVIDED TO DA ODCSOPS (DAMO-ODO) TO ARRIVE AT THE TASKING AUTHORITY A MINIMUM OF 45 DAYS PRIOR TO THE DESIGNATED REPORT DATE IN ORDER TO ENSURE A MINIMUM OF 30 DAYS NOTIFICATION TO THE SOLDIER OR CIVILIAN.

B. ACTIVE ARMY SOLDIERS AND DA CIVILIANS. HQDA WILL PROVIDE TASKING GUIDANCE TO MACOMS. THE APPROPRIATE COMMAND WILL IDENTIFY SOLDIERS BY NAME AND THEIR PERSONNEL SERVICE ORGANIZATION WILL PUBLISH ORDERS FOR DEPLOYMENT THROUGH THE CRC. THEY ARE ALSO TO SEND A COPY OF THE ORDER TO CDR, PERSCOM, ATTN: TAPC-FSP, 200 STOVALL ST, ALEXANDRIA VA 22332. FOR CIVILIAN REQUIREMENTS THE THEATER MUST PROVIDE A DETAILED DUTY DESCRIPTION, OCCUPATIONAL SERIES AND GRADE THAT HAS BEEN APPROVED BY THE SERVICING CIVILIAN PERSONNEL.

C. INDIVIDUAL MOBILIZATION AUGMENTEES (IMA). MACOMS WILL SUBMIT REQUESTS FOR IMA MOBILIZATION BY AN OFFICIAL AMHS MESSAGE TO DA WASHINGTON DC//DAMO-ODOM//. DAMO-ODOM WILL PRIORITIZE AND SUBMIT VALIDATED REQUESTS FOR ASA(M&RA) APPROVAL. ONCE APPROVED, DAMO-ODOM WILL NOTIFY REQUESTING MACOM & AR-PERSCOM, WHO WILL PUBLISH THE ORDERS WITH REPORTING INSTRUCTIONS. AR-PERSCOM WILL USE THE AUTOMATED ORDERS AND RESOURCES SYSTEM (AORS), USING TAPDB DATA TO PUBLISH THE ORDER. NO OVERRIDES OR MANUAL ORDERS WILL BE USED. PERSONNEL MANAGERS AT THESE PROCESSING STATIONS ARE RESPONSIBLE FOR ANY ADDITIONAL ORDERS.

D. INDIVIDUAL AUGMENTEE (IA) (ACTIVE ARMY, RESERVE COMPONENT INCLUDING INDIVIDUAL READY RESERVE (IRR)). ARMY COMPONENT COMMANDS AND MACOMS WILL

REQUEST AUGMENTEES THROUGH THE WORLDWIDE INDIVIDUAL AUGMENTATION SYSTEM (WIAS). IA'S SHOULD NOT AND WILL NOT BE USED TO BRING UNITS TO REQUIREMENTS STRENGTH OR ALO 1 STRENGTH. ARMY COMPONENTS AND MACOMS ARE RESPONSIBLE FOR BUILDING THE REQUIREMENT & TRANSMITTING TO HQDA, ODOM. ANY COMPONENT WHO DOES NOT HAVE A WIAS CERTIFIED OPERATOR, HAS QUESTIONS, OR NEEDS ADDITIONAL TRAINING USING WIAS SHOULD CONTACT THE IA CELL AT HQDA, ODCSOPS, DAMO-ODO-M, MAJ PAT HEALY AT DSN: 224-9422 FOR ASSISTANCE.

(1) MACOMS/ARMY COMBATANT COMMANDS WILL BUILD INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS IN SUPPORT OF OPERATION ENDURING FREEDOM INTO WIAS. HQDA, ODCSOPS IA CELL, IN COORDINATION WITH HQDA, ODCSPER PCC (AS NEEDED), WILL ONLY ASSIST WITH SUBMISSION OF REQUIREMENTS FOR MACOMS/AGENCIES WITHOUT WIAS CAPABILITIES OR AN EMERGENCY CASE-BY-CASE BASIS. WIAS IS LOCATED AT [HTTPS://WIAS.PENTAGON.MIL](https://wias.pentagon.mil).

(2) WITHIN WIAS, THE REQUIREMENT WILL BE RELEASED TO THE HQDA ODCSOPS IA CELL. THE IA CELL WILL PRINT IA REQUIREMENTS OFF THE SYSTEM DAILY, SORTED BY MACOM/AGENCY, AND SUBMIT EACH PACKET TO HQDA AOC-CAT FOR VALIDATION. HQDA, ODCSOPS WILL DETERMINE THE APPROPRIATE MANPOWER SOURCE DURING THE VALIDATION. HQDA, ODCSOPS WILL ASSIGN A TASKER NUMBER TO THE REQUIREMENTS.

(3) WHEN THE PACKET IS VALIDATED, IT WILL BE RETURNED TO THE HQDA IA CELL WHICH WILL RELEASE THE REQUIREMENT VIA WIAS TO PERSCOM, DCSOPS MOBILIZATION DIVISION (TAPC-PL0-PL). THE PERSCOM MOBILIZATION DIVISION (TAPC-PLO-PL) WILL PULL THE REQUIREMENTS OUT OF WIAS USING A TEXT FILE AND LOAD INTO THE MOBILIZATION MANNING SYSTEM (MOBMAN) FOR ANALYSIS OF AVAILABILITY IN THE IRR MANPOWER POOL. THE MOBMAN SYSTEM WILL PROVIDE AN ANALYSIS BY GRADE AND MOS ONLY.

(4) IF THE ANALYSIS INDICATES THERE ARE NO IRR PERSONNEL TO MEET THE REQUIREMENTS, PERSCOM MOBILIZATION DIVISION WILL ELECTRONICALLY REJECT THE REQUIREMENTS IN WIAS. THE REJECTED REQUIREMENT WILL BE TRANSMITTED VIA WIAS TO HQDA, ODCSOPS IA CELL FOR FURTHER ANALYSIS.

(5) IF THE ANALYSIS DETERMINES THERE ARE SUFFICIENT IRR PERSONNEL TO MEET THE REQUIREMENTS, PERSCOM MOBILIZATION DIVISION WILL TRANSMIT THE REQUIREMENTS TO AR-PERSCOM. IN ADDITION, PERSCOM WILL SUBMIT A REQUEST TO HQDA ODCSPER (DAPE-MPT) TO RUN A PRELIMINARY MOBILIZATION TRAINING REQUIREMENTS ARBITRATION PANEL (MOBTRAP) AGAINST THE MOS AND GRADE REQUIREMENTS TO ALERT TRADOC/USASOC/AMEDD OF POTENTIAL TRAINING REQUIREMENTS BY MOS, GRADE, AND PROJECTED INPUT WINDOW. BASED ON PRELIMINARY ASSESSMENT TRADOC/USASOC/AMEDD WILL NOTIFY HQDA OF KNOWN SHOW-STOPPERS.

(6) AR-PERSCOM WILL PROVIDE A BY-NAME LIST (STANDARD NAME LINE FORMAT) OF INDIVIDUALS BASED ON THE ANALYSIS FROM MOBMAN TO PERSCOM MOBILIZATION DIVISION (TAPC-PLO) AND THE ODCSPER, TRAINING REQUIREMENTS DIVISION, DAPE-MPT.

(7) PERSCOM MOBILIZATION DIVISION WILL MARRY THE BY-NAME LIST PROVIDED BY AR-PERSCOM WITH THE INDIVIDUAL REQUIREMENTS AND SUBMIT THE PACKET TO HQDA, ODCSPER (DAPE-PRO-PCC).

(8) HQDA, ODCSPER (DAPE-PRO-PCC) WILL PROVIDE THE BY-NAME LIST TO HQDA ODCSOPS (DAMO-ODOM), WHICH WILL PREPARE THE PACKET FOR APPROVAL THROUGH DIRECTOR, DAMO-OD: ADCSOPS; TO THE ASA (M&RA).

(9) ONCE THE BY-NAME LIST IS APPROVED BY THE ASA (M&RA), HQDA ODCSPER, DAPE-PRO-PCC WILL NOTIFY DAPE-MPT, WHICH WILL EXECUTE THE MOBTRAP AND NOTIFY

TRADOC/USASOC/AMEDD TO TASK THEIR SCHOOLS TO PERFORM MOBTRAP ANALYSIS TO DETERMINE SCHEDULING WINDOWS AND RESOURCE REQUIREMENTS WITHIN 24 HOURS (CONSTRAINED COURSES NLT 48 HOURS). AFTER THE MOBTRAP IS COMPLETED, HQDA ODCSPER, DAPE-MPT WILL TRANSMIT MOBTRAP TRAINING SCHEDULE DETAILS TO AR-PERSCOM VIA MOBMAN USING THE ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS)/MOBMAN ESTABLISHED INTERFACE. IN ADDITION, HQDA ODCSPER (DAPE-PRO-PCC) WILL DIRECT AR-PERSCOM VIA TELEPHONIC AND ELECTRONIC MAIL, COPY FURNISHED PERSCOM, TO MOBILIZE THE INDIVIDUAL. A TASKING MEMORANDUM BY HQDA ODCSPER (DAPE-PRO) WILL BE SENT TO AR-PERSCOM TO FORMALIZE THE TELEPHONIC/ELECTRONIC MAIL ALERT.

(10) AR-PERSCOM WILL SEND A MOBILIZATION ORDER VIA MAILGRAM NOTIFYING THE INDIVIDUAL OF THE REPORT DATE AND LOCATION. THE INDIVIDUAL WILL BE REQUIRED TO REPORT ON THE DATES PRESCRIBED IN THEIR ORDERS, WHICH WILL BE AS EARLY AS 10 DAYS AFTER THE DATE THE MAILGRAM IS SENT FROM AR-PERSCOM. IN ADDITION, NO LATER THAN 24 HOURS AFTER THE MAILGRAMS ARE SENT, AR-PERSCOM WILL PROVIDE HQDA ODCSPER, DAPE-MPT A DATA FILE CONTAINING THE STANDARD NAME LINE OF ALL MOBILIZED IRR FOR INPUT TO ATRRS. ATRRS WILL RESERVE REQUIRED TRAINING SEATS AND TRACK THE INDIVIDUAL'S TRAINING PROGRESS BY-NAME.

(11) THE RECEPTION BATTALION WILL INPUT ALL ENLISTED IRR THAT REPORT AS INSTRUCTED INTO THE RECEPTION BATTALION AUTOMATED SUPPORT SYSTEM-REDESIGN (RECBASS-R). THE INPUT STATUS FOR ALL ENLISTED IRR IN RESERVED STATUS AT A U.S. ARMY TRAINING CENTER (USATC) "RECBN-MOB COURSE" IN ATRRS WILL BE POSTED VIA AUTOMATED ATRRS/RECBASS INTERFACE. PROPONENET SCHOOLS WILL POST THE INPUT STATUS IN ATRRS FOR ALL OFFICERS/WARRANT OFFICERS REPORTING TO THEIR BRANCH SCHOOL. IF THE INDIVIDUAL DOES NOT REPORT TO THE RECEPTION BATTALION OR IF THE INDIVIDUAL DOES NOT REPORT TO THE RECEPTION BATTALION OR PROPONENT SCHOOL WITHIN 14 DAYS, ATRRS/SCHOOL WILL INPUT THEM AS NO-SHOWS. DAPE-MPT WILL REPORT ALL IRR NO-SHOWS TO AR-PERSCOM BASED ON INPUT STATUS POSTED BY THE RECBASS INTERFACE/SCHOOLS IN ATRRS. AR-PERSCOM, ALERTED BY DAPE-MPT, WILL SEND A SECOND MAILGRAM REGISTERED MAIL TO THE INDIVIDUAL. AR-PERSCOM WILL PROVIDE HQDA ODCSPER, DAPE-MPT A DATA FILE CONTAINING THE STANDARD NAME LINE OF ALL INDIVIDUALS THAT WERE MAILED A SECOND MAILGRAM AND WILL PROVIDE THE SAME INFORMATION TO PERSCOM MOBILIZATION (TAPC-PLO) WHO WILL USE MOBMAN TO ISSUE A NEW PACKAGE OF IRR TRAINING REQUIREMENTS FOR DAPE-MPT BY MOS, GRADE, AND PROJECTED INPUT WINDOW. DAPE-PRO-PCC WILL NOTIFY DAPE-MPT WHO WILL EXECUTE THE MOBTRAP.

(12) UNDER THE PROVISIONS OF AR 630-10, AR-PERSCOM WILL REPORT THE INDIVIDUAL ABSENT WITHOUT LEAVE AT THE END OF THE 15 DAY PERIOD FOLLOWING THE SECOND MAILING OR EARLIER IF THERE HAS BEEN CONFIRMATION OF ACTUAL RECEIPT OF THE MOBILIZATION ORDER.

(13) IF A SOLDIER DOES NOT REPORT OT THE TRAINING BASE UNDER THE NO-SHOW RULES OR REPORTS TO THE TRAINING BASE AND IS DEEMED A NON-DEPLOYABLE ASSET (MEDICAL DISQUALIFICATION, UNTRAINABLE, ETC.) AS REPORTED IN RECBASS-R, AR-PERSCOM WILL IDENTIFY A REPLACEMENT.

(14) AR-PERSCOM WILL PROVIDE A BY-NAME ROSTER WITH REASON FOR REPLACEMENTS (E.G., NO-SHOW, NON-DEPLOYABLE, ETC.) EVERY 48 HOURS TO PERSCOM MOBILIZATION DIVISION.

(15) PERSCOM MOBILIZATION DIVISION (TAPC-PLO-PL) WILL MARRY THE REPLACEMENTS WITH THE ORIGINAL REQUIREMENTS AND PROVIDE THE PACKET TO HQDA ODCSPER (DAPE-PRO-PCC) TO AGAIN BEGIN THE APPROVAL THROUGH HQDA ODCSOPS (DAMO-

ODOM), WHO WILL PREPARE THE PACKET FOR APPROVAL THROUGH DIRECTOR, DAMO-OD; ADCSOPS; TO THE ASA (M&RA).

(16) AR-PERSCOM WILL PROVIDE A BY-NAME ROSTER OF IRR INDIVIDUALS MOBILIZED TO DATE TO HQDA ODCSPER (DAPE-PRO-PCC) NO LATER THAN 1700 EST DAILY.

(17) FOR MORE INFORMATION REFER TO DA MESSAGE 192207Z OCT 01, INDIVIDUAL READY RESERVE (IRR) AUGMENTATION REQUIREMENTS.

E. REPLACEMENT POLICY. UNDER CURRENT SCENARIO, PROVIDING ORGANIZATIONS ARE RESPONSIBLE FOR REPLACEMENT OF SOLDIERS PROVIDED AS INDIVIDUALS AND UNIT MEMBERS THAT ARE RETURNED TO CONUS.

(1) UNIT COMMANDERS MUST ADDRESS NEED FOR REPLACEMENT WHEN ANY SOLDIER IS RETURNED TO CONUS.

(2) DA DCSPER WILL ESTABLISH ANY NECESSARY CHANGES IN THEATER REPLACEMENT POLICY, AS THE THEATER MATURES OR OPERATIONAL REQUIREMENTS DICTATE A CHANGE.

F. LOCATION FOR DEPLOYMENT. ALL INDIVIDUALS WILL PROCESS THRU THE DESIGNATED THEATER CENTER IF OCONUS OR IF CONUS DEPLOY THRU THE DESIGNATED CONUS REPLACEMENT CENTER (CRC) AS SPECIFIED ON ORDERS. FOR OPERATION ENDURING FREEDOM, NON UNIT RELATED PERSONNEL (NRP), INDIVIDUAL DEPLOYING AS AUGMENTEES, FILLERS REPLACEMENTS, OR IN A DUIC, WILL DEPLOY THROUGH THE CRC AT FT BENNING, GA, UNTIL THE CRC AT KNOX, KY, IS ACTIVATED.

G. CONTENT OF ORDERS. THE CONTENTS OF THE ORDERS MUST BE IN COMPLIANCE WITH THIS MESSAGE (SEE PARAGRAPH 8). ALL ORDERS WILL CORRECTLY REFLECT USCENTCOM ASSIGNED ORGANIZATION UNIT LINE NUMBER (ORG/ULN/LNR). ALTHOUGH ARCENT MAY ALSO HAVE A UNIT LINE NUMBER OR TRACKING NUMBER, THE CENTCOM NUMBER WILL ALSO REMAIN ON THE ORDERS. ORDERS WILL REFLECT TCS TO MACDILL AFB, FL ISO HQUSCENTCOM OEPERATIONS. ORDERS SHOULD INDICATE COUNTRIES AUTHORIZED FOR TRAVEL AS: EGYPT, SAUDI ARABIA, OMAN, BAHRAIN, QATAR, U.A.E., PAKISTAN AND UZBEKISTAN. ORDERS WILL INCLUDE GAINING UIC, PARAGRAPH AND LINE NUMBER/BILLET NUMBER, AND ULTIMATE UNIT OF ASSIGNMENT. ORDERS SHOULD BE ANNOTATED WITH THE STATEMENT "SECURITY CLEARANCE VERIFIED BY (NAME, PHONE NUMBER OF SECURITY MANAGER)".

H. MILITARY FILL REQUIREMENTS FOR CONUS THE PROCEDURES IN PARAGRAPHS (1)-(3) BELOW APPLY.

(1) REQUIREMENTS FOR GARRISON SUPPORT UNITS AND OTHER CONUS SUSTAINING UNITS WILL BE FORWARDED THROUGH THE CONUSA TO FORSCOM FOR VALIDATION AND FORWARDING TO DA DCSPER. UPON APPROVAL DA DCSPER WILL IMPLEMENT APPROPRIATE MOBILIZATION ALERT AND EXECUTION ORDERS.

(2) INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ORDERED TO ACTIVE DUTY AGAINST CONUS POSITIONS. IMA REQUESTS FOR CONUS SUPPORT MUST BE COMMUNICATED TO THE MACOM FOR VALIDATION AND FORWARDING TO DA DCSPER. WHEN APPROVED BY DCSPER, AR-PERSCOM WILL PROCESS MOB ORDERS DIRECTING IMA'S TO REPORT TO THEIR DESIGNATED MOBILIZATION STATION. THEY ARE TO SEND A COPY OF THE ORDER TO CDR, PERSCOM, ATTN: TAPC-FSP, 200 STOVALL ST, ALEXANDRIA, VA 22332. AR-PERSCOM WILL USE THE AUTOMATED ORDERS AND RESOURCES SYSTEM (AORS), USING TAPDB DATA TO PUBLISH THE ORDER. NO OVERRIDES OR MANUAL ORDERS WILL BE USED. PERSONNEL MANAGERS AT THESE PROCESSING STATIONS ARE RESPONSIBLE FOR ANY ADDITIONAL ORDERS.

(3) IMA VOLUNTEERS MAY BE TEMPORARILY ATTACHED TO ANOTHER ORGANIZATION WITH THE PARENT UNIT'S CONCURRENCE.

I. DERIVATIVE UNIT IDENTIFICATION CODES (DUIC). TO MEET CURRENT REQUIREMENTS FOR BOTH TASK ORGANIZATIONS AND INDIVIDUAL FILL, A DUIC MAY BE USED. A DUIC MAY BE CREATED TO IDENTIFY A GROUP OR DETACHMENT ORGANIZED TO PERFORM A PARTICULAR FUNCTION WHETHER OR NOT SUCH A UNIT IS PART OF A LARGER UNIT OR GROUP. FORSCOM WILL COORDINATE ESTABLISHMENT OF A DUIC IN THE STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) TO SUPPORT THE TIMELY ACCESSION AND MOVEMENT OF INDIVIDUAL SOLDIERS TO THE DUIC. FOR ARCENT THE DERIVATION UIC IS COORDINATED WITH THE ARCENT DCSOPS. HQDA, ODCSOPS WILL ALSO PROVIDE THE DUIC TO PERSCOM TO ENSURE ACCEPTANCE OF SIDPERS TRANSACTIONS AND TO AR-PERSCOM FOR ASSIGNMENT ORDERS. DUIC STRENGTH WILL BE THE COMPOSITE STRENGTH OF THE FILL REQUIREMENT AND SHOULD ATTEMPT TO INCLUDE THOSE INDIVIDUALS DEPLOYING TO THE SAME AREAS. FOR RC DUIC, THE STARC, USARC, OR APPROPRIATE REGIONAL SUPPORT COMMAND (RSC) AND AR-PERSCOM WILL COORDINATE ASSIGNMENTS, GENERATE THE APPROPRIATE REASSIGNMENT TRANSACTION IN SIDPERS, AND PUBLISH ORDERS IMMEDIATELY ASSIGNING RESERVISTS TO THE DUIC. HQDA, ODCSOPS AND PROVIDING MACOMS WILL IMPLEMENT MOBILIZATION EXECUTION ORDERS FOR THE DUIC. THE PARENT UNIT IS RESPONSIBLE FOR THE PUBLICATION AND DISTRIBUTION OF INDIVIDUAL SOLDIER MOBILIZATION ORDERS FOR EACH DUIC. ONCE A PARENT UNIT DETERMINES WHICH SOLDIERS WILL BE ORDERED TO ACTIVE DUTY, THEY ARE TO E-MAIL (PREFERRED) A ROSTER, IN SPREADSHEET FORMAT, TO BRIAN.FOWLER@HOFFMAN.ARMY.MIL OR SEND TO CDR PERSCOM, ATTN: TAPC-FSP, 200 STOVALL ST, ALEXANDRIA, VA 22332-0495. THE ROSTER OF SOLDIERS TO BE MOBILIZED MUST INCLUDE NAME, SSN, PROJECTED MOBILIZATION DATE, UNIT NAME, UIC AND NUMBER OF DAYS TO BE ORDERED TO ACTIVE DUTY.

(1) UNIT. UNITS MAY PROCESS THROUGH AN ESTABLISHED ACTIVE ARMY MOBILIZATION STATION PRIOR TO DEPLOYMENT. IF A RC UNIT DEPLOYS FROM LOCAL HOME STATION, THEN THE ACTIVE DUTY ORDERS MUST INDICATE WHAT ACTIVE ARMY INSTALLATION WILL BE RESPONSIBLE FOR ESTABLISHING ADMINISTRATIVE, PERSTEMPO REPORTING AND SIDPERS SUPPORT. THE DEPLOYING RC UNIT WILL APPOINT A LIAISON OFFICER TO WORK WITH THE APPOINTED ACTIVE ARMY INSTALLATION TO ENSURE THAT SRP, ADMINISTRATION, PERSTEMPO REPORTING AND SIDPERS REQUIREMENTS ARE SATISFIED BEFORE UNIT DEPLOYS. THE APPOINTED ACTIVE ARMY INSTALLATION WILL REMAIN IN CONTACT WITH THE UNIT DURING DEPLOYMENT PROCESSING, DEPLOYMENT, REDEPLOYMENT, AND REFRAD. THE RC LIAISON OFFICER MUST REPORT THE REDEPLOYMENT OF ANY SOLDIER AS AN INDIVIDUAL OR AS A UNIT TO THE SERVICING ACTIVE DUTY INSTALLATION.

(2) INDIVIDUAL. IT MAY BE THAT INDIVIDUAL FILL REQUIREMENTS CAN ONLY BE MET BY THE USE OF AN RC DUIC. THESE REQUIREMENTS INCLUDE VOLUNTEERS, FROM ARNG OR ARMY RESERVE UNITS INDIVIDUAL FILL REQUIREMENTS FOR DEPLOYING UNITS WILL BE SUBMITTED THROUGH THE DEPLOYING INSTALLATION, FORSCOM AND PROVIDING MACOM. INDIVIDUAL FILL REQUIREMENTS FOR THE THEATER WILL BE REQUESTED BY GAINING UNIT, LOCATION, PARAGRAPH AND LINE NUMBER OR APPLICABLE BILLET NUMBER THROUGH HQDA (DAMO-ODO). ONCE A DUIC IS ESTABLISHED IN SORTS, A COPY OF THE ORDERS CREATING THE DUIC WILL BE FORWARDED TO THE ARNG OR ARMY RESERVE PAY SUPPORT CENTER, WHICH WILL THEN PROVIDE IT TO THE APPROPRIATE DFAS OFFICE. NO REVISED STRUCTURE DATA WILL BE REQUIRED. ORDERS FOR ANY INDIVIDUAL SOLDIER THAT WILL JOIN THE UNIT AT THE DESIGNATED DEPLOYMENT SITE MUST AUTHORIZE INDIVIDUAL TRAVEL. THE DEPLOYMENT SITE WILL THEN PUBLISH ORDERS DEPLOYING THE SOLDIER TO THE THEATER.

J. MILITARY ACCOUNTABILITY - SIDPERS. UP-TO-DATE UIC (OR DUIC) AND UNIT INFORMATION IS VITAL TO SIDPERS OPERATIONS. THE DELIBERATE PROCESS OF UPDATING THIS INFORMATION INVOLVES PROCESSING CHANGES INTO SORTS, AND SORTS EVENTUALLY PASSING NEW DATA TO PERSCOM. AN EXCEPTION PROCESS ALSO EXISTS TO ENSURE SIDPERS IS UPDATED AS RAPIDLY AS IS NECESSARY. TO EXPEDITE RAPID SHARING OF CHANGES AND

ADDITIONS TO UIC AND UNIT INFORMATION NEEDED BY SIDPERS, SPECIAL ARRANGEMENTS HAVE BEEN MADE BETWEEN THE FORSCOM DEPUTY CHIEF OF STAFF, PERSONNEL AND INSTALLATION MANAGEMENT (DCSPIM), AG PERSONNEL SERVICE AND SUPPORT BRANCH (PSSB) AND PERSCOM. THE PSSB ACTION OFFICERS WILL COLLECT UIC AND UNIT CHANGE INFORMATION FROM ALL AVAILABLE SOURCES AND FORWARD DOCUMENTATION TO PERSCOM DCSOPS VIA FAX. THE PSSB POC IS MR. MICHAEL BOONE, DSN 367-6847, AND THE PERSCOM DCSOPS POC IS AT (703) 325-3915 OR DSN: 221-3915. PERSCOM DCSOPS WILL PUT THE INFORMATION INTO APPROPRIATE CHANNELS FOR EXPEDITIOUS UPDATE OF SIDPERS.

(1) SIDPERS FOR DEPLOYING ACTIVE ARMY SOLDIERS AND UNITS. FOR INDIVIDUAL TCS DEPLOYMENT, HOME STATION MUST DEPART THE SOLDIER TO THE CRC. THE DEPARTURE TRANSACTIONS MUST CONTAIN THE MDC CODE OF "PM" THE INSTALLATION AG WILL CONDUCT PROCESSING, INPUT DEPLOYMENT DATA IN THE PERSTEMPO SYSTEM, AND DEPART THE SOLDIER TO THE THEATER OF OPERATIONS. TCS PROCEDURES ARE AVAILABLE AT URL [HTTP://WWW-PERSCOM.ARMY.MIL/TAGD/SIDPERS3/3-38.HTM](http://www-perscom.army.mil/tagd/sidpers3/3-38.htm). THE GAINING THEATER UNIT WILL ARRIVE THE SOLDIER IN SIDPERS. NORMAL SIDPERS WILL CONTINUE DURING PERIOD OF DEPLOYMENT.

(2) SIDPERS FOR MOBILIZING RC SOLDIERS AND UNITS. ALL RC (ARNG AND ARMY RESERVE) SOLDIERS ORDERED TO ACTIVE DUTY IN SUPPORT OF AN OPERATION WILL BE PROCESSED UNDER THE COMPONENT SIDPERS FOR MOBILIZATION (I.E., MOBILIZATION) NLT M-DAY. USING OPERATIONAL INTACT UNIT LOSS (OIUL) TRANSACTIONS FOR ARNG AND MISCI FOR ARMY RESERVE FOR MOBILIZATION NLT M-DAY. UPON ARRIVAL AT THE MOB STATION, THEY WILL BE ADDED INTO THE OPERATING STRENGTH OF THE ARMY VIA SIDPERS-ACTIVE ARMY.

(A) RC SOLDIERS ORDERED TO ACTIVE DUTY UNDER USC 12302 ARE NOT COUNTED AGAINST THE ACTIVE ARMY END STRENGTH - IT IS ABSOLUTELY ESSENTIAL THAT THE NATIONAL GUARD AND ARMY RESERVE INITIATE INTERCOMPONENT DATA TRANSFER (ICDT) TRANSACTIONS ON EACH RC SOLDIER PRIOR TO THE SOLDIER'S REPORTING DATE. IN SIDPERS-3, MOBILIZATION TRANSITION IS AN INTEGRATED PROCESS BETWEEN SIDPERS-3 AND THE TOTAL ARMY PERSONNEL DATABASE (TAPDB) AT PERSCOM. FOR A MOBILIZATION TO OCCUR, TAPDB MUST HAVE ALREADY PLACED THE MOBILIZING RC SOLDIER'S RECORD IN A PENDING GAIN STATUS ON ACTIVE ARMY TAPDB AS A RESULT OF MOBILIZATION ACTIONS TAKEN BY STATE ARNG OR AR-PERSCOM. ALSO, TAPDB MUST HAVE ALREADY FORWARDED A TRANSFER DATA RECORD (TDR) TO THE SIDPERS-3 SITE WHERE THE SOLDIER HAS BEEN DIRECTED TO REPORT. THE PENDING GAIN STATUS AND TDR ARE CREATED BY THE TAPDB ICDT PROCESS. IF THE TDR IS NOT PRESENT, THE CRC OR MOBILIZATION STATION WILL USE THE PERSONNEL ACCOUNTING TEMPORARY MOBILIZATION PROCESS TO ESTABLISH ACTIVE ARMY ACCOUNTABILITY. TEMPORARY MOBILIZATION (I.E., "CREATE A TEMPORARY RECORD") IS A SUB-ROUTINE OF THE SIDPERS-3 MOBILIZATION PROCESS. IT AUTOMATICALLY PROMPTS THE USER WHEN A MOBILIZATION IS ATTEMPTED AND NO TDR IS PRESENT. DO NOT, REPEAT DO NOT, USE THE SIDPERS-3 ARRIVAL PROCEDURE TO INITIALLY MOBILIZE A RC SOLDIER. THE PROPER SIDPERS-3 PATH IS "A" FOR PERSONNEL ACCOUNTING, "U" FOR UNIT PERSONNEL ACCOUNTING UPDATES, "M" FOR MOBILIZATION, AND SELECT THE INDIVIDUAL OR UNIT PATH.

1 SIDPERS-3 RC INDIVIDUAL. WHEN THE RC SOLDIER REPORTS AS AN INDIVIDUAL, THE SIDPERS-3 MOBILIZATION PROCESS WILL NOTIFY TAPDB THAT THE SOLDIER HAS REPORTED AND WILL CHANGE THE RECORD STATUS TO ACTIVE ON TAPDB, I.E., COMPLETE THE MOBILIZATION PROCESS. THE MOBILIZATION PROCESS WILL ALSO ACTIVATE THE RC SOLDIER'S TDR AS AN ACTIVE DUTY RECORD ON THE LOCAL SIDPERS-3 DATABASE.

2 SIDPERS-3 RC UNIT. THE SIDPERS-3 UNIT MOBILIZATION PROCESS ACCOMPLISHES THE SAME ACTIONS AS ABOVE, FOR RC SOLDIERS WHO REPORT AS MEMBERS OF A UNIT. IN THIS CASE, IT IS ABSOLUTELY ESSENTIAL THAT THE UNIT UIC (OR DUIC) BE REGISTERED IN SORTS AND ADDED TO THE SIDPERS-3 ARMY LOCATOR FILE AT PERSCOM. THE UIC OR DUIC MUST BE ON THE INSTALLATION'S SIDPERS-3 UNIT TABLE BEFORE TDRS ARE SENT

BY TAPDB, BEFORE THE UNIT REPORTS, AND BEFORE SOLDIER MOBILIZATIONS ARE ATTEMPTED. UICS AND OTHER UNIT INFORMATION ARE PROVIDED ONLY VIA A TOP-DOWN FEED FROM PERSCOM, AND CANNOT BE INITIATED LOCALLY. PROCEDURES TO PUT UICS FROM THE TOP DOWN FEED INTO THE SIDPERS-3 UNIT TABLE ARE CONTAINED IN THE SIDPERS-3 WINHELP SYSTEM.

(B) SIDPERS-3 HELP DESK. INSTALLATIONS SHOULD CONTACT THE SIDPERS-3 DESK AT (703) 325-3804/3807/3824 OR DSN 221-3804/3807/3824 FOR ASSISTANCE WITH PROBLEMS RELATED TO MOBILIZATION. PRIOR COORDINATION IS RECOMMENDED TO REVIEW THE PROCESS AND PROCEDURES.

(C) A SIDPERS-3 SEPARATION TRANSACTION WILL BE SUBMITTED FOR EACH RC SOLDIER RELEASED FROM ACTIVE DUTY.

(3) ROAMS. ROAMS IS THE ONLY DA AUTHORIZED SYSTEM FOR TRACKING INDIVIDUALS FLOWING THROUGH THE CRC. UPON ACTIVATION OF A CRC, ROAMS WILL BE THE SOLE SYSTEM USED TO MANIFEST PASSENGERS ON SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM). AIRLIFT IS USED TO MOVE PASSENGERS BETWEEN THE CRC AND THE AOR. ROAMS ACCESS, TRAINING OR TECHNICAL SUPPORT MAY BE OBTAINED BY CALLING MS. JAN SPEARS AT DSN 221-7501 OR COMM (703) 325-7501 OR MAJ JOHN BRUNDIGE AT DSN 221-4082 OR COMM (703) 325-4082.

K. CIVILIAN ACCOUNTABILITY. ARMY COMPONENT COMMANDERS OF UNIFIED AND SUB-UNIFIED COMMAND AND JOINT TASK FORCES WILL MAINTAIN ACCOUNTABILITY OF CIVILIANS ASSIGNED OR ATTACHED IN SUPPORT OF OPERATIONS IN THEIR AOR. A DAILY NUMERICAL REPORT BY COUNTRY WILL BE MADE TO CDR, PERSCOM BY THE ARCENT G1 ON THE FOLLOWING CATEGORIES OF DEPLOYED CIVILIANS: DA CIVILIANS; CONTRACTOR PERSONNEL WHO ARE SUPPORTING DA MILITARY MISSION/OPERATIONS; RED CROSS; AND AAFES EMPLOYEES. DO NOT INCLUDE THOSE PERSONNEL DEPLOYING FOR 30 DAYS OR LESS OR CONTRACTOR PERSONNEL SUPPORTING NORMAL DAY-TO-DAY BASE OPERATIONS. REPORTS SHOULD FOLLOW THIS FORMAT: LIST THE COUNTRIES DOWN THE LEFT HAND COLUMN (E.G., BAHRAIN, EGYPT, -ETC.); LIST THE FOLLOWING CATEGORIES ACROSS, I.E., DA CIVILIAN; CONTRACTOR; RED CROSS; AND AAFES. ENTER THE NUMBER REPORTED BELOW EACH CATEGORY. SUBMIT THE REPORT TO TAPC-PLO-CT NLT 1200 HOURS EACH DAY VIA CLASSIFIED FAX TO DSN 221-1979 OR COMM (703) 325-1979 OR VIA CLASSIFIED E-MAIL TO SIGMANJ@HQDA.ARMY.SMIL.MIL. THIS REPORT IS REQUIRED IN ADDITION TO THE JPERSTAT.

L. PERSONNEL CROSS-LEVELING AND REDISTRIBUTION.

(1) PERSONNEL CROSS-LEVELING AT HOME STATION IS AUTHORIZED BETWEEN ALERTED AND NON-ALERTED UNITS. RC UNITS: THESE ACTIONS MUST BE COMPLETED PRIOR TO EFFECTIVE DATE OF MOBILIZATION OF THE ALERTED UNIT. RC COMMANDS FOLLOW GUIDANCE IN AR 140-10 (ARMY RESERVE), NGR 600-100 AND NGR 600-200 (ARNG) IN EXECUTING ASSIGNMENTS AND REASSIGNMENTS UNDER HOME STATION CROSSLEVELING AUTHORITY PRIOR TO M-DAY. RC SOLDIERS IN NON-ALERTED UNITS WILL NOT BE INVOLUNTARILY CROSSLEVELED TO ALERTED UNITS. COMMANDER, FORSCOM IS AUTHORIZED, IN COORDINATION WITH NGB AND USARC TO FLAG SPECIFIC UNITS FROM SELECTION FOR CROSS-LEVELING (I.E. FSP UNIT, UNITS IDENTIFIED FOR A ROTATION TO THE BALKANS, ETC).

(2) UNDER NO CIRCUMSTANCES WILL A UNIT BE DRAWN DOWN BELOW MISSION CAPABLE UNLESS APPROVED BY DA.

M. INDIVIDUAL DEPLOYMENT FLOW.

(1) INDIVIDUALS. ALL INDIVIDUALS DEPLOYING OCONUS ARE REQUIRED TO PROCESS FOR DEPLOYMENT THROUGH THE CRC AT FT. BENNING, GA, UNTIL THE FT. KNOX

CONUS REPLACEMENT CENTER (CRC) IS ACTIVATED IN SUPPORT OF OPERATION ENDURING FREEDOM. THE NRP CATEGORIES INCLUDE MEMBERS OF THE ACTIVE ARMY, RESERVE COMPONENT (RC), DA CIVILIANS (INCLUDES APPROPRIATED FUND AND NON-APPROPRIATED FUND, UNLESS OTHERWISE SPECIFIED), CONTRACTORS, AAFES, AND RED CROSS VOLUNTEERS. AFTER PROCESSING THROUGH THE CRC, INDIVIDUALS WILL TRAVEL VIA AIR TO THE COALITION RECEPTION CENTER AT MACDILL AIR FORCE BASE, TAMPA, FL. ALL SOLDIERS AND CIVILIANS WILL RECEIVE RECEPTION PROCESSING AT HQUSCENTCOM.

(2) PERSONNEL AT THE CRC WILL BE REPORTED ON THE REPLACEMENT OPERATIONS AUTOMATED MANAGEMENT SYSTEM (ROAMS).

(3) ALL ACTIVE ARMY, RC, AND ALL CIVILIANS ARE REQUIRED TO REDEPLOY BACK THROUGH THE SAME DEPLOYMENT SITE (HQUSCENTCOM AND CONUS) UPON COMPLETION OF THEIR TOUR OF DUTY UNLESS REDEPLOYING WITH A UNIT TO WHICH THEY HAVE BEEN ASSIGNED/ATTACHED OCONUS. IF A SOLDIER REDEPLOYS WITH A UNIT SERVICED BY A PSB OTHER THAN THE SERVICING PSB THAT DEPLOYED THE SOLDIER, THEN THE PSB MUST INFORM THE OTHER PSB OF THE SOLDIER'S RETURN AND COORDINATE REFRAD AND SEPARATION IN SIDPERS.

(4) DOD CIVILIANS AND OTHER NON-UNIT RELATED SERVICE COMPONENT MEMBERS (AIR FORCE, NAVY, MARINES, AND COAST GUARD) DEPLOYING IN SUPPORT OF OPERATION - ENDURING FREEDOM - WILL USE THE CRC WHEN DIRECTED BY THEIR COMMAND. REQUIREMENTS IN THIS MESSAGE WILL APPLY TO DOD CIVILIANS OR SERVICE MEMBERS WHO USE THE CRC SITE(S).

N. UNIT DEPLOYMENT/REDEPLOYMENT. UNIT DEPLOYMENTS WILL BE IN ACCORDANCE WITH TIME PHASED FORCE DEPLOYMENT DATA (TPFDD) DEVELOPED FOR THE OPERATION.

(1) REDEPLOYMENT AND DEMOBILIZATION. NO MEMBER OF A RESERVE COMPONENT CALLED TO INVOLUNTARY ACTIVE DUTY UNDER 10 U.S.C. 12302, FOR OPERATION ENDURING FREEDOM SHALL SERVE ON ACTIVE DUTY IN EXCESS OF 24 MONTHS UNDER THAT AUTHORITY, INCLUDING TRAVEL TIME TO RETURN THE MEMBER TO THEIR RESIDENCE FROM WHICH THEY LEFT WHEN CALLED TO ACTIVE DUTY AND USE OF ACCRUED LEAVE. A MEMBER WHO HAS BEEN RELEASED FROM ACTIVE DUTY PRIOR TO COMPLETING 24 MONTHS, MAY AGAIN BE INVOLUNTARILY CALLED TO ACTIVE DUTY AS LONG AS THE TOTAL OF THE COMBINED PERIODS OF SERVICE UNDER 10 U.S.C. 12302 DOES NOT EXCEED 24 MONTHS.

(2) ALL INDIVIDUALS WILL REDEPLOY BACK FROM WHERE THEY DEPLOYED.

(3) ALL INDIVIDUALS WILL RECEIVE A MEDICAL SCREEN OR, IF REQUESTED, A PHYSICAL AT THE REDEPLOYMENT SITE.

(4) POST-MOB HEALTH ASSESSMENT QUESTIONNAIRE. POST-DEPLOYMENT HEALTH ASSESSMENT FORMS WILL BE COMPLETED AT THE SOLDIER'S DUTY LOCATION IN THE AOR PRIOR TO RETURNING TO HOME STATION.

(5) ACTIVE DUTY MEDICAL EXTENSION (ADME). RC SOLDIERS WHO REQUIRE MORE DETAILED MEDICAL EVALUATION OR TREATMENT WILL, WITH THE SOLDIER'S CONSENT, BE RETAINED ON ACTIVE DUTY PENDING RESOLUTION OF THE MEDICAL CONDITION(S). A RC SOLDIER DEEMED UNFIT TO PERFORM DUTY UNDER 10 U.S.C. 12302 SHALL HAVE ORDERS MODIFIED ON OR BEFORE COMPLETING THE MAXIMUM 24 MONTHS REFLECTING THE MEMBER IS NO LONGER SERVING UNDER THE PROVISION OF 10 U.S.C. 12302 AND CONVERTED TO THE ADME PROGRAM FOR MEDICAL CARE. THE UNIT COMMANDER WHERE THE SOLDIER IS PERFORMING DUTY AT THE TIME OF INJURY, ILLNESS OR DISEASE MUST ENSURE A LINE OF DUTY INVESTIGATION (LOD) IS CONDUCTED. PROCEDURAL GUIDANCE FOR ADME IS AVAILABLE AT THE ODCSPER WEB SITE: WWW.ODCSPER.ARMY.MIL. CLICK ON "PROGRAMS."

7. READINESS PROCESSING.

A. NRP WILL CONDUCT "READINESS" PROCESSING AT THEIR HOME STATION/PARENT COMMAND TO THE GREATEST EXTENT POSSIBLE PRIOR TO ARRIVING AT THE CRC OR MS.

B. ALL MILITARY PERSONNEL WILL BE VALIDATED AGAINST DEPLOYMENT STANDARDS IAW AR 614-30 AND AR 600-8-101. RC SOLDIERS, DOD CIVILIANS AND CONTRACTORS' PREPAREDNESS MAY BE LIMITED UNTIL ARRIVAL AT THE DEPLOYMENT SITE.

C. DOCUMENTATION OF INDIVIDUAL (SOLDIER AND CIVILIAN) READINESS CHECKS WILL BE MADE ON THE INDIVIDUAL READINESS AND DEPLOYMENT (IRD) CHECKLIST, DA TEST FORM XXX, 98 (HARDCOPY). FORM CAN BE DOWNLOADED FROM THE ODCSPER WEBSITE AT: WWW.ODCSPER.ARMY.MIL/DIRECTORATES/PR/PRO/DEPLOYMENT_CHECK_LIST/IRDCHECKLIST.XLS. INSTRUCTIONS FOR THE FORM ARE AVAILABLE AT: WWW.ODCSPER.ARMY.MIL/DIRECTORATES/PR/PRO/DEPLOYMENT_CHECK_LIST/IRDMOI.DOC- IF THESE WEBSITES DO NOT WORK, USE THIS PROCEDURE. GO TO WWW.ODCSPER.ARMY.MIL. CLICK ON "DIRECTORATES", CLICK ON "PR", THEN LOOK FOR IRD CHECKLIST. THE CHECKLIST IS CONTAINED IN THE MOBILIZATION LEVEL APPLICATION SOFTWARE (MOBLAS) APPLICATION, MOBLAS FORM 1. A HARD COPY IS REQUIRED. EVIDENCE OF COMPLETION OF READINESS PROCESSING AND RESOLUTION OF DISCREPANCIES WILL BE CERTIFIED BY THE MOBILIZATION STATION (MS), THE HOME STATION COMMANDER, OR THE CRC COMMANDER.

D. THE CHECKLIST WILL BE INCLUDED IN THE INDIVIDUAL'S DEPLOYMENT PACKET.

E. THE MS/CRC INSTALLATION WILL COMPLETE THE DEPLOYMENT REQUIREMENTS ON THE CHECKLIST SO THERE WILL BE NO UNNECESSARY DUPLICATION OF SHOTS, TRAINING, ETC, IN THEATER. THE MS/CRC INSTALLATION WILL RECOGNIZE READINESS ACTIONS COMPLETED AT THE HOME STATION WHEN PROPERLY CERTIFIED. MOBILIZING UNITS SHOULD CONSULT THE SERVICING INSTALLATION WEBSITES OR CALL TO LEARN EXACTLY WHICH FORMS WILL BE RECOGNIZED. FT. BENNING-UNITS: [HTTP://WWW-BENNING.ARMY.MIL/MOB/](http://WWW-BENNING.ARMY.MIL/MOB/) AND FT. BENNING-INDIVIDUALS: [HTTP://192.153.150.25/CRC/](http://192.153.150.25/CRC/).

8. ORDERS.

A. ALL SOLDIERS ARE REQUIRED TO MOVE IN ACCORDANCE WITH ESTABLISHED TASKINGS AND REQUIREMENTS. THE USE OF VARIOUS TYPES OF ORDERS IS REQUIRED. THE PRIMARY ORDER FOR ALL SOLDIERS SHOULD BE THE TEMPORARY CHANGE OF STATION (TCS) ORDER, FORMAT 401, CHAPTER 4 OF AR 600-8-105. INDIVIDUAL SOLDIERS, UNITS AND NON UNIT REPLACEMENT PERSONNEL BEING MOBILIZED OR MOVING TO LOCATIONS IN CONUS OR OCONUS MUST HAVE ORDERS THAT PROVIDE SUFFICIENT INFORMATION TO BOTH MOVE AND IF REQUIRED PAY SOLDIERS. TEMPORARY DUTY ORDERS (DD FORM 1610) OR FORMAT 400 ORDERS, FOR SOLDIERS WILL NOT BE USED. ALL ORDERS WILL INCLUDE GAINING UIC, PARAGRAPH AND LINE NUMBER/BILLET NUMBER, ULTIMATE UNIT OF ASSIGNMENT AND OTHER SPECIAL INSTRUCTIONS DEEMED APPLICABLE. ORDERS SHOULD BE ANNOTATED WITH THE STATEMENT "SECURITY CLEARANCE VERIFIED BY (NAME, PHONE NUMBER OF SECURITY MANAGER)". DOD CIVILIAN PERSONNEL WILL USE THEIR SERVICE'S ESTABLISHED PROCEDURES AND USE DD FORM 1610, REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL.

B. INDIVIDUAL SOLDIERS (ACTIVE ARMY/RC). ACTIVE ARMY AND MOBILIZED RC SOLDIERS DEPLOYING AS INDIVIDUALS WILL BE DEPLOYED USING ORDERS FORMAT 401 (TCS) PER AR 600-8-105. THE FORMAT 401 ORDER IS A LIMITED TCS ORDER WHICH MAY BE AMENDED, REVOKED OR RESCINDED BY THE GAINING COMMAND, AS REQUIRED, TO REFLECT MOVEMENT WITHIN THE AO, REDEPLOYMENT, AND RETURN TO HOME STATION. ORDERS WILL CONTAIN

PARAGRAPH/LINE NUMBER THAT SOLDIERS WILL FILL. IF DESIGNATED TO FILL JOINT OR MULTINATIONAL STAFF POSITIONS AND SPECIAL TRAINING IS REQUIRED, THESE SPECIAL REQUIREMENTS WILL BE IDENTIFIED AS SUCH ON THEIR ORDERS. THE CRC WILL PUBLISH AND DISTRIBUTE TCS ORDERS FOR INDIVIDUAL MOBILIZED RC SOLDIERS. THE HOME STATION WILL PUBLISH TCS ORDERS FOR ACTIVE ARMY SOLDIERS. IF INDIVIDUALS ARE BEING ASSIGNED TO NON-ARMY ORGANIZATIONS (I.E., JOINT OR MULTINATIONAL), MOVEMENT ORDERS WILL ASSIGN THE INDIVIDUAL TO DESIGNATED ARMY HEADQUARTERS ORGANIZATION WITHIN THE AO. SPECIAL INSTRUCTIONS ON THE ORDERS WILL STATE "WITH DUTY AT (THE NON-ARMY UNIT). ORDERS WILL CONTAIN APPROPRIATE FUND CITE."

C. RC UNIT MOBILIZATION ORDERS. UNITS WILL MOBILIZE UNDER FORMAT 153, AR 600-8-105. MOBILIZATION OF RC UNIT MEMBERS WILL USE INDIVIDUAL ORDERS, FORMAT 165.

D. ACTIVE ARMY AND RC UNIT MOVEMENT ORDERS. ACTIVE ARMY AND RC SOLDIERS BEING MOVED AS A UNIT WILL BE DEPLOYED USING FORMAT 745 ORDERS, UNIT MOVEMENT ORDERS. SEE AR 600-8-105.

E. A FUND CITE WILL BE INCLUDED ON ALL ORDERS. COPIES OF ALL ORDERS WILL BE PLACED IN THE INDIVIDUAL'S DEPLOYMENT PACKET AND A COPY FURNISHED TO CDR, PERSCOM, ATTN: TAPC-PLO, 200 STOVALL STREET, ALEXANDRIA, VA 22332. VOCO ORDERS MUST PRESENT STATEMENT IAW PARA 1-23 AR 600-8-105 FOR DATE OF THE VOCO FOR PAY PURPOSES. MPA ACCOUNTING CITATIONS FOR CALL-UP OF INDIVIDUAL RESERVE COMPONENT PERSONNEL TO SUPPORT OPERATION ENDURING FREEDOM ARE AS FOLLOWS:

(1) 97 X 0833.0100 01-1100 P0415A00 11**/12** VFRE (FCA CODE) S99999 (PAY AND ALLOWANCES - OFFICER)

(2) 97 X 0833.0100 01-1100 P0415B00 11**/12** VFRE (FCS CODE) S99999 (PAY AND ALLOWANCES - ENLISTED)

(3) OMA FUND CITES FOR TRAVEL: HQDA FUND CITES FOR TRAVEL AND TRANSPORTATION (MOBILIZATION OF UNITS, MOBILIZATION OF INDIVIDUALS AND TTADS OF INDIVIDUALS) ARE BELOW. INCLUDES TRAVEL AND PER DIEM FROM HOME STATIONS/MOBILIZATION STATION OR DUTY LOCATION/AND RETURN TO HOME STATION AS WELL AS NON-TEMP STORAGE.

97 X 0833.0100 01-1100 P0415C00 21**/25** VFRE (FCA CODE) S99999 (UNITS)

97 X 0833.0100 01-1100 P0415D00 21**/25** VFRE (FCA CODE) S99999 (IRR/IMA -ARMY RESERVE/ARNG))

97 X 0833.0100 01-1100 P0415E00 21**/25** VFRE (FCA CODE) S99999 (INDIVIDUAL TTAD USAR/ARNG)

97 X 0833.0100 01-1100 P0415G00 21**/22**/25** VFRE (FCS CODE) S99999 (ACTIVE ARMY/AGRS)

F. FUND CITE FOR DEPLOYING CIVILIANS. FOLLOW GUIDANCE IN REFERENCE DDD. INSTALLATIONS WILL USE ESTABLISHED COST CAPTURING PROCEDURES.

G. CIVILIAN ORDERS.

(1) DA CIVILIANS WILL TRAVEL ON TDY STATUS ONLY (DD FORM 1610), REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL, AAFES PERSONNEL WILL TRAVEL ON AAFES TDY ORDERS. CONTRACTORS WILL TRAVEL ON LETTERS OF AUTHORIZATION (LOA) IAW THE INSTRUCTIONS FROM THE CONTRACTING OFFICER ADMINISTERING THE CONTRACT UNDER WHICH THE DEPLOYMENT IS AUTHORIZED. RED CROSS PERSONNEL WILL TRAVEL ON INVITATIONAL TRAVEL ORDERS (ITO). UNLESS DEPLOYING WITH A UNIT, ORDERS WILL DIRECT DEPLOYMENT THROUGH THE DESIGNATED CRC TO EXPEDITE PROCESSING, AND ENSURE ACCOUNTABILITY OF DEPLOYING DA CIVILIANS. OFFICIALS WILL INCLUDE THE FOLLOWING

ADDITIONAL INFORMATION ON THE DD FORM 1610: CIVILIAN ORDERS WILL REFLECT THE DESIGNATED USCENTCOM ORG/ULN/LNR AND INCLUDE THE FOLLOWING STATEMENTS IN THE REMARKS BLOCK: "EXCHANGE AND COMMISSARY PRIVILEGES AUTHORIZED OCONUS ADDITIONALLY AUTHORIZED AT CRC OR CONUS LOCATIONS ENROUTE TO THE AOR. AAFES SNACK BAR AND RESTAURANT ACCESS IS AVAILABLE IN CONUS. AUTHORIZED TO CARRY GOVERNMENT ISSUED WEAPONS WHEN SO DESIGNATED AND REQUIRED FAMILIARIZATION TRAINING HAS BEEN COMPLETED. MEDICAL CARE AND DENTAL CARE IS AUTHORIZED IAW SERVICE REGULATIONS; NONREIMBURSABLE CARE AUTHORIZED AT DEPLOYMENT SITE. OVERTIME AND COMPENSATORY TIME AUTHORIZED AT TDY SITE AS REQUIRED BY USCINCENT. COST OF AN OFFICIAL PASSPORT AND/OR VISA(S) IS REIMBURSABLE."

(2) THE ASSIGNED UNIT'S NAME AND UIC IN BLOCK #5, ORGANIZATIONAL ELEMENT.

(3) COUNTRY OF TDY ASSIGNMENT SHOULD BE INDICATED IN BLOCK #11, ITINERARY.

(4) PLACE IN REMARKS SECTION OF DD FORM 1610. "POV AND RENTAL CAR NOT AUTHORIZED AT CRC SITE" WILL BE PUT IN THE REMARKS SECTION. OVERTIME AND COMPENSATORY TIME AUTHORIZED AT TDY SITE AS REQUIRED BY THE FIELD COMMANDER." ADDITIONALLY, CERTIFICATION OF FORCE PROTECTION TRAINING MUST BE ANNOTATED IN THE "REMARKS" SECTION OF DD FORM 1610.

(5) FURTHER GUIDANCE FOR CONTENT OF DA CIVILIAN ORDERS CAN BE FOUND IN DA PAM 690-47. FOR AAFES PERSONNEL, AS INSTRUCTED BY AAFES HEADQUARTERS; AND FOR RED CROSS PERSONNEL, AR 930-5.

(6) DOD CIVILIANS AND OTHER SERVICES. ENSURE ORDERS SPECIFY THE LINE NUMBER, NAME, SSN, AND PARAGRAPH OF GAINING UNIT. THIS IS TO ENSURE PERSONNEL ARE PROVIDED THE APPROPRIATE PERSONNEL DEPLOYMENT PROCESSING, CLOTHING, EQUIPMENT, AND MEDICAL PROCESSING FOR THE SPECIFIC OCONUS LOCATION THEY ARE DEPLOYING TO SUPPORT.

H. ACTIVE GUARD AND RESERVE (AGR).

(1) ARNG AGR. THE ARNG AGR SERVING WITH ARNG UNITS IS UNDER TITLE 32; SOLDIER IS CARRIED AGAINST A UNIT SLOT. WHEN MOBILIZED THE SOLDIER IS TAKEN OFF OF TITLE 32 STATUS AND MOBILIZES WITH THE UNIT UNDER TITLE 10 ORDERS. THE SOLDIER MOBILIZES AND DEPLOYS UNDER THE SAME ORDERS AS EVERY OTHER UNIT MEMBER HOWEVER THEY REMAIN IN THE ACTIVE ARMY PAY SYSTEM.

(2) ARMY RESERVE AGR. THE TCS ORDER THAT AN AGR SOLDIER RECEIVES FROM FULL TIME SUPPORT MANAGEMENT DIRECTORATE (FTSMD) 'ATTACHES' THE INDIVIDUAL TO A TPU. THE SPECIAL INSTRUCTION PORTION OF THAT ORDER SHOULD ESTABLISH THAT UPON MOBILIZATION OF THE UNIT THE ATTACHMENT STATUS CHANGES TO THAT OF BEING "ASSIGNED" TO THE UNIT. THE RSC'S WILL PUBLISH A TCS ORDER USING FORMAT 401 AND FORWARD TO USARC AND FTSMD FOR SOLDIER REALIGNMENT. UNITS MUST VERIFY THAT AGR PERSONNEL ARE PROPERLY ASSIGNED IAW AR 140-30, PARA 5-7.

9. DEPLOYMENT PACKET.

A. GENERAL. A DEPLOYMENT PACKET WILL BE PREPARED FOR ALL ACTIVE ARMY, RC, AND CIVILIANS. WHERE FEASIBLE, THE PACKET WILL BE INITIATED BY THE PARENT COMMAND. THE PROCESSING INSTALLATION WILL MAKE A DUPLICATE COPY OF THE DEPLOYMENT PACKET. ONE PACKET WILL REMAIN AT THE DEPLOYMENT SITE; THE OTHER WILL BE CARRIED TO THE GAINING UNIT OCONUS. MOBILIZING UNITS MUST CONTACT THAT PROCESSING INSTALLATION TO SEE WHAT THEY REQUIRE PRIOR TO BEGINNING WORK ON THEIR DEPLOYMENT PACKET.

B. ORIGINAL PERSONNEL, MEDICAL AND DENTAL RECORDS WILL NOT BE DEPLOYED TO THE THEATER OF OPERATIONS. THE APPROPRIATE SERVICING HOME STATION PSB/MPD/MTF OR PARENT UNIT WILL RETAIN THEM FOR DEPLOYED SOLDIERS. THE DD FORM 2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOW SHEET) WILL BE THE DEPLOYMENT MEDICAL RECORD.

(1) RC UNITS. RC UNITS WILL BRING MPRJ, MEDICAL, DENTAL, AND FINANCE RECORDS WITH THEM TO THE INSTALLATION TO SUPPORT DEVELOPMENT OF THE DEPLOYMENT PACKET. REMEMBER THAT THE SERVICING PSB MUST HAVE SUFFICIENT INFORMATION FROM EACH SOLDIER'S MPRJ TO PREPARE A CORRECT DD FORM 214 AT SOLDIER'S REFRAD. UPON COMPLETION OF THE DEPLOYMENT PACKET, THESE RECORDS WILL BE RETURNED TO RC CONTROL TO SUPPORT PAY, PROMOTION AND OTHER APPROPRIATE RC ADMINISTRATIVE ACTIONS. IF THE MEDICAL AND OR DENTAL RECORDS ARE NEEDED BY ANOTHER MTF, THAT MTF WILL REQUEST THE RECORDS FROM THE MTF SERVICING THE SOLDIER'S UNIT AT THE HOME STATION. THE MTF WILL MAIL THE RECORDS "FIRST CLASS" TO THE REQUESTER. THESE RECORDS WILL BE RETURNED TO THE HOME STATION UPON THE SOLDIER'S REDEPLOYMENT. USUALLY, THE ADVANCE PARTY OF THE UNITS WILL HANDCARRY PERSONNEL, MEDICAL, AND DENTAL RECORDS TO THE MOBSTATION. THE RECORDS WILL NOT ACCOMPANY THE SOLDIER VIA THE SAME CONVEYANCE. AFTER THE REQUIRED DOCUMENTS AND INFORMATION ARE COPIED, THESE RECORDS WILL BE RETURNED TO THE UNIT COMMANDER, WHO WILL FORWARD THEM TO THE UNIT'S RECORDS CUSTODIAN.

(2) ARMY RESERVE SOLDIERS ORDERED TO ACTIVE DUTY AS INDIVIDUALS. THE APPROPRIATE RECORDS CUSTODIAN WILL FORWARD COPIES OF THE DOCUMENTS REQUIRED IN THE DEPLOYMENT PACKET TO THE CRC OR MOBSTATION. THE RECORDS CUSTODIAN WILL ALSO FORWARD, TO THE CRC OR MOBSTATION, A COPY OF SOLDIER'S MOST RECENT DD FORM 214 AND OTHER DOCUMENTS SHOWING ACTIVE DUTY SERVICE AFTER THE ISSUANCE OF THE LAST DD FORM 214. AS A SAFEGUARD, INDIVIDUALS SHOULD BRING THEIR RECORDS WITH THEM.

C. DEPLOYMENT PACKETS (MILITARY AND CIVILIAN). ITEMS REQUIRED FOR CIVILIANS ARE MARKED WITH AN "*". AS A MINIMUM THE DEPLOYMENT PACKET FOR MILITARY WILL INCLUDE A COPY OF:

*(1) DA -TEST FORM XXX, 98 INDIVIDUAL READINESS AND DEPLOYMENT CHECKLIST. A COPY MAY BE OBTAINED AT WWW.ODCSPER.ARMY.MIL/DIRECTORATES/PR/PRO/DEPLOYMENT_CHECK_LIST/IRDCHECKLIST.XLS INSTRUCTIONS FOR THE FORM ARE AVAILABLE AT: WWW.ODCSPER.ARMY.MIL/DIRECTORATES/PR/PRO/DEPLOYMENT_CHECK_LIST/IRDMOI.DOC - OR THE MOBLAS FORM 1, NOV 97 (TEST), INDIVIDUAL READINESS AND DEPLOYMENT CHECKLIST. CONTACT MR. JAMES WINKLESKY AT 404 464-7446 (DSN 367) OR MR. ALEX MERCADO AT 404 464-6506 FOR ASSISTANCE WITH MOBLAS OR MOBLAS FORM 1.

*(2) ORDERS (TCS/UNIT MOVEMENT ORDERS); DA CIVILIANS (TDY ON DD FORM (1610).

*(3) DD FORM 93, RECORD OF EMERGENCY DATA.

(4) SGLV 8285, REQUEST FOR INSURANCE (SERVICEMEMBERS' GROUP LIFE INSURANCE), AND SGLV 8286, SERVICEMEMBERS' GROUP LIFE INSURANCE ELECTION AND CERTIFICATE. ON 1 NOV 01, SOLDIERS ARE ELIGIBLE FOR INSURANCE COVERAGE FOR THEIR FAMILY MEMBERS. THIS COVERAGE WILL BE AUTOMATIC AND COST THE SOLDIER ADDITIONAL MONEY FOR SPOUSE COVERAGE UNLESS THE SOLDIER DECLINES THE COVERAGE. THIS MUST BE COMPLETED ON SGLV FORM 8286A. GO TO VA WEG SITE FOR FAQs AND FORMS ([HTTP://WWW.INSURANCE.VA.GOV/SGLIVGLI/SGLIVGLI.HTM](http://WWW.INSURANCE.VA.GOV/SGLIVGLI/SGLIVGLI.HTM))

(5) ENLISTED RECORD BRIEF (ERB) (PCN AAA-347).

(6) TOPMIS OFFICER RECORD BRIEF (ORB) AND SIDPERS-3 ORB (PCN AAA-348) FOR ACTIVE ARMY COMMISSIONED AND WARRANT OFFICERS.

(7) DA FORM 2-1, PERSONNEL QUALIFICATION RECORD-PART II FOR RC OFFICERS AND RC ENLISTED SOLDIERS ORDERED TO ACTIVE DUTY IN SUPPORT OF A MILITARY OPERATION AND ACTIVE ARMY ENLISTED SOLDIERS.

*(8) DD FORM 2766, ADULT PREVENTIVE AND CHRONIC CARE FLOWSHEET.

(9) SF-601 OR PHS FORM 731, SHOT RECORD. SHOT INFO IS ON THE 2766

*(10) DD FORM 2795, PREDEPLOYMENT HEALTH ASSESSMENT.

*(11) INDIVIDUAL MEDICAL READINESS REPORT (IMR).

(12) SIDPERS-3 SITES WILL PROVIDE THE E5-E6 RECOMMENDATION LIST FOR PROMOTION OF ENLISTED PERSONNEL (AA) (PCN AAA 242) OR EDAS PROMOTION INFORMATION.

(13) DA FORM 4591-R, COMPLETED RETENTION DATA WORKSHEET (ENLISTED PERSONNEL ONLY).

(14) DA FORM 873, CERTIFICATE OF CLEARANCE AND/OR SECURITY DETERMINATION.

*(15) DECLARED EMERGENCY ESSENTIAL (EE). DA CIVILIANS OCCUPYING EMERGENCY ESSENTIAL POSITIONS WILL BRING A COPY OF THEIR SIGNED AGREEMENT TO THE DEPLOYMENT SITE (DD FORM 2365).

*(16) DA FORM 3645 (ORGANIZATION CLOTHING AND INDIVIDUAL EQUIPMENT RECORD).

D. CIVILIAN DEPLOYMENT PACKETS. ALL CIVILIAN PERSONNEL WHO UTILIZE AN ARMY INSTALLATION FOR DEPLOYMENT WILL BRING TWO COPIES OF THE DEPLOYMENT PACKET TO THE PROCESSING CENTER. ONE PACKET WILL REMAIN AT THE CRC OR DEPLOYMENT SITE (IF DEPLOYING WITH A UNIT), THE OTHER WILL BE CARRIED TO THE GAINING UNIT OCONUS. PERSONNEL, MEDICAL AND DENTAL RECORDS OTHER THAN THOSE IN THE DEPLOYMENT PACKET WILL NOT BE DEPLOYED TO THE THEATER OF OPERATIONS. CIVILIANS SHOULD BRING A COPY OF THEIR SHOT RECORD TO VERIFY IMMUNIZATIONS THAT THEY HAVE ALREADY RECEIVED. THE CIVILIAN DEPLOYMENT PACKET WILL INCLUDE:

(1) COPY OF ORDERS

(2) DD FORM 93 (RECORD OF EMERGENCY DATA)

(3) DD FORM 2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOW SHEET)

(4) MEDICAL PREDEPLOYMENT QUESTIONNAIRE

(5) AUTOMATED EMPLOYEE MASTER RECORD (EMR)/PRINTOUT (DA CIVILIANS).

10. REPORTING INSTRUCTIONS.

A. MILITARY NRP. TASKED MACOMS WILL PROVIDE A CONSOLIDATED REPORT WEEKLY ON MONDAYS TO CDR, PERSCOM (TAPC-PLO-CT) VIA E-MAIL TO SPEARJ@HOFFMAN.ARMY.MIL OR BY FAX DSN 221-3872 OF ALL MILITARY NRPS STANDARD NAME LINES AND PROJECTED CRC ARRIVAL DATES. PERSCOM MUST BE NOTIFIED AT LEAST TWO WEEKS PRIOR TO THE

REQUESTED CRC ARRIVAL DATE. REQUIREMENTS THAT ARE TASKED THROUGH WIAS DO NOT NEED TO BE REPORTED, AS THIS INFORMATION WILL BE DOWNLOADED. THIS COORDINATION IS CRITICAL TO ENSURE PRIORITIZATION OF FLOW, SCHEDULE AIRLIFT, AND TO ENSURE THE CRC'S PROCESSING CAPACITY IS NOT EXCEEDED ON A PARTICULAR DATE. THIS ADVANCED RESERVATION SYSTEM SHOULD ELIMINATE THE NEED TO RETURN AN INDIVIDUAL TO HOME STATION.

B. CIVILIANS. AT LEAST TWO WEEKS PRIOR TO THE CIVILIAN'S (ARMY CIVILIANS, DOD CIVILIANS, RED CROSS, AND AAFES PERSONNEL) ARRIVAL AT THE CRC, THE TASKED MACOM OR AGENCY, AS APPROPRIATE WILL SEND A CONSOLIDATED REPORT WEEKLY ON MONDAYS TO CDR, PERSCOM (TAPC-PLO-CT) VIA E-MAIL TO SIGMANJ@HOFFMAN.ARMY.MIL OR BY FAX DSN: 221-3872 OF THE FOLLOWING INFORMATION: NAME, SSN, GRADE AND OCCUPATIONAL SERIES, PERMANENT DUTY LOCATION, COUNTRY OF DESTINATION AND REQUESTED ARRIVAL DATE AT THE CRC.

C. RC UNITS. MOBILIZED RC UNITS WILL FOLLOW REPORTING GUIDANCE IAW FORMDEPS AND FORSCOM MESSAGE TRAFFIC.

D. TRAVEL VIA POV.

(1) DEPLOYING (OCONUS) MILITARY, RC, NRP, AND CIVILIANS. INDIVIDUALS ARE NOT AUTHORIZED TO TRAVEL TO THE CRC BY POV OR TO BE ACCOMPANIED BY FAMILY MEMBERS OR PETS. IF PRINCIPAL RESIDENCE IS WITHIN AUTHORIZED DRIVING DISTANCE FROM THE MOBILIZATION SITE OR CRC, TRAVEL BY POV MAY BE ALLOWED IF PRIOR DISPOSITION ARRANGEMENTS OF POV HAVE BEEN MADE TO RETURN THE POV TO THE POINT OF ORIGIN.

(2) NON-DEPLOYING MILITARY. UNITS AND INDIVIDUALS MOBILIZED TO SUPPORT CONUS BASE OPERATIONS (WILL NOT DEPLOY OCONUS) ARE NOT AUTHORIZED A POV AT THE CONUS LOCATION.

(3) CONTRACTORS. TRAVEL TO THE CRC BY POV IS NOT AUTHORIZED UNLESS LIVING WITHIN AUTHORIZED DRIVING DISTANCE FROM THE CRC SITE. IF POV TRAVEL IS UTILIZED, PRIOR ARRANGEMENTS MUST BE MADE TO ENSURE RETURN OF THE POV TO POINT OF ORIGIN. RENTAL CARS ARE NOT AUTHORIZED.

(4) SEE SECTION II, PAR 15, FOR ADDITIONAL GUIDANCE ON TRAVEL AND TRANSPORTATION ENTITLEMENTS.

11. ORGANIZATIONAL CLOTHING, INDIVIDUAL EQUIPMENT (OCIE) AND PERSONAL ITEMS. ALL PERSONNEL TRAVELING IN AND OUT OF THE CENTCOM AREA OF OPERATIONS (AO) WILL WEAR CIVILIAN CLOTHING ON AIRCRAFT. THE CRC WILL ENSURE THAT ALL NRP HAVE THE OCIE IDENTIFIED BELOW (ISSUED FROM HOME STATION OR CRC) PRIOR TO DEPARTURE FROM CONUS.

A. CTA 50-900, ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE). MILITARY (MIL) AND CIVILIANS (CIV) TO INCLUDE CONTRACTORS WILL DEPLOY WITH THE FULL SET OF OCIE AS CURRENTLY REQUIRED FOR SOUTHWEST ASIA + COLD WEATHER:

4 SETS OF DCUS, 2 ITEMS OF HEADGEAR: DCU HEADGEAR CAN BE EITHER HAT CAMOFLAGE DESERT (H20256) OR CAP CAMOUFLAGE DESERT (C04411), 2 PAIR DESERT BOOTS/BLACK COMBAT BOOTS/HOT WEATHER BOOTS, KEVLAR WITH DCU/BDU COVER, LBE, 2 CANTEENS W/COVERS, WET WEATHER GEAR, COLD WEATHER GEAR, NAME TAGS, UNIT PATCHES, AND SEW-ON RANK IS ACCEPTABLE. REVERSE FIELD U.S. FLAG REPLICA (FULL COLOR) WILL BE SEWN ON RIGHT SHOULDER. CIVILIAN CLOTHING BROUGHT MUST INCLUDE COLLARED SHIRT, LONG SLEEVES AND LONG PANTS. OCIE WEBSITE WWW.FORSCOM.ARMY.MIL/OCIE.

B. CHEMICAL DEFENSE EQUIPMENT. SOLDIERS, DOD CIVILIANS, CONTRACTORS AND DESIGNATED DOD CIVILIANS WILL DEPLOY WITH:

M256 CHEMICAL DETECTOR KIT	1 PER 12 INDIV
M9 CHEMICAL DETECTOR PAPER	1 PER 5 INDIV
M8 CHEMICAL DETECTOR PAPER	1 PER INDIV
M291 SKIN DECON KIT	1 PER INDIV
M295 DECON KIT	1 PER INDIV
C2A1 FILTERS (2 PER M40 FOR FP1 AND FP2 UNITS, 1 PER M40 FOR FP3 AND FP4 UNITS, 1 PER M42 AND M45 MASK. 2 PER M43, M48 AND M49 MASK) MASK HOOD QUICKOFF AND COVER SECOND SKIN (1 EACH PER M40, M42 AND M45 MASK) OR HOOD M40 MASK (1 PER M40 SERIES MASK)	
CHEMICAL PROTECTIVE HELMET COVER	1 PER INDIV
BATTLE DRESS OVERGARMENT	1 PER INDIV
CHEMICAL PROTECTIVE GLOVES	1 PER INDIV
CHEMICAL PROTECTIVE OVERBOOTS	1 PER INDIV

C. ISSUE ITEMS:

	MIL	CIV
ID TAGS WITH CHAIN	1 SET	0
MEDICAL WARNING TAGS WITH CHAIN (IF REQUIRED)	1 SET	1 SET
ID CARD (W/BAR CODE, IF POSSIBLE)	1	1
NAME TAGS FOR UNIFORMS	5	5
SECOND PAIR OF EYEGLASSES (AS REQUIRED)	1	1
OPTICAL INSERTS FOR MASK	1	1
INSECT REPELLENT	1	1

D. PERSONAL: RECOMMENDED FOR MILITARY AND CIVILIAN PERSONNEL:

TOWELS (2); EYEGLASSES (2 PAIR); FLASHLIGHT AND BATTERIES; CIVILIAN CLOTHES; DONUT PAD FOR HELMET (1); 90 DAY SUPPLY OF MEDICATIONS; LIP BALM, ANTICHAP, HOT/COLD; SUN SCREEN (SPF 15 OR GREATER); FOOTPOWDER, ANTIFUNGAL; WATER PURIFICATION TABLETS; EYE DROPS; CLOCK, NON-ELECTRIC; PADLOCK, COMBO/KEY SHOWER CLOGS; WASH CLOTHS; PILLOW; WRITING MATERIALS; IRON READING MATERIALS; PERSONAL HYGIENE ITEMS, TO INCLUDE LOTION, RAZORS, SHAMPOO; TOOTHPASTE AND TOOTHBRUSH, FOOT POWDER AND DEODORANT. CARRY-ON BAG (LIMIT 35 LBS) (MUST FIT UNDER SEAT OF AIRCRAFT AND ONLY ONE CARRY-ON ITEM OR BAG WILL BE ALLOWED PER PERSON).

12. TRAINING REQUIREMENTS:

A. MILITARY MEMBERS WEAPONS TRAINING. ALL PERSONNEL DEPLOYING ISO HQUSCENTCOM SHOULD ARRIVE ELIGIBLE FOR OVERSEAS DEPLOYMENT INCLUDING HAVING QUALIFIED ON ASSIGNED WEAPONS. INDIVIDUALS WILL NOT TRAVEL TO HQUSCENTCOM WITH INDIVIDUAL WEAPONS. USCENTCOM WILL PROVIDE MILITARY MEMBERS WITH AN INDIVIDUAL WEAPON UPON DEPLOYMENT TO THE AOR. INDIVIDUAL PERSONAL WEAPONS ARE NOT AUTHORIZED FOR DEPLOYMENT.

B. CIVILIAN WEAPONS FAMILIARIZATION TRAINING. WEAPONS (9MM ONLY) WILL ONLY BE ISSUED TO CIVILIANS FOR PERSONAL PROTECTION ONLY AND THEN ONLY WHEN REQUIRED BY THE CINC. CIVILIANS MUST HAVE RECEIVED WEAPONS FAMILIARIZATION TRAINING BEFORE RECEIVING A GOVERNMENT-ISSUED WEAPON. QUALIFIED CIVILIANS (SEE PARA D AND E BELOW) WILL BE PROVIDED THE OPP. CIVILIANS MAY REFUSE TO CARRY A WEAPON EVEN IF AUTHORIZED. INDIVIDUAL PERSONAL WEAPONS ARE NOT AUTHORIZED FOR DEPLOYMENT.

C. LAUTENBERG AMENDMENT (MILITARY PERSONNEL). COMMANDERS (INCLUDING RESERVE COMPONENT) WILL COMPLY WITH THE PROVISIONS STATED IN THE ALARACT

MESSAGE 009/98, DTG 151100ZJAN98, SUBJECT: HQDA MESSAGE ON INTERIM IMPLEMENTATION OF LAUTENBERG AMENDMENT, UNTIL ADDITIONAL IMPLEMENTATION GUIDANCE IS PUBLISHED. FOR MORE INFORMATION SEE PARA 17.C AND D.

D. THEATER SPECIFIC TRAINING. ALL MILITARY AND CIVILIAN PERSONNEL DEPLOYED TO THE AOR FOR MORE THAN 30 DAYS ARE REQUIRED TO RECEIVE THE FOLLOWING: CULTURAL ASPECTS OF COUNTRIES THEY WILL BE WORKING IN, RULES OF ENGAGEMENT, LEVEL ONE ANTI-TERRORISM MEASURES FOR SELF-PROTECTION, FOREIGN INTELLIGENCE AND TERRORISM THREAT AND THEIR RESPONSIBILITIES TO REPORT SUCH INFORMATION TO DESIGNATED/APPROPRIATE AUTHORITIES (IAW CCR 381-14). THIS WILL APPLY SPECIFICALLY TO SECURITY MANAGERS AND/OR S-2/G-2, BW/CW PERSONAL PROTECTIVE MEASURES, MEDICAL THREAT AND MEDICAL SELF-AID/BUDDY CARE, DEFENSIVE TRAVEL BRIEFING, SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE ARMY (SAEDA). ALL PERSONNEL TRAVELING TO THE AOR, FOR ANY LENGTH OF TIME, WILL RECEIVE LEVEL ONE ANTI-TERRORISM/FORCE PROTECTION TRAINING, WITH -SPECIFIC UPDATE, PRIOR TO TRAVEL.

13. SPECIAL EQUIPMENT ACCOUNTABILITY.

A. CHEMICAL PROTECTIVE EQUIPMENT. MASKS REMAIN ON THE PROPERTY BOOK THAT ISSUED THEM TO THE INDIVIDUAL (UNIT OF ORIGIN).

B. WEAPONS. UPON DETERMINING THAT A WEAPON IS UNACCOUNTED FOR, TAKE THE FOLLOWING ACTION: VERIFY THE NATIONAL STOCK NUMBER AND SERIAL NUMBER OF THE LOST WEAPON AND REPORT THE LOSS TO THE PHYSICAL SECURITY SECTION OF THE LOCAL PROVOST MARSHAL. AFTER CAUSATIVE RESEARCH INTO THE LOSS, NOTIFY THE PROPERTY BOOK OFFICER AND THE UNIT MUST INITIATE A REPORT OF SURVEY OR AR 15-6 INVESTIGATION. INCLUDE THE SERIAL NUMBER OF THE LOST WEAPON AND A COPY OF THE SECURITY INVESTIGATION WITH THE REPORT OF SURVEY/AR 15-6 INVESTIGATION AS AN EXHIBIT.

14. MEDICAL AND DENTAL. INTERFACILITY CREDENTIALS TRANSFER BRIEFS (ICTB) WILL BE FORWARDED TO THE CRC OR MOBILIZATION STATION FOR ALL MEDICAL PRIVILEGE PROVIDERS NLT 30 DAYS PRIOR TO ARRIVAL DATE. SPECIFIC REQUIREMENTS WILL BE PROVIDED BY THE MTF SUPPORTING THE SITE.

A. HIV TESTING.

(1) ALL PERSONNEL SCHEDULED FOR OVERSEAS DEPLOYMENT OR TDY THAT WILL EXCEED 179 DAYS MUST HAVE TESTED NEGATIVE FOR HIV INFECTION WITHIN THE 6 MONTHS PRIOR TO DEPLOYMENT.

(2) RC PERSONNEL SCHEDULED FOR DUTY MORE THAN 30 DAYS MUST TEST NEGATIVE FOR HIV INFECTION WITHIN 6 MONTHS PRIOR TO DEPLOYMENT.

(3) ALL OTHER MILITARY PERSONNEL MUST SCREEN NEGATIVE FOR HIV INFECTION WITHIN THE PREVIOUS 12 MONTHS PRIOR TO DEPLOYMENT.

(4) VERIFICATION OF HIV TESTING CAN BE MADE USING MEDPROS AT WWW.MODS.ARMY.MIL

(5) DA CIVILIANS. CIVILIANS MAY DECLINE HIV SCREENING. WHEN THE HOST COUNTRY REQUIRES MANDATORY HIV SCREENING, A CIVILIAN WHO TESTS POSITIVE MAY BE DEPLOYED AS LONG AS THE HOST COUNTRY IS NOTIFIED AND THE INDIVIDUAL IS ABLE TO PERFORM ASSIGNED DUTIES REFERENCE: DA PAM 690-47 PAGE 28 CIVILIANS WILL BE COUNSELED THAT EVEN THOUGH THEY HAVE THE RIGHT TO DECLINE HIV SCREENING, IF INJURED THEY WILL PROBABLY NOT BE TREATED BY THE HOST COUNTRY MEDICAL FACILITIES IF DETERMINED HIV POSITIVE.

B. TUBERCULOSIS TESTING - PPD (PURIFIED PROTEIN DERIVATIVE, TB TEST-INTRADERMAL ONLY) WITHIN TWELVE MONTHS PRIOR TO DEPLOYMENT.

C. DEOXYRIBONUCLEIC ACID (DNA) SPECIMEN. IF NOT ALREADY ON FILE, A DNA SPECIMEN FOR EACH MILITARY WILL BE TAKEN AND FORWARDED TO THE ARMED FORCES REPOSITORY OF SPECIMEN SAMPLES FOR IDENTIFICATION OF REMAINS (AFRSSIR) PRIOR TO DEPLOYMENT. DEPLOYING CIVILIAN PERSONNEL MUST HAVE A CURRENT PANAREX OR PROVIDE A DNA SAMPLE FOR IDENTIFICATION PURPOSES. SAMPLES WILL BE FORWARDED BY REGISTERED MAIL TO THE DNA REGISTRY WITH RETURN RECEIPT TO THE MEDICAL UNIT THAT IS GAINING THE MEDICAL RECORD. VERIFICATION THAT DNA "SPECIMEN IS ON FILE" RECORD CAN BE MADE USING DEERS/RAPIDS. THE DATE THE SAMPLE WAS DRAWN MUST BE ANNOTATED IN BLOCK 10A ON DD FORM 2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOW SHEET).

D. IMMUNIZATIONS/CHEMOPROPHYLAXIS. ALL MILITARY AND CIVILIANS MUST HAVE REQUIRED THEATER SPECIFIC IMMUNIZATIONS PRIOR TO DEPLOYMENT. ENSURE THE FOLLOWING STANDARD IMMUNIZATIONS/VACCINES ARE CURRENT PRIOR TO DEPLOYING TO THE AREA OF OPERATIONS (AO) (FOR MILITARY AND CIVILIAN):

(1) HEPATITIS A VACCINE SERIES.

(2) HEPATITIS B (MEDICAL PERSONNEL)

(3) INFLUENZA (CURRENT ANNUAL VACCINE)

(4) MEASLES: INDIVIDUAL MUST HAVE SEROLOGIC EVIDENCE OF IMMUNITY OR AT LEAST ONE SHOT AS AN ADULT. NOT REQUIRED FOR PERSONS BORN IN 1956 OR EARLIER.

(5) MENINGOCOCCAL (QUADRIVALENT) VACCINE (WITHIN FIVE YEARS)

(6) POLIOVIRUS VACCINE (IPV): PRIMARY SERIES PLUS ONE BOOSTER DOSE AS AN ADULT. IPV IS INDICATED WHEN ADMINISTERING A PRIMARY SERIES TO AN ADULT. IPV WILL BE USED FOR THE BOOSTER DOSE REGARDLESS OF WHETHER ORAL OR INACTIVATED POLIOVIRUS WAS USED IN THE PRIMARY SERIES. INDIVIDUALS WHO HAVE PREVIOUSLY COMPLETED A PRIMARY SERIES OR ADULT BOOSTER DOSE WITH OPV ARE NOT REQUIRED TO RECEIVE A PRIMARY SERIES OR AN ADULT BOOSTER DOSE WITH IPV, RESPECTIVELY.

(7) TETANUS-DIPHTHERIA (WITHIN 10 YEARS)

(8) TYPHOID (INJECTABLE OR ORAL), CURRENT PER PACKAGE INSERT.

(9) YELLOW FEVER LAST DOSE WITHIN 10 YEARS.

(10) PNEUMOCOCCAL VACCINE: FOR ALL ASPLENIC (WITH NO SPLEEN) PERSONNEL. 0.5 ML IM OR SUBCUTANEOUS EVERY SIX YEARS.

(11) NO ADDITIONAL VACCINES ARE REQUIRED AT THIS TIME. AS NEEDED, ADDITIONAL GUIDANCE WILL BE PROVIDED. FURTHER GUIDANCE WILL BE PROVIDED AS NEEDED BASED ON HEALTH THREAT INTELLIGENCE/ANALYSIS.

(12) IMMUNIZATION TRACKING SYSTEM: THE HQDA STANDARD FOR ENTERING AND TRACKING IMMUNIZATIONS IS THE MEDICAL PROTECTION SYSTEM (MEDPROS), A WEB SITE, CENTRAL DATABASE DESIGNED BY SOLDIERS AND SUCCESSFULLY EMPLOYED THE PAST 43 MONTHS TO RECORD ANTHRAX IMMUNIZATIONS, INDIVIDUAL MEDICAL READINESS INDICATORS, ETC. ALL VACCINES ADMINISTERED TO PERSONNEL PARTICIPATING IN THIS

OPERATION WILL BE DOCUMENTED IN MEDPROS. SUPERVISORS AND LEADERS CAN OBTAIN READ/WRITE ACCESS BY ACCESSING THE WEB SITE AT WWW.MODS.ARMY.MIL MEDPROS TRAINING SUPPORT MAY BE REQUESTED FROM LTC STEVEN EUHUS AT DSN 471-7124, COMMERCIAL (210) 221-7124. DATA ENTRY SUPPORT MAY BE OBTAINED FROM THE MODS HELP DESK AT DSN 761-4976, COMMERCIAL (703) 681-4976.

(13) MALARIA CHEMOPROPHYLAXIS. MALARIA DISEASE RISK VARIES WITH LOCATION WITHIN THE CENTCOM AOR. MALARIA IS FOCALLY ENDEMIC IN UZBEKISTAN, ENDEMIC THROUGHOUT AFGHANISTAN DURING THE PERIOD OF MAY THROUGH OCTOBER AT ELEVATIONS LESS THAN 2,000 METERS, AND IN PAKISTAN YEAR-ROUND. CHLOROQUINE-RESISTANT MALARIA IS PRESENT IN CERTAIN LOCATIONS IN THE AOR, PRIMARILY IN PAKISTAN AND IN SOUTHERN AFGHANISTAN. PERSONNEL TRAVELING TO AREAS WHERE MALARIA IS PRESENT WILL TAKE MEFLOQUINE (ONE 250 MILLIGRAM TABLET) WEEKLY, BEGINNING TWO WEEKS PRIOR TO DEPARTURE AND CONTINUING FOR FOUR WEEKS AFTER RETURN. FOR PERSONNEL WHO ARE ALLERGIC TO MEFLOQUINE AND PERSONNEL ON FLIGHT STATUS, DOXYCYCLINE 100 MILLIGRAMS WILL BE TAKEN ONCE DAILY BEGINNING 2 DAYS PRIOR TO DEPARTURE AND CONTINUING FOR 28 DAYS AFTER RETURN. PRIMAQUINE TERMINAL PROPHYLAXIS WILL CONSIST OF 15 MILLIGRAMS OF BASE (26.3 MILLIGRAMS SALT) TAKEN ONCE A DAY FOR FOURTEEN DAYS BEGINNING AFTER RETURN.

E. PERSONAL AND COLLECTIVE PROTECTION:

(1) ALL SOLDIERS AND CIVILIANS WILL HAVE THE FOLLOWING PERSONAL PROTECTIVE EQUIPMENT (PPE):

(A) INSECT REPELLENT, CLOTHING TREATMENT (PERMETHRIN), NSN 6840-01-345-0237, (AEROSOL SPRAY). ONE CAN IS SUFFICIENT TO TREAT ONE BDU UNIFORM. TREATMENT MUST BE REAPPLIED AFTER A MAXIMUM OF 5 WKS OR 5 LAUNDERINGS, WHICHEVER OCCURS FIRST. BED NETS ARE PRE-TREATED, BUT REQUIRE RETREATMENT AFTER 5 WEEKS, USING TWO CANS.

(B) INSECT REPELLENT, PERSONAL APPLICATION (DEET), NSN 6840-01-284-3982, TWO TUBES.

(C) PERMETHRIN-TREATED BED NETS WITH POLES.

(D) EAR PLUGS OR PROTECTIVE EAR MUFFS.

(E) SUNSCREEN (SPF 15 OR BETTER) AND LIP BALM.

(2) ADDITIONALLY, UNITS SHOULD DEPLOY WITH FIELD SANITATION TEAMS AND NECESSARY EQUIPMENT IAW AR 40-5 AND FM 21-10-1.

(3) MALARIA, LEISHMANIASIS, AND OTHER VECTOR-BORNE ILLNESSES ARE HIGHLY ENDEMIC. PERSONAL PROTECTIVE MEASURES AGAINST INSECT AND ARTHROPOD VECTORS OF DISEASE ARE REQUIRED THROUGHOUT THE AO AND MUST BE GIVEN HIGHEST POSSIBLE COMMAND EMPHASIS AND PRIORITY.

F. MEDICAL BRIEF. ALL DEPLOYING PERSONNEL SHOULD BE BRIEFED BY PREVENTIVE MEDICINE OR OTHER MEDICAL PERSONNEL ON THE MEDICAL THREAT, PROPER SANITATION AND HYGIENE, AND PERSONAL PREVENTIVE MEDICINE MEASURES TO COUNTER THE THREAT.

(1) CONTACT WITH LOCAL ANIMALS WILL BE AVOIDED. NO PETS OR MASCOTS WILL BE KEPT.

(2) NO FOOD OR WATER IS TO BE CONSUMED UNLESS FIRST APPROVED BY U.S. MILITARY MEDICAL AUTHORITIES.

(3) ARTHROPOD-BORNE DISEASES ARE ENDEMIC IN THE AOR, INCLUDING LEISHMANIASIS, MALARIA, CONGO-CRIMEAN HEMORRHAGIC FEVER, AND OTHERS. CHEMOPROPHYLAXIS WITH ANTI-MALARIAL MEDICATIONS IS CRITICAL.

(4) PERSONAL AND UNIT DISCIPLINE TO ENSURE CONSISTENT APPLICATION OF COLLECTIVE AND PERSONAL PROTECTIVE MEASURES ARE KEY ELEMENTS TO STAYING HEALTHY. ROUTINE USE OF THE UNIT'S FIELD SANITATION TEAM MUST BE EMPHASIZED TO IDENTIFY AND CONTROL THREATS TO HEALTH.

(5) ALL DEPLOYING PERSONNEL WILL RECEIVE A COPY OF THE PAMPHLET TITLED "GUIDE TO STAYING HEALTHY" (GTA 08-05-062) OR AN APPROPRIATE SUBSTITUTE DESIGNED SPECIFICALLY FOR A PARTICULAR OPERATION.

G. PRE- AND POST-DEPLOYMENT HEALTH ASSESSMENT.

(1) IAW JCS MEMORANDUM MCM-251-98 (DEPLOYMENT HEALTH SURVEILLANCE AND READINESS, 4 DEC 98), PRE- AND POST-DEPLOYMENT HEALTH ASSESSMENTS (DD FORM 2795 AND DD FORM 2796, RESPECTIVELY) WILL BE COMPLETED BY ALL PERSONNEL.

(2) PRE-DEPLOYMENT HEALTH ASSESSMENTS WILL BE COMPLETED AT THE EARLIEST OPPORTUNITY.

(3) PROFIS PERSONNEL WILL COMPLETE PRE-DEPLOYMENT HEALTH ASSESSMENTS AT HOME STATIONS PRIOR TO JOINING THEIR UNITS.

(4) UNITS WILL COMPLETE THE PRE-DEPLOYMENT HEALTH ASSESSMENTS AT THEIR MOB STATIONS AS A PART OF THE SRP PROCESS.

(5) POST-DEPLOYMENT HEALTH ASSESSMENT FORMS WILL INITIATED AT THE SOLDIER'S DUTY LOCATION IN THE AOR PRIOR TO RETURNING TO CONUS AND COMPLETED AT HOME STATION/DEMOBILIZATION STATION.

(6) FACILITIES ARE REMINDED THAT THE MOST IMPORTANT PART OF THE ASSESSMENT IS THE OPPORTUNITY AFFORDED FOR SOLDIER CONTACT WITH A HEALTH CARE PROVIDER. THE FORM MUST BE ADMINISTERED, IMMEDIATELY REVIEWED AND THEN SIGNED BY A HEALTH CARE PROVIDER. THE REVIEWER CAN BE A MEDIC OR CORPSMAN. HOWEVER, POSITIVE SURVEY RESPONSES CHECKED BY THE SOLDIERS MUST BE REFERRED TO A PROVIDER FOR FURTHER EVALUATION. A PROVIDER (PHYSICIAN, PHYSICIAN ASSISTANT, ADVANCED PRACTICE NURSE, NURSE PRACTITIONER, OR INDEPENDENT DUTY MEDICAL TECHNICIAN) MUST SIGN ALL FORMS. AT THE TIME WHEN A HEALTH CARE PROVIDER REVIEWS THE POST-DEPLOYMENT HEALTH ASSESSMENT (DD FORM 2796), THE PROVIDER WILL ALSO REVIEW THE INDIVIDUAL'S HEALTH RECORD AND ANNOTATE (ON AN SF 600) ANY PHYSICAL PROBLEMS DEVELOPED DURING THE OPERATION.

(7) COPIES OF THE COMPLETED PRE-DEPLOYMENT HEALTH ASSESSMENT FORMS WILL BE PLACED IN THE INDIVIDUAL'S HEALTH RECORD AND IN THE DEPLOYED MEDICAL RECORD (DD FORM 2766, ADULT PREVENTIVE AND CHRONIC CARE FLOWSHEET) COPIES OF THE POST-DEPLOYMENT HEALTH ASSESSMENT WILL BE PLACED IN THE DEPLOYED MEDICAL RECORD FOR TRANSFER TO THEIR PERMANENT MEDICAL RECORD UPON REDEPLOYMENT TO THEIR HOME STATION. SEE HQDA LTR 40-01-1, DATED 26 MARCH 2001 (USE OF DD FORM 2766 AND DD FORM 2766C).

(8) ORIGINAL PRE- AND POST-DEPLOYMENT HEALTH ASSESSMENTS WILL BE MAILED TO THE ARMY MEDICAL SURVEILLANCE ACTIVITY, BUILDING T-20, ROOM 213 (ATTN: DEPLOYMENT SURVEILLANCE), 6900 GEORGIA AVENUE, N.W., WASHINGTON, D.C. 20307-5001. HEALTH ASSESSMENT FORMS AND ADDITIONAL INFORMATION CAN BE OBTAINED ON THE INTERNET AT THE FOLLOWING URL: [HTTP://AMSA.ARMY.MIL/AMSA/AMSA_HOME.HTM](http://amsa.army.mil/amsa/amsa_home.htm) UNDER THE "DEPLOYMENTS" SECTION. JCS MEMORANDUM MCM-251-98 MAY BE DOWNLOADED FROM [HTTP://WWW.DTIC.MIL/JCS/J4/DIVISIONS/MRD](http://www.dtic.mil/jcs/j4/divisions/mrd).

H. DISEASE SURVEILLANCE:

(1) COMMANDERS WILL ENSURE THAT ENVIRONMENTAL THREATS ARE IDENTIFIED AND THAT PROPER PRECAUTIONS ARE IMPLEMENTED, INCLUDING THOSE FROM STORAGE, USE, AND DISPOSAL OF HAZARDOUS MATERIALS. ENVIRONMENTAL MONITORING OF AIR, WATER, SOIL AND RADIATION WILL BE CONDUCTED BASED ON MEDICAL THREATS IN DEPLOYED LOCATIONS.

(2) ALL COMMANDERS WILL SUPPORT THEATER INITIATIVES TO IDENTIFY AND MINIMIZE HEALTH RISKS DURING THE DEPLOYMENT.

(3) CONTINUAL VERIFICATION OF QUALITY AND PERIODIC INSPECTION OF STORAGE FACILITIES FOR FOOD AND WATER ARE REQUIRED.

(4) SUPPORTING MEDICAL UNITS IN THE AOR WILL COLLECT, ANALYZE, AND REPORT DISEASE AND NON-BATTLE INJURY (DNBI) RATES AMONG SOLDIERS PARTICIPATING IN THIS OPERATION IAW JCS MEMORANDUM MCM-251-98.

(5) OTHER CINC PREV MED GUIDANCE CAN BE FOUND IN CENTCOM MESSAGE, 081411Z MAY 01, USCINCCENT INDIVIDUAL PROTECTION AND INDIVIDUAL/UNIT DEPLOYMENT.

I. ALL SOLDIERS WILL INITIATE DD FORM 2697 (REPORT OF MEDICAL ASSESSMENT) PRIOR TO REDEPLOYMENT AND COMPLETE PRIOR TO MUSTERING OUT OF FEDERAL SERVICE OR RELEASE FROM ACTIVE DUTY. THE FORM WILL BE PLACED IN THE SOLDIER'S MEDICAL RECORD. A MEDICAL EXAMINATION WILL BE ACCOMPLISHED IF CLINICALLY INDICATED AFTER REVIEW OF THE DD 2697.

J. DENTAL. ALL MILITARY PERSONNEL MUST HAVE A DENTAL PANOGRAPH ON FILE AT HOME STATION OR DEPLOYMENT SITE PER AR 600-8-101 AND DA PAM 690-47, RESPECTIVELY. THEY WILL NOT BE FORWARDED TO A CENTRAL REPOSITORY. DEPLOYING EMPLOYEES MUST HAVE A CURRENT PANAREX OR PROVIDE A DNA SAMPLE FOR IDENTIFICATION PURPOSES.

15. TRAVEL AND TRANSPORTATION ENTITLEMENTS.

A. MILITARY.

(1) **BASIC PAY** WILL REMAIN CURRENT BASED ON THE MEMBERS' RANK AND TIME IN SERVICE. RC SOLDIERS WILL REMAIN ON RC PAY SYSTEMS.

(2) **BAH** (BASIC ALLOWANCE FOR HOUSING) WILL BE PAID BASED ON THE MEMBERS PERMANENT DUTY STATION (PDS). RC PERSONNEL ON TCS ORDERS WILL BE PAID BAH IAW PARA 260203 DODFRM 7A.

(3) **BAS** FOR ALL ENLISTED MEMBERS IS (\$229.00) PER MONTH. ALL ENLISTED MEMBERS WILL RECEIVE BAS WHILE IN A TDY/TCS STATUS, INCLUDING SOLDIERS RESIDING IN GOVERNMENT SINGLE QUARTERS. OFFICERS WILL CONTINUE TO RECEIVE (\$160.42) PER MONTH.

(4) **COLA** WILL BE PAID BASED ON THE PDS (CONUS/OCONUS).

(5) OHA WILL BE PAID BASED ON THE PDS (OCONUS), IF AUTHORIZED

(6) PER DIEM IAW JFTR/JTR IN OCONUS PER DIEM IS PAID AT A RATE OF \$105.00 PER MONTH/\$3.50 PER DAY OR IN CONUS, \$2 PER DAY CONUS. INSTALLATIONS SHOULD MAXIMIZE THE USE OF CONTRACT QUARTERS AND MESS FOR PERSONNEL ENTERING THEIR STATION. CONTRACTING PROVIDES BOTH: (1) A QUICK RESPONSE TO CONTACT PERSONNEL AND ALLOWS FORCE PROTECTION; (2) PROVIDES FACILITIES AND SERVICES AT A REDUCED COST.

(7) FAMILY SEPARATION ALLOWANCE-T (FSA-T) \$100.00 PER MONTH IS PAID FOR 30 OR MORE DAYS OF SEPARATION TO: MARRIED SERVICE MEMBERS; SERVICE MEMBERS MARRIED TO SERVICE MEMBERS WHO WERE LIVING TOGETHER IMMEDIATELY BEFORE DEPLOYMENT; AND SINGLE SERVICE MEMBERS WITH A PRIMARY DEPENDENT.

(8) IMMINENT DANGER PAY IS \$150.00 PER MONTH FOR THOSE AREAS DESIGNATED IN DODFMR VOL 7A FIGURE 10-1. THIS INCLUDES ALL CURRENT AREAS APPROVED IN THE CENTCOM AOR AND WILL BE APPROVED, AT A LATER DATE. FURTHER, THIS ACTION APPLIES TO AIRSPACE ABOVE THESE COUNTRIES, AND APPROVED NEARBY COASTAL WATERS. AIRCREWS FLYING OFF CARRIERS AND ENTERING AIRSPACE ABOVE THE DESIGNATED AREAS WOULD RECEIVE THE PAY; SHIP CREW MEMBERS WOULD NOT. HOWEVER, IF A NAVAL VESSEL WERE FIRED UPON, THE CREW WOULD THEN RECEIVE HOSTILE FIRE PAY. A MEMBER IS ELIGIBLE TO RECEIVE ONE MONTH'S IDP WHEN HE ENTERS AN IDP AREA; REGARDLESS OF THE HOW LONG THE MEMBER REMAINS IN THE AREA.

(9) HARDSHIP DUTY PAY (HDP)- LOCATION (HDP-L) FOR THIS OPERATION AT THE RATE ESTABLISHED FOR EACH SEPARATE COUNTRY BY OSD. IF, DURING THE COURSE OF THIS OPERATION, A COUNTRY RECEIVES AUTHORIZATION FOR IMMINENT DANGER PAY THEN THE REQUISITE REDUCTION OF HDP-L WILL BE \$50 FOR THAT PARTICULAR COUNTRY.

(10) SPECIAL STORAGE OF HOUSEHOLD GOODS AND PRIVATELY OWNED VEHICLE (POV).

(A) ACTIVE ARMY: SPECIAL STORAGE OF HHG, FOR SINGLE SOLDIERS, MAY BE AUTHORIZED INCIDENT TO TDY/DEPLOYMENT FOR 90 OR MORE DAYS/AN INDEFINITE PERIOD WHEN NO PCS IS INVOLVED IAW JFTR U4770.B.

(B) RC: SPECIAL STORAGE OF HHG MAY BE AUTHORIZED FOR SINGLE RC MEMBERS WHO ARE CALLED/ORDERED TO ACTIVE DUTY UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES OR SERVICE EXIGENCIES FOR OTHER THAN TRAINING PURPOSES, ORDERED TO TDY OR DEPLOYMENT. THE PERIOD OF TDY/DEPLOYMENT CAN BE FOR ANY LENGTH OF TIME.

(C) THE SOLDIER'S PCS WEIGHT ALLOWANCE IN JFTR U5310-B APPLIES TO BOTH ACTIVE ARMY AND RC, FOR STORAGE OF HHG.

(D) FUNDING FOR SPECIAL STORAGE OF HHG; SEE SECTION II, PAR. E (3).

(E) ACTIVE ARMY AND RC: SINGLE INDIVIDUALS ARE ELIGIBLE TO HAVE ONE POV STORED WHEN SENT TDY FOR MORE THAN 30 DAYS IAW JFTR, U5466. THE PREFERRED PLACE OF STORAGE IS WITHIN A SECURE FENCED AREA LOCATED ON THE INSTALLATION/UNIT. IF UNAVAILABLE, THE SOLDIER WILL CONTACT THE NEAREST TRANSPORTATION OFFICE FOR ASSISTANCE. SOLDIERS MUST OBTAIN A LETTER FROM THE NEAREST TRANSPORTATION OFFICE BEFORE PERSONALLY PROCURING COMMERCIAL STORAGE OF THE POV. INSTALLATIONS SHOULD USE THE FUND CITE AVAILABLE ON THE MEMBER/UNIT'S TDY ORDER TO PAY FOR POV STORAGE. ENSURE THE APPROPRIATE ACCOUNTING CLASSIFICATION IS CITED. SOLDIERS SHOULD SEEK ADVICE FROM THEIR SERVICING LEGAL ASSISTANCE OFFICE PRIOR TO SUSPENDING INSURANCE COVERAGE ON THEIR POVS THAT WILL BE PLACED IN STORAGE.

(F) SHIPMENT OF TEMPORARY CHANGE OF STATION (TCS)/TDY WEIGHT ALLOWANCE TO AND FROM THE OCONUS AOR IS NOT AUTHORIZED.

(11) RELOCATION OF DEPENDENTS AT GOVERNMENT EXPENSE IS NOT AUTHORIZED.

(12) DEPENDENTS OF RESERVISTS ORDERED TO ACTIVE DUTY FOR MORE THAN 30 DAYS ARE ELIGIBLE FOR THE SAME BENEFITS (E.G., MEDICAL CARE, TRICARE, CHAMPUS BENEFITS, COMMISSARY/EXCHANGE PRIVILEGES, LEGAL ASSISTANCE, USE OF MORALE, WELFARE AND RECREATION FACILITIES, ETC;) AS DEPENDENTS OF OTHER ACTIVE DUTY SOLDIERS (EXCLUDING DENTAL). DEPENDENTS ARE AUTHORIZED TO BE ISSUED DD FORM 1172, ACTIVE DUTY DEPENDENT ID CARDS, OR MAY CONTINUE TO USE THEIR DD FORM 1172-1, RESERVE FAMILY MEMBER ID CARDS ALONG WITH A COPY OF THE SOLDIER'S ACTIVE DUTY ORDER, TO USE AUTHORIZED BENEFITS.

(13) LEAVE. PROCEDURES FOR USE OF LEAVE MUST MEET AR 600-8-10 REQUIREMENTS. THIS INCLUDES LEAVE PLANS AND CONTROLS; AS ESTABLISHED IN THE REGULATION. REGARDLESS OF ANY LEAVE PROGRAM THAT IS IMPLEMENTED RC SOLDIERS ARE EXPECTED TO TAKE LEAVE THAT IS ACCRUED PRIOR TO THE END OF THEIR TOUR OF ACTIVE DUTY. LEAVE SHOULD BE PLANNED DURING THE NORMAL OPERATIONS AND COMPLETED PRIOR TO OUT PROCESSING AT THE CRC. IF DUE TO MILITARY CONSTRAINTS, THIS CANNOT BE ACCOMPLISHED, AN RC SOLDIER IN THIS CONOPS MAY CASH IN THEIR UNUSED LEAVE UP TO 60 DAYS. THIS PAYMENT WILL NOT EFFECT THE OVERALL LEAVE PAYMENT DURING A CAREER. EXCEPTIONS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS.

(A) EMERGENCY LEAVE. EMERGENCY LEAVE IS CONDUCTED PER AR 600-8-10. RED CROSS PERSONNEL WILL PROVIDE NOTIFICATION AND ASSISTANCE AS NEEDED. SOLDIERS IN OVERSEAS LOCATIONS WILL BE PROVIDED TRANSPORTATION AT GOVERNMENT EXPENSE ONLY BACK TO THE SOLDIER'S HOME STATION. SOLDIERS LOCATED IN CONUS ON TCS WILL BE TRANSPORTED TO THE HOME STATION AS PROCEDURES FOR TDY EL LEAVE ARE AUTHORIZED. ANY ADDITIONAL TRAVEL TO THE EMERGENCY LEAVE DESTINATION IS AT THE SOLDIER'S EXPENSE. SPACE AVAILABLE GOVERNMENT TRANSPORTATION WILL BE USED TO THE GREATEST EXTENT POSSIBLE.

(B) RED CROSS PERSONNEL WILL PROVIDE NOTIFICATION AND ASSISTANCE AS NEEDED. SERVICE MEMBERS ARE AUTHORIZED TO RETURN FROM DEPLOYMENT SITE TO HOME STATION BEFORE PROCEEDING TO EMERGENCY LEAVE DESTINATION. SPACE AVAILABLE GOVERNMENT TRANSPORTATION WILL BE USED TO THE GREATEST EXTENT POSSIBLE. IF GOVERNMENT TRANSPORTATION IS NOT AVAILABLE, THE FUND CITE ON THE SERVICE MEMBER'S ORDERS WILL BE USED TO COVER EMERGENCY LEAVE TRAVEL.

B. OTHER ENTITLEMENTS.

(1) **MEDICAL SPECIALTY PAY**, VARIABLE AND ADDITIONAL MAY BE PAID IF MEMBERS QUALIFY, EXCEPT FOR THEIR LACK OF BOARD CERTIFICATION, AND THEIR INABILITY TO COMPLETE BOARD CERTIFICATION, IS DUE TO PARTICIPATION IN THE CONTINGENCY OPERATION. **FOREIGN LANGUAGE PROFICIENCY PAY**. SERVICE MEMBERS MAY RECEIVE SPECIAL FOREIGN LANGUAGE PROFICIENCY PAY IF THEY OTHERWISE QUALIFY FOR SUCH PAY. SOLDIERS WITHIN THE FLPP TESTING PERIOD WILL CONTINUE TO RECEIVE FLPP UNTIL RETESTED WITHIN 180 DAYS UPON RETURN TO PDS.

(2) THE SOLDIERS' AND SAILORS' CIVIL RELIEF ACT PROVIDES PROTECTION OF RIGHTS, PRIVILEGES, IMMUNITIES AND BENEFITS TO SERVICE MEMBERS WHILE SERVING ON ACTIVE DUTY. THESE BENEFITS INCLUDE: PROTECTION AGAINST PAYING TAXES IN BOTH THE HOME STATE AND THE STATE IN WHICH SERVICE MEMBERS ARE STATIONED, EXEMPTION FROM PERSONAL PROPERTY TAXES WHEN STATIONED IN A STATE WHICH IS NOT THEIR DOMICILE, THE ABILITY TO HAVE CIVIL COURT CASES DELAYED, AND SPECIAL TREATMENT OF CERTAIN

FINANCIAL OBLIGATIONS. SERVICE MEMBERS MAY BE QUALIFIED FOR LOWERING THEIR INTEREST RATES TO SIX PERCENT FOR OBLIGATIONS INCURRED PRIOR TO ENTERING ACTIVE SERVICE. FOR MORE INFORMATION GO TO THE FOLLOWING WEB SITE:
WWW.DEFENSELINK.MIL/SPECIALS/RELIEF_ACT/.

(3) **JUMP (PARACHUTE) PAY** IS AUTHORIZED FOR SOLDIERS CURRENTLY RECEIVING JUMP PAY. SOLDIERS ARE ELIGIBLE FOR JUMP (PARACHUTE) PAY UNDER THE NINE-MONTH RULE. COMMANDERS NEED TO PROCEED WITH CAUTION WHEN MAKING THIS DETERMINATION, SHOULD THE UNIT BE UNABLE TO PERFORM THE NECESSARY JUMPS IN A TWELVE MONTH PERIOD, COLLECTION/RECOUPMENT OF JUMP PAY MAY OCCUR.

C. CIVILIAN ENTITLEMENTS FOR FEDERAL EMPLOYEES.

(1) CIVILIANS. STORAGE OF A POV IS NOT AUTHORIZED.

(2) CONTRACTORS. TRANSPORTATION AND TRAVEL TO THE CRC IS THE LOSING INSTALLATION OR CONTRACTOR'S RESPONSIBILITY AND WILL BE PERFORMED IAW THE TERMS OF THE CONTRACT.

(3) DANGER PAY ALLOWANCE OF \$150 PER MONTH (PRORATED ON A DAILY BASIS) UNDER SECTION 652G OF THE DEPARTMENT OF STATE STANDARDIZED REGULATIONS (DSSR). DANGER PAY ALLOWANCE IS AUTHORIZED BY THE DEPARTMENT OF STATE (DOS) FOR FEDERAL CIVILIAN EMPLOYEES WHO ACCOMPANY US MILITARY FORCES DESIGNATED BY THE SECRETARY OF DEFENSE AS ELIGIBLE FOR IMMINENT DANGER PAY FOR THE DESIGNATED AREAS. DANGER PAY OF \$150 IS NOT AUTHORIZED WHEN THE EMPLOYEE RECEIVES DANGER PAY ALLOWANCE UNDER DSSR 652F OR POST DIFFERENTIAL. SEE PARA (2) BELOW.

(4) PAYMENT OF POST DIFFERENTIAL (PD) (FOREIGN AREA) TO FEDERAL CIVILIAN EMPLOYEES, SERVING TDY IN THE QUALIFYING AREA, BEGINS AFTER THE EMPLOYEE COMPLETES 42 DAYS AT ONE OR MORE DIFFERENTIAL POSTS OR PLACES DESIGNATED FOR NON-FOREIGN AREA DIFFERENTIAL. PD IS PAID AS A PERCENTAGE (UP TO A MAXIMUM OF 25%) OF THE EMPLOYEE'S BASIC RATE OF PAY AND WILL VARY DEPENDING ON THE LOCATION.

(5) IN ADDITION TO THE PD RATE LISTED, FEDERAL CIVILIAN EMPLOYEES IN CERTAIN LOCATIONS ARE ELIGIBLE TO RECEIVE A DANGER PAY ALLOWANCE UNDER DSSR 652F THAT IS BASED ON A PERCENTAGE (UP TO A MAXIMUM OF 25%) ABOVE THE EMPLOYEE'S BASIC COMPENSATION AS DETERMINED BY THE DEPARTMENT OF STATE.

(6) OVERTIME. GS AND WAGE GRADE PERSONNEL WORKING OVERTIME WILL BE GRANTED COMPENSATORY TIME OR BE PAID OVERTIME PAY, CONSISTENT WITH THE LAW AND OFFICE OF PERSONNEL MANAGEMENT REGULATIONS. CONTACT THE SERVICING CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) OR CIVILIAN PERSONNEL LIAISON REPRESENTATIVE FOR GUIDANCE IN SPECIFIC SITUATIONS.

(7) EFFECTIVE AT THE BEGINNING OF THE FIRST PAY PERIOD INCLUDING SEPTEMBER 11, 2001, OSD LIFTED THE BIWEEKLY MAXIMUM EARNINGS LIMITATION FOR EMPLOYEES PERFORMING WORK DIRECTLY RELATED TO THE ATTACKS ON THE WORLD TRADE CENTER AND THE PENTAGON OR THEIR AFTERMATH. THIS LIMITATION ONLY APPLIES TO GS EMPLOYEES. ALTHOUGH THE BIWEEKLY CAP HAS BEEN LIFTED, EMPLOYEES REMAIN SUBJECT TO THE ANNUAL LIMITATION, WHICH IS THE MAXIMUM RATE OF THE GS-15 (GS 15, STEP 10). THE DEFENSE FINANCE AND ACCOUNTING SERVICE REQUIRES THAT SERVICING PAYROLL OFFICES BE INFORMED IN WRITING OF EMPLOYEES TO WHOM THIS WAIVER APPLIES.

D. MILITARY PAY PROCESSING FOR RC COMMUNITY.

(1) **ACTIVE ARMY AND RC SERVICE MEMBER'S GROUP LIFE INSURANCE (SGLI)**. SGLI MAXIMUM COVERAGE IS \$250,000. INCREASED COVERAGE IS NOT AUTOMATIC. ALL DEPLOYING SOLDIERS MUST BE AFFORDED THE OPPORTUNITY TO REVIEW AND/OR COMPLETE SGLI FORM 8286 BEFORE DEPARTURE TO REVIEW THEIR DESIGNATED BENEFICIARY AND MAKE ANY INCREASES IF DESIRED. EFFECTIVE 1 NOVEMBER 2001, THIS WILL INCLUDE FAMILY INSURANCE. DEDUCTION FOR SPOUSE SGLI IS AUTOMATIC. DECLINATION OF THIS INSURANCE MUST BE COMPLETED BY 30 NOV 01 ON VA 8286A. SEE PERSONNEL OFFICE FOR FURTHER INFORMATION. WEBSITE: WWW.INSURANCE.VA.GOV/SGLIVGLI/SGLIFOM.HTM

(2) **RC PAY**. PAY FOR RC WILL REMAIN IN DFAS RC. ALL RC MUST BE PUT ON DIRECT DEPOSIT (ELECTRONIC FUNDS TRANSFER) IN ORDER TO RECEIVE MILITARY PAY AND ALLOWANCES. MEMBERS SHOULD BE REMINDED THAT DIRECT DEPOSIT TO A CHECKING ACCOUNT VERSUS A SAVINGS ACCOUNT IS PREFERABLE TO ENSURE MEMBERS HAVE ACCESS TO THEIR FUNDS WHILE DEPLOYED.

(3) **RC ADVANCE PAY**. ONCE MOBILIZED, RC SOLDIERS MAY BE PAID NO MORE THAN ONE MONTH'S ADVANCE PAY. PAYMENTS ARE NOT AUTOMATIC AND WILL BE BASED ON A DEMONSTRATED AND DOCUMENTED NEED. PAYMENT WILL BE REPAID WITHIN THE TIME FRAME CONTAINED IN THE RECALL ORDER. IN THE EVENT OF AN EARLY RELEASE, THE AMOUNT OWED WILL BE ESTABLISHED AS A DEBT IN THE DEBT COLLECTION SYSTEM AND A PAYMENT SCHEDULE WILL BE ESTABLISHED BEFORE THE SOLDIER IS DISCHARGED.

E. **RC TRAVEL PAY**. RC SOLDIERS MOBILIZED IN SUPPORT OF THE OPERATION ARE ENTITLED TO TRAVEL PAY FROM THEIR PRINCIPAL RESIDENCE TO THE LOCATION DIRECTED TO REPORT FOR FURTHER PROCESSING AND ULTIMATE DEPLOYMENT. THEY WILL BE ENTITLED TO TRAVEL PAY AT THE END OF THE PERIOD OF ACTIVE DUTY, FROM THE DEMOBILIZATION STATION TO RETURN TO THEIR PRINCIPAL RESIDENCE.

(1) **WHILE IN A TDY STATUS, RC SOLDIERS WILL BE REIMBURSED FOR LODGING, MEALS AND INCIDENTAL EXPENSES (I.E.), AT THE DAILY RATE PRESCRIBED IN CONUS OR AT THE AREA OF OPERATION. REIMBURSEMENT WILL BE REDUCED WHEN GOVERNMENT QUARTERS AND MESSING ARE AVAILABLE. INTERIM TRAVEL VOUCHERS DD FORM 1352-2 NEED TO BE FILED EVERY 30 DAYS, SEE CHAPTER 8, DODFMR 7000.14-R, VOLUME 9.**

(2) SOLDIERS ORDERED TO DUTY AT A CONUS LOCATION OUTSIDE THE NORMAL COMMUTING AREA OF THEIR PRINCIPAL RESIDENCE, ARE ENTITLED TO TRAVEL PAY FROM THE PRINCIPAL RESIDENCE TO THE DUTY STATION AND THEN BACK TO THE PRINCIPAL RESIDENCE UPON COMPLETION OF THE ACTIVE DUTY TOUR. THESE SOLDIERS ARE AUTHORIZED PER DIEM DURING THE ENTIRE PERIOD OF ACTIVE DUTY.

(3) SOLDIERS ORDERED TO DUTY AT A LOCATION WITHIN THE NORMAL COMMUTING AREA OF THEIR PRINCIPAL RESIDENCE ARE AUTHORIZED TRAVEL AND PAY FROM THEIR RESIDENCE TO THE DUTY STATION ON THE FIRST DAY, AND FROM THE DUTY STATION TO THE RESIDENCE UPON RELEASE FROM ACTIVE DUTY ON THE LAST DAY. THEY ARE NOT AUTHORIZED PER DIEM OR MILEAGE DURING THE REMAINDER OF THE ACTIVE DUTY TOUR, BUT ARE ENTITLED TO LOCAL STATION ALLOWANCE.

F. **ACTIVE GUARD RESERVE (AGR) PAY. BOTH ARNG AND ARMY RESERVE AGR SOLDIERS WILL REMAIN ON ACTIVE ARMY PAY SYSTEMS.**

(1) ARMY RESERVE AGR. THE CONTINUED FINANCE SUPPORT TO ARMY RESERVE AGR SOLDIERS SHOULD NOT BE A PROBLEM BECAUSE THEY REMAIN UNDER TITLE 10 THROUGHOUT THE MOBILIZATION, DEPLOYMENT, REDEPLOYMENT, AND DEMOBILIZATION PROCESS. THESE SOLDIERS TRAVEL IN A TCS MODE THROUGHOUT THE OPERATIONAL CONTINUUM AND ARE NOT SEPARATED FROM ACTIVE DUTY DURING THE DEMOBILIZATION PROCESS. THE ARMY RESERVE AGR ARE NOT ISSUED A DD FORM 214.

(2) ARNG AGR. THE FINANCE SUPPORT OF THE ARNG AGR MUST BE CAREFULLY MANAGED. THE ARNG AGR SERVING UNDER TITLE 32 ARE SEPARATED FROM THEIR TITLE 32 STATUS AND MOBILIZED UNDER TITLE 10. UPON DEMOBILIZATION THE ARNG AGR IS SEPARATED FROM ACTIVE DUTY, ISSUED A DD FORM 214, AND REINSTATED UNDER TITLE 32. THE DEMOBILIZATION INSTALLATION MUST COORDINATE WITH THE APPROPRIATE STARC AND RC FINANCE OFFICES TO ENSURE THAT THE PERSONNEL SEPARATION TRANSACTION FOR THESE SOLDIERS DOES NOT STOP THE SOLDIER'S PAY (PEACETIME ENTITLEMENTS). OBVIOUSLY, ANY SPECIAL ENTITLEMENT ESTABLISHED BY THE MOBILIZATION AND DEPLOYMENT SHOULD CEASE WITH REDEPLOYMENT AND DEMOBILIZATION.

16. MORALE, WELFARE, AND RECREATION (MWR).

A. DURING THE ALERT PHASE ALL UNITS (ACTIVE ARMY AND RC) SHOULD HAVE ATHLETIC AND RECREATION (A&R) KITS ON HAND AND UNIT A&R OFFICERS AND NCOS IDENTIFIED AND TRAINED TO DELIVER BASIC MWR PROGRAMS DURING THE INITIAL DEPLOYMENT PHASE.

B. MWR KITS FOR OCONUS DEPLOYMENT. THE MWR KITS IS A NEW PROGRAM PROVIDING PALLETIZED KITS TO SUPPORT TROOP DEPLOYMENTS OF BATTALION SIZED UNITS OR LARGER. REQUESTS FOR THESE KITS ARE MADE THROUGH THE FORSCOM CONTINGENCY OPERATIONS STOCKS FROM FORT POLK, LA. KITS WILL BE REQUESTED BY THE THEATER, AS REQUIRED.

17. FAMILY ASSISTANCE CENTERS AND ARMY COMMUNITY SERVICE.

A. ACTIVE ARMY FAMILY ASSISTANCE IS AVAILABLE THROUGH INSTALLATION ARMY COMMUNITY SERVICES (ACS). IN ADDITION, ACS SUPPORTS RC FAMILIES IN THE VICINITY OF THE INSTALLATION AND OTHERS AS REQUESTED BY THE RC. ACS WILL OPERATE A FAMILY ASSISTANCE STATION DURING SRP TO ASSIST IN DETERMINING FAMILY NEEDS AND VALIDITY OF THE FAMILY CARE PLAN, IF APPLICABLE, AND ADVISING SINGLE SOLDIERS ON PLANNING FOR HANDLING PERSONAL AFFAIRS WHILE DEPLOYED. IF DIRECTED BY THE INSTALLATION COMMANDER, ACS WILL PROVIDE A TOLL-FREE TELEPHONE TO PROVIDE INFORMATION, PROVIDE EMERGENCY SERVICES, ENSURE REAR DETACHMENT COMMANDERS AND FAMILY SUPPORT GROUP (FSG) LEADERS ARE TRAINED, AND PROVIDE ON-GOING SUPPORT TO UNIT FSGS.

B. RC FAMILY ASSISTANCE. FORSCOM, NGB, AND USARC WILL ENSURE THAT MOBILIZING/DEPLOYING SOLDIERS, CIVILIANS AND THEIR FAMILIES ARE PROVIDED THE FOLLOWING INFORMATION AND ASSISTANCE:

(1) THE STARCS AND RSCS, IN COORDINATION WITH UNIT COMMANDERS SHOULD ENSURE THAT FAMILY MEMBERS HAVE RECEIVED THE FAMILY SUPPORT BRIEFING REQUIRED IN FORMDEPS WITHIN THE LAST TWELVE MONTHS AND THAT A BRIEFING PROVIDING UPDATED INFORMATION ON ENTITLEMENTS AND POINTS OF CONTACT FOR SUPPORT IS PRESENTED PRIOR TO THE UNIT'S DEPLOYMENT.

(2) ADDRESS AND TELEPHONE NUMBER OF STATE FAMILY ASSISTANCE OFFICE; ADDRESS AND TELEPHONE NUMBER OF FAMILY ASSISTANCE CENTER AT THE NEAREST MILITARY INSTALLATION.

(3) INFORMATION ON ESSENTIAL SERVICES IS AVAILABLE TO A FAMILY MEMBER WHILE THE SOLDIER/CIVILIAN IS DEPLOYED, ASSISTANCE WITH ID CARDS, DEERS ENROLLMENT, AND OTHER PRACTICAL MATTERS.

(4) DEPENDENTS OF DEPLOYING PERSONNEL, (MIL/CIV) MAY CALL 1-800-833-6622 FOR FAMILY ASSISTANCE.

(5) FAMILY MEMBERS OF ARMY CIVILIANS. INFORMATION ON ESSENTIAL SERVICES IS AVAILABLE TO A FAMILY MEMBER WHILE THE CIVILIAN IS DEPLOYED. DEPENDENTS OF DEPLOYING CIVILIAN PERSONNEL MAY CALL 1-800-833-6622 FOR FAMILY ASSISTANCE. DEPLOYING ARMY CIVILIANS SHOULD REFER ALSO TO APPENDIX D, FAMILY DEPLOYMENT CRITERIA, OF DA PAM 690-47 FOR ADDITIONAL INFORMATION.

(6) ARMY LEGAL ASSISTANCE SERVICES RELATED TO DEPLOYMENT MATTERS ARE AVAILABLE TO DEPLOYED CIVILIAN EMPLOYEES AND THEIR FAMILIES.

C. LAUTENBERG AMENDMENT (MILITARY PERSONNEL). COMMANDERS (INCLUDING RESERVE COMPONENT) WILL COMPLY WITH THE PROVISIONS STATED IN THE ALARACT MESSAGE 009/98, DTG 151100ZJAN98, SUBJECT: HQDA MESSAGE ON INTERIM IMPLEMENTATION OF LAUTENBERG AMENDMENT, UNTIL ADDITIONAL IMPLEMENTATION GUIDANCE IS PUBLISHED.

D. LAUTENBERG AMENDMENT (DA CIVILIANS).

(1) DA CIVILIAN EMPLOYEES, INCLUDING NONAPPROPRIATED FUND EMPLOYEES. PERSONNEL MUST COMPLY WITH THE PROVISIONS STATED IN DA ASA (M&RA) MEMORANDUM DATED FEBRUARY 27, 1998, SUBJ: IMPLEMENTATION OF LAUTENBERG AMENDMENT FOR DEPARTMENT OF THE ARMY CIVILIANS.

(2) ALL OTHER CIVILIANS (INCLUDING CONTRACTORS AND RED CROSS PERSONNEL). UNDER THE LAUTENBERG AMENDMENT, IT IS A FELONY TO TRANSFER FIREARMS OR AMMUNITIONS TO INDIVIDUALS KNOWN OR REASONABLE BELIEVED, TO HAVE A CONVICITON OF A MISDEMEANOR CRIME OF DOMESTIC VIOLENCE. THESE INDIVIDUALS MAY NOT RECEIVE WEAPONS FAMILIARIZATION TRAINING OR BE ISSUED A GOVERNMENT WEAPON. THEIR SUPERVISORS MUST BE NOTIFIED OF THEIR INABILITY TO CARRY A WEAPON FOR SELF-PROTECTION.

PART 3 OF 4
SECTION III. ADMINISTRATIVE GUIDANCE

18. NON-DEPLOYABLE CRITERIA. CRITERIA IN AR 614-30 (TABLE 3-2) AND AR 600-8-101 (CHAPTER 4) APPLY TO MILITARY PERSONNEL. RC TPU SOLDIERS WITH KNOWN NON-DEPLOYABLE CONDITIONS THAT CANNOT BE RESOLVED PRIOR TO A UNIT'S SCHEDULED DEPLOYMENT WILL NOT BE MOBILIZED. INSTEAD, THEY WILL BE TRANSFERRED TO A UNIT DESIGNATED BY THE STATE AREA COMMAND (STARC) OR THE REGIONAL SUPPORT COMMAND (RSC). SPECIFIC NON-DEPLOYABLE CONDITIONS FOR ALL SOLDIERS ARE LISTED BELOW. THOSE THAT ALSO APPLY TO CIVILIANS ARE NOTED. (ALSO SEE AR 614-30, TABLE 3-2). CIVILIAN EMPLOYEES WILL BE DISQUALIFIED FROM DEPLOYING BASED ON MEDICAL, EMOTIONAL, OR PSYCHIATRIC CONDITIONS ONLY AFTER A MEDICAL EXAMINATION AND AN INDIVIDUALIZED ASSESSMENT THAT THE EMPLOYEE'S CONDITION RENDERS THE INDIVIDUAL UNSUITABLE FOR DUTY AT THE DEPLOYMENT SITE.

A. IET. SOLDIERS WHO HAVE NOT COMPLETED INITIAL ENTRY TRAINING. (NOT LESS THAN 12 WKS IN CASE OF DECLARED NATIONAL EMERGENCY BY THE PRESIDENT OR DECLARATION OF WAR BY CONGRESS).

B. HIV SEROPOSITIVITY. SOLDIERS HIV POSITIVE OR THEIR TEST DATE IS OLDER THAN 24 MONTHS (6 MONTHS IF DEPLOYMENT IS TO BE MORE THAN 179 DAYS). HIV POSITIVE SOLDIERS WILL NOT BE MOBILIZED. OUTDATED HIV TEST WILL BE CORRECTED PRIOR TO DEPLOYMENT. FOR CIVILIANS WHO ARE HIV INFECTED WILL NOT DEPLOY IF THE COUNTRY DECLINES ENTRY.

C. OFFICER/ENLISTED TRAINING. IF OBC, WOBC, OR IET HAS NOT BEEN COMPLETED, SOLDIERS ARE NOT ELIGIBLE FOR MOBILIZATION/DEPLOYMENT UNTIL TRAINING IS COMPLETED.

D. PHYSICAL PROFILES (TEMPORARY AND PERMANENT). SOLDIERS WITH PERMANENT 3 OR 4 PHYSICAL PROFILES, WHO HAVE NOT BEEN DETERMINED DEPLOYABLE BY AN MOS MEDICAL RETENTION BOARD (MMRB) IAW AR 600-60, WILL NOT DEPLOY. SOLDIERS WITH TEMPORARY DISQUALIFYING PHYSICAL PROFILES ARE ALSO NONDEPLOYABLE UNLESS THE TEMPORARY CONDITION CAN BE RESOLVED PRIOR TO THE UNIT DEPLOYMENT DATE.

E. DENTAL READINESS. DENTAL CLASS III OR IV, AND REQUIRING DENTAL TREATMENT FOR PAIN, TRAUMA, ORAL INFECTION, FOLLOW-UP CARE, ORTHODONTIC EVALUATION/ADJUSTMENT MUST BE COMPLETED PRIOR TO DEPLOYMENT. IAW AR 614-30, ORTHODONTIC APPLIANCES DO NOT PRECLUDE DEPLOYMENT ELIGIBILITY PROVIDED THEY ARE EVALUATED FOR STABILITY AND INACTIVATED THROUGH THE USE OF PASSIVE HOLDING ARCHES, VACATION TIES, OR OTHER MEANS BY AN ORTHODONTIST PRIOR TO DEPLOYMENT.

F. PREGNANT SOLDIERS. PREGNANT SOLDIERS ARE NONDEPLOYABLE THROUGHOUT PERIOD OF PREGNANCY. PREGNANT SOLDIERS WILL NOT BE MOBILIZED. FEMALE SOLDIERS WILL BE ASKED IF THEY ARE PREGNANT PRIOR TO MOBILIZATION/DEPLOYMENT. PREGNANCY STATUS WILL BE DETERMINED BY A PREGNANCY TEST PRIOR TO RECEIVING THEATER SPECIFIC IMMUNIZATIONS.

G. PSYCHIATRIC. SOLDIERS WITH KNOWN ONE OR MORE PERSONALITY, EMOTIONAL INSTABILITY AND/OR PSYCHIATRIC DISEASES THAT MAY REQUIRE SIGNIFICANT LIMITATIONS IN THEIR DUTY PERFORMANCE. VERIFICATION OF THIS CONDITION REQUIRES COORDINATION BETWEEN THE APPROPRIATE ARMY MEDICAL OFFICER AND THE IMMEDIATE COMMANDER.

H. HAS NO APPROVED OR RECERTIFIED FAMILY CARE PLANS (FCP) IAW AR 600-20.

(1) FAMILY CARE PLANS (DA FORM 5305-R). SOLDIERS WITH NO APPROVED OR RECERTIFIED FCP IAW AR 600-20. SOLDIERS WILL REMAIN IN A HOLDOVER STATUS UNTIL THE FCP CAN BE APPROVED. CDRS WILL DETERMINE HOW LONG THE SOLDIER WILL REMAIN IN HOLDOVER STATUS TO CORRECT A FCP. WHEN DETERMINED THAT THE FCP CANNOT BE VALIDATED, APPROPRIATE ACTION WILL BE INITIATED. FOR RC, AR 600-20 AND RC SEPARATION OR TRANSFER REGULATIONS WILL APPLY. ACTIVE ARMY SOLDIERS AT THE CRC WILL BE RETURNED TO THEIR HOME STATION FOR APPROPRIATE ACTION.

(2) FCP FOR CIVILIANS. ALL DEPLOYING CIVILIAN EMPLOYEES ARE ENCOURAGED TO EXECUTE A FAMILY CARE PLAN (FCP). FAILURE TO HAVE A FCP WILL NOT DISQUALIFY CIVILIANS FROM DEPLOYING.

I. DENTAL RECORDS/PANOGRAPH. UNTIL CORRECTED, SOLDIERS WITH MISSING DENTAL RECORDS OR NO PANOGRAPH ON FILE EITHER AT THE PARENT UNIT (AS ANNOTATED ON DD FORM 2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOW SHEET)) OR AT THE DEPLOYMENT SITE. LACK OF A PANOGRAPH ON FILE WILL NOT STOP MOBILIZATION OF AN RC SOLDIER. PANOGRAPH SHORTFALL CAN BE CORRECTED BY THE MS. CIVILIAN EMPLOYEES MUST HAVE EITHER PANAREX OR DENTAL X-RAYS ON FILE, IF PANAREX IS NOT AVAILABLE.

J. DNA. SOLDIERS ARE NOT DEPLOYABLE UNTIL DNA SPECIMENS ARE ON FILE OR HAVE BEEN COLLECTED. AS WITH THE PANOGRAPH, LACK OF A DNA SPECIMEN WILL NOT STOP MOBILIZATION OF AN RC SOLDIER. SPECIMEN CAN BE COLLECTED AT THE MS. DEPLOYING DA CIVILIAN EMPLOYEES MUST HAVE EITHER A DNA SAMPLE OR A PANAREX ON FILE FOR IDENTIFICATION PURPOSES.

K. SINGLE PARENT/ADOPTION. A SOLDIER WHO IS A SINGLE PARENT OR ONE MEMBER OF A MILITARY COUPLE AND IS IN THE PROCESS OF ADOPTING A CHILD IS NON-DEPLOYABLE FOR FOUR MONTHS FROM THE DATE A CHILD IS PLACED IN THE HOME AS PART OF THE ADOPTION PROCESS. THIS IS WAIVABLE BY THE INDIVIDUAL SOLDIER.

L. LEGAL PROCESSING. SOLDIERS OR CIVILIANS WHO ARE PENDING PUNITIVE ACTION. OR WHO ARE UNDERGOING CRIMINAL INVESTIGATION, WILL NOT MOBILIZE OR DEPLOY WITHOUT APPROVAL OF UNIT COMMANDER, WITH THE ADVICE OF THE SJA, AND APPROPRIATE MILITARY AND/OR CIVILIAN AUTHORITIES.

M. PENDING PUNITIVE ACTION. SOLDIERS WHO ARE UNDERGOING AN INVESTIGATION (UCMJ OR CIVIL FELONY).

N. ADMINISTRATIVE ACTION. IMMEDIATE COMMANDERS MAY RESTRICT DEPLOYMENT OF SOLDIERS WHO ARE BEING RETIRED, DISCHARGED OR SEPARATED WHO HAVE LESS THAN 61 DAYS REMAINING SERVICE ON PROGRAMMED MOVEMENT DATE.

O. CONSCIENTIOUS OBJECTOR STATUS. IF A REQUEST IS PENDING FOR CONSCIENTIOUS OBJECTOR STATUS, THEN THE SOLDIER IS ELIGIBLE FOR DEPLOYMENT UNLESS EXCUSED BY THE GENERAL COURTS MARTIAL CONVENING AUTHORITY (GCMCA) AND THE REQUEST HAS BEEN FORWARDED TO THE DACORB. IF A SOLDIER'S CONSCIENTIOUS OBJECTOR STATUS IS APPROVED AND CHARACTERIZED AS "1-0" (NO DUTY), THEN THE SOLDIER SHOULD BE PROCESSED FOR DISCHARGE IAW AR 600-43, PARA 3-1. IF A SOLDIER'S CONSCIENTIOUS OBJECTOR STATUS IS APPROVED AND CHARACTERIZED AS 1-A-0 (NON-COMBATANT DUTY), THEN THE SOLDIER IS ELIGIBLE FOR DEPLOYMENT ONLY TO AREAS WHERE DUTIES NORMALLY DO NOT INVOLVE HANDLING WEAPONS.

P. FORMER POW/HOSTAGE. INELIGIBLE FOR DEPLOYMENT TO COUNTRY IN WHICH, OR BY WHICH, THEY WERE FORMERLY HELD UNLESS SOLDIER WAIVES RESTRICTION.

Q. SOLE SURVIVING CHILD STATUS. INELIGIBLE FOR DEPLOYMENT TO AN AREA DESIGNATED AS HOSTILE FIRE/IMMINENT DANGER OR WHERE DUTIES INVOLVE COMBAT WITH THE ENEMY UNLESS SOLDIER WAIVES PROTECTION.

R. ASSIGNMENT INSTRUCTIONS (AI).

(1) ACTIVE ARMY OFFICERS AND ENLISTED SOLDIERS (SEE PARAGRAPH (3) FOR CSM/CSM(D)/SGM/MSG(P)) ON PERSCOM AI WITH A REPORT MONTH TO GAINING COMMAND WITHIN TWO MONTHS OF UNIT'S DEPLOYMENT DATE WILL COMPLY WITH AI. EXCEPTIONS (TO INCLUDE APPROVED RECLASSIFICATION OR REENLISTED FOR RETRAINING OR REASSIGNMENT OPTION) MUST BE SUBMITTED TO PERSCOM (SEE PARAGRAPHS (5) & (6) BELOW) AS OPERATIONAL DELETIONS OR DEFERMENTS FOR THESE CATEGORIES OF PERSONNEL. A LIST OF OFFICER AND ENLISTED PERSONNEL SHOULD BE COMPILED AT THE INSTALLATION LEVEL. THE INSTALLATION WILL SUBMIT THROUGH THEIR MACOM HEADQUARTERS THE FOLLOWING INFORMATION IN AN EXCEL SPREADSHEET BY E-MAIL AND INCLUDE ENDURING FREEDOM DEPLOYED (REASON FOR REQUEST), AND WHETHER A DELETION OR A DEFERMENT IS REQUESTED. IF DEFERMENT IS REQUESTED, IDENTIFY REQUESTED PERIOD. PERSCOM WILL RESPOND WITHIN TWO WORKING DAYS.

(2) ACTIVE ARMY OFFICERS AND ENLISTED SOLDIERS ON PERSCOM AI WITH A REPORT MONTH GREATER THAN TWO MONTHS-SOLDIERS MAY BE DEPLOYED WITH THE UNIT. SOLDIER REMAINS ON AI BUT COMMAND MUST SUBMIT REQUEST FOR DELETION OR DEFERMENT (TO INCLUDE RECLASSIFICATION OR REENLISTED FOR RETRAINING OR REASSIGNMENT OPTION) TO PERSCOM (SEE PARAGRAPHS (5) & (6) BELOW). A LIST OF OFFICER AND ENLISTED PERSONNEL SHOULD BE COMPILED AT THE INSTALLATION LEVEL. THE INSTALLATION WILL SUBMIT THROUGH THEIR MACOM HEADQUARTERS THE FOLLOWING INFORMATION IN AN EXCEL SPREADSHEET BY E-MAIL AND INCLUDE ENDURING FREEDOM DEPLOYED (REASON FOR

REQUEST), AND WHETHER A DELETION OR A DEFERMENT IS REQUESTED. IF DEFERMENT IS REQUESTED, IDENTIFY REQUESTED PERIOD. DECISION WILL BE BASED ON PRIORITY OF ASSIGNMENT AND STABILIZATION UPON RETURN FROM DEPLOYMENT.

(3) CSM/CSM(D)/SGM/MSG(P) SCHEDULED TO REPORT TO NEW ORGANIZATIONS WITHIN THE NEXT TWO MONTHS WILL COMPLY WITH CURRENT ASSIGNMENT INSTRUCTIONS AND PROCEED TO THEIR NEW DUTY STATION.

CSM/CSM(D)/SGM/MSG(P) WITH REPORTING DATES GREATER THAN TWO MONTHS WILL BE CONTACTED BY PERSCOM FOR FURTHER GUIDANCE IN REGARD TO THEIR ASSIGNMENT INSTRUCTIONS.

(4) ACTIVE ARMY ENLISTED SOLDIERS WHO HAVE APPROVED RECLASSIFICATION OR REENLISTED FOR RETRAINING OR REASSIGNMENT OPTION - DEPLOY BUT RETURN TO HOME STATION IN TIME TO MEET ORIGINAL SCHEDULED TRAINING DATE OR REENLISTMENT COMMITMENT. SUBMIT ALL RECLASSIFICATION OR REENLISTMENT COMMITMENTS TO PERSCOM.

(5) ENLISTED PERSONNEL REQUESTS TO PERSCOM. SEND TO TAPCEPCO@HOFFMAN.ARMY.MIL: NAME, SSN, RANK, PMOS, GAINING LOCATION, EPMD CONTROL AND SERIAL NUMBER, REASSIGNMENT REASON CODE, LOSING INSTALLATION, REASON FOR REQUEST, AND WHETHER A DELETION OR A DEFERMENT IS REQUESTED.

(6) OFFICER PERSONNEL REQUESTS TO PERSCOM. SEND TO TAPCOPDM@HOFFMAN.ARMY.MIL NAME, SSN, RANK, BRANCH, GAINING LOCATION, OPMD REQUISITION NUMBER, JUSTIFICATION FOR REQUEST, AND WHETHER A DELETION OR DEFERMENT IS REQUESTED.

S. PENDING SEPARATION, RETIREMENT, DISCHARGE. (SUBJECT TO STOP LOSS)

(1) RC RETIREMENT STATUS. COMMANDERS WILL DETERMINE WHETHER OR NOT TO MOBILIZE/DEPLOY SOLDIERS WHO NOT ONLY HAVE MORE THAN 7 AND LESS THAN 61 DAYS TO THEIR MANDATORY REMOVAL/RETIREMENT DATE, BUT ALSO MAY NOT HAVE SUFFICIENT REMAINING SERVICE TO COMPLETE THE DURATION OF THE MISSION. (NO LONGER APPLICABLE ONCE STOP LOSS OR STOP MOVEMENT DECLARED).

(2) ACTIVE ARMY RETIREMENT. GUIDANCE IAW AR 614-30, TABLE 3-2.

(3) RC COMMANDERS, PROVIDED SUFFICIENT MISSION MANNING REQUIREMENTS CAN BE MET, MAY CONSIDER MOBILIZING ONLY SOLDIERS WHO HAVE SUFFICIENT REMAINING SERVICE TO COMPLETE THE MISSION.

T. ETS OR MILITARY SERVICE OBLIGATION.

(1) FOR OPERATION ENDURING FREEDOM, COMMANDERS WILL DETERMINE WHETHER OR NOT TO DEPLOY SOLDIERS WHO NOT ONLY HAVE MORE THAN 7 AND LESS THAN 61 DAYS TO SEPARATION, BUT ALSO MAY NOT HAVE SUFFICIENT REMAINING SERVICE TO COMPLETE THE DURATION OF THE MISSION. (NO LONGER APPLICABLE ONCE STOP LOSS OR STOP MOVEMENT DECLARED). COMMANDERS SHOULD ENCOURAGE REENLISTMENT OR EXTENSION OF SOLDIERS.

(2) BASED ON UNIT MANNING AND MISSION REQUIREMENTS, COMMANDERS MUST CONSIDER THE COST EFFECTIVENESS OF SHORT-TERM MOVEMENTS AND MUST ENSURE ARRANGEMENTS CAN BE MADE TO COMPLY WITH EXPIRATION OF TERM OF SERVICE (ETS) OR EXPIRATION OF SERVICE AGREEMENTS (ESA). IF NOT, PROVIDED SUFFICIENT MISSION MANNING REQUIREMENTS CAN BE MET, COMMANDERS MAY CONSIDER MOBILIZING/DEPLOYING ONLY SOLDIERS WHO HAVE SUFFICIENT REMAINING SERVICE TO COMPLETE THE MISSION.

(3) RC OFFICERS BELOW THE GRADE OF MAJOR/04, TWICE PASSED OVER FOR PROMOTION AND ARE BEING PROCESSED FOR SEPARATION WILL NOT BE MOBILIZED OR DEPLOYED.

U. HAS ANOTHER FAMILY MEMBER KILLED OR DIED, HAS BEEN DETERMINED TO BE 100% PHYSICALLY OR MENTALLY DISABLED, OR IS MISSING IN ACTION OR A POW, BECAUSE OF SERVICE IN A DESIGNATED HOSTILE FIRE/IMMINENT DANGER AREA, AND IS BEING DEPLOYED TO OR IS SERVING IN AN OFFICIALLY DECLARED HOSTILE FIRE/IMMINENT DANGER AREA, OR AREA WHERE DUTIES INVOLVE COMBAT WITH THE ENEMY. SOLDIER CAN REQUEST DELETION FROM DEPLOYMENT OR REMOVAL FROM HOSTILE FIRE/IMMINENT DANGER AREA.

V. HAS FAMILY MEMBER(S) ASSIGNED TO SAME UNIT BEING DEPLOYED. ALL BUT ONE MEMBER CAN REQUEST REASSIGNMENT FROM UNIT; REQUEST CAN BE DENIED AND SOLDIER(S) DEPLOYED.

19. ACTIVE ARMY ENLISTED SOLDIERS SCHEDULED FOR TRAINING TDY AND RTN: DEPLOY WITH UNIT EXCEPT AS OUTLINED BELOW OR DIRECTED BY PERSCOM:

A. ATTEND PROFESSIONAL TRAINING (ANCOC, BNCOC)-PROCEED TO TRAINING IF TRAINING IS WITHIN TWO MONTHS OF UNIT'S DEPLOYMENT DATE. REPORTING DATES GREATER THAN TWO MONTHS DEPLOY WITH UNIT. FORWARD EXCEPTION REQUESTS TO PERSCOM (TAPC-EPT-FN) AND NOTIFY PERSCOM OF CANCELLATIONS BY ATRRS, E-MAIL, ETC.

B. IG AND EOA TRAINING: PROCEED TO TRAINING IF TRAINING IS WITHIN TWO MONTHS OF UNIT'S DEPLOYMENT DATE. REPORTING DATES GREATER THAN TWO MONTHS MUST BE COORDINATED WITH PERSCOM FOR APPROVAL TO DEPLOY WITH UNIT. FORWARD EXCEPTION REQUESTS TO PERSCOM (TAPC-EPM-A). ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS) SHOULD ONLY BE CANCELLED AFTER RECEIPT OF PERSCOM APPROVAL. DEPLOY WITH UNIT. NOTIFY PERSCOM (TAPC-EPM-A) SO SOLDIER MAY BE RESCHEDULED.

C. RECRUITING TRAINING: PROCEED TO TRAINING IF TRAINING IS WITHIN TWO MONTHS OF UNIT'S DEPLOYMENT DATE. REPORTING DATES GREATER THAN TWO MONTHS-COORDINATE WITH PERSCOM FOR APPROVAL TO DEPLOY WITH UNIT. FORWARD EXCEPTION REQUESTS TO PERSCOM (TAPC-EPM-A) ATRRS SHOULD ONLY BE CANCELLED AFTER RECEIPT OF PERSCOM APPROVAL.

D. DRILL SERGEANT TRAINING: PROCEED TO TRAINING IF TRAINING IS WITHIN TWO MONTHS OF UNIT'S DEPLOYMENT DATE. REPORTING DATES GREATER THAN TWO MONTHS-COORDINATE WITH PERSCOM FOR APPROVAL TO DEPLOY WITH UNIT. FORWARD EXCEPTION REQUESTS TO PERSCOM (TAPC-EPK-I) AND NOTIFY PERSCOM OF CANCELLATIONS BY ATRRS, E-MAIL, ETC.

20. SPECIAL ASSIGNMENTS AND SCHOOLS. ACTIVE ARMY SOLDIERS WITH ASSIGNMENT INSTRUCTIONS CONTAINING SPECIAL QUALIFICATION CRITERIA (FUNCTIONAL SCHOOLING, ASI, SQI, LINGUIST, NOMINATIVE, JOINT, SPECIAL MANAGEMENT COMMANDS). ALL ENLISTED SOLDIERS ON AI TO PPG1 AND 2 UNITS (PRIORITY FILL 1 COMMANDS), KOREA NOMINATIVE AND SPECIAL MANAGEMENT COMMAND ASSIGNMENTS (PARA 9-5 AND 9-13, AR 614-200), JOINT READINESS TRAINING CENTER, FORT IRWIN, CA, ACTIVE ARMY TO RC, AND US ARMY RECRUITING COMMAND WILL BE DELETED/DEFERRED ONLY BY APPROVAL OF PERSCOM. SUBMIT ALL REQUESTS FOR ENLISTED SOLDIERS TO PERSCOM ATTN: TAPC-EPC-O AS OPERATIONAL DELETIONS/DEFERMENTS.

A. NCOES. SOLDIERS ENROLLED IN OR SCHEDULED FOR A RESIDENT COURSE WILL COMPLETE THE COURSE AND JOIN THEIR UNIT UPON GRADUATION UNLESS INSTRUCTED OTHERWISE. . SOLDIERS WILL REMAIN SCHEDULED FOR TRAINING WHEN TRAINING IS WITHIN

TWO MONTHS OF UNIT'S DEPLOYMENT DATE. ACTIVE ARMY/RESERVE COMPONENT (ADDITION) SOLDIERS WITH REPORTING DATES GREATER THAN TWO MONTHS WILL DEPLOY WITH THEIR UNIT AND BE RESCHEDULED FOR A COURSE UPON TOUR COMPLETION. SOLDIERS SELECTED FOR PROMOTION WHO CANNOT COMPLETE THEIR NCOES TRAINING DUE TO THIS OPERATION MAY BE PROMOTED CONDITIONALLY CITING THIS MESSAGE AND THEIR COMPONENT PROMOTION REGULATIONS AS AUTHORITY. ACTIVE ARMY SOLDIERS WILL HAVE ONE YEAR AFTER REDEPLOYMENT (OR AS SCHEDULED BY CDR, PERSCOM, NCOES BRANCH) TO COMPLETE THE TRAINING. AFTER RELEASED FROM ACTIVE DUTY, RC SOLDIERS WILL FOLLOW GUIDANCE CONTAINED IN AR 140-158, PARA 8-21 AND NGR 600-200 CHAPTER 11.

B. MOS PRODUCING SCHOOL. RC SOLDIERS SCHEDULED FOR ACTIVE DUTY AT AN MOS PRODUCING COURSE, COMMAND AND GENERAL STAFF COLLEGE, COMBINED ARMED SERVICES STAFF SCHOOL, OR WARRANT OFFICER BASIC COURSE DURING THE PERIOD OF DEPLOYMENT WILL NOT MOBILIZE. SOLDIERS SCHEDULED FOR A TWO WEEK PHASE OF A NON-RESIDENT COURSE WILL MOBILIZE WITH THEIR UNIT.

C. OCS OR WOC. RC SOLDIERS SCHEDULED FOR ARNG OFFICER CANDIDATE SCHOOL OR WARRANT OFFICER CANDIDATE SCHOOL DURING THE PERIOD OF DEPLOYMENT WILL NOT BE MOBILIZED.

D. RC ONCE MOBILIZED. REQUESTS TO ATTEND PROFESSIONAL DEVELOPMENT COURSES WHILE ON ACTIVE DUTY WILL BE DISAPPROVED FOR RC SOLDIERS.

21. RC ENLISTED PROMOTIONS. RC PROMOTIONS WILL BE ACCOMPLISHED IN ACCORDANCE WITH AR 140-158. COORDINATION WITH ACTIVE ARMY COMMANDS MAY BE REQUIRED TO SUPPORT BOARD ACTIONS AND TO ENSURE THAT PROMOTIONS THAT OCCUR WHILE THE SOLDIER IS ON ACTIVE DUTY ARE PROPERLY DOCUMENTED IN PERSONNEL AND PAY SYSTEMS, AS APPROPRIATE.

A. THE CONDITIONS AUTHORIZED BY THIS MESSAGE ARE APPLICABLE TO ARNG/ARMY RESERVE ENLISTED SOLDIERS WHO ARE:

(1) INDIVIDUAL ARMY RESERVE MEMBERS OF THE READY RESERVE ORDERED TO ACTIVE DUTY (AD).

(2) ASSIGNED MEMBERS OF A SEL RES TROOP PROGRAM UNIT (TPU) ARNG OR ARMY RESERVE.

(3) FORMERLY AGR-STATUS SOLDIERS DEPLOYED IN THE AREAS OF RESPONSIBILITY (AOR) OR OPERATIONS UNDER TEMPORARY CHANGE OF STATION (TCS) ORDERS. (SEE PARA 8H)

(4) IRR/IMA/TPU SOLDIERS SERVING ON A TEMPORARY TOUR OF ACTIVE DUTY (TTAD) AS VOLUNTEERS.

B. FOR ARNG SOLDIERS IN PARTIAL MOBILIZATION STATUS:

(1) STARC SHOULD REVIEW CURRENT BOARD ACTIONS AND ACCELERATE PROMOTIONS DURING THE ALERT PERIOD, WHEN ACTION IS IN CONSONANCE WITH NGR 600-200.

(2) THOSE PROMOTED CONDITIONALLY, PER NGR 600-200, PARAGRAPH 11-28C, WHETHER BEFORE OR DURING THE PERIOD OF ACTIVE DUTY WILL BE GIVEN FIRST PRIORITY FOR AVAILABLE NCOES COURSE QUOTAS UPON RETURN FROM ACTIVE DUTY.

(3) STATE ADJUTANTS GENERAL (MPMOS) WILL INCLUDE ACTIVE DUTY ARNG SOLDIERS IN THEIR PROMOTION SYSTEMS WHILE UNDER ORDERS FOR PSRC.

C. AGR, IMA AND IRR SOLDIERS SSG AND ABOVE (PARA1, D) REMAIN UNDER THE PROMOTION AUTHORITY OF THE COMMANDER, PERSCOM (TAPC-MSL), ST. LOUIS, MO. AS AN EXCEPTION TO THE PROVISIONS OF AR 140-158, PARA 1-8(B)(2) AND PARA 5-1(C) & (D), AGR AND IMA SOLDIERS WHO ARE MOBILIZED MAY BE PROMOTED ACCORDING TO THEIR SEQUENCE NUMBERS WITHOUT REGARD TO THE AVAILABILITY OF A POSITION OF THE HIGHER GRADE. COMMANDERS MAY PROMOTE SOLDIERS IN THE GRADES OF E-1 THROUGH E-5 COMMENSURATE WITH THEIR LEVEL OF PROMOTION AUTHORITY.

D. SOLDIERS ACTIVATED OR DEPLOYED AND SOLDIERS ACTIVATED AND ASSIGNED TO THE NATIONAL AMEDD AUGMENTATION DETACHMENT (NAAD), FOR PROMOTION PURPOSES, RETAIN THEIR STATUS AS MEMBERS OF THE SELECTED AND READY RESERVE, AND THEREFORE, REMAIN SUBJECT TO THE PROMOTION POLICY/PROCEDURES IN AR 140-158.

E. IN-THEATER AND CONUS ("HOME", UNIT/TPU/IRR), RC UNIT COMMANDERS WILL ENSURE THAT ALL ELIGIBLE ARNG/ARMY RESERVE SOLDIERS ARE CONSIDERED FOR PROMOTION UNDER THE CORRECT PROVISIONS AND IN A TIMELY MANNER. THOSE COMMANDERS WILL ENSURE THAT PROMOTION PACKETS ARE PREPARED FOR ALL ELIGIBLE SOLDIERS PRIOR TO AND DURING THE MOBILIZATION TIMEFRAME.

22. SOLDIERS (WITH NON-ALIGNED MOS) WHO ARE OTHERWISE DEPLOYABLE.

A. ACTIVE ARMY SOLDIERS WITH DOCUMENTED PRIMARY, SECONDARY, OR ADDITIONAL MOS, BUT WHO ARE NOT MOS QUALIFIED FOR THE DUTY POSITION TO WHICH ASSIGNED, MAY DEPLOY WITH THEIR UNIT WHEN THE COMMANDER RECOMMENDS THAT THE SOLDIER CAN SATISFACTORILY PERFORM THE DUTIES OF THE MOS. A COPY OF THE COMMANDER'S DECISION WILL BE INCLUDED IN THE SOLDIER'S DEPLOYMENT PACKET AND INSTALLATION SRP STATIONS WILL HONOR THAT DECISION. THESE RULES WILL NOT BE USED AS AUTHORITY TO AWARD AN MOS TO SOLDIERS WHO HAVE NOT COMPLETED THEIR FORMAL TRAINING, APPROVED SUPERVISED ON-THE-JOB TRAINING PROGRAM, OR OTHER RECOGNIZED MEANS.

B. RC SOLDIERS WITH DOCUMENTED PRIMARY, SECONDARY OR ADDITIONAL MOS, BUT WHO ARE NOT MOS QUALIFIED (MOSQ) FOR THE DUTY POSITION TO WHICH ASSIGNED, MAY MOBILIZE AND DEPLOY WITH THEIR UNIT WHEN CALLED TO ACTIVE FEDERAL SERVICE. COMMANDERS MUST RECOMMEND THAT THE SOLDIER CAN SATISFACTORILY PERFORM THE DUTIES OF THE MOS. THE ACTION MUST BE APPROVED BY THE APPROPRIATE STARC OR RSC COMMANDER IF APPLICABLE TO CURRENT OPERATION. A COPY OF THE STARC/RSC COMMANDER'S DECISION WILL BE INCLUDED IN THE SOLDIER'S DEPLOYMENT PACKET AND GAINING INSTALLATION COMMANDERS WILL HONOR THAT DECISION. THESE RULES WILL NOT BE USED AS AUTHORITY TO AWARD AN MOS TO SOLDIERS WHO HAVE NOT COMPLETED THEIR FORMAL TRAINING, APPROVED SUPERVISED ON-THE-JOB TRAINING PROGRAM, OR OTHER RECOGNIZED MEANS.

C. EXCEPTIONS TO THE ABOVE ARE FOR SPECIAL BRANCHES (ARMY MEDICAL, JUDGE ADVOCATE GENERAL AND CHAPLAIN AREAS OF CONCENTRATION AND MOS).

D. UNLESS PLACED ON THE ACTIVE DUTY LIST, ARNG OFFICERS ORDERED TO ACTIVE DUTY UNDER A PARTIAL MOBILIZATION WILL REMAIN UNDER THE PROVISIONS OF NGR 600-100 CHAPTER 8.

(1) UP 10 USC 14317(E), A RESERVE OFFICER WHO IS NOT ON THE ACTIVE DUTY LIST (ADL) AND WHO IS ORDERED TO ACTIVE DUTY IN TIME OF NATIONAL EMERGENCY MAY, IF ELIGIBLE, BE CONSIDERED FOR PROMOTION BY A MANDATORY PROMOTION SELECTION BOARD OR SPECIAL SELECTION BOARD CONVENED UP 10 USC 14101 OR 10 USC 14502, RESPECTIVELY, FOR NOT MORE THAN TWO YEARS FROM THE DATE THE OFFICER IS ORDERED TO AD, UNLESS THE PRESIDENT SUSPENDS THAT LIMITATION. UP 10 USC 641(1)(D) AND (E), ANY OFFICER ON ACTIVE DUTY UP 10 USC 12301 FOR THREE YEARS OR LESS AND OFFICERS PERFORMING ACTIVE DUTY FOR SPECIAL WORK (INCLUDING TEMPORARY TOUR OF ACTIVE DUTY) ARE NOT PLACED ON THE

ADL. SUCH OFFICERS REMAIN SUBJECT TO PROMOTION UP 10 USC 14101 (PROMOTION FROM THE RESERVE ACTIVE STATUS LIST). UP 10 USC 14317(D) IF A RESERVE OFFICER IS ORDERED TO ACTIVE DUTY OR FULL TIME NATIONAL GUARD DTUY (FTNGD) AFTER BEING RECOMMENDED FOR A VACANCY PROMOTION UP 10 USC 14315 OR EXAMINED FOR FEDERAL RECOGNITION UP TITLE 32 US CODE, THEN THE OFFICER WILL NOT BE PROMOTED WHILE SERVING SUCH DUTY UNLESS THE OFFICER IS ORDERED TO ACTIVE DUTY AS A MEMBER OF THE UNIT IN WHICH THE VACANCY EXISTS WHEN THE UNIT IS ORDERED TO ACTIVE DUTY.

(2) AN OFFICER ORDERED TO ACTIVE DUTY IN A VACANCY REQUIRING A HIGHER GRADE MAY BE PROMOTED IF SELECTED BY A MANDATORY SELECTION BOARD AT ANY TIME BEFORE OR AFTER BEING ORDERED TO ACTIVE DUTY.

(3) AN OFFICER WHO HAS BEEN SELECTED FOR PROMOTION TO THE GRADE OF LTC OR BELOW BY A MANDATORY SELECTION BOARD AND WHO HAS BEEN ORDERED TO ACTIVE DUTY PURSUANT TO 10 USC 12302 AS A MEMBER OF AN RC UNIT MAY BE PROMOTED IF ASSIGNED OVER-GRADE TO A POSITION IN THAT UNIT. OFFICERS SERVING OVER-GRADE MAY BE PROMOTED ONLY IF THE GRADE TO WHICH PROMOTED IS NO MORE THAN ONE GRADE HIGHER THAN THE GRADE REQUIRED FOR THE POSITION AUTHORIZED IN THE MTOE. ADDITIONALLY, THE OFFICER MUST BE PROJECTED TO BE REASSIGNED TO A POSITION VACANCY REQUIRING THE HIGHER GRADE UPON REFRAD. IMA AND IRR OFFICER SELECTED FOR PROMOTION BY A MANDATORY BOARD TO THE HIGHER GRADE AND WHO ARE SERVING ON ACTIVE DUTY PURSUANT TO 10 USC 12302 WILL BE PROMOTED IAW AR 135-155.

23. SANCTUARY PROVISIONS.

A. PURSUANT TO 10 USC 12686(A), AN RC MEMBER WHO IS ON ACTIVE DUTY PURSUANT TO 10 USC 12302 AND IS WITHIN TWO YEARS OF BECOMING ELIGIBLE FOR RETIRED PAY OR RETAINER PAY MAY NOT BE REFRAD BEFORE HE/SHE BECOMES ELIGIBLE FOR SUCH PAY, UNLESS SUCH RELEASE IS APPROVED BY THE SECRETARY OF THE ARMY (SA). SOLDIERS WITH 17 OR MORE YEARS AFS ASSIGNED TO UNITS WILL MOBILIZE AND DEPLOY WITH THEIR UNITS IF THEY MEET INDIVIDUAL ELIGIBILITY CRITERIA. SOLDIERS WITH 17 YEARS OR MORE AFS, NOT ASSIGNED TO A MOBILIZING UNIT, ARE PROHIBITED FROM VOLUNTARY OR INVOLUNTARY REASSIGNMENT TO A MOBILIZING UNIT.

B. RC SOLDIERS WILL NOT BE RETAINED ON ACTIVE DUTY PURSUANT TO 10 USC 12302 BEYOND 24 CONSECUTIVE MONTHS OF ACTIVE DUTY. SOLDIERS ELIGIBLE FOR RETENTION ON ACTIVE DUTY PURSUANT TO 10 USC 12686 AT THE END OF SUCH PERIOD OF ACTIVE DUTY MUST BE VOLUNTARILY RETAINED ON ACTIVE DUTY PURSUANT TO 12301(D).

C. RC SOLDIERS VOLUNTARILY ORDERED TO ACTIVE DUTY (OTHER THAN FOR TRAINING) PURSUANT TO 10 USC 12301(D) FOR A PERIOD OF LESS THAN 180 DAYS WILL BE REQUIRED TO WAIVE ELIGIBILITY FOR RETENTION PURSUANT TO 10 USC 12686(A).

24. PUBLIC AFFAIRS GUIDANCE.

A. CONTACT YOUR PUBLIC AFFAIRS OFFICE IF YOU RECEIVE ANY MEDIA QUERIES, AND GET PUBLIC AFFAIRS ASSISTANCE BEFORE CONDUCTING AN INTERVIEW WITH THE MEDIA.

B. DO NOT DISCUSS ANY OPERATIONAL OR INTELLIGENCE ASPECTS RELATED TO DEPLOYMENTS. THESE INCLUDE DESTINATIONS, EMPLOYMENT, AND MOVEMENT/DEPLOYMENT TIMELINES, SPECIFIC UNIT MISSION, AND DURATION OF DEPLOYMENT. SAY THE FOLLOWING WHEN QUESTIONED ABOUT OPERATIONAL MATTER: "IT IS ARMY POLICY NOT TO DISCUSS OPERATIONAL PLANS, CAPABILITIES, OR SPECIFIC FORCE PROTECTION MEASURES."

C. DO NOT PROVIDE SPECIFIC UNIT READINESS RATINGS, DENY FALSE OR SPECULATIVE REPORTS ABOUT DEPLOYMENTS, OR CONFIRM ACCURATE OR SPECULATIVE REPORTS ON DEPLOYMENTS.

PART 4 OF 4

SECTION IV. COORDINATING INSTRUCTIONS:

25. POINTS OF CONTACT: POINT OF CONTACT FOR THIS MESSAGE IS MAJ GINA PARKER, ODCSPER, PERSONNEL CONTINGENCY CELL (PCC), DSN 223-7839 OR LTC SUE SCHOECK, COMM (703) 693-7839.

A. DEPARTMENT OF THE ARMY (DA):

(1) ODCSPER OPERATIONS OFFICER, DAPE-PRO-PCC, MAJ OSWALD ENRIQUEZ, DSN 227-4246, AAPCCOPS@HQDA.ARMY.SMIL.MIL, (UNCLASSIFIED) ENRIQUEZ@HQDA-AOC.ARMY.PENTAGON.MIL.

(2) ODCSPER, MOBILIZATION OPERATIONS OFFICER, DAPE-PRO-PCC, MAJ CORRINA BOGGESS OR MAJ GINA PARKER, DSN 223-7839, (CLASSIFIED) AAPCCMOB@HQDA.ARMY.SMIL.MIL, (UNCLASSIFIED), PCCIMA01@HQDA-AOC.ARMY.PENTAGON.MIL OR BOGGESSC@HQDA-AOC.ARMY.PENTAGON.MIL, DAPE-PRO-PCC, DSN 223-7839.

(3) ODCSPER, PLANS, RESOURCES, AND OPERATIONS, MAJ PARKER, (CLASSIFIED) AAPCCMOB@HQDA.ARMY.SMIL.MIL, OR (UNCLASSIFIED) PARKERGM@HQDA.ARMY.MIL, OR PARKERGM@HQDA-AOC.ARMY.PENTAGON.MIL, DAPE-PRO, DSN 223-7839.

(4) ODCSPER, ENTITLEMENTS, LTC LUGO AND LTC BOSKO (CLASSIFIED) AAPCCPPR@HQDA.ARMY.SMIL.MIL OR (UNCLASSIFIED) NOBEL.LUGO@HQDA.ARMY.MIL, DSN 225-1390.

(5) ODCSPER, RC PROMOTIONS/NCOES, SGM EDMONDSON, EDMONDSONJD@HQDA.ARMY.MIL, DSN: 221, COM: 703-325-8798.

(6) ODCSPER, CIVILIAN MOBILIZATION ACTION OFFICER: MS SUSAN MANOV, MANOV@HQDA.ARMY.MIL, COM: 703-325-1929 DSN 221-1929 OR AFTER HOURS (PCC) DSN 225-0215 OR 695-7199.

(7) PERSCOM, ROAMS, MAJ JOHN BRUNDIGE, BRUNDIGJ@HOFFMAN.ARMY.MIL DSN 221-4082.

(8) ODSCLOG, CONTRACTOR PERSONNEL, MR. RANDY KING, DALO-POD, RANDY.KING@HQDA.ARMY.MIL, DSN 224-6671.

(9) ODSCSLOG, LOGISTICS OPERATIONS CELL (LOC), LTC STEVE WILBERGER, DALO-POD-LOC, DSN 227-5939.

(10) ARMY MATERIEL COMMAND (AMC), EOC, LTC BETTY HAYNES, DSN 227-8407.

(11) CLII CHEMICAL DEFENSE EQUIPMENT, MR. WOLOZYN, WOLOZMD@HQDA.ARMY.MIL, DALO-SMR, DSN: 227-2571/2573.

(12) ODSCSLOG, LOGISTICS OPERATIONS CELL (LOC), DOWDK@HQDA-AOC.ARMY.MIL, DALO-POD-LOC, DSN 227-5939.

(13) ODCSOPS-INDIVIDUAL AUGMENTATION CELL, MAJ HEALY, HEALYP@HQDA-AOC.ARMY.PENTAGON.MIL, DAMO-OD, DSN: 224- 9522.

(14) ODCSOPS UNIT MOBILIZATION, LTC HERRON, HERRENC@HQDA-AOC.ARMY.PENTAGON.MIL, DAMO-ODO-M, (DSN 225-2278 DSN 227-4777).

(15) ODCSOPS, DAMO-ODL-FP, FORCE PROTECTION, LTC CHAMPAYNE, DSN 225-8491, CHAPAYNEP@HQDA-AOC.ARMY.MIL

B. ARMY BUDGET OFFICE POCS. MAJ KENNETH HUBBARD OR CPT(P) MARK BENNETT, BUDGET INTEGRATION DIVISION, MANAGEMENT AND CONTROL DIRECTORATE, SAFM-BUC-I, DSN 227-5088/5099; COMM (703) 697-5088/5099, FAX DSN 225-8680; COMM (703) 695-8680, E-MAIL: KENNETH.HUBBARD@HQDA.ARMY.MIL OR MARK.BENNETT@HQDA.ARMY.MIL

C. OFFICE OF MANPOWER AND RESERVE AFFAIRS. ASA (M&RA) (CIVILIAN POC), JIM FEAGINS, FEAGINSJ@ASAMRA.HOFFMAN.ARMY.MIL (SAMR-CP-SM), DSN 221-1330, COMM (703) 325-1330.

D. ARMY COMMUNITY SERVICE (CFSC-FP-A) MR. IKE TEMPLETON, TEMPLETI@HOFFMAN-CFSC.ARMY.MIL

E. COMMUNITY AND FAMILY SUPPORT CENTER, MS. KATHLEEN COLE, KATHLEEN.COLE@CFSC.ARMY.MIL, COMM (703) 681-7452, DSN 761-7452 OR MS HOLLY GIFFORD, HOLLY.GIFFORD@CFSC.ARMY.MIL, COMM (703) 681-7407.

F. CLII, CHEMICAL DEFENSE EQUIPMENT, MR. WOLOZYN, WOLOZMD@HQDA.ARMY.MIL, DALO-SMR, DSN: 227-2571/2573.

G. FINANCE, LTC BOB KUCHARUK, OFFICE OF THE DASA (FINANCIAL OPERATIONS), SAFM-FOF, (1) DSN 225-0298, COMM 703-695-0298, FAX DSN 223-8047, COMM 703-693-8047, EMAIL ROBERT.KUCHARUK@HQDA.ARMY.MIL

H. FORSCOM.

(1) SOLDIER READINESS PROCESSING AND DEPLOYMENT CRITERIA, MR. CURT WELLS, WELLSC@FORSCOM.ARMY.MIL, AFAG-PS, DSN 367-7433.

(2) BASIC PERSONNEL MOBILIZATION AND DEPLOYMENT POLICY, MR. JOEL BROWN, AFAG-PFM, BROWNJOE@FORSCOM.ARMY.MIL, DSN 367-7376.

(3) INDIVIDUAL FILL REQUIREMENTS, PERSONNEL CRISIS ACTION AGENT, MS. GLENDA WOODS, WOODSGL@FORSCOM.ARMY.MIL, DSN 367-7526 OR MAJ JONES, DSN 367-6492.

(4) CIVILIAN PERSONNEL, MR. ROB WILLIAMS WILLIAMS@FORSCOM.ARMY.MIL, AFPI-OC, DSN 367-7587.

(5) MEDICAL PLANS, LTC CRAFTON, CRAFTONWT@FORSCOM.ARMY.MIL, AFOP-PLF, SN 367-6586.

(6) MEDICAL PROCESSES, MAJ CROCKER, CROCKERJ@FORSCOM.ARMY.MIL, AFMD-PHS, DSN 367-6822.

(7) AWARDS, MR. FRED OLIVER, OLIVERF@FORSCOM.ARMY.MIL, AFAG-PSSB, DSN 367-7462.

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(9) POSTAL, SFC DOCKETT, DENISE.DOCKETT@FORSCOM.ARMY.MIL , AFAG-PSSB, DSN 367-7432.

(10) DERIVATIVE UIC/SIDPERS COORDINATION, MR. MICHAEL BOONE, BOONEM@FORSCOM.ARMY.MIL, AGAG-PSSB, DSN 3657-6847.

I. TRADOC:

(1) EOC, MAJ JACKSON, JACKSONT@MONROE.ARMY.MIL, ATCS-CTO, DSN 680-062/5061.

(2) TRADOC AG (CRC), MAJ THOMAS, HAMBRECS@MONROE.ARMY.MIL ATCS-EOC, DSN 680-2256.

J. ARMY MATERIEL COMMAND (AMC), EOC, MAJ MARK CERROW, DSN 227-8407.

K. ARCENT:

(1) G1, PERSONNEL PLANS, LTC SPENCER, DSN: 367-2854.

L. CENTRAL COMMAND (CENTCOM):

(1) CCJ1, PERSONNEL CLEARANCES, MS. GISETTO, GISETTO@CENTCOM.MIL CCJ1-PSP, DSN 651-6611.

(2) CCJ1, PASSPORTS, VISAS & THEATER CLEARANCES, SSGT DUTSCHKE, DUTSCHTHE@CENTCOM.MIL, CCJ1-MPSP, DSN 651-6611.

(3) CCJ1, AWARDS AND DECORATIONS, TSGT KIMBALL, CCJ1-MPSA, KIMBALLBM@CENTCOM.MIL

(4) CCJ1, PERSONNEL EVALUATION BRANCH, YN1 GIBSON, CCJ1-MP, GIBSONFF@CENTCOM.MIL, DSN 651-5870.

(5) CCJ1, COALITION RECEPTION CENTER, LT NOBLES, CCJ1-MP, NOBLESEC@CENTCOM.MIL, DSN 651-6610.

(6) CCHC, WEAPONS, /OCIE, LTC HOY, HOYJR@CENTCOM.MIL, DSN 651-6313.

(7) CCJ3, NBC/TRAINING, LTC ELLIOT, ELLIOTDT@CENTCOM.MIL, DSN 651-4078.

(8) CCPA, PUBLIC AFFAIRS, LTC YONTS, YONTSJR@CENTCOM.MIL, DSN 651-5895.

(9) CCJ1, UNIFORM POLICY, CW3 RODRIGUEZ, RODRIGE@CENTCOM.MIL, CCJ1-XPP, DSN 651-5866.

(10) CCSG, MEDICAL AND DENTAL PROCESS, COL CORNWELL, CORNWEMS@CENTCOM.MIL, DSN 651-6397.

(11) CCJA, LEGAL GUIDANCE, MAJ MOXLEY, CCJA, MOXLEYWE@CENTCOM.MIL, DSN 968-6422.

(12) CCJ8, FUNDING, MAJ GONDECK, CCJ8-CO, CONDECTJ@CENTCOM.MIL, DSN 651-

885.

(13) CCJ1, ENTITLEMENTS, MAJ RETHWISCH, CCJ1-SPP, RETHWIPE@CENTCOM.MIL
DSN 651-6608.

(14) CCJ1, MORALE, WELFARE AND RECREATION (MWR), MAJ LADSON, CCJ1-XPP,
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26. WEBSITES.

A. U.S. ARMY RESERVE PERSONNEL
WWW.2XCITIZEN.USAR.ARMY.MIL

B. U.S. ARMY NATIONAL GUARD PERSONNEL
WWW.NGB.DTIC.MIL

C. DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL
[HTTP://CPOL.ARMY.MIL](http://CPOL.ARMY.MIL)

D. ARMY KNOWLEDGE ON-LINE (AKO), THE ARMY PORTAL
[HTTPS://WWW.USARMY.MIL/PORTAL/PORTAL_HOME.JHTML](https://WWW.USARMY.MIL/PORTAL/PORTAL_HOME.JHTML)

E. THE NATIONAL COMMITTEE OF EMPLOYER SUPPORT FOR THE GUARD AND
RESERVE (ESGR) WWW.ESGR.ORG

F. FT. BENNING WEBSITE (INCLUDES CRC AND IDS WEBSITES,
[HTTP://WWW.BENNING.ARMY.MIL/MOB/](http://WWW.BENNING.ARMY.MIL/MOB/)