

MTOE Assigned Personnel (MAP) Frequently Asked Questions (FAQ)

(Q) Who do I complete TDY/DTS with?

(A) All TDY/DTS will be approved by the MTOE unit. MTOE units will migrate all MAP Soldiers to their defense travel system (DTS) and government travel credit card (GTCC) hierarchies as part of in-processing procedures. MTF/TDA units will cross-organize in DTS for visibility and provide assistance upon request. If MTF/TDY is required for a MTOE unit purpose to include in-processing, the MTOE unit is responsible for funding the TDY. If TDY is required for a MTF/TDA unit purpose, the TDA unit is responsible to provide the line of accounting to the MTOE unit and fund the TDY.

(Q) How does being assigned to an MTOE unit affect my pay?

(A) There will be no change in pay.

(Q) If I receive CIF from MTOE unit location, do I have to return it to that location?

(A) SMs will coordinate with HHC and CIF for equipment turn-in.

(Q) Who do I submit my leave to?

(A) MTF/TDA unit supervisors will make recommendations on leave, but the MTOE unit Commander is the approval authority

(Q) Will I be able to get my PCS orders from my current location if I'm not on the same location as my MTOE unit?

(A) Yes. You will follow the same instructions (based on your RFO) that you normally follow.

(Q) Who will complete my special pay?

(A) Special pay contracts will be complete at the MTF

(Q) Will assignment to an operational (MTOE) unit "with duty at" affect Basic Allowance for Housing (BAH)?

(A) Soldiers will receive BAH at their "with duty at" installation location rate.

(Q) How long is a MAP assignment?

(A) All assignment actions and tour lengths will be in accordance with current PCS policies and regulations.

(Q) In the future, will all MAP assignments be co-located with their operational unit or will some remain geographically separated?

(A) To be determined. The Army is making every attempt to geographically locate Soldiers with

the operational (MTOE) unit they will be assigned to. However, it is highly likely that some positions will remain geographically separated from their operational unit as not all operational units are on installations with a large MTF or MEDCEN.

(Q) How much time will a Soldier train with their operational (MTOE) unit versus work at their current MTF?

(A) MAP Soldiers will be available for activation of training for up to 30 days per fiscal year (FY) for normal training and up to 45 days per FY if the MTOE unit is participating in a Combat Training Center (CTC) or Major named training exercise.

(Q) How much notification are operational (MTOE) units required to provide MAP Soldiers and MTF's?

(A) Ideally, Soldiers are notified well in advance of a unit submitting a MAP notification. Minimum guidance to FORSCOM is 90 days for training, 180 days for known deployments and 48hrs (if possible) for no notice deployments.

(Q) Is there guidance that outlines Command and Support Relationships between the deployed unit and the MTFs.?

(A) HQDA EXORD 115-23 ANNEX A: Administrative Business Rules for MTOE Assigned Personnel outline the Command relationship and unit support task responsibilities for MAP Soldiers.

(Q) Will the Soldiers' supervisory chain (rater and senior rater) come from the operational (MTOE) unit or from the MTF?

(A) Rater and Senior rater will remain at the MTF. MTOE unit will serve as intermediate rater.

(Q) What unit patch does the MAP assigned Soldiers wear?

(A) In accordance with AR 670-1, personnel must wear the unit patch of the unit to which the Soldier is assigned. MAP Soldiers will wear the unit patch of their assigned operational (MTOE) unit.

(Q) Are MTF's able to task MAP personnel for other missions?

(A) MTOE units will not task or submit map notifications for MAP for the purposes of garrison healthcare delivery at another location that involves travel outside the local commuting area of the map individual. MAP personnel may provide garrison healthcare delivery at their home station installation.

(Q) How do I complete an ACFT?

(A) THE MTOE unit is responsible for ensuring the ACFT as well as the body composition screening/test is administered. If geographically separated from MTOE unit, the MTF/TDA unit will facilitate for the MTOE unit if requested.

(Q) Am I allowed to do Off Duty Employment (ODE) as a MAP Soldier?

(A) ODE will be at the discretion of the MTOE unit Commander. Reach out to your unit for an ODE packet.

(Q) What other administrative things does my MTOE unit do for me?

(A) the MTOE unit is responsible for training readiness and records, including updates to DTMS. They are responsible for medical readiness requirements and ensure Family Care Plans are maintained as required. The MTOE unit is responsible for urinalysis testing and follow on actions of MAP Soldiers. If geographically separated, MTF/TDA units will assist when requested. The MTOE unit will also process unqualified resignations and retirement, process awards for MAP Soldiers upon receipt from MTF/TDA leadership, update DD93, record reviews and UCMJ actions.

(Q) Do I inprocess the MTOE unit or the MTF?

(A) Newly assigned MAP Soldiers will in-process with their gaining MTOE unit HQS and gaining installations of assignment. At the discretion of the MTOE unit commander and in coordination with the MTF/TDA unit, in-processing the MTOE unit may be done remotely or in person if required. MAP Soldiers must also in-process their MTF/TDA unit to which they are borrowed military manpower.
