

**Army Regulation 614–200**

**Assignments, Details and  
Transfers**

# **Enlisted Assignments and Utilization Management**

**Headquarters  
Department of the Army  
Washington, DC  
25 January 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 614–200  
Enlisted Assignments and Utilization Management

This mandated revision, dated 25 January 2019—

- o Updates title page boilerplate statements and adds new recordkeeping requirements paragraph (title page and para 1–5).
- o Updates guidance for Transfer Procedures for Victims of Sexual Assault to align to NDAA FY 2017 (para 1–12c(21)) and DODI 6495.02 (para 5–18).

Effective 25 January 2019

Assignments, Details and Transfers  
Enlisted Assignments and Utilization Management

By Order of the Secretary of the Army:

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Official:

  
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**History.** This publication is a mandated revision. The portions affected by this mandated revision are listed in the summary of change.

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

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Regular Army Enlisted Soldiers, excluding initial entry training Soldiers governed by AR

612–201 and those Soldiers detailed outside the Department of Defense. It also applies to the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve (including active guard reserve Soldiers), unless otherwise stated. During mobilization, the guidance in this publication may be modified by the proponent to support policy changes as necessary. This regulation is required during mobilization. The portion of this regulation that requires registration of military sexual offenders (chapter 3, section V) is punitive and violations of that provision may subject military sexual offenders to nonjudicial or judicial action under the Uniform Code of Military Justice.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's

senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal control that must be evaluated (see appendix C).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPE), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (AHRC–EPO–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## **Glossary**

## **Chapter 1 Introduction**

### **Section I**

#### **General**

##### **1–1. Purpose**

This regulation prescribes the reporting, selection, assignment, and utilization of Regular Army (RA) enlisted personnel, excluding Initial Entry Training (IET) Soldiers who are governed by AR 612–201. It provides general assignment policies and responsibilities for managing the enlisted force. Guidance in this regulation is in addition to that in AR 614–30. This regulation is not construed as authority for extending stabilized tours limited by statutes (such as Title 10, United States Code, Section 3914 (10 USC 3914)).

##### **1–2. References**

See appendix A.

##### **1–3. Explanation of abbreviations and terms**

See glossary.

##### **1–4. Responsibilities**

Responsibilities are listed in chapter 2. Also, heads of Headquarters of Department of the Army (HQDA) agencies and commanders (CDRs) of Army commands (ACOMs), installations, and activities are required to have knowledge of AR 25–22 and AR 25–55.

##### **1–5. Record management requirements**

AR 25–400–2 governs the maintenance and disposition of Army information and implements policy on recordkeeping requirements for Army regulations prescribing the creation and maintenance of records under functional programs. Detailed information for all related record numbers, forms, and reports for AR 614–200 are located in the ARIMS/Records Retention Schedule-Army Module of ARIMS and is available online at <https://www.arims.army.mil>.

### **Section II**

#### **Administrative Assignment Guidance**

##### **1–6. Family Care Plan**

To ensure that all Soldiers (regardless of grade) can deploy promptly and perform their military duties when not deployed, Family care plans (FCPs) to cover military Family members must be in place. The FCPs are governed by AR 600–20.

##### **1–7. Exceptional Family Member Program**

The Exceptional Family Member Program (EFMP) allows the U.S. Army Human Resources Command (HRC) to consider the special education and medical needs of exceptional Family members during the assignment process and reassigns Soldiers, when readiness does not require a specific reassignment, to an area where the Family member's needs can be accommodated. The EFMP is governed by AR 608–75.

##### **1–8. Leave**

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

##### **1–9. Security clearance**

Assignment instructions (AIs) from the HRC will include personnel security requirements. Soldiers must meet the security clearance requirements for follow-on positions prior to executing a permanent change of station (PCS). AR 600–8–11 provides procedures for processing AI requiring security clearance. Soldiers will not be held at the home station pending results of the investigation unless such guidance is in the AI.

## **1–10. Mode of travel**

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

## **1–11. Deletions and deferments**

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

## **1–12. Time-on-station**

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

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

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

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

*c.* The minimum TOS requirement for Soldiers assigned from or within CONUS is 36 months (see DODI 1315.18). Waivers may be granted individually on a case-by-case basis by the appropriate approval authority contained in paragraph 1–12*b* provided it is determined that the Soldier is the most qualified member available. As an exception, Soldiers may be reassigned before completing minimum TOS requirements without a TOS waiver as outlined below:

*Note:* Soldiers are not exempt from meeting other requirements outlined in this regulation.

(1) Reassignments to an overseas tour.

(2) Reassignments to a different duty station for training or educational purposes. This includes Soldiers being reassigned to the Sergeants Major Academy and all other schools requiring a PCS.

(3) Reassignments that are a direct result of major weapons system changes or unit conversions (for example, formation of a new Unit Manning System). Moves associated with replacing a Soldier selected to man a new weapons system or unit are not covered by this exception.

(4) Reassignments to retrain Soldiers into new specialties in conjunction with reenlistment. In these instances, a 12-month minimum TOS will apply.

(5) Reassignments from the Office of the Secretary of Defense, the Office of the Chairman, Joint Chiefs of Staff, or Joint Staff, a Defense Agency, or a DOD Field Activity where the tenure is limited by statute or policy to less than 36 months.

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

(7) Reassignments to a different duty station in preparation for a unit deployment and/or move.

(8) Reassignments of first-term Soldiers.

(9) Reassignments to keep married Army couples together. In these instances, a 24-month minimum TOS will apply.

(10) Reassignments of newly accessed Soldiers reassigned to a different duty station for initial skill training or who are being separated.

(11) Reassignments due to disqualification from duty as a result of a denial or revocation of security clearance, professional certification, nuclear certification, medical qualification to perform assigned duties, or relief for cause of assignment, and where it has been determined that no vacant position exists within the limits of the same geographic location in which the Soldier may serve pending requalification or recertification.

(12) Reassignments as prisoners including assignments to and from confinement or reassignment for the purpose of standing trial.

(13) Reassignments from patient status.

(14) Reassignment to accomplish PCS travel before a medical travel restriction for pregnancy (normally 36 weeks or more gestation) being imposed on the Soldier or the Soldier's spouse. This also includes reassignment for the purpose of receiving adequate medical care, including the reassignment of a female Soldier from an unaccompanied tour because of the lack of adequate obstetric care.

(15) Reassignments due to involvement in incidents that cause serious adverse publicity or embarrassment for the Government, that may jeopardize the mission, or that indicate that the Soldier is a potential defector.

(16) Reassignments based on Soldiers or their dependents being threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. The installation's Criminal Investigative Division and Staff Judge Advocate General's Office will verify the threats and circumstances.

(17) Reassignments based on completion or elimination from training or educational programs.

(18) Reassignments involving a low cost move as defined in the glossary.

(19) Reassignment actions based upon waiver of the requirement to complete a full joint duty assignment tour by the Director, Officer and Enlisted Personnel Management, under the Deputy Assistant Secretary of Defense for Military Personnel Policy.

(20) Reassignments due to Soldiers being rendered excess as governed by the rules for IA Soldiers in paragraph 3–16 and table 3–2.

(21) Reassignment of a Soldier who makes an unrestricted report of being sexually assaulted and who is granted expedited transfer as authorized in DODI 6495.02, in accordance with 10 USC 673, or a Soldier who is the subject of a criminal investigation whom the approving authority selects for expedited transfer. Victims of sex offenses listed under Article 120, 120c, and 130 of the Uniform code of Military Justice (UCMJ), and attempts to commit those offenses, are eligible for an expedited transfer.

### **1–13. Retainability**

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

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

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

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

*c.* Moves from OCONUS-to CONUS refer to AR 614–30 for retainability.

*d.* Exception moves. Soldiers reassigned CONUS-to-CONUS or overseas-to-CONUS as a result of: (1) humanitarian reasons (the Exceptional Family Member Program); (2) Release from prisoner status; (3) patients' status (when the Soldier cannot effectively be used at or in the vicinity of the installation); and (4) Soldiers returning from contingency operations overseas (operations in hostile environments) must have a minimum of 6 months retainability at the gaining installation.

### **1–14. Space Imbalanced Military Occupational Specialty Program**

*a.* A space-imbalanced military occupational specialty (SIMOS) condition exists when 55 percent of the authorizations are OCONUS. This program is intended for grades sergeant (SGT) through sergeant first class (SFC) and is designed to enhance personnel retention in the career force and to provide more effective use of enlisted Soldiers.

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

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

## **Chapter 2 Responsibilities**

### **2–1. The Assistant Secretary of the Army (Manpower and Reserve Affairs)**

The ASA (M&RA) will—

*a.* Oversee assignment policy.

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

## **2–2. The Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a. Develop assignment policy for enlisted personnel.
- b. Designate all CSM positions.
- c. Establish policy for the Space-Imbalanced Military Occupational Specialty Program (SIMOS).
- d. Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.
- e. Establish stabilization policy for enlisted personnel.
- f. Establish policy for the Enlisted Personnel Management System, U.S. Army Individual Ready Reserve (EPMS–IRR).
- g. The CG, HRC will—
  - (1) Interpret and implement policies initiated by the DCS, G–1.
  - (2) Issue AIs.
  - (3) Manage the distribution of Soldiers to support the Army's mission worldwide.
  - (4) Manage the CSM Program.
  - (5) Implement assignment and utilization policies and monitor sergeant major (SGM) assignments throughout the Army.
  - (6) Provide all Soldiers with broad opportunities for career progression and development, including approving applications for training.
  - (7) Supervise all personnel management functions for SIMOS, including identifying military occupational specialties (MOSS) that are space imbalanced and publishing a SIMOS listing at least once a year.
  - (8) Make final decision on all Joint domicile (JD) assignments.
  - (9) Administer and monitor the Special Duty Assignment Pay (SDAP) Program.
  - (10) Establish procedures for managing, developing, and assigning Soldiers in career development programs (Intelligence Career Program, Explosive Ordnance Disposal (EOD) Career Program, Army Band Career Program (ABCP), technical escort (TE) training), and CYBER.
  - (11) Approve Bonus Extension and Retraining Program (BEAR) and Army special operations forces (ARSOF) reenlistment option applications for training and assignment to ARSOF units, including—
    - (a) Approving voluntary reclassification applications for training and assignment to ARSOF units.
    - (b) Coordinating with Commander, U.S. Army John F. Kennedy Special Warfare Center and School (USAJFKSWCS), (AOJK–SP), Fort Bragg, NC 28307–5000 on those applications that require a waiver.
  - (12) Delegate, when necessary, approval authority to CDR, USAJFKSWCS to—
    - (a) Approve waivers for BEAR and ARSOF reenlistment option applications.
    - (b) Approve all voluntary applications, including waivers (when needed), for ARSOF training and reclassification into career management field (CMF) 18.
    - (c) Award appropriate CMF MOS to RA Soldiers who have completed Special Forces qualification course (SFQC).
    - (d) Report Soldiers who fail to successfully complete the SFQC training to the HRC (AHRC–EPA–C).
  - (13) Manage the Drill Sergeant (DS) Program. The CG, HRC has centralized control over the selection, assignment, classification, and release of all RA Soldiers assigned to the DS Program. The DS Assignment Team (AHRC–EPD–D), Detailed Assignment Branch, Readiness Division, is the HRC point of contact for personnel matters concerning all active duty (AD) Soldiers in the program. This includes requests to enter, requests for deletion and/or deferment from the DS Program, requests for third year DS extensions, and Soldier appeals to DS Program removal actions.
  - (14) Develop procedures and programs to implement Department of the Army (DA) policy pertaining to reclassification, including reclassifications—
    - (a) For staff sergeant (promotable) (SSG(P)) and above, regardless of MOS.
    - (b) Requiring recoupment of bonus.
    - (c) Resulting from change to the MOS structure reflected in DA Pam 611–21.
  - (15) Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted. This authority may be delegated to an authorized official in the grade of brigadier general or equivalent civilian grade level who directs assignment policies or procedures for the Army. This authority will not be delegated to commands.
  - (16) Develop procedures to implement the policies established herein.
  - (17) Control operational requirements of individual Soldier stabilization.
  - (18) Exercise assignment approval authority for Soldiers assigned to stabilized positions.

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

(20) Budget for training, provide policy direction, and monitor the personnel management of Individual Mobilization Augmentee (IMA) and Individual Ready Reserve (IRR).

(21) Management of USAR AGR Soldiers in accordance with AR 140–30.

(22) Manage and serve as the executive agent for the IRR (see AR 140–10) and IMA Soldiers (see AR 140–185). HRC also coordinates with the U.S. Army Reserve Command (USARC), USAR General Officer Command (GOCOM) commanders, and U.S. Army Recruiting Command (USAREC) in filling unit shortages. The CG, HRC will implement policies for IRR/IMA personnel management and training in coordination with other members of the Army staff and designates personnel managers to manage an appropriate number of IRR and IMA Soldiers.

(23) Nominate Soldiers to fill Warrior Transition Unit cadre positions when installation resources are not available. Identify IRR Soldiers, retiree recall volunteers and IMA Soldiers available for assignment to WTU cadre positions.

*h.* The CG, USAREC will—

(1) Be responsible for the ARSOF Recruiting Program.

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

### **2–3. The Chief, Army Reserve**

The CAR will provide overall policy guidance for management of TPU Soldiers and provide management priorities to CG, HRC for AGR CSM positions. The CAR delegates to area CDRs the following responsibilities:

*a.* Developing assignment policy for enlisted TPU Soldiers.

*b.* Providing policy guidance for the TPU CSM Program administered by the CG, HRC, Fort Knox, KY.

*c.* Implement assignment and utilization policies and monitor SGM assignments throughout the Army Reserve.

*d.* Developing procedures and programs pertaining to reclassification of USAR Soldiers.

*e.* Classification and/or reclassification authority for Soldiers assigned to TPUs within their commands, except Regular Army (RA) and AGR Soldiers. This delegation cannot be delegated below the ACOM, Army service component command (ASCC), and/or direct reporting unit (DRU) level.

### **2–4. Commanders of Army commands, Army service component commands, and direct reporting units**

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

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

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

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

*d.* Ensure Soldiers are afforded an opportunity for training and that—

(1) Their applications are processed promptly.

(2) When selected, they are fully qualified.

*e.* Manage DS Program, if applicable, including providing the HRC a central point of contact.

*f.* Administer, monitor, and supervise the Special Duty Assignment Pay (SDAP) Program for all Soldiers who receive SDAP within their respective commands. (Also, see app C regarding the internal control process for SDAP.)

*g.* Publicize the career development programs and—

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

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

*h.* Approve or disapprove exchange assignments.

*i.* Publicize the ARSOF Program.

*j.* Delegate to subordinate installation CDRs authority to assign Soldiers, including determining Soldiers' suitability for assignments from a security standpoint. Commanders should consult with appropriate installation security officials to ensure Soldiers meet the security requirements of projected assignment.

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

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

- m.* Ensure Commanders of WTUs are responsible for reassignment of Soldiers being returned to duty (RTD) as follows:
- (1) *Continental U.S. Warrior transition unit.* Immediately upon the Soldiers being declared RTD, the WTU CDR (or first O-5 CDR in the chain of command, if the WTU CDR is not an O-5 or above) will request AIs directly to the HRC via e-mail [tousarmy.knox.hrc.mbx.epmd-coad@mail.mil](mailto:tousarmy.knox.hrc.mbx.epmd-coad@mail.mil).
  - (2) *Outside the continental United States Warrior transition unit.* Immediately upon the Soldier being declared RTD, the WTU CDR (or first O-5 CDR in the chain of command, if the WTU CDR is not an O-5 or above) will request via e-mail from their respective OCONUS theater CDR.
    - (a) If the OCONUS theater CDR determines that the Soldier will be reassigned within the OCONUS area, OCONUS CDR must provide WTU CDRs/O-5 the assignment decision within 5 days of RTD notification. Further, the OCONUS theater CDR will establish coordination with the servicing U.S. Army Installation Management Command (IMCOM) military personnel division (MPD) to produce PCS orders within the 5-day required processing standard.
    - (b) If the OCONUS theater CDR determines that the Soldier cannot be reassigned within the OCONUS command or has a near term or expired date eligible for return from overseas (DEROS), OCONUS CDR will forward request for AI as outlined in paragraph 2-10a.
- n.* Ensure Commanders of local activities and units:
- (1) Update all field automated data base systems.
  - (2) Manage the SDAP Program at their level. (Ensure Soldiers receiving SDAP meet the necessary criteria.)
  - (3) Screen AI special instructions and initiate security clearances for secret and top secret (TS) within 60 days of AI.
  - (4) Manage the DS Program at their level, including—
    - (a) Ensure Soldiers selected are eligible.
    - (b) Designate local DS manager to serve as point of contact with the HRC (AHRC-EPD-D) and Headquarters, TRADOC (ATBO-BE) on matters relating to the DS Program.
    - (c) Submitting "monthly status report messages" to arrive at the HRC (AHRC-EPD-D) no later than the 5th working day of each month.
    - (d) Award Soldiers special qualification identifiers (SQIs) "X" and "8" on successful completion of DS school.
    - (e) Award, terminating, and reinstating SDAP (proficiency pay) to DSs. (For USAR Soldiers, refer to AR 140-10.)
    - (5) Recruit volunteers for assignment to airborne, ranger, and ARSOF units, and recruiting team support.
    - (6) Ensure applications for assignments to 75th Ranger Regiment are processed promptly, including all security clearance requirements.
    - (7) Inform CDRs of noncompliance, with utilization policies (see chap 3, sec II) for correction, and recommend courses of action that are available.
    - (8) Inform Soldiers of the specific duty military occupational specialty (DMOS) they are being assigned to, and, if different from the PMOS, CPMOS or SMOS, tell them the reason for assignment and its impact on their career.
    - (9) Report assignment eligibility and availability (AEA) codes (when applicable, include termination date) to local military personnel division/brigade combat team/brigade S1 (MPD/BCT/ BDE S1).
    - (10) Initiate and maintain procedures to ensure prompt and complete processing of all required security clearance actions for Soldiers selected to attend the Special Forces assessment and selection (SFAS) course. An Standard Form 86 (Questionnaire for National Security Positions) must be submitted on each SFAS course selectee and eligible Soldier granted an interim secret security clearance within 45 days of the Soldier's return from SFAS.
    - (11) Ensure those installations conducting DS school and/or training will submit academic evaluation reports (AR 623-3) on all Soldiers attending DS school to the HRC (AHRC-EPD-D) and provide a by-name message to the HRC (AHRC-EPD-D) and HQ TRADOC (ATBO-BE)—
    - (12) Listing Soldiers who report to each DS class.
    - (13) Listing Soldiers who graduate from each DS class.
    - (14) Ensure USAR training divisions/separate BDE CDRs are responsible for conducting the DS Program within their units. Responsibilities include operation of DS schools and assignment to and referral from DS duties and other appropriate responsibilities contained in AR 140-10.
    - (15) Control the assignment of Soldiers into and out of established organizations and positions and notify the HRC (AHRC-EPO-P) when organization or position stabilization are no longer required.
    - (16) Installation commanders are responsible for resourcing and approving personnel to fill component-specific WTU cadre positions.
      - o.* Ensure Chiefs, MPD/BCT/BDE S1 CDRs:
        - (1) Implement assignment policies and procedures.
        - (2) Update Soldier information on the total Army personnel database (TAPDB) through the electronic military personnel office (eMILPO) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).



## **2-5. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC will—

- a. Publicize career development programs, and—
  - (1) Counsel prospective Soldiers on program opportunities and requirements.
  - (2) Ensure applicants are eligible before applying for membership or training.
- b. Develop initial and transition training to support the SIMOS Program.
- c. Review modified table of organization and equipment (MTOE) and/or table of distribution and allowance (TDA) for SIMOS positions to maximize CONUS documentation and ensure proper utilization and assignment of Soldiers.
- d. Manage the DS Program by—
  - (1) Operating the DS school.
  - (2) Removing Soldiers from school (when reason warrants) and returning them to their home station.
  - (3) Completing academic evaluation reports.
  - (4) Providing strength management statistics.
  - (5) Providing vital information on all Soldiers who report to, as well as who graduate from, DS school.
  - (6) Providing historical data, including removal data, on Soldiers who have served DS duty.
- e. Approve reclassification of nonpromotable Soldiers in the grade of SSG and below in MOSs authorized by HRC.
- f. Manage Army Instructor Development and Recognition Program.
- g. Directors of Army training centers and schools ensure
  - (1) Grant waivers of qualifications specified in the Army Training Requirements and Resources System (ATRRS) course catalog, as appropriate.
  - (2) Evaluate ways to reduce or eliminate SIMOS (both current or projected) through changes to MTOE and/or TDA, MOS mergers or conversions, or in the case of new fielding modification of the fielding schedule.
  - (3) Identify non-SIMOS TDA positions within the personnel proponents' affected CMF to be recoded as SIMOS. If no CMF position can be identified as SIMOS, the director will coordinate with the HRC (AHRC-PLI) and provide justification to identify other TDA positions for the affected SIMOS.
  - (4) Recommend changes in service-remaining requirements (SRRs) for those MOSs that are deemed critically short, thereby enhancing the return on the training investment and the maximum retainability of Soldiers in shortage skills.
- h. The U.S. Army Training Center, Fort Jackson, is the Army proponent for and manages the DS Program.

## **2-6. State Adjutants General and area commanders**

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

## **2-7. Directors of Army training centers and schools**

- a. Directors of Army training centers and schools will—
  - (1) Grant waivers of qualifications specified in the Army Training Requirements and Resources System (ATRRS) course catalog, as appropriate.
  - (2) Evaluate ways to reduce or eliminate SIMOS (both current or projected) through changes to MTOE and/or TDA, MOS mergers or conversions, or in the case of new fielding modification of the fielding schedule.
  - (3) Identify non-SIMOS TDA positions within the personnel proponents' affected CMF to be recoded as SIMOS. If no CMF position can be identified as SIMOS, the director will coordinate with the HRC (AHRC-PLI) and provide justification to identify other TDA positions for the affected SIMOS.
  - (4) Recommend changes in service-remaining requirements (SRRs) for those MOSs that are deemed critically short, thereby enhancing the return on the training investment and the maximum retainability of Soldiers in shortage skills.
- b. The U.S. Army Training Center, Fort Jackson, is the Army proponent for and manages the DS Program.

## **2-8. Commanders of Warrior Transition Units**

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

- a. *Continental U.S. Warrior transition unit.* Immediately upon the Soldiers being declared RTD, the WTU CDR (or first O-5 CDR in the chain of command, if the WTU CDR is not an O-5 or above) will request AIs directly to the HRC via e-mail [tousarmy.knox.hrc.mbx.epmd-coad@mail.mil](mailto:tousarmy.knox.hrc.mbx.epmd-coad@mail.mil).
- b. *Outside the continental United States Warrior transition unit.* Immediately upon the Soldier being declared RTD, the WTU CDR (or first O-5 CDR in the chain of command, if the WTU CDR is not an O-5 or above) will request AI via e-mail from their respective OCONUS theater CDR.

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

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

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

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

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

## **2-9. Local activity and unit commanders**

*a.* Commanders of local activity and unit CDRs will—

(1) Update all field automated data base systems.

(2) Manage the SDAP Program at their level. (Ensure Soldiers receiving SDAP meet the necessary criteria.)

(3) Screen AI special instructions and initiate security clearances for secret and top secret (TS) within 60 days of AI.

(4) Manage the DS Program at their level, including:

*(a)* Ensuring Soldiers selected are eligible.

*(b)* Designating local DS manager to serve as point of contact with the HRC (AHRC-EPD-D) and HQ TRADOC (ATBO-BE) on matters relating to the DS Program.

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

*(d)* Awarding Soldiers special qualification identifiers (SQIs) "X" and "8" on successful completion of DS school.

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

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

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

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

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

(9) Report assignment eligibility and availability (AEA) codes (when applicable, include termination date) to local military personnel division/brigade combat team/brigade S1 (MPD/BCT/ BDE S1).

(10) Initiate and maintain procedures to ensure prompt and complete processing of all required security clearance actions for Soldiers selected to attend the special forces assessment and selection (SFAS) course. An Standard Form 86 (Questionnaire for National Security Positions) must be submitted on each SFAS course selectee and eligible Soldier granted an interim secret security clearance within 45 days of the Soldier's return from SFAS.

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

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

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

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

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

*e.* Installation commanders are responsible for resourcing and approving personnel to fill component-specific WTU cadre positions.

## **2-10. Chiefs, military personnel division/brigade combat team/brigade S1 commanders**

Chiefs, MPD/BCT/BDE S1 CDRs will—

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

## **Chapter 3**

### **Enlisted Assignment System**

#### **Section I**

#### **Managing Enlisted Assignments**

##### **3-1. Overview**

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

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

##### **3-2. Assignment selection criteria**

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

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

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

*d.* Former members of the Peace Corps will not be assigned to military intelligence duties for a period of 4 years following service with the Peace Corps. Soldiers who acquire an intelligence specialty after 4 years are ineligible for overseas intelligence duty in any country where they served or were trained to serve with the Peace Corps. The term "former member of the Peace Corps" includes former Peace Corps volunteers, volunteer leaders, and staff members. The term does not include persons who attended Peace Corps training but did not go OCONUS with the Peace Corps. This assignment restriction of former Peace Corps Soldiers will not be waived.

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

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

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

*g.* Promotion of Soldiers to MSG and below will not be the sole reason for a PCS. However, Soldiers selected for promotion will be considered for assignments in their promotable grade.

*h.* A sole surviving son or daughter will be exempt from assignment to a hostile fire area unless Soldier waives the designation (see para 5-12).

*i.* Enlisted Soldiers will be assigned to positions in accordance with applicable Department of the Army and Department of Defense policy.

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

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

*l.* Equal assignment opportunities are as follows:

(1) Assignments will be made for all Soldiers without regard to their color, race, religious preference, ethnic background, national origin, age, marital status (except military couples), or sex (including gender identity) or sexual orientation

consistent with Department of the Army, DOD policy, and applicable law. (This policy applies equally to both PCS and TDY assignment actions).

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

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

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

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

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

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

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

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

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

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

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

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

(2) Reassignments under the MACP.

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

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

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

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

o. Unit moves shall not require Army wide equitable assignment policy, as required by this regulation.

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

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

r. Refer to AR 614–30 for overseas assignment restrictions of female Soldiers with newborns and military couples or single parent Soldiers in the process of adopting a child.

### **3–3. Assignment preferences**

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

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

### **3–4. Enlisted Distribution and Assignment System**

a. EDAS is the principal automated source for information concerning enlisted assignment actions. It is an interactive, online system for enlisted assignments and distribution functions.

b. Installations primarily use electronic military personnel office (eMILPO) to update data on the total Army personnel database (TAPDB). The principal databases used by EDAS are as follows:

(1) TAPDB (active enlisted).

(2) Requisition database.

- (3) Organizational database.
- (4) Statistical database.
- c. Field users use EDAS to create requisitions and to read data that they are authorized—for example, information on Soldiers assigned to their commands and incoming personnel.
- d. Detailed instructions and specifics on the various databases is available in the EDAS User's Manual. (Contact the Functional Support & Integration Branch at e-mail address: [usarmy.knox.hrc.mbx.epmd-it-systems-support@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-it-systems-support@mail.mil).)

### **3–5. Enlisted distribution target model**

- a. The EDTM is an automated system that creates enlisted distribution targets by MOS, grade, and unit identification code (UIC). The model fills each UIC reflected in the personnel manning authorization document with projected available inventory from the MOS Level System according to the DCS, G–1 distribution policy.
- b. The EDTM constrains the assignment process to coincide with the projected operating strength targets. It represents assets the Army realistically expects to be available for distribution. The model targets each UIC for fill according to the DCS, G–1 enlisted distribution policy. Therefore, the possibility exists (depending on the fill priority and projected inventory) for a unit to be targeted at less than authorized strength.
- c. By using the EDAS management information subsystem, field personnel managers may view the targets—grouped by private through specialist (SPC), SGT through MSG, and SGM for the current month plus 4 through 12 months (CM+4 through CM+12). This is accomplished by using either the REPORT REQUEST (MO) (reports A, B, E, F, and J) or the STAT QUERY (MQ) (reports A and D).
- d. The targets are produced monthly, or more frequently if changes to projected authorizations or operating strength warrant an update. (Questions on the EDTM may be referred to the U.S. Human Resources Command (AHRC–EPD–M), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5302.)

### **3–6. Requisitions**

- a. The allocation of requisitions for each of the requisitioning activities listed below will be limited to the command's share of available inventory, determined by the EDTM. Requisitions are allocated to the field via EDAS at the 4-character MOS code (MOSC) level. Requisitioning activities then expand the allocations to the 9-character MOSC level, adding security requirements, other details, and special instructions, if necessary, and transmit them to the HRC by verifying requisitions in EDAS. The requisitioning activities are as follows:
  - (1) CONUS installations.
  - (2) CONUS elements of functional commands.
  - (3) U.S. Army, Europe; Eighth U.S. Army; U.S. Army, Pacific; and U.S. Army, South (USARSO).
  - (4) MEDCOM.
  - (5) U.S. Army Special Operations Command (USASOC).
- b. All other requisitioning activities will determine their 9-character MOSC level requirements and any special instructions and transmit them by creating requisitions in EDAS. If no requisitions are received from a requisitioning activity during the month, the assumption is that no requirement exists.
- c. The EDAS will generate the control and serial number when the requisition is created. (See EDAS User's Manual for details.)
- d. The lead time required in submitting personnel requisitions provides time for selecting and preparing Soldiers for movement. Actual lead times necessary for each ACOM, ASCC, and/or DRU are established during the requisition allocation process or via direct communication between the HRC and the supported command. (Questions on this process may be referred to the U.S. Human Resources Command (AHRC–EPD), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5302.)

### **3–7. Stabilization of tours, assignment eligibility, and availability codes**

- a. A request for individual stabilization, to include extensions, may be disapproved by any commander in the chain of command without referral to HRC.
- b. Assignment of personnel to positions requiring stabilization usually will be made by HQDA-directed assignment instructions.
- c. Only Soldiers in authorized positions may be stabilized. Overstrength or excess personnel (or personnel not working in their primary MOS (PMOS) may not be stabilized.
- d. Personnel assigned to organizations or positions for which stabilized tours have been approved by HQDA normally will not be reassigned before completion of the stabilized tour. However, reassignment can occur if they—
  - (1) Have been granted HQDA approval of a request for compassionate reassignment.

- (2) Become disqualified to serve in the assignment; or are relieved for cause from the assignment.
  - (3) Are selected by HQDA to fill high priority assignments or when HQDA has determined it is in the best interest of the Service or the Individual Soldier.
  - (4) Become surplus to the needs of the organization.
  - (5) Reenlist under a reenlistment option.
  - (6) Are selected for or are promoted to E9, or selected to attend United States Army Sergeants Major Academy (USASMA).
  - (7) Are selected for attendance to an officer accession program.
- e.* Requests for extension of stabilized tours (including organizations and selected positions) will be submitted as individual requests and must be fully justified. If five or more individuals are serviced by the same MPD, all service members will be included in a single request for stabilization. Requests for stabilization normally will not be approved when—
- (1) The installation is over strength in the Soldier’s grade, substitutable grades, and MOS.
  - (2) The Soldier is not working in their PMOS or specialty.
  - (3) The Soldier is not in an authorized position.
  - (4) The Soldier is on AI.
- f.* WTU Cadre stabilization extension requests must be routed through the WTU commander to the regional G1 for forwarding to MEDCOM.
- g.* Requests for organization and position stabilization will be sent through the organization and through the ACOM, ASCC, DRU commander to DCS, G–1 (DAPC–MPD–PO), Washington, DC 20310–0300, for approval. ACOM, ASCC, DRU commanders may disapprove requests for organizations, positions, and individual stabilization without referral to DCS, G–1.
- h.* Requests for command directed Behavioral Health Evaluation or Follow on treatment will be stabilized at their current unit and identified as non-available for Permanent Change of Station (PCS) and deployment until properly cleared by a Behavioral Healthcare Provider (BHP).
- i.* Assignment eligibility and availability (AEA) codes are a management tool used to identify the Soldier’s eligibility and availability for reassignment. Table 3–1 will be used to determine appropriate AEA codes.
- (1) When two or more AEA codes apply, the AEA code with the longest period of stabilization will be reported, except when AEA Code “N” applies, in which case AEA Code “N” will be always reported.
  - (2) AEA codes will be processed immediately upon change of a Soldier’s eligibility status.
  - (3) AEA codes are based on the type of stabilization and the Soldier’s circumstances. Some AEA codes require a termination date, which will be the date the Soldier becomes eligible for an assignment.
- j.* The eMILPO will be used for submitting AEA transactions.
- k.* Stabilization may be waived by HRC under the following conditions. Waiver of stabilizations does not constitute TOS waiver. TOS rules still apply.
- (1) Reassignments to fill higher priority assignments.
  - (2) Reassignments when HQDA has determined it is in the best interest of the Service or the individual Soldier.
- l.* AEA Code “L” will automatically be created on the TAPDB—
- (1) When a PCS arrival transaction is processed.
  - (2) Upon the AEA code termination date expiration and will simultaneously update the eMILPO field record.
- m.* Currently there are 35 AEA codes.
- (1) The HRC exclusive: D, E, F, H, I, J, K, M, N, O, P, R, S, T, V, W, Y, 1, 2, 3, 4, 5, 6, 7, 8, and 9.
  - (2) Field and the HRC: A, B, C, G, L, Q, U, X, and Z.

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

Rule	Code	Description
1	A	Soldiers permanently ineligible for future assignments due to—
		Approved retirement or request for retirement (see AR 635–200). Termination date will be the effective date of retirement.
		Being involuntarily ordered to AD for 12 months or less in an individual status or as a member of intact units. Termination date will be the ETS date.
		Signing a Declination of Continued Service Statement or not being able to reenlist or extend to meet the SRR. Termination date will be the ETS date. However, these Soldiers may be considered eligible for other reassignments (CONUS and OCONUS) provided they have sufficient service remaining to meet the requirements of the new assignment.

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

		Being dropped from the rolls as a deserter. Confined as a result of conviction by special or general court-martial, or civil court.
2	B	Soldiers being considered for elimination from the Service or their assignment precludes their reassignment for an unspecified time. This code does not have a termination date.
3	C	Soldiers temporarily ineligible for reassignment for the following reasons:
		Medical, convalescence.
		Student and/or trainees (except IET).
		Enrolled in the Army Substance Abuse Program (ASAP) inpatient rehabilitation (see AR 600-85).
		Soldiers with field bar to reenlistment. (Termination date will be ETS date, not to exceed 12 months.)
4	D	Advanced individual training (AIT) platoon sergeant stabilization. Top of the system input only. Termination date will not exceed 24 months.
5	E	Computer network operators. Top of the system input only. Termination date will not exceed 60 months.
6	F	OCONUS unit rotation.
7	G	Soldiers stabilized under "special category." The termination date will not exceed 48 months.
8	H	Equal opportunity advisor/inspector general duty stabilization. Termination date will not exceed 36 months.
9	I	Soldiers approved for warrant officer or officer producing programs.
10	J	
		Soldiers awaiting medical evaluation board or a physical evaluation board. This code is top of the system generated based on assignment deletion code ED or reenlistment ineligibility Code 9H. This AEA code carries 12-month stabilization.
11	K	Criminal investigation division special agent accession/training. Top of the system input only. The termination date will not exceed 15 months.
12	L	Soldiers eligible for PCS reassignment, subject to normal PCS TOS restrictions. There is no termination date.
13	M	Soldiers stabilized while awaiting a U.S. Army Reenlistment/Reclassification System (RETAIN) transaction for reenlistment or undergoing reclassification. This code will terminate upon completion of reenlistment and/or reclassification action.
14	N	CONUS-based Soldiers who have received a deployment indicator (transaction) denoting that they are currently deployed OCONUS.
15	O	Operational deletion/regeneration stabilization. Soldiers who have received an approved deletion of assignment for operational reasons. This code is also used for regeneration stabilization as determined by the HRC. The termination date will be based upon operational needs. Top of the system input only.
16	P	Sexual Assault Response Coordinators (SARC) Victim Advocates (VA) Stabilization.
17	Q	Soldiers ineligible for assignment under the Lautenberg Amendment. Affected Soldiers are not eligible for firearms or ammunition. Soldiers cannot be assigned to units that require the possession, handling, or use of firearms or ammunition or be reassigned overseas. Soldiers cannot be deployed overseas. This code does not have a termination date.
18	R	Stabilized OCONUS deploy and/or redeploy 61 or more consecutive days.
19	S	Soldiers being reassigned or deleted from AI status for compassionate reasons. The termination date will be when the problem is resolved or 12 months, whichever occurs first.
20	T	Soldiers performing duties directed by the HRC or when they are in a nomination hold status. There may be a termination date.

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

21	U	Soldiers who have enlistment commitments. The termination date will be computed for Soldiers enlisted for unit or station of choice from the date Soldiers are assigned to the unit or station. Soldier's stabilization will not exceed 12 months. (Soldiers may terminate their stabilization by signing a waiver to the contract.)
22	V	Soldiers who have received an "individual stabilization," other than special category. Termination date will not exceed 24 months.
23	W	Soldiers who have received organization stabilization. Termination date will not exceed 48 months.
24	X	Soldiers stabilized for the following reasons: SSG through SGM assigned (and stabilized for 36 months) to RA/RC. This includes RA Soldiers attached to ARNGUS or RC units for duty in full time manning positions. Soldiers assigned (and stabilized for 36 months) to Reserve Officers' Training Corps (ROTC). Soldiers assigned (and stabilized for 36 months) to USAREC in administrative or support positions.
25	Y	Approved High School Senior Stabilization. Termination date will be 1 month after child's graduation.
26	Z	Soldiers who have been confirmed as accepting assignment incentive pay (AIP)-Korea. Termination date will be the DEROS date.
27	I	Force Generation Stabilization.
28	2	Soldiers have successfully completed the detailed recruiters' course and have arrived at the recruiting stations where they will serve as a recruiter. The termination date will not exceed 36 months.
29	3	Accession AIP stabilization. Termination will not exceed 36 months.
30	4	CSM projected change of responsibility date (PCORD). Will be entered by HRC via EDAS.
31	5	Soldiers who have successfully completed the DS' Course and have arrived at the installation where they will serve as a DS. Top of the system input only. The termination date will not exceed 36 months.
32	6	Identified for potential unit move. Top of the system input only. Termination date will not exceed 12 months.
33	7	Soldiers assigned to Force Generation units and who do not meet the SRR of the LCM unit, but were approved exceptions to remain with or be reassigned to the unit. Termination date will be the Soldier's expiration ETS date, or DEROS date if the Soldier is OCONUS.
34	8	Soldiers stabilized pending special assignment nomination (Presidential Support Activities and the White House and EOD). Termination date will not exceed 24 months.
35	9	Soldiers identified to attend the SFAS course. There is no termination date.

## Section II

### Personnel Utilization

#### 3-8. Objectives

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

#### 3-9. Criteria

- a. Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA/DMOS positions, consistent with their PMOS or CPMOS qualifications, and—
  - (1) The criteria for SIMOS is found in paragraph 1-14.
  - (2) The criteria for bonus recipients is found in AR 601-280.
  - (3) The criteria for first sergeant (1SG) positions is available in chapter 8, section V.



(4) Soldiers with school-trained SQI and/or ASI will be assigned in the SQI and/or ASI for the minimum SRR for the respective course. An SQI and/or ASI is not a substitute for an MOS and will not represent the sole skill requirement for any position.

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

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

(7) Intelligence career program Soldiers will be assigned in their PMOS only, unless approved by the HRC (AHRC-EPB-M).

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

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

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

(11) Assign Soldiers in the shortage or balanced MOS for which they are trained, provided current PMOS is listed as over strength in DA Pam 611-21 or as otherwise directed by the HRC.

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

(13) To ensure compliance with the Child Soldier Protocol to the United Nations Convention on the Rights of the Child, on the Involvement of Children in Armed Conflict. Soldiers under age 18 will not be assigned on a PCS or deployed on TDY or temporary change of station to duty stations outside of CONUS, except Alaska, Hawaii, the Commonwealth of Puerto Rico, or territories or possessions of the United States. Commanders must take all feasible measures to ensure that Soldiers do not take a direct part in hostilities. Also, see the Child Soldier Prevention Act of 2008, Title IV of Public Law 110-457. Nothing in this policy limits the Soldier's inherent right of self-defense.

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

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

(2) NCO position at a higher grade.

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

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

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

(3) Cause the loss of school trained assets.

d. As an exception, Soldiers may be utilized—

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

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

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

(4) To support reserve summer training.

(5) When the assignment is under special instructions from the HRC.

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

(7) In their PMOS in a position one grade lower if they are excess (excluding CSM/SGM). This precludes PCS moves and offsets grade or space imbalanced conditions between OCONUS and CONUS. Soldiers directed to serve in a lower

grade position must not be penalized in their noncommissioned officer evaluation report (NCOER). The first choice for utilization of the NCO under this exception will be in a lower grade NCO position. Strength managers will provide Soldiers utilized under this exception the specific reasons for such action.

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

*e.* Commanders will maintain current inventories of authorized and actual strengths by MOS. Using MOS strength, utilization of Soldiers will be reevaluated periodically and MOS overages and shortages will be adjusted by reassigning Soldiers when appropriate. If an overage and/or excess still exists after the adjustment, Soldiers in the overage MOS and grade who have been assigned to the installation or activity the longest, since last PCS, will be reported as IA (see para 3–14). However, Soldiers pending reassignment will be utilized in a position most in line with their grade and qualifications.

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

*g.* For rehabilitation transfers, refer to AR 635–200.

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

### **3–10. Noncommissioned Officer Education System graduates**

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

### **3–11. Conscientious objectors**

*a.* Utilization of conscientious objectors is regulated by AR 600–43.

*b.* Commanders will try to effectively utilize conscientious objectors by assigning them to noncombatant duties and training—

(1) In any unit that is unarmed at all times.

(2) In any medical department.

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

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

*d.* Excluding noncombatant duties and training, conscientious objectors are as follows:

(1) Not allowed to avoid hazardous duties that may be part of the mission of the unit to which assigned.

(2) Subject to Army regulations and directives, including those on training and discipline.

(3) Available for worldwide assignments.

### **3–12. Skill qualification identifiers, additional skill identifiers, and language codes (fifth through ninth characters of military occupational specialty code)**

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

(1) The servicing chief, MPD, CDR, brigade combat team (BCT) and/or brigade (BDE) S1 or the training activity CDR will award fully qualified Soldiers appropriate SQI by publishing orders.

(2) With the exception of SQI "X," "Q," "8," or "B" (which maintain precedence while a Soldier is assigned to an authorized DS position, equal opportunity advisor position, instructor position, or inspector general (IG) NCO position, respectively), the order of precedence for SQI is—

(*a.*) V - ranger-parachutist.

(*b.*) G - ranger.

(*c.*) S - special operations support personnel.

(*d.*) P - parachutist.

(*e.*) F - flying status.

(*f.*) M - first sergeant.

(*g.*) X - drill sergeant.

- (h) Q - equal opportunity advisor.
- (i) 8 - instructor.
- (j) B - inspector general noncommissioned officer.
- (k) 4 - noncareer recruiter.
- (l) L - linguist.

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

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

(5) As an exception to paragraph 3–12a(1), only the first currently serving USASOC subordinate Commander, Colonel or above, in the Soldiers chain-of-command may award SQI "S." Additionally, SQI "S" will be withdrawn and deleted from the MOS awarded when qualification skills are lost, when the Soldier has committed any act or engaged in conduct inconsistent with Special Operations Forces core attributes, or displays repeated substandard performance and conduct as determined by the first currently serving USASOC commander in the Soldier's chain-of-command.

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

(1) Soldiers will be awarded ASI in both PMOS and SMOS when qualified.

(2) The ASI will be awarded when the Soldier meets the qualifying criteria outlined in DA Pam 611–21, for example, upon successful completion of new equipment training, formal school training, as announced by DA Pam 611–21 or as directed by the HRC.

(a) Soldiers completing formal ASI training at Army Service schools will be awarded the ASI upon successful completion of the course. Mandatory utilization is required of school-trained ASI assets for the minimum SRR (see table 4–1). Commanders will establish procedures to ensure ASI-qualified Soldiers serve in the position for which they were trained.

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

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

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

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

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

(g) Soldiers will not be awarded ASI "4A" or "4B" when the MOS reclassification is based on approved MOS mergers stemming from force structure changes as initiated by a proponent. The HRC (Reclassification Branch (AHRC–EPF–R)) will award either ASI "Y2" or "Y3" as dictated by the approved Military Occupational Specialty Classification Structure (MOSCS), DA Pam 611–21 action. These Soldiers are otherwise MOS qualified and retain continued promotion eligibility.

(h) Appropriate professional development proficiency codes (PDPC) ASI codes to identify CSM/SGM experience levels will be awarded by the HRC (AHRC–EPS/SGM/CSM Branch). The PDPC ASIs will be awarded via EDAS and an MOS order is not required for award or withdrawal.

(3) Battle staff operations (ASI 2S) CDRs will select and train Soldiers for valid battle staff positions within 12 months of arrival at local duty station. Commanders will submit requests to stabilize battle-staff-trained NCOs to the HRC (AHRC–EPO–P). Stabilization requests will be submitted only for Soldiers who received battle staff training within 12 months of arrival on station and who are serving in an authorized battle staff position. Upon approval, Soldiers will be given AEA Code "G" with a 12-month termination date from date of approval.

(4) Only the HRC and the designated Army Service schools are authorized to withdraw an ASI except for ASI "Y2," "4A," or when directed by the HRC. Withdrawal authority for ASI "F5" is Commandant, Army Soldier Support Institute,

Fort Jackson, SC; withdrawal authority for ASI "G9" is CDR, Intelligence and Security Command, Fort Huachuca, AZ; and withdrawal authority for ASI "C1" is CDR, U.S. Army Element School of Music, Norfolk, VA.

(a) When a CDR decides that a Soldier is no longer qualified, a request to withdraw the ASI is forwarded through channels to the HRC (AHRC-appropriate career branch).

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

(c) The eighth and ninth characters of the MOSC identify a Soldier qualification in foreign languages (see AR 11-6). Language codes may be used with any MOS. Soldiers qualified in a language will be awarded the proper language code by publishing orders in the same manner as for an MOS. The eighth and ninth characters of the MOSC will contain "YY" when a Soldier is not qualified in a language.

(5) For Soldiers with multiple language skills—

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

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

(6) For Soldiers assigned to non-linguist positions, the language code will be for the language for which the Soldier was most recently trained.

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

(8) The CG, TRADOC or the designated representative, will award and withdraw personnel development skill identifiers for instructors.

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

### **3-13. Lateral appointments**

a. For lateral appointments to 1SG, see paragraph 8-45.

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

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

(1) Lateral appointments will be announced by informal memorandum. The informal memorandum will be the only announcement of the lateral appointment.

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

(a) For disciplinary action taken under the Uniform Code of Military Justice (UCMJ), Title 10, United States, Section 815 (10 USC 815) that adversely affects the ability to perform duties as a NCO.

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

(c) Upon direction of the HRC.

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

e. For lateral appointments to CSM or SGM, see paragraph 7-4.

### **3-14. Immediately available Soldiers**

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

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

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

d. Refer to AR 614–30 for IA policies relative to Soldiers serving OCONUS.

1	School failure—Soldiers who fail to complete courses at Army Service schools, training centers, officer candidate schools, civilian institutions, airborne schools, or DS or ARSOF training, unless otherwise directed by the HRC.
2	Return to duty from WTUs CONUS and OCONUS WTU CDRs (or first 05 CDR in the chain of command if the WTU CDR is not a 05 or above) will report Soldiers as RTD in accordance with paragraph 2–10. The HRC (AHRC–EPO–A/Special Actions Branch) is responsible for coordinating AIs for RTD Soldiers and notifying CONUS and OCONUS authorities as outlined in paragraph 2–10.
3	Soldiers assigned to military personnel transportation and assistance offices in emergency PCS status who require further AIs.
4	Loss of qualifications—for example, denial or revocation of security clearance, professional certification, nuclear certification, or medical qualification to perform, relieved recruiter, airborne terminee, relief from duty for cause, or Soldier's failure to meet prerequisites for special reassignment under AR 50–5 and AR 50–6.
5	OCONUS returnees assigned to transfer station who are ineligible for transfer processing.
6	Prisoners in CONUS sentenced to punitive discharges who are being restored to duty in CONUS. Request AIs as soon as directed to restore to duty (see AR 190–47).
7	Absentees restored to duty in CONUS when no provisions for disposition exist in AR 630–10.
8	Soldiers who, because of being in absent without leave (AWOL) status, or for other reasons, previously were withheld from shipment against AIs issued under AR 630–10.
9	Prior-Service personnel who have enlisted or reenlisted under options for which pertinent regulations do not provide specific processing AI and no further training or less than 8 weeks of BT is required. Soldiers, inducted, reclassified, or ordered to AD from an Army retired status will be included in this category. (Does not apply to Reserve Enlisted Program Soldiers ordered to active duty for training (ADT) only.)
10	Soldiers completing courses at Army Service schools, Navy, Air Force, or civilian schools (other than college-level training). Time frame for requesting AIs: <ul style="list-style-type: none"> <li>Course over 12 weeks and all language training at Defense Language Institute/East—no later than 60 days before graduation.</li> <li>Course 8 to 12 weeks—not later than 45 days before graduation.</li> <li>Course less than 8 weeks—not later than 15 days before graduation.</li> </ul>
11	Soldiers completing college-level training at civilian schools. Identify Soldiers with reporting code 09D00 and request no later than 45 days before completion.
12	Trainees who become MOS-qualified and do not receive AIs (see AR 612–201).
13	Soldiers requiring rehabilitative treatment under the provisions of AR 600–85 Soldier must be assigned to an installation that can provide rehabilitative treatment. Area of preference should coincide with installation announced by HRC as having a rehabilitative capability.
14	Former officers (to include warrant officers) reverting to enlisted status (see AR 601–210 or AR 601–280) who required a new PCS assignment.
15	Soldiers who for security reasons require transfer from current post, camp, or station.
16	Soldiers completing stabilization for extreme Family problems and whose grade and MOS are not authorized at the present duty station.
17	Soldiers who have departed their permanent duty station (PDS) en route to an OCONUS location on PCS orders and are directed to report to the nearest Army installation due to mobilization.
18	Soldiers who have been declared excess at their current duty station for any of the following reasons: <ul style="list-style-type: none"> <li>a. Unit inactivation.</li> <li>b. Base closure or consolidation.</li> <li>c. Force structure changes.</li> <li>d. Reclassification or other actions changing the MOS of the Soldier.</li> <li>e. Promotion to E–9.</li> </ul>

## Section III

### Personnel Classification and/or Reclassification

#### 3–15. Classification

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

#### 3–16. Scope of reclassification

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

### **3-17. Reclassification of primary military occupational specialty and/or secondary military occupational specialty**

*a.* Soldiers will not be reclassified solely because they are not performing duties in their PMOS. However, Soldiers will be routinely reclassified as follows:

(1) Administrative reclassification of an MOS—

(a) For normal career progression.

(b) Erroneously awarded entry on ERB. These entries will be deleted per AR 600-8-104.

(c) Promotion to, or reduction from, grade that is not in line with, or authorized for, an MOS.

(2) Voluntary reclassification: Soldiers may request voluntary reclassification; however, they must meet the following criteria to be reclassified:

(a) The Soldier's current PMOS must be listed as overstrength (N/Y) and the requested MOS must be listed as short (Y/N) on the current Reenlistment and/or Reclassification IN/OUT call message published by the HRC.

(b) Soldier must meet the required criteria of DA Pam 611-21 for new MOS.

(c) Soldier cannot be on AI. (Soldier is considered on AI when assignment has been processed through EDAS, not date of notification.)

(d) Soldier must have completed 12 months at their current duty station.

(e) Soldier may not be serving on initial enlistment under the ACASP (see AR 601-210).

(f) Soldier must agree, in writing, to recoupment of any unearned portion of the MOS specific enlistment and/or reenlistment bonus received for the current period of service (see AR 601-280).

(g) Soldier must be within 12 months of the DEROS.

(h) Soldier may not be within 24 months of ETS.

(i) Soldier must have fulfilled all SRRs for promotion and assignments.

(j) When stabilized because of reenlistment, Soldier must waive their reenlistment option.

(k) Soldier must be fully eligible to reenlist or extend per AR 601-280.

(3) Mandatory reclassification (Soldier not at fault)—

(a) Disqualification resulting from action of the Military Occupational Specialty Administrative Retention Review Board (MAR2) in accordance with AR 635-40.

(b) The MOS eliminated from MOS structure.

(c) Reserve component unit redesignation and/or restructure.

(d) When directed by HRC (when possible, reclassifications will be limited to staff sergeant (SSG) and below with less than 15 years of active Federal Service).

(4) Mandatory reclassification (Soldier determined to be at fault)—

(a) Disciplinary action taken under UCMJ when it adversely affects Soldier's performance in MOS.

(b) Loss of MOS qualifications (see DA Pam 611-21).

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

*c.* For mandatory actions, the effective date for award of new PMOS will be the date of final action by HRC or USARC, ACOM, ASCC, and/or DRUs, or a date as directed by HRC for Active Component or USARC ACOM, ASCC, and/or DRUs for USAR Soldiers. Paragraphs 3-12b(2)(e) or 3-12b(2)(f) will apply unless Soldier does not require formal training to be awarded the new MOS. In all cases where the HRC awards Soldiers an MOS prior to the completion of formal training, an associated ASI of "4A" will be awarded by HRC. In instances where the Soldier is considered at fault—due to their own accord—of not completing MOS training as directed by HRC, ASI "4B" will be awarded (refer to para 3-12b(2)(f)). In instances where the Soldier is considered not at fault—due to Army's inability to schedule MOS training ASI "4A" will remain until the Soldier completes MOS training (see para 3-12b(2)(e)).

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

*e.* A reclassification control number (RCN) is required for all personnel management actions that change Soldiers' PMOS (not applicable to USAR TPU) and will be cited in MOS orders unless the change resulted from—

(1) Promotion.

(2) Normal career progression.

(3) Change to MOS structure.

(4) New equipment training.

(5) Award or withdrawal of PMOS 00Z.

(6) Reenlistment retraining.

f. The servicing career counselor responsible for reclassification processing for mandatory and voluntary actions will refer to EDAS for processing procedures. The HRC (AHRC–EPF–R) is the approval authority for all RA reclassification actions, except reclassification actions pertaining to SGM and/or CSM.

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

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

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

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

(1) The HRC (AHRC–EPF–R) is the approval authority for award of SMOS to Soldiers with PMOS 00Z and for award of SMOS or AMOS within CMF 18, 97, or MOS 21D, 21P, 37F, 79R, 79S, 79T, 89D, 92R, and 35L.

(2) Award of MOS 31D as a SMOS is not authorized, except for those Soldiers reclassified to PMOS 00Z as result of selection for a nominative CSM and/or SGM level assignment.

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

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

(5) HRC (AHRC–EPS) is the approval authority for award or withdrawal of PMOS 00Z. Soldiers selected to serve at the nominative level will be awarded PMOS 00Z and will retain the core competency MOS as a SMOS.

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

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

## Section IV

### Special Duty Assignment Pay

#### 3–18. Scope

a. Special duty assignment pay is a monetary incentive paid to enlisted Soldiers who qualify for and serve in designated SD assignments that have extremely demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility. Information and assistance may be obtained from the HRC (AHRC–PDP–I).

b. The Secretary of the Army (SECARMY) determines which SDs are eligible to receive SDAP and may initiate, terminate, increase, or decrease SDAP for any skill. There will be a biennial recertification process. Each ACOM, ASCC, and/or DRU; USARC, 7th ARCOM; 9th Regional Readiness Command; U.S. Army Civil Affairs and Psychological Operations Command for USAR; and State Adjutant General for ARNGUS, will submit a recertification memorandum that will be reviewed by the DCS, G–1, and the Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA (M&RA))). Prior to the biennial requirement, DCS, G–1 (DAPE–PRC) will provide a memorandum of instruction (MOI). The DCS, G–1, and ASA (M&RA) will maintain oversight and currency of assignments that have been determined to be SD. Information and assistance may be obtained from the DCS, G–1 (DAPE–PRC).

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

d. Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600–8–105, Format 330, Proficiency Pay. It is recommended that personnel officers prepare a DA Form 2446 (Request for Orders) in accordance with AR 600–8–105. The request for orders must include the level of SDAP authorized. The DA Form 2446 is then forwarded to the BCT and/or BDE S1 or MPD to issue the orders. Commanders authorized to publish orders for Active

Duty for Operational Support (ADOS), Active Duty for Operational Support-reserve component (ADOS-RC), ADT, or annual training (AT) will issue orders to award, increase, or terminate SDAP. The CG, HRC will issue orders for USAR AGR Soldiers. State adjutants general will issue SDAP orders for ARNGUS Soldiers except for 10 USC ARNGUS AGR Soldiers, for whom the Director, Army National Guard (ARNG Staff Management Office (NGB-ARZ-T)) will issue orders. The correct level of SDAP should be annotated in the additional instruction block of the order.

(1) A single order should be used to award or change each rate of pay including the appropriate effective dates. This rule also applies for Soldiers who PCS between SDAP assignments (see para 3-21). Soldiers will continue to receive their SDAP entitlement at the same level upon arrival at the new duty station.

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

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

(4) Each order will contain the applicable SDAP pay rate. Current changes on SDAP policy and guidance on revised pay rates or categories will be announced via military personnel (MILPER) message pending official publication. Changes will be—

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

(b) Filed in the Soldier's military personnel file (MPF), or, if no MPF exists, changes will be maintained at the BN S1 where permanent orders are filed.

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

### **3-19. Initiating special duty assignment pay**

a. Commanders of ACOMs, ASCCs, and/or DRUs may request that Special Duty Assignment Pay (SDAP) be authorized for designated positions (not currently authorized) in their commands when the duty position meets at least one of the following criteria:

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

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

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

b. Requests will be submitted to the DCS, G-1 (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300. Requests will be submitted annually in December in time to be reviewed during the Program Objective Memorandum process and approved by ASA (M&RA). The request will address and include the following information in addition to other budgetary requirements. (Where possible, cite pertinent and applicable statutes, DODDs, DODIs, and ARs):

(1) Selection process.

(2) Assignment process.

(3) Mandatory schooling.

(4) Documentation of MTOE and/or TDA duty positions.

(5) Utilization—length of tour.

(6) Recipients—number and location.

(7) Recommended level and annual cost.

(8) Milestones for implementation.

### **3-20. Eligibility criteria for special duty assignment pay**

Enlisted Soldiers are eligible to receive SDAP when they—

a. Are entitled to basic pay and serving on AD, full time National Guard duty, AGR, AT, ADOS, ADOS-RC, ADT, or inactive duty training. HQDA may deny entitlement of SDAP to reserve Soldiers on AD for less than 181 days. However, in the absence of such denial, enlisted members of the RCs are eligible to receive SDAP when on AD, if otherwise qualified.

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

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

d. Is certified as qualified for and is actually serving in one of the following authorized SD assignments:

(1) The Sergeant Major of the Army is authorized SD-6.

(2) Soldiers assigned to Special Mission Units are authorized SD-2, SD-3, SD-4, SD-5, or SD-6 based on position requirement.



- (3) CMF 18, Special Forces Soldiers serving in Major Force Program-11 documented positions are authorized SD-5.
  - (4) Explosive ordnance disposal (EOD) specialists (MOS 89D) assigned to authorized EOD (MTOE and/or TDA) billets and performing EOD duties are authorized SD-5.
  - (5) Ranger-qualified Soldiers (SGT and above) assigned to the 75th Ranger Regiment are authorized SD-4.
  - (6) The 160th Special Operations Aviation Regiment Soldiers are authorized SD-2, SD-3, or SD-4 based on position requirement.
  - (7) Production Recruiters and Station Commanders assigned to a recruiting center or station are authorized SD-4.
  - (8) Recruiting guidance counselors (MSG and below) are authorized SD-4.
  - (9) Recruiting battalion master trainers are authorized SD-4.
  - (10) Recruiting company 1SGs are authorized SD-4.
  - (11) DSs (SQI X) who occupy a designated SDAP position as listed in paragraph 8-20b, are authorized SD-4. Upon graduation from DS School, Soldiers will receive SD-4 effective the date assigned to an authorized DS position.
  - (12) White House Communication Agency Soldiers are authorized SD-1, SD-2, SD-3, or SD-4 based on position requirement.
  - (13) White House Shelter Complex Soldiers are authorized SD-1, SD-2, SD-3, or SD-4 based on position requirement.
  - (14) White House Situation Room Soldiers are authorized SD-1, SD-2, or SD-3 based on position requirement.
  - (15) White House Facilities Maintenance Unit Soldiers are authorized SD-1, SD-2, SD-3, or SD-4 based on position requirement.
  - (16) White House Presidential Emergency Operation Center Soldiers are authorized SD-2 based on position requirement.
  - (17) White House Transportation Agency Soldiers are authorized SD-1 or SD-2 based on position requirement.
  - (18) CSMs and select nominative SGMs whose raters and senior raters are all GOs or senior executive service (SES)-equivalent. If rater is—
    - (a) Brigadier general, SD-1 is authorized.
    - (b) Major general, SD-2 is authorized.
    - (c) Lieutenant general, SD-3 is authorized.
    - (d) General, SD-4 is authorized.
  - (19) Soldiers serving as cadre in a WTU or Community Based Health Care Organization who are assigned to documented platoon sergeant or squad leader duty positions are authorized SD-3. Soldiers must be graduates of the Warrior Leader Course and have completed the required certification training to be eligible for SDAP.
  - (20) Ranger-qualified Soldiers (SGT and above), assigned to special qualification identifier (SQI V) positions in the Military Information Support Operations Command (MISOC) are authorized SD-2.
  - (21) Ranger-qualified Soldiers (SGT and above) serving in ranger or reconnaissance and Surveillance Leader course instructor positions are authorized SD-2.
  - (22) Accredited Criminal Investigation Division special agents (PMOS 31D), in the pay grade of E-5, in specified SDAP positions are authorized SD-2.
  - (23) Technical escort unit Soldiers in specified SDAP positions are authorized SD-2.
  - (24) Air traffic controllers (PMOS is 15Q) are authorized SD-1 or SD-2 based on their certification.
  - (25) Attaché noncommissioned officers (SQI of "7") assigned to an Attaché position (SGT and above) are authorized SD-2.
- e.* Are properly assigned and performing duties of the designated SD assignment. However, as an exception, Soldiers will continue to receive SDAP when they are no longer serving in SD assignments because they are as follows:
- (1) Performing additional duties that do not interfere materially with performance in the SD assignment.
  - (2) Performing temporary or special duties that do not exceed 90 days.
  - (3) Attending a course of instruction directly related to or necessary for continued qualification in the SD assignment.
  - (4) Attending a course of instruction in a new military specialty that has been designated to receive SDAP and the reclassification action is determined to be in the best interest of the Army. The amount of SDAP awarded to a Soldier in retraining will be either the current award rate in the previous military specialty or the current award rate in the new retrained military specialty, whichever is less.
  - (5) In a patient status, including convalescent leave. The Soldier will retain SDAP not to exceed 12 consecutive months from the date of becoming a patient. However, when the disease is caused by intemperate use of alcohol or habit-forming drugs, entitlement to SDAP stops. (The termination effective date is the date the Soldier becomes a patient.)
  - (6) In an in-transit status.
  - (7) On authorized leave, including leave taken between two assignments qualifying for SDAP.
  - (8) A Soldier who is currently receiving SDAP is entitled to continuation of SDAP while in a temporary assignment or TDY and not performing duties requiring use of skill on which SDAP is based, for not more than 90 days.

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

### **3-21. Method of payment**

*a.* Special duty assignment pay is in addition to any other pay and allowances to which Soldiers are entitled. The monthly rate of pay equates to SD levels: for example, SD-1=\$75, SD-2=\$150, SD-3=\$225, SD-4=\$300, SD-5=\$375, and SD-6=\$450. These levels are further identified by positions listed in paragraph 3-21. SD levels are also used for establishing new SDAP and as a guide for changes.

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

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

### **3-22. Termination and/or reinstatement**

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

*b.* Soldiers' SDAP will be terminated when—

- (1) The unit CDR determines the Soldier has failed to maintain all the requirements for continued receipt of SDAP.
- (2) The Soldier is reclassified to a specialty that is not designated to receive SDAP.
- (3) The ASA (M&RA), during the biennial review determines receipt of SDAP is no longer appropriate.

*c.* The SDAP may be reinstated—

- (1) By revoking the termination order when documentary evidence demonstrates the termination was in error.
- (2) Immediately upon satisfying the requirements of this chapter.

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

## **Section V**

### **Registration of Military Sexual Offenders**

#### **3-23. General**

Provisions of 42 USC 16913, DODI 1325.07, and AR 27-10 (see chap 24) require military sexual offenders to register with the installation Provost Marshal, with the and state sexual offender registration officials and with local law enforcement officials of the jurisdiction in which the sexual offender will reside. Military sexual offenders include: Soldiers who have been convicted of covered offenses under the UCMJ; Soldiers who are required to register as sexual offenders under state or territorial law; and Soldiers who have been convicted by foreign governments of offenses equivalent to or closely analogous to the covered offenses under the UCMJ. The Department of the Army assignment management system must support the Soldier in meeting this requirement. An assignment consideration code will be assigned to Soldiers who have qualifying courts-martial or civilian court convictions that require them to register as a military sexual offender.

#### **3-24. Covered offenses**

Offenses listed in AR 27-10, 42 USC 16901, and DODI 1325.07, Appendix 4 to Enclosure 2, require a code to identify convicted Soldiers and their requirement to register as sex offenders.

#### **3-25. Documentation in support of registration requirement**

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

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

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

### 3–26. Assignment of military sexual offenders

a. Commanders will ensure that Soldiers convicted of a sexual offense are not assigned or deployed on a TDY, TCS, or PCS status to duty stations OCONUS. The only permitted OCONUS locations are Hawaii, Alaska, the Commonwealth of Puerto Rico, or territories or possessions of the United States.

b. Soldiers currently serving in any nonpermitted OCONUS locations who have been convicted of an offense are ineligible for continued duty at those locations. Overseas commanders or ACOMS, ASCC, or DRUs will identify such Soldiers in their commands and coordinate with the U.S. Army Human Resources Command for reassignment to the continental United States or the permitted OCONUS locations. Soldiers who are deployed to a nonpermitted OCONUS location in any status (TDY and/or TCS) will immediately be returned to their parent organization.

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

d. Soldiers currently serving in any prohibited occupational specialty career management field or assignment who have been convicted of a qualified offense are ineligible for continued duty in that career management field or assignment. Commanders of ACOMS, ASCC, or DRUs will identify such Soldiers in their commands and coordinate with HRC for reclassification and reassignment, if applicable.

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

Military occupational specialty or career management field	Title, skill, and/or skill qualification identifier
27	Paralegal
31	Military police
46	Public affairs
56	Religious support
68	Medical
79	Recruitment and reenlistment
Immaterial	IG NCO (SQI "B")
Immaterial	Equal opportunity advisor (SQI "Q")
Immaterial	Initial entry training units
Immaterial	Drill sergeant (SQI "X")
Immaterial	Detailed recruiter (SQI "4")
Immaterial	Instructor and/or trainer (SQI "8")
Immaterial	AIT platoon sergeant (SQI "Y")
Immaterial	Enlisted instructor or advisor positions
Immaterial	Enlisted aides
Immaterial	Special assignments
Immaterial	Nominative assignments as reflected in this regulation
Immaterial	Recruiting Command
Immaterial	Professor of Military Science (PMS and/or Assistant PMS)
Immaterial	MEPCOM

## Section VI

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

### **3–27. General**

This section prescribes policies and establishes responsibilities for the enlisted personnel management of IRR and IMA Soldiers.

*a.* The enlisted personnel management process is designed to provide for the effective personnel lifestyle management of IRR and IMA Soldiers' administrative, training, and professional development.

*b.* Enlisted members of the IRR and IMA are managed by career management noncommissioned officer's (CMNCO) according to their MOS. CMNCOs provide career guidance, assignment opportunities, training assignments, promotion information, reenlistment and separation guidance.

*c.* Enlisted members of the IRR and IMA are also supported administratively by a Personnel Action Branch (PAB) within EPMD career branches depending on their MOS. PABs process awards, generate corrected DD Form 214 (Certification of Release or Discharge from Active Duty), provide retirement point corrections, prepare statements of service, verify VA loan eligibility, provide records upon request and update personnel records systems to name a few.

*d.* The enlisted personnel management process provides IRR and IMA Soldiers with the opportunity for a balanced mix of training, experience, and career opportunities. This is accomplished through assignment to TPU and IMA positions, attendance at Service schools, and counterpart training with TPU and RA organizations.

(1) *Troop program unit assignments.* The CG, HRC places priority on encouraging IRR Soldiers to join USAR and ARNG units.

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

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

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

### **3–28. Operational policy**

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

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

(1) Retain qualified IRR Soldiers.

(2) Perform personnel mobilization screening.

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

## **Chapter 4**

### **Attendance at Service Schools**

#### **4–1. Applicability**

*a.* This chapter applies to—

(1) RA enlisted Soldiers.

(2) ARNGUS and USAR Soldiers only when they are serving on AD or ADT to attend Service school.

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

#### **4–2. Application submission**

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

*b.* Soldiers serving on a stabilized or OCONUS tour must serve at least 5<sup>th</sup> and/or 6<sup>th</sup> of that tour prior to attendance at a service school.

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

### 4-3. Selection criteria

a. Soldiers must meet the prerequisites (see AR 350-1 and ATRRS Course Catalog) and MOS requirements to attend a Service school (see DA Pam 611-21). However, as an exception, Soldiers who possess other significant civilian-acquired skills or qualifications may be accepted for entry in the specific course for which applying. If it is later determined that enlistees are qualified for more advanced courses, they must waive their enlistment commitments in favor of the alternate course. See AR 601-210 for processing procedures.

b. Selection criteria for attendance at Navy and Air Force schools or for courses not listed in ATRRS course catalog will be announced by the HRC.

c. Selection of Soldiers will be based on the best-qualified method. Selection of the best-qualified Soldiers will be based on the requirement for technically trained personnel and the projected assignment for the Soldier. When excessive numbers of Soldiers apply for the same course or a limited number of quotas are available, the HRC will select the best-qualified personnel. Major CDRs will not establish additional selection criteria.

d. Soldiers selected to attend Service schools must be able to complete the SRRs in paragraph 4-6.

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

(1) *Specialist E4-level courses.*

(a) Privates enlisted twos and private first class (PFCs) may be selected for E4-level courses without regard to grade authorization.

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

(2) *Noncommissioned officer-level courses.* Only Soldiers in the grade of E4 or higher will be selected for an NCO-level course. To qualify for selection, Soldiers must be in a grade equal to or lower than the highest grade authorized for the school-trained MOS (including skill level).

f. Soldiers will not be selected for successive attendance at courses in different entry groups unless training in one course is a prerequisite for the other or training is directed by HRC.

g. Soldiers who have successfully completed a Service school course will not be selected again for the same or an equivalent course unless such training is required to maintain proficiency in the MOS. Soldiers will not be selected to attend a course if, because of prior training or experience, they already possess the knowledge and skills that would be obtained through successful completion of the course. Requests for exception must clearly explain why school training is necessary if the Soldier—

(1) Holds, as primary, the MOS containing the skills taught in the course. It must be assumed that, if pertinent regulations have been followed, a Soldier who has been awarded a PMOS is fully qualified in that MOS.

(2) Does not hold the MOS for which the course trains but has performed duty in that MOS and is qualified for award of the MOS. (Unless otherwise prohibited by this regulation, a Soldier who has performed in an MOS for an extended period of time should be considered qualified and awarded the MOS.) Those MOSs that require formal training are identified in DA Pam 611-21.

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

h. Except as authorized in paragraph 4-3e, Soldiers who have completed a school course will not be selected again for school until they have served in their MOS for the time required by the SRR.

i. Commanders who are OCONUS will select Soldiers to attend Army Service schools during the term of service in their command only when qualified Soldiers are not available through normal replacement channels. Selectees will attend the school in a TDY status. On completion of the course they will be returned to the OCONUS command.

j. Soldiers may be involuntarily selected for schooling for retraining in shortage MOSs or to further their career development.

k. Soldiers who enlisted under the Stripes for Skills Program are ineligible to attend any MOS-producing school course until completion of 1 year of service in the accelerated grade awarded under the program.

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

m. The immediate CDR will ensure Soldiers have the security clearance required for—

(1) The course of instruction.

(2) Award of an MOS following the course if it differs from that required for attending the course. Before the Soldier departs for school, the immediate CDR will ensure that the Soldier has applied for a security clearance of the level required for award of the MOS.

#### **4-4. Waivers**

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

*a.* Waiver requests will be forwarded to the appropriate personnel proponent as defined in ATRRS course catalog. Application should include the following:

- (1) Appropriate justification.
- (2) All aptitude area scores.
- (3) The course prerequisite(s) to be waived.
- (4) Any outstanding facts to support the request.

*b.* Granting waivers for prerequisites is authority for the Soldier to be enrolled in the course for which applying.

*c.* Soldiers desiring to waive an enlistment commitment to attend a school course or to select an alternate course must sign the following statement: "I voluntarily waive enlistment choice made at the time of my enlistment in favor of attending (course number and title). I realize and fully understand that on school completion, I will be assigned according to the needs of the Army."

*d.* Soldiers desiring to waive a reenlistment commitment should refer to AR 601-280.

#### **4-5. Administrative guidelines**

*a.* Soldiers ordered to Army Service schools from organizations in CONUS will take clothing and equipment required by AR 700-84. Special clothing required for the course will be furnished to Soldiers before they depart for school (see ATRRS Course Catalog). Soldiers ordered to schools directly from an OCONUS command will be furnished required clothing and equipment that are available in the command. Items that are not available will be furnished to Soldiers on arrival at the school.

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

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

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

(1) On-post Family housing is not available. Students normally are not permitted to live off-post.

(2) In many areas, housing near schools or installations is unavailable or extremely costly. In some areas, if it is available, it is substandard.

(3) Rigid training schedules often preclude regular visits away from school or installation.

(4) Soldiers in CONUS who are entitled to Family member travel and shipment of household goods and who are selected for a course or courses of less than 20 weeks will sign the following statement, which will be filed per AR 600-8-104. "I have been advised of the provisions of JTR, which restrict Family member travel and movement of household goods to schools at Government expense when scheduled course is less than 20 weeks in duration. I understand that if my Family members accompany me to the school, it will be at my own expense. I also understand that PCS orders for assignment on completion of course, when applicable, will authorize Family member travel and movement of household goods only from the station at which I attended school to the new PCS assignment. I further understand that if my PCS orders are canceled and I am returned to my old permanent station, I am not entitled to a dislocation allowance. Failure to complete the course satisfactorily will result in cancellation of the PCS portion of the orders."

*d.* Guidelines for assignment or attachment of Soldiers selected to attend Service schools will be specified in their orders.

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

#### **4-6. Service-remaining requirements**

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

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

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

d. The amount of SRRs will not be changed for students who meet prerequisites at the beginning of a course and are recycled through no fault of their own. Approval must be obtained from the HRC (AHRC–EPF–R) for reclassified Soldiers (or Soldiers who have reenlisted for retraining) prior to placement in the next available course. Enlistment commitments will be honored without any additional SRRs.

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

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

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

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

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

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

- (3) Training associated with entry into and award of a CMF 37 MOS. Soldier must be able to serve 24 months AD in a CMF MOS duty position upon completion of MOS training (including completion of any required language/specialized skill training).

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

- (1) Middle Enlisted Cryptologic Career Advancement Program.
- (2) Military Electronic Intelligence Signals Analyst Program.
- (3) Military Intern Signal Intelligence Analyst Program.
- (4) Apprentice Special Agent Course.
- (5) Training associated with MOS 15R, 15S, 15T, 15J, 15E, 15N, 15W, or 15X (excluding ASI Q2 training).
- (6) Training associated with MOS 25B (Information Technology Specialist) and 25D (Cyber Network Defender).
- (7) Training associated with MOS 35L (Counterintelligence Special Agent Course).
- (8) Career Counselor Course MOS 79S.
- (9) Training associated with MOS 89D (EOD).

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

k. Regular Army Soldiers who will become eligible to retire under 10 USC 3914 or 10 USC 3917, must agree to meet their SRR to attend the selected course. Soldiers will be required to sign a statement before movement to the school acknowledging that they have been informed that voluntary retirement will not be approved until the required service has been completed after either graduation or termination of class attendance (see AR 635–200).

l. Soldiers in the ARNGUS and USAR units on AD who are selected to attend Service schools must sign an agreement that they will remain on AD to complete the course although their units may be released from AD earlier.

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

<b>Course length (in weeks)</b>	<b>Service time remaining (in months)</b>
Less than 4	6
4–9	9
10–11	10
12	11
13	12

**Table 4-1**  
**Service obligation for training—Continued**

14-15	13
16	14
17	15
18-19	16
20	17
21	18
22-23	19
24	20
25	21
26-27	22
28	23
29	24
30-32	25
33-36	26
37-40	27
41-45	28
46-50	29
51-55	30
56-60	31
61-65	32
66-70	33
71-75	34
76-80	35
81 or more	36

**Table 4-2**  
**School application approval authority**

<b>Courses</b>	<b>Approval authority</b>
a. MOS-producing, except—	U.S. Human Resources Command (AHRC-EPF-R), Fort Knox, KY 40122-5306
(1) CMF79, MOS 79R79S	U.S. Human Resources Command (AHRC-EPF-R), Fort Knox, KY 40122-5306
(2) MOS 35L	U.S. Army Intelligence Center of Excellence, Office of the Chief Military Intelligence (ATZS-MI), Fort Huachuca, AZ 85613-7080
(3) MOS 31D	U.S. Army Criminal Investigation Command (CISP-AC), Quantico, VA 22134
(4) CMF 18, MOS 37F	U.S. Human Resources Command (AHRC-EPA-C), Fort Knox, KY 40122-5305
b. Functional (including ASI and/or SQI) or non-MOS producing courses, except—	U.S. Human Resources Command (AHRC-EPF-S), Fort Knox, KY 40122-5306
(1) Airborne	
(a) Training and assignment	U.S. Human Resources Command (AHRC-appropriate career branch), Fort Knox, KY 40122-xxxx
(b) Training	U.S. Human Resources Command (AHRC-EPF-S), Fort Knox, KY 40122-5306
(2) Ranger	U.S. Human Resources Command (AHRC-EPA-I), Fort Knox, KY 40122-5305
(a) Training and assignment	U.S. Human Resources Command (AHRC-EPF-S), Fort Knox, KY 40122-5306
(b) Training	U.S. Human Resources Command (AHRC-EPF-S), Fort Knox, KY 40122-5306
(3) AMEDD functional (non-MOS/non-ASI producing courses)	Headquarters, Department of the Army (SGPE-EDT), Washington, DC 20324

**4-7. School assignment and classification**

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

- (1) Ensure input of qualified personnel to school courses. Evaluation will include verifying Soldiers meet course SRRs prior to start of training.
- (2) Preclude unnecessary training of Soldiers already qualified in the skills and knowledge taught in the course.



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

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

(c) Soldiers who, because of prior training or experience, possess some of the skills and knowledge of the course will be entered in the course. They will be given only the training needed to qualify for award of MOS, ASI, SQI, language identification code, or other qualification identifier.

(d) Soldiers found to be fully qualified in all skills and knowledge in the selected course and who require no additional training will be classified into the appropriate MOS or awarded the ASI, SQI, language identification code, and reported for assignment. The HRC will be advised of these actions.

b. If Soldiers are erroneously ordered to school or if a course has been relocated, Soldiers will be reassigned as appropriate. Travel will be chargeable to Military Personnel, Army Funds (see Defense Finance and Accounting Service (DFAS)-IN Regulation 37–1).

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

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

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

#### **4–8. Dismissal from school**

Soldiers may be dismissed from school per AR 350–1.

## **Chapter 5**

### **Optional Assignments and Soldier Initiated Assignments or Actions**

#### **Section I**

#### **Optional Assignments**

##### **5–1. Scope**

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

- a. Airborne positions.
- b. Ranger Training Brigade positions.
- c. The U.S. Army Parachute Team (The Golden Knights).
- d. The U.S. Army Marksmanship Unit (USAMU).

##### **5–2. Objectives**

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

b. The objective of the Ranger Training Brigade Program is to maintain Army readiness through ranger-qualified Soldiers (SQI "G" and "V").

c. The objective of The Golden Knights is to increase Army awareness of and to enhance the image of the Army both nationally and internationally. The Golden Knights are highly qualified Soldiers who support the Army mission by representing the Army worldwide through demonstration jumps, participation in national- and international-level jump competitions, and utilization of media relations and/or public contact opportunities in support of Army recruiting efforts.

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

### **5-3. Airborne duty (special qualification identifier "P" (parachutist))**

*a.* Soldiers must successfully complete airborne training (be awarded SQI "P") to be assigned to an airborne position (see chap 4 for training). Guidance for submitting an application for airborne training and assignment is in DA Pam 600-8.

*b.* Soldiers volunteering for airborne training must—

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

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

(3) Achieve the aptitude score for the MOS in which enlisting; this applies to all potential airborne volunteer enlistees. Trainees with an enlistment option for MOS 92R will be scheduled by HRC (AHRC-EPD-M) to attend airborne training en route to MOS 92R training.

(4) Not have more than 30 days lost during current enlistment due to one or more of the following reasons: (a) desertion; (b) being absent from his or her organization, station, or duty without proper authority as determined by competent authority; (c) confinement by military or civilian authorities in connection with a trial, whether before, during, or after the trial; or (d) inability as determined by competent authority, to perform the duties because of intemperate use of drugs or alcoholic liquor or because of disease or injury resulting from his or her misconduct (see 10 USC 972).

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

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

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

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

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

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

(11) Not be currently enrolled in or committed for any course for award of an MOS not shown in an airborne unit TOE. (Waiver may be requested, if not already enrolled, provided application for airborne training contains a waiver of enlistment commitment.)

(12) Have completed any service obligation incurred as a result of previous training received at an Army course of instruction for an MOS not shown in an airborne TOE. (This does not apply if the MOS is in an overage status Army wide within applicant's year group.)

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

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

*(a)* Not more than 30 days before the date of application and again not more than 15 days before the class start date for permanent party personnel. Those who fail to pass the second test will be reported to Commander, Human Resources Command, HRC-appropriate office symbol, for reassignment. Orders assigning the Soldier to airborne training will be revoked.

*(b)* Within 2 weeks before departing from the BT activity for Soldiers completing BT and attending airborne training before reported for on-the-job AIT.

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

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

*c.* Soldiers assigned to an airborne position or unit will serve a 3-year tour unless—

(1) Physically disqualified.

- (2) Exempted by the General Court-Martial Convening Authority (GCMCA).
- (3) Separated from the Service.
- (4) Accepted for another airborne, ranger, ARSOF, or other training or assignment that has higher priority.
- d.* Airborne Soldiers are managed by the career management branch that controls their MOS.
- e.* All airborne-qualified Soldiers are given equal consideration with their peers in career development actions.
- f.* Airborne-qualified Soldiers assigned to non-airborne positions may apply for reassignment to airborne positions. Experienced airborne-qualified Soldiers assigned to nonairborne duty positions may volunteer for permissive parachute status. Guidance is available in AR 350–1.
- g.* Airborne-qualified Soldiers may be involuntarily assigned to an airborne unit, if necessary, to maintain a high state of unit readiness.
- h.* Airborne-qualified Soldiers who are excess to the needs of a unit, regardless of MOS, may be reassigned to satisfy Army wide requirements. First priority will be to assign them to other airborne units.
- i.* Soldiers who were rejected for, or relieved from, airborne training or duty (because of temporary physical limitation or failure to qualify in the physical readiness test) and who later qualify for airborne training or assignment may reapply for airborne training or duty.
- j.* Soldiers desiring to terminate their airborne status may submit a request to terminate through their chain of command stating their desire to be removed from airborne duty and that they do not desire future airborne status.
  - (1) If the Soldier has served 36 months or longer in current airborne assignment, the GCMCA will approve the request and direct removal from airborne status to include withdrawal of SQI "P." Approval authority may be delegated as local GCMCA dictates.
  - (2) If the Soldier has served less than 36 months in current airborne duty assignment, airborne status may not be terminated unless the GCMCA approves the request.
  - (3) Approved airborne termination requests will be forwarded to appropriate installation work center for withdrawal of the airborne SQI and termination of hazardous duty incentive pay (if applicable) (see para 5–3*l*).
- k.* For DA-directed prospective airborne assignments issued via EDAS the following applies:
  - (1) Reassignment work centers must conduct individual interviews to determine Soldiers' eligibility for airborne assignment. Soldiers must be advised that they must serve 36 months in the designated assignment.
  - (2) Soldiers must select an option and initial the airborne option statement located on the eMILPO report, which reads, "I (decline) (accept) this airborne assignment" (initials).
  - (3) If airborne assignment is declined, the reassignment work center will—
    - (a) Submit deletion of AI.
    - (b) Forward copy of the airborne assignment option statement to the appropriate installation personnel work center for withdrawal of SQI P and termination of hazardous duty pay (if applicable).
    - (c) File original (or copy) of airborne option statement in Soldier's reassignment folder.
- l.* Designated work centers will, upon receipt of approved Soldier-initiated airborne termination requests, approved command-initiated removal actions, or airborne options statements—
  - (1) Issue appropriate MOS order (using MOS action order procedures in eMILPO) withdrawing the airborne SQI. (See para 5–3*o*.) Using the above eMILPO function will automatically generate a transaction to update the TAPDB.
  - (2) Terminate hazardous duty incentive pay, if applicable.
  - (3) Ensure proper distribution of orders (including installation finance work center, if applicable).
- m.* Soldiers desiring to terminate in lieu of locally directed airborne reassignment, see paragraph 5–3*j*.
- n.* Soldiers who have been terminated from airborne duty will be reported to the HRC (AHRC-appropriate career branch) for appropriate reassignment action.
- o.* Soldiers who terminate airborne status will have SQI "P" withdrawn. Since SQI "V" and ASIs "F7," "W8," and "W9" are dependent on SQI "P," those, if held by the Soldier will also be withdrawn. In addition, SQI "S" will be withdrawn, except for those Soldiers who hold an MOS in CMF 15 or MOS 15P, which are exempted from the airborne requirement for SQI "S." (See DA Pam 611–21.)

#### **5–4. Ranger training brigade assignment (skill qualification identifier "G" (ranger) and "V" (ranger parachutist))**

- a.* Soldiers may volunteer for ranger duty. They will be briefed on all aspects of ranger duty prior to submitting their applications.
- b.* Soldiers who volunteer for ranger training must meet the minimum medical fitness standards (see AR 40–501), the prerequisites for ranger training (see chap 4 and ATRRS Course Catalog), and, when applicable, the prerequisites for airborne training. Soldiers will attend training TDY and return to parent organization or TDY en route to assignment.

- c. Soldiers desiring an assignment with the Ranger Training Brigade (RTB) should contact the HRC (AHRC–EPA–I/Ranger Team).
- d. Soldiers stationed OCONUS may submit their application no less than 5 months prior to their DEROS
- e. Soldiers who are CONUS-based may submit their application anytime; however, they must serve one-year TOS prior to PCS.
- f. Upon successful completion of ranger training, Soldiers will be awarded SQI "G" when non-airborne-qualified or "V" when airborne-qualified.

### **5–5. The U.S. Army Parachute Team (The Golden Knights)**

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

- a. All demonstration parachutist positions are stabilized for an initial period of 48 months upon selection and assignment to the USAPT. Extensions may be requested in 24-month increments. Initial stabilization period combined with extensions will not exceed a total of 10 years.
- b. The competitive parachutist positions and tandem parachutist positions in the USAPT will be stabilized for an indefinite period of assignment, utilizing the appropriate AEA code. These Soldiers are retained based on their expertise and continued excellence in the competition and tandem arenas of parachuting. Their retention is required for the Army to be competitive at the Nationals and World levels of parachuting as world class competitive athletes, and tandem parachutists performing tandems for selected high visibility, category 1 level individuals as defined by the Office of the Chief of Public Affairs. The level of expertise required to perform these duties are extremely critical for mission success. The USAPT CDR will immediately report to the HRC, as available for immediate assignment, Soldiers removed from any authorized competitive or tandem parachutist position.

### **5–6. The U.S. Army Marksmanship Unit**

The mission of the USAMU is to select, equip, and train Soldiers to compete and win in inter-Service, national, international, and Olympic marksmanship competitions; promote the United States Army by fostering public confidence in Army marksmanship through an active public information and public relations program that focuses on the accomplishments and capabilities of USAMU competitive shooters; and enhance Army combat readiness by providing lessons learned from competitive shooting to the various small arms proponents (see DA General Order No. 15).

- a. Information regarding selection, training, and assignment for duty with the U.S. Army Marksmanship Unit (USAMU) may be found on the USAMU website at <http://www.usamu.com>. Soldiers desiring further information may also contact USAMU Operations/Liaison Recruiting office at DSN: 835–1272 or COM: (706) 545–1272.
- b. The competitive marksmanship positions (Training Instructor Shooter/Training Instructor Coach) and gunsmithing positions in the USAMU will be stabilized for an indefinite period of assignment, utilizing AEA Code "T." These Soldiers are retained based on their expertise, skills, and continued excellence in their marksmanship competition and gunsmithing skills. The level of expertise required to perform these duties is extremely critical for mission success. The USAMU commander will immediately report to HRC, as available for immediate reassignment Soldiers removed from any authorized competitive marksmanship and gunsmithing positions.

## **Section II**

### **Soldier-Initiated Assignments**

#### **5–7. Exchange assignments**

- a. For mutual convenience, Soldiers may request on a DA Form 4187, exchange assignments, often referred to as SWAP assignments (current duty only), with other Soldiers. Both Soldiers must agree and be of the same grade and MOS and be similarly qualified. The initiating Soldier must include the following statement on the DA Form 4187: "I have read and understand the provisions of AR 614–200 and hereby waive all claims against the U.S. Government for transportation for me, my Family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) to (new location), as requested by me. I further agree to waive all claims against the U.S. Government for mileage allowance and/or per diem allowance for me and my Family" and include the other Soldier's statement (see fig 5–1).
- b. Exchanges must be CONUS to CONUS or OCONUS within the same OCONUS command.
- c. The CDRs of both Soldiers concerned must concur in the proposed exchange assignment and agree on the date of assignment.

- d.* Soldiers must have served at least 12 months at current duty station (18 months for USAR AGR Soldiers) and have at least 12 months' time remaining in service upon arrival at the gaining installation.
- e.* Soldiers will pay all costs incurred in relocation, and all travel time will be charged as ordinary leave.
- f.* Eligibility for Foreign Service does not change, and no stabilization period is authorized for either Soldier.
- g.* Soldiers in receipt of AIs, or in a deployed status, are not eligible.
- h.* If a married Army couple currently occupying a common household is separated because one Soldier is granted an exchange assignment, the other Soldier may not apply for reassignment to the same installation to reestablish a Joint residence.
- i.* USAR AGR Soldiers will not request exchange assignment to the unit where previously assigned prior to their current unit of assignment.

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(DATE)

### STATEMENT

I agree to an exchange assignment with Ford, Kevin J., SGT, 11B20 presently stationed at Fort Defense, VA. If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. The following personal data is submitted:

Name: Ross, Louis, Grade: SGT, E5 MOS: 11B, Unit and station: CO A, 2d BN, 4<sup>th</sup> Inf, 86<sup>th</sup> Inf Division, Fort Service, NY 01122.

Figure 5–1. Sample statement of understanding for an exchange assignment

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#### **5–8. Assignment of sole surviving son and/or daughter**

*a.* Assignment to duty in a hostile-fire or imminent-danger area (hereinafter referred to as “hostile-fire area” (HFA)) must be shared equitably by all similarly qualified Soldiers except as outlined in paragraph 5–12 and as follows: If a Military member of a Family is killed, dies, is missing in action or captured, or has been officially determined by the Department of Veterans Affairs or a Military Service to be 100 percent physically or mentally disabled, due to service in a HFA, then Soldiers of the same Family will be exempt, upon request, from serving in designated HFAs or, if serving in such an area, will be reassigned from there. For definition of Family members see paragraph 5–12*e* and glossary, section II, and terms.

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

(1) The continued existence of a Family unit will not be required for qualifying as a sole surviving son or daughter.

(2) The Soldier may qualify as a sole surviving son and/or daughter through either the father or mother. The parent through whom the Service member seeks to qualify does not need to be living, but the Soldier will be the only remaining son or daughter, natural or adopted, of that parent.

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

d. Soldiers who withdraw their approved HFA exemption may request reinstatement of the exemption at any time. For reinstatement submission and approval procedures, see paragraph 5–12h.

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

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

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

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

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

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

i. Separation policies regarding survivorship of Soldiers who become sole surviving sons or daughters after enlistment are contained in AR 635–200.

<b>Table 5–1 Procedures for requesting sole surviving son and/or daughter status – Soldier request</b>
<p>Step 1: Action required by: Soldier Description of action(s):</p> <ol style="list-style-type: none"> <li>a. Inform immediate supervisor and unit CDR of intention to apply for sole surviving son and/or daughter status (or reinstatement of sole surviving son and/or daughter status).</li> <li>b. Initiate request using DA Form 4187 (or memorandum).</li> <li>c. Attach supporting documentation to DA Form 4187 (or memorandum).</li> <li>d. Submit request and supporting documentation to unit CDR, MPD, BN, BDE, and/or BCT S1 for processing.</li> </ol> <p>Step 2: Action required by: unit CDR/MPD/BN/BDE/ BCT S1 Description of action(s):</p> <ol style="list-style-type: none"> <li>a. Counsel Soldier on sole surviving son or daughter criteria, policy, and assignment restrictions outlined in AR 614–200.</li> <li>b. Review DA Form 4187 (or memorandum) and supporting documentation to ensure Soldier is eligible for sole surviving son and/or daughter status.               <ol style="list-style-type: none"> <li>(1) If the Soldier does not meet eligibility criteria, provide them with reason(s) for disapproval.</li> <li>(2) If additional verification and/or supporting documentation are required, inform Soldier and suspense action pending receipt of additional information.</li> </ol> </li> <li>c. If the Soldier meets eligibility criteria, prepare CDRs' recommendation(s) (unit, BN, and/or BDE/BCT CDR).</li> <li>d. Forward recommendation(s), DA Form 4187 (or memorandum), and supporting documentation to next higher headquarters for recommendation.               <ol style="list-style-type: none"> <li>(1) If the Soldier is in receipt of AI or on orders to a combat zone or HFA, ensure that the Soldier is held at home station pending the approving official's decision.</li> <li>(2) If the Soldier is already assigned within a combat zone or HFA, take immediate action to remove them from the HFA or move them to a safe haven within the combat zone until the approval authority has had an opportunity to review the case and make a decision.</li> <li>(3) If necessary, submit request for deferment for Soldiers in receipt of AI's pending decision on case.</li> </ol> </li> </ol> <p>Step 3:</p>

**Table 5-1  
Procedures for requesting sole surviving son and/or daughter status – Soldier request—Continued**

<p>Action required by: general court-martial authority, division CDR, and/or CDR in grade of COL or above</p> <p>Description of action(s):</p> <ul style="list-style-type: none"> <li>a. Review DA Form 4187 (or memorandum), recommendation(s), and supporting documentation for completeness.</li> <li>b. Prepare and attach memorandum recommending approval (if complete and Soldier meets eligibility; otherwise, disapprove and return for correction).</li> <li>c. Forward entire package to U.S. Army Human Resources Command, 1600 Spearhead Division Avenue (AHRC-EPO-A/Special Actions Branch), Fort Knox, KY 40121 for final decision.</li> </ul> <p>Step 4:</p> <p>Action required by: Chief, Special Actions Branch (AHRC-EPO-A)</p> <p>Description of action(s):</p> <ul style="list-style-type: none"> <li>a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.</li> <li>b. Coordinate legal review of package, as necessary.</li> <li>c. Once package has been verified as complete and legally sufficient, approve Soldier's request.</li> <li>d. Upon favorable consideration of Soldier's request for sole surviving son or daughter status (or reinstatement), Chief (AHRC-EPO-A/Special Actions Branch) will authorize the assignment limitation, coordinate all applicable reassignment actions with the Soldier's career/specialty branch, and notify the Soldier and chain of command of actions taken.</li> <li>e. If the case is not favorably considered (package does not meet regulatory guidance), disapprove and inform the Soldier and the Soldier's chain of command of reasons for disapproval. Note: Only the Soldier can request to waive sole surviving son and/or daughter status or request reinstatement of sole surviving son and/or daughter status previously waived.</li> </ul>
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**Table 5-2  
Procedures for requesting sole surviving son and/or daughter status – spouse or parents**

<p>Step 1:</p> <p>Action required by: spouse or parents</p> <p>Description of action(s):</p> <ul style="list-style-type: none"> <li>a. If necessary, seek information and assistance on requesting sole surviving son and/or daughter status on behalf of Soldier. This information can be obtained from the closest MPD/BN/BDE/ BCT S1, Soldier's unit, or from the Chief, Special Actions Branch (AHRC-EPO-A).</li> <li>b. Initiate request for sole surviving son and/or daughter status on behalf of the Soldier.</li> <li>c. Attach supporting documentation to the request.</li> <li>d. Submit request and supporting documentation directly to Chief, Special Actions Branch (AHRC-EPO-A) for processing and final approval.</li> </ul> <p>Step 2:</p> <p>Action required by: Chief, Special Actions Branch (AHRC-EPO-A)</p> <p>Description of action(s):</p> <ul style="list-style-type: none"> <li>a. Review spousal or parental request and supporting documentation for completeness. <ul style="list-style-type: none"> <li>(1) If the Soldier does not meet eligibility requirements, provide Soldier's spouse or parents with reasons for disapproval.</li> <li>(2) If additional verification/supporting documentation are required, inform requesting party and suspense action pending receipt of additional information.</li> </ul> </li> <li>b. If the Soldier meets eligibility criteria and all supporting documentation is present, inform Soldier and chain of command of pending action.</li> <li>c. If necessary, submit request for deferment for Soldiers in receipt of AI's pending approval of case.</li> <li>d. Coordinate legal review of package if necessary.</li> </ul> <p>Step 3</p> <p>Action required by: unit CDR/MPD/BN/BDE/ BCT S1</p> <p>Description of action(s):</p> <ul style="list-style-type: none"> <li>a. Upon notification by Chief, Special Actions Branch (AHRC-EPO-A) of the submission of a request by the Soldier's spouse or parents for sole surviving son and/or daughter status on his or her behalf, counsel the Soldier on sole surviving son or daughter criteria, policy, assignment restrictions, and on his or her right to waive the spousal or parental request before a final determination is made by the approval authority. <ul style="list-style-type: none"> <li>(1) If the Soldier is in receipt of AI or on orders to a combat zone or hostile area, ensure that the Soldier is held at home station pending the approving official's decision.</li> <li>(2) If the Soldier is already assigned within a combat zone or hostile area, take immediate action to remove him/her from the HFA or move him/her to a safe haven within the combat zone until the approval authority has had an opportunity to review the case and make a decision.</li> </ul> </li> <li>b. Have the Soldier prepare and submit a written request if he or she elects to waive sole surviving son and/or daughter status based on request submitted on his or her behalf by spouse or parents.</li> </ul>
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**Table 5-2  
Procedures for requesting sole surviving son and/or daughter status – spouse or parents—Continued**

c. Submit waiver request to Chief, Special Actions Branch (AHRC-EPO-A) by most expeditious means available.

Step 4:

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

Description of action(s):

a. If the Soldier decides to waive spousal or parental request, inform spouse or parent initiating the request. No additional action is required.

b. If the Soldier does not waive spousal or parental request and package has been verified as complete and legally sufficient, approve the Soldier's request.

c. Upon favorable consideration of the Soldier's request for sole surviving son and/or daughter status, the Chief, Special Actions Branch (AHRC-EPO-A) will authorize the assignment limitation, coordinate all applicable reassignment actions with the Soldier's career/specialty branch, notify spouse or parent initiating the request, Soldier, and chain of command of actions taken.

d. If case is not favorably considered (package does not meet regulatory guidance), inform spouse or parent initiating the request, Soldier, and Soldier's chain of command of reasons for disapproval.

### 5-9. Exemption from assignment to duty in a designated hostile fire area

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

(1) If a Military member of a Family is killed, dies, is missing in action, or captured, or has been officially determined by the Department of Veterans Affairs or a military Service to be 100 percent physically or mentally disabled, due to Service in a HFA, then Soldiers of the same Family will be exempt, upon request, from serving in designated HFAs or, if serving in such an area, will be reassigned from there. For a definition of Family members, see paragraph 5-12e glossary, section II, and terms.

(2) Assignment of conscientious objectors will be subject to the restrictions contained in paragraph 3-13 and AR 600-43.

(3) Wounded Soldiers who have been hospitalized 30 or more days outside a HFA due to a specific hostile-fire action resulting from combat Service shall not be returned to such Service during the tour when wounded. Soldiers reassigned under this paragraph, may be eligible for subsequent HFA tours. Soldiers may also return voluntarily to a HFA, if medically qualified. The provisions of this paragraph will not apply to Soldiers hospitalized for injury, accident, or illness not attributable to HFA. This prevents considering cases such as self-inflicted wounds and other noncombat causes.

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

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

d. Soldiers who withdraw their approved HFA exemption may request reinstatement of the exemption at any time. For reinstatement submission and approval procedures, refer to paragraph 5-12b.

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

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

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

(3) Husband and wife.

(4) Children.

(a) Legitimate child.

(b) Legally adopted child.

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

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

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

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



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

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Step 1:

Action required by: Soldier

Description of action(s):

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

Step 2:

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

Description of action(s):

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

Step 3:

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

Description of action(s):

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

Step 4:

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

Description of action(s):

- a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.
- b. Coordinate legal review of package as necessary.
- c. Once package has been verified as complete and legally sufficient, approve Soldier's request for exemption from duty in a hostile fire area (or reinstatement), authorize appropriate assignment limitation, and coordinate applicable reassignment actions with Soldier's chain of command.
- d. If case is not favorably considered (package does not meet regulatory guidance), inform Soldier and Soldier's chain of command of reasons for disapproval.

Notes:

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

### Compassionate Actions

#### 5–10. Overview

a. Compassionate actions are requests from individual Soldiers when personal problems exist. The two types of compassionate requests are when personal problems are as follows:

- (1) Temporary (resolvable within a year).
- (2) Not expected to be resolved within a year.

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

- c. Soldiers may request reassignment from—
  - (1) CONUS to CONUS.
  - (2) OCONUS to CONUS.
  - (3) CONUS to OCONUS.
  - (4) OCONUS to OCONUS
  - (5) Within same OCONUS command.
- d. Normally, the following conditions alone are not a basis for a compassionate request:
  - (1) Soldier's desire is to be in a new area.
  - (2) Divorce or separation that is the result of Family separation due to military requirements.
  - (3) Legal actions and court appearances for matters relating to divorce and/or child custody issues.
  - (4) Awarding of custody of dependent child or children to the Soldier under the terms of a divorce or legal separation by temporary or permanent court order.
  - (5) Sole parenthood.
  - (6) Pregnancies involving threatened miscarriage, breech birth, cesarean section, or Rhesus factor incompatibility of spouse.
  - (7) The problem expected to be resolved by Family members joining the Soldier at their duty station.
  - (8) Minor allergies suffered by the members of the Family due to climatic conditions.
  - (9) Problems relating to home ownership or housing shortages.
  - (10) Financial problems alone or as the result of mismanagement of financial affairs by the Soldier or the Soldier's Family or problems related to an off-duty job, spouse's job, or private business activities.
  - (11) Chronic problems relating to parents or parents-in-law.
- e. Soldiers are authorized to submit only one request for reconsideration for the same or similar extreme family problem, providing that there are new supporting documents.
- f. Commanders who are GCMCAs will review each application to determine that the established criteria have been met. Requests that do not meet standards for a change in assignment will not be approved by the general court-martial authority. Applications that are not approved will be returned to Soldiers. Reasons for disapproval will be specified.
- g. Guidance for requesting compassionate actions for USAR AGR Soldiers is contained in AR 140–30.
- h. Request for compassionate actions will be forwarded through the servicing MPD or BCT/S1 to the HRC via e-mail (usarmy.knox.mbx.epmd-compassionate-section@mail.mil).

## **5–11. Criteria**

- a. Compassionate requests must be initiated by the individual Soldier concerned. Spouses of Soldiers enrolled in the MACP will receive compassionate consideration unless otherwise indicated in the remarks section of DA Form 3739 (Application for Compassionate Actions). However, this does not guarantee favorable consideration.
- b. Compassionate consideration will be given for problems that cannot be resolved through the use of leave, correspondence, power of attorney, or the help of Family members or other parties.
- c. Compassionate consideration will be given only for Family members. A Family member includes spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the Soldier. Other persons, including parents-in-law, may also be considered provided they are documented as authorized Family members (see AR 600–8–14). If the problem is based on conditions of the parents-in-law, there must be no other Family members of the spouse's Family to help solve the problem.
- d. Chief, Special Actions Branch, EPMD HRC is the approving authority for compassionate actions. There must be a valid MOS and grade authorization at the requested installation or activity. A 12-Month stabilization may be granted on a case by case basis
- e. The Director, EPMD, HRC may waive the MOS and grade authorization when a valid MOS and grade authorization does not exist at the requested installation or activity and the Office of the Surgeon General has recommended approval. Waiver of MOS and grade authorization will only apply to extreme cases involving the Soldier's spouse or child. Upon completion of 12-month stabilization, Soldier will be awarded AEA Code "L" and may be placed on assignment to a location where MOS is authorized.
- f. Soldiers' AIs may be deferred pending the results of their compassionate request (see AR 600–8–11). However, Soldiers in BT will not be deferred from AIT pending the results.
- g. Soldiers having an unfulfilled enlistment commitment must sign a waiver statement if their compassionate request is approved.
- h. Soldiers requesting compassionate reassignments from OCONUS locations where medical care for Family members is not available, as determined by appropriate medical authorities (Regional Health Command Europe or ACOM, ASCC, and/or DRU Surgeon General), must submit appropriate medical documentation verifying care is not available.

## **5-12. Supporting documentation**

The following documentation will be included (as appropriate) with DA Form 3739.

*a. Medical problems.* A signed statement from the attending physician giving the specific medical diagnosis, prognosis of illness, and treatment plan. The statement will include date of onset, past and anticipated periods of hospitalization, period of convalescence, and anticipated life expectancy for terminal cases. The statement will list any other factors that establish the Soldier's presence as having a bearing on the medical condition. For cases involving reassignment from OCONUS location where medical care for Family members is not available, include documentation from appropriate medical authorities stating that fact (see para 5-15g).

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

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

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

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

## **5-13. Compassionate requests when problems are temporary**

The following criteria is in addition to the criteria listed in paragraphs 5-10 and 5-11:

*a.* The problem must be temporary and resolvable within 1 year.

*b.* The problem neither existed nor was foreseen at the time of the latest entry on AD. Reenlistment without a break in service is not considered to be the latest entry on AD.

*c.* Commanders with GCMCA, on a one-time basis, may—

(1) Temporarily defer, up to 60 days, Soldiers' AIs when the request for Family travel was submitted late due to extensive evaluation and testing of Family members identified during mandatory medical screening in support of the EFMP (not applicable to IET students).

(2) Delete Soldiers' AIs when, within 9 months of Soldiers' report date—

(a) The spouse or minor child is deceased.

(b) There has been a documented rape of spouse or minor child, and the Soldier's presence is essential to resolve related problems.

*d.* Situations not stated in paragraph 5-13c, will be decided by the HRC (AHRC-EPO-A). The following are examples of conditions that normally warrant approval:

(1) Terminal illness with less than 12 months' life expectancy of an immediate Family member documented by attending physician.

(2) Scheduled major surgery of Soldier's spouse or minor child with 12 months or less recovery/rehabilitation documented by attending physician.

(3) A recent severe psychotic episode involving a spouse or child.

(4) Soldiers' minor children are being made wards of the court or placed in an orphanage or foster home as a result of Family separation. Separation must be the result of military Service and not of neglect or misconduct on the part of the Soldier.

(5) Adoption cases in which the home study (deciding if a child is to be placed) has been completed and a child is scheduled to be placed in Soldiers' home within 90 days. Additionally, if Soldiers are pending reassignment action, the Soldiers must have initiated the adoption proceedings before notification of reassignment.

(6) Soldiers en route from an accompanied OCONUS tour to an unaccompanied OCONUS tour may be deferred for up to 30 days. The deferment is for settlement of Family when the Soldier's presence is required for unforeseen problems.

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

The following criteria are in addition to the criteria listed in paragraphs 5-10 and 5-11:

*a.* A second PCS in the same fiscal year is not involved.

*b.* A valid requirement (requisition) for the Soldier's grade and PMOS must exist at the desired location.

*c.* The following are examples of conditions that normally warrant approval:

(1) Extreme Family problems stated in paragraph 5-11b, that cannot be resolved in 1 year.

(2) A recent death in the Soldier's Family, other than spouse or minor child, when extenuating circumstances exist.

(3) Serious chronic health problems.

(4) Disabling allergies that will be aggravated by climatic conditions.

## 5-15. Compassionate reassignments under emergency conditions

*a.* Soldiers in a leave status may apply for a change in assignment or attachment through the CDR of the nearest Army installation or activity that has a personnel or administration office provided—

(1) They have a verified compassionate problem that can be resolved only by remaining in the area of attachment.

(2) The local CDR, based on Soldier's supporting documents, determines that one of the following emergency situation exists:

(*a*) Documented and/or recent death of an authorized Family member.

(*b*) Documented terminal illness of an authorized Family member.

(*c*) Documented and/or recent rape of an authorized Family member.

(*d*) Documented child abuse, child custody, and/or child protective service case where the child is at risk of being placed in foster care or placed for adoption (this would include incarceration of an authorized Family member with a minor child/children).

(*e*) While on leave, a Soldier may request attachment when: (1) prior to the Soldier's departure on leave, the Soldier's request for compassionate reassignment was processed and forwarded by the Soldier's assigned activity or installation and the request was received at the HRC; or (2) while the Soldier is on leave, a documented emergency (as noted in paras 5-15a(2)(*a*) through 5-15a(2)(*d*)) occurs and the Soldier has not yet submitted a request. The HRC (AHRC-EPO-A) is the approval authority for requests for compassionate attachment. The period of attachment will be for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)).

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

(*g*) Emergency as severe as those listed in paragraphs 5-15a(2)(*a*) through 5-15a(2)(*f*) (these should be considered only on a limited case-by-case basis). Contact the HRC (AHRC-EPO-A) prior to submitting attachment request in EDAS.

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

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

*d.* Normally, Soldiers who are returned from OCONUS on emergency leave qualify as emergency cases. These Soldiers may contact the nearest military personnel and transportation assistance officer. Soldiers who cannot report to an installation should contact the HRC (AHRC-EPO-A). Attachment requests will be forwarded to the HRC via EDAS (Compassionate Attachment Function).

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

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

*g.* During attachment—

(1) Soldier's grade and MOS do not have to be authorized at the installation or activity processing the request.

(2) Payment of per diem and travel allowance is not authorized.

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

(4) Soldiers will remain at the installation and perform duties as directed by the CDR. Soldiers will be granted enough free time to permit them to document their request. However, any absence in excess of 72 hours will be charged as ordinary leave.

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

*i.* Release from attachment.

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

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

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

## **5–16. Compassionate stabilizations due to death of a spouse**

This policy was established to help a Soldier during a period of extreme hardship to ensure that they are afforded the stability and allowed time to address personal affairs.

*a.* Soldiers who experience the death of a spouse are automatically stabilized for a period of not less than twelve months upon HRC Casualty and Mortuary Affairs Operations (CMAOC) notification to HRC (AHRC-EPO-A) of the death of a Soldier's spouse. Stabilization actions should be completed no later than 30 days after the receipt from CMAOC.

*b.* HRC (AHRC-EPO-A) will enter an ASCO of S3-Survivor Stabilization in EDAS along with an AEA Code "S" with an expiration date.

*c.* Soldiers desiring to extend their stabilization must initiate a DA Form 4187 requesting an extension up to 24 months through their chain of command, endorsed by a Colonel (O-6) or higher. The brigade or equivalent will forward all documentation to the Commander, U.S. Army Human Resources Command, at [usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil) for action. Soldiers serving OCONUS and requiring an exception to policy must receive approval from DCS, G-1 (DMPM).

*d.* OCONUS Soldiers who request to extend their stabilization and have a DEROS prior to the requested stabilization termination date must include the following statement: "Upon approval, I will extend my overseas tour to meet the stabilization requirements. I understand that I must meet the service remaining requirement to qualify and be eligible for follow on OCONUS to CONUS assignment based on my new DEROS."

*e.* Soldiers on assignment instructions requesting to remain at their current location will be deleted. Soldiers may request a compassionate reassignment rather than stabilize at their current location. HRC (AHRC-EPO-A) will make every attempt to issue assignment instructions to the requested location. OCONUS Soldiers who are approved for stabilization and request stabilization at a different location will be curtailed.

*f.* Soldiers may terminate their stabilization request at any time during the stabilization period by submitting a DA form 4187 through their chain of command to HRC (AHRC-EPO-A). The Soldier will then become immediately available for worldwide assignment.

## **5–17. Stabilization of Soldiers and Military Families with Special Needs (Exceptional Family Member Program Stabilization)**

*a.* Soldiers with Family members with special needs (medical and/or educational) may request stabilization for a period of 48 months to ensure continuity of care and prevent disruption of special services. The Family member that is the basis for the stabilization request must be enrolled in the EFMP. Soldiers requesting stabilization under this provision must complete a DA Form 3739 along with supporting documentation.

(1) Minimum documentation includes the following:

(*a*) DA Form 4187 requesting stabilization through the chain of command. The request must be endorsed by a Colonel (O-6) commander or higher.

(*b*) DD Form 2792 (Family Member Medical Summary).

(*c*) DD Form 2792-1 (Special Education/Early Intervention Summary) (if applicable).

(*d*) Correspondence from a treating physician and/or education specialist.

(2) Additional documentation may include:

(*a*) Individual Family Service Plan (IFSP).

(*b*) Individual Education Plan (IEP).

*b.* The S-1 will forward all documentation to the Commander, U.S. Army Human Resources Command, Compassionate Actions Team functional mailbox, [usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil) for action.

*c.* If approved, HRC (AHRC-EPO-A) will annotate the Soldier's record in the personnel database of record with the assignment consideration (ASCO) code "S2" (EFMP Stabilization, and the AEA Code "S" (Stabilized -Extreme Family Problems), The AEA code will be accompanied by an expiration date (YMAEAT) that designates the end of the stabilization period. The Soldier may terminate the request at any time during the approved period and become immediately available for worldwide assignment. Appropriate special needs (EFMP) coordination must be accomplished prior to any/all post-stabilization assignment selection.

*d.* OCONUS Soldiers who request stabilization and have DEROS prior to the requested stabilization period end date must include the following statement on their request, "If approved, I will extend my overseas tour to coincide with the remaining requirement as a result of my new DEROS." Upon approval, these Soldiers must extend their Foreign Service tour to meet the stabilization period.

*e.* Soldiers on HRC-issued assignment instructions who wish to remain at their current duty station will be deleted from assignment, if approved for stabilization. If the request pertains to stabilization at a different and/or specific location, HRC will consider Army requirements, as well as the availability of the required special needs resources at the requested location.

## **5–18. Transfer procedures for victims of sexual assault**

*a.* The Army is committed to the health, safety, and well-being of its Soldiers. Victims of sexual assault may not wish to remain in their current unit or organization after the sexual assault incident, as remaining may negatively affect their emotional well-being, as well as the cohesion of the unit and/or organization. It is Army policy that a presumption in favor of transferring or reassigning a sexual assault victim will be supported at his/her request, following that victim's credible unrestricted report of sexual assault. Commanders will consider requests for transfer or reassignment in an expedited manner.

*b.* Per DODI 6495.02, the intent behind the Expedited Transfer policy is to address situations where a victim of sexual assault feels safe, but uncomfortable, and to assist in the victim's recovery by moving the victim to a new location, where no one knows of the sexual assault. An example of where a victim feels uncomfortable is where a victim may be experiencing ostracism and retaliation.

*c.* Victims of sex offenses listed under UCMJ, Articles 120, 120c, and 130 are eligible for an Expedited Transfer.

*d.* Any threat to life or safety of a Soldier must be immediately reported to the command and CID, and a request to transfer the victim under these circumstances must be handled as a threat to life transfer rather than an Expedited Transfer for victims of sexual assault (see para 1–12c(16)).

*e.* Soldiers who file an unrestricted report of sexual assault must be informed by the SARC, SHARP VA, commander, or civilian supervisor equivalent, at the time of making the report, or as soon as practicable, of the option to request an Expedited Transfer from their assigned command or installation, or to a different location within their assigned command or installation. A Soldier on assignment instructions may also request an assignment deletion when the subject of the criminal investigation is assigned or inbound to the Soldier's gaining location.

*f.* Commanders will take reasonable steps to prevent a transfer from negatively impacting the Soldier's career to the extent practicable. The commander will ensure the Soldier is fully informed regarding foreseeable impacts on their career, the potential impact of the transfer or reassignment on the investigation and case disposition or the initiation of other adverse action against the subject, the effect on bonus recoupment, if any and any other possible consequences of granting the request. Soldiers requesting the transfer must be informed that they may have to return for the prosecution of the case, if the determination is made that prosecution is the appropriate action.

*g.* Expedited Transfer procedures require that a commander make a determination and provide his or her reasons and justification on the transfer of a Soldier based on a credible report of sexual assault. Commanders must consider the following factors in determining whether a transfer or reassignment is appropriate, and, if so, the lowest level of transfer or reassignment that would meet both the needs of the victim and the Army:

- (1) The Soldier's reasons for the request.
- (2) Potential transfer of the subject instead of the Soldier requesting the transfer.
- (3) Nature and circumstances of the offense.
- (4) Whether a temporary transfer would meet the Soldier's needs and the operational needs of the unit, including situationally unique requirements in deployed areas.
- (5) Training status of the Soldier requesting the transfer.
- (6) Availability of positions within other units on the installation.
- (7) Status of the investigation and potential impact on the investigation and future disposition of the offense, after consultation with CID and the servicing legal office.
- (8) Location of the subject.
- (9) Subject's status (Service member or civilian).
- (10) Other pertinent circumstances or facts, such as potential disposition of collateral misconduct, availability of positions within other units on the installation, the training status of the requesting Soldier, and the Soldier's input.

*h.* Procedures—

(1) Requests will be submitted by the Soldier on a DA Form 4187 to their battalion-level commanding officer, with a CID case number, name of investigating agent, and a statement from the Soldier explaining why they want to be moved or deleted from assignment. Victims are encouraged to include all their concerns in the request to aid the commander in understanding their needs and in making an informed decision.

(2) The battalion commander must document the date and time the request is received.

(3) The battalion commander or above must make a credible report determination at the time the request is made, after considering the advice of the supporting judge advocate, or other legal advisor concerned, and the available evidence provided by investigative organizations. Only reports that are determined credible will be forwarded to the approval and/or disapproval authorities for reassignment consideration. If the Expedited Transfer is rejected because there was no credible report, the grounds on which it was rejected must be documented by the battalion commander.

(4) Requests for expedited transfer or reassignment must be endorsed by an O5 or higher in DA Form 4187, block 12. Within 72 hours from the receipt of the Soldier's request, the commander in the chain of command with the appropriate approval authority (as shown below) must provide a decision regarding the Soldier's request.

(5) Approval and/or disapproval authorities.

(a) Local moves that do not cross Army command, Army service component command, and/or direct reporting unit. The approval authority for local moves that do not cross ACOM, ASCC, and/or DRU is the lowest level commander exercising authority over both the losing and gaining unit. The disapproval authority for local moves that do not cross ACOM, ASCC, and/or DRU is the first general officer in the Soldier's chain of command, who may delegate disapproval authority to another general officer within the command, or to a member of the SES. These assignments do not require coordination with or notification to HRC.

(b) Local moves that cross Army command, Army service component command, and/or direct reporting unit. The approval authority for local moves that cross ACOM, ASCC, and/or DRU is the senior commander (SC) at the installation. The disapproval authority for local moves that cross ACOM, ASCC, and/or DRU is the SC at the installation, provided the SC is a general officer. When the SC is not a general officer, the disapproval authority is the first general officer in the Soldier's chain of command, who may delegate disapproval authority to another general officer within the command, or to a member of the SES. Approved assignments require notification to HRC, EPMD, Readiness Division, Plans & Operations Branch, via encrypted email at [usarmy.knox.hrc.mbx.epmd-readiness-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-readiness-branch@mail.mil). Disapproved assignments do not require coordination with or notification to HRC.

(c) Permanent change of station moves. The approval authority for enlisted permanent change of station moves is the Chief, Special Actions Branch (AHRC-EPO-A), EPMD, HRC. HRC has all assignment waiver authorities to execute PCS of victims of sexual assault. The disapproval authority for enlisted permanent change of station reassignments is the Commander, HRC. All PCS expedited transfer requests require coordination with HRC. Recommendations for PCS disapproval require a command endorsement, with justification, forwarded to HRC with the original request.

(6) Transfers to a different installation should be completed within 30 calendar days from the date the transfer is approved. Local moves should be completed within 1 week from the date the transfer is approved.

(7) Additional processing requirements for requests for PCS moves.

(a) Requests for enlisted reassignment actions must be encrypted and forwarded via email to: [usarmy.knox.hrc.mbx.epmd-special-actions-branch@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-special-actions-branch@mail.mil). Return correspondence from EPMD will be through email.

(b) Recommendations for PCS approval will have the following statements entered verbatim, by the commander, in section IV on the DA Form 4187 and will be submitted to HRC for decision:

(1) "Based on all available evidence, supporting documentation, and the advice of the supporting legal advisor, I believe there are reasonable grounds to conclude a sexual offense under UCMJ, Articles 120, 120c, and 130 has been committed against the Soldier requesting transfer and/or reassignment."

(2) "A temporary or permanent movement to a unit within the same battalion or brigade; to a unit within the same division; or to a unit on the same installation have all been considered."

(3) "I have fully informed the victim of the potential impact of transfer or reassignment on the investigation; of the potential the victim may have to return for prosecution if prosecution is the appropriate course of action; future disposition of the allegation and potential prosecution or other adverse action that may be initiated against the subject; potential for bonus recoupment, if applicable; reasonably foreseeable career impacts; and other possible consequences of granting the request."

(4) "The Soldier understands permanent change of station does not guarantee station of choice. PCS requests will ordinarily be to a valid authorized requirement, CONUS, at the needs of the army."

(5) "I believe a reassignment from (losing installation) would be in the best interest of the Soldier and the organization."

## **Section IV**

### **Married Army Couples Program**

#### **5-19. Applicability**

Provisions of this section apply to active duty service members in the following categories: RA, RC, USAR AGR and 10 USC ANGUS AGR Soldiers married to members of the RA, RCs, other active duty U.S. military Services, USAR AGR and 10 USC ANGUS. Soldiers married to civilians, nonactive duty members of the Army or other military services, are not included. Guidance for USAR AGR Soldiers married to other USAR AGR Soldiers is contained in AR 140-30.

## **5–20. Scope**

*a.* Married Army couples desiring joint assignment to establish a common household or joint domicile (JD) must request such assignment by enrolling in the MACP. Application for enrollment must be submitted not later than 30 days from the date of marriage or when the Soldier becomes eligible. Action based on intended marriage will not be considered even as an exception to policy.

(1) Only one Soldier needs to request enrollment in the MACP when both Soldiers are serviced by the same MPD, BCT, and/or BDE S1 (signatures of both Soldiers are required); otherwise both must apply.

(2) The servicing MPD, BCT, and/or BDE S1 will submit the appropriate spouse information using the Personnel Services Function in eMILPO. This capability is found under the Soldier Program Application using the procedure for creating a request for enrollment into the MACP. Soldiers are not officially enrolled until their spouse information is updated on the TAPDB.

(3) After submission of the spouse data through eMILPO, the MPD/BCT/BDE S1 will verify enrollment by accessing the EDAS personnel social security number (SSN) Query Function (PS Screen). Verification of enrollment must be made prior to notifying Soldiers of the status of their enrollment request.

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

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

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

*b.* Favorable consideration for JD assignment will depend on—

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

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

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

*d.* Other RA married Soldiers may not enroll in the MACP but may request reassignment to join their spouses by submitting a DA Form 4187 if married to a member of another U.S. military Service.

## **5–21. Criteria**

*a.* The guideline for a JD is assignments close enough together for Soldiers to establish a common household (50-mile radius or 1-hour driving time of each other). Married Soldiers will not be assigned so that they will be in their spouse's rating chain.

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

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

*d.* As an exception, a reassignment may be granted by HRC, regardless of Soldier's TOS, to establish a JD when a Soldier's spouse is assigned to a WTU (not applicable for exception if spouse is assigned as WTU cadre). The Soldier desiring reassignment to the spouse's WTU location must initiate the request for reassignment.

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

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

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

(3) Soldiers have served a minimum of 24 months (12 months when volunteering to join spouse in an OCONUS area) TOS when departing the losing duty station for a CONUS to CONUS reassignment. Soldiers may submit a voluntary request for OCONUS after 6 months TOS if military spouse is located OCONUS for movement after completion of 12-month TOS requirement. If both Soldiers are assigned to CONUS locations, a request for CONUS reassignment may be submitted after 14 months (for movement upon completion of 24-months TOS requirement) for PCS at Government expense.

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



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

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

*h.* All married in-Service couples with joint physical and legal custody of one or more children under age 18 or Family members (regardless of age) incapable of self-care must have an approved FCP (see AR 600–20).

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

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

(1) There is a valid vacancy for both Soldiers.  
(2) A common household can be established as determined by the gaining command.  
(3) Both have enough remaining service to serve prescribed tour. If needed, this service may be acquired through extension or reenlistment prior to departing the losing station. However, neither Soldier will be exempt from OCONUS service, if criteria in paragraphs 5–22j(1) or 5–22j (2), does not exist at the time both are voluntarily or involuntarily assigned OCONUS.

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

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

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

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

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

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

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

*q.* When one member of a married Army couple separates from AD prior to completion of prescribed tour, the remaining Soldier is still obligated to complete the tour.

*r.* Outside of the continental United States tour lengths for married Army couples are prescribed in AR 614–30.

*s.* When either member of a married Army couple completes an unaccompanied overseas tour, neither Soldier will be required to serve a similar tour until they have served together in CONUS or OCONUS for at least 12 months, when possible.

## **5–22. Soldiers in advanced individual training**

Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment and who desire a JD with their spouse, will be enrolled in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration prior to completion of training. Both Soldiers must apply unless they are both attending AIT at the same location (both signatures required). AIT Soldiers in receipt of AI may request joint domicile through their local personnel center. The local personnel center will coordinate the request with the HRC (AHRC–EPD–I). AR 612–201, contains additional guidance on JD enrollment and assignment for AIT Soldiers.

*a.* When a married Army couple are both in AIT, they will be considered for assignment to the same area. If one spouse has an enlistment commitment for a specific location (unit or station), both Soldiers will be assigned to that location, if possible.

*b.* When each member of a married Army couple has an enlistment commitment for a different location, one spouse (in some instances both) must waive the commitment in order for them to be assigned together.

- c. Soldiers will be retained in AIT pending outcome of JD requests.
- d. Soldiers will not be retrained to accommodate a JD request.

### **5–23. Permissive assignments**

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

### **5–24. Disenrollment from Married Army Couple Program**

- a. Soldiers may terminate enrollment in the MACP at any time by initiating a DA Form 4187 to their servicing MPD, BCT, and/or BDE S1. Failure to update MACP information or change marital status will cause continued JD assignment consideration (including Soldiers who are legally separated or divorced).
- b. Soldiers that are legally separated or divorced must update current marital status through their servicing MPD/BCT/BDE S1. Soldiers will be automatically disenrolled from the MACP when the eMILPO transaction submitted by their MPD, BCT, and/or BDE S1 updates their marital status in the HRC database.
- c. Soldiers, including those not legally separated or divorced are required to submit an application (DA Form 4187) with both signatures to their respective MPD, BCT, and/or BDE S1. If both Soldiers are serviced by the same MPD, BCT, and/or BDE S1, only one member need submit the application. However, both signatures are required.

## **Section V**

### **Stabilization for Soldiers with High School Seniors**

#### **5–25. Applicability and criteria**

Soldiers with Family members in high school may request stabilization from PCS movement during the child's senior year. The intent of the program is to provide stability to Soldiers with Family members in their junior and senior years of high school. The provisions of this section apply to RA Soldiers only. ARNG and Army Reserve Soldiers should contact their servicing personnel office for guidance. The RA Soldiers assigned to non-Army agencies or units must comply with all directives and regulations that apply to their command before submitting their request (for example, Soldiers assigned to the Defense Courier Service must comply with DODI 5200.33). Submission requirements are outlined below.

#### **5–26. Submission of requests**

- a. Requests should be submitted no earlier than March of the student's sophomore year, and not later than the commencement of the student's junior school year (for example, Student's projected graduation date is June 2014; submit request between March - September 2012). Requests submitted outside of this time frame will be considered as an exception to policy and must be justified as to the delay of submission. Soldiers may be eligible to PCS before the start of the student's junior year of high school.

b. HRC (Director, EPMD) is the approval/disapproval authority. All requests will be submitted to AHRC for consideration, regardless of chain of command recommendation. Soldier will request stabilization using a DA Form 4187 or memorandum. The request will be submitted to HRC (AHRC–EPO–P/Enlisted Procedures and Soldier Actions Branch) for consideration. Soldier's request will include the following:

(1) A letter and/or memorandum from the high school with the student's name, SSN, and projected graduation date (included as an attachment to the request).

(2) A copy of the DD Form 1172–2 (Application for Identification Card/ DEERS Enrollment) will be attached to the Soldier's request.

(3) Outside continental U.S. Soldiers whose DEROS is prior to request stabilization date must include the following statement in their request: "I will extend my foreign service tour to meet the stabilization requirement. Based on my new DEROS, I understand that I must still meet the required time remaining in service requirement to be eligible for reassignment to CONUS."

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

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

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

## **Chapter 6**

### **Career Development Programs and Instructor and/or Adviser Positions**

#### **Section I**

#### **Career Development Programs**

##### **6–1. Overview**

a. A Career Development Program is a system of intensive management of selected MOS or CMF. These programs are established to ensure that there are enough highly trained and experienced Soldiers to fill positions that require unique or highly technical skills. To develop Soldiers with the required proficiency, career fields within each program often require—

- (1) Frequent movement from one job to another to gain required experience.
- (2) An above average frequency of advanced training.
- (3) Lengthy or frequent training periods.

b. Each program provides the opportunity for career progression to the highest enlisted grade within one or more MOS included in the program. Only the most highly qualified and career-motivated Soldiers will be accepted into the following career development programs:

- (1) Intelligence.
- (2) Explosive ordnance disposal.
- (3) Technical escort training.
- (4) Army Music Career Program.

##### **6–2. Objectives**

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

(1) Improve the intelligence capability of the Army.

(2) Provide highly skilled Soldiers to fill enlisted intelligence requirements within DOD and military intelligence units within the Army.

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

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

b. The EOD Program objectives are to—

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

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

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

d. The AMCP objectives are to—

(1) Improve the musical and military proficiency of Army bands.

(2) Prepare enlisted Soldiers for positions of leadership and responsibility in band operations, including administration, training, and supply.

### **6-3. The Intelligence Career Program**

*a.* Soldiers must possess a PMOS in CMF 35 or qualify for entry into these MOSs by meeting the prerequisites in DA Pam 611-21, including the applicable security clearance required for the position. Waivers will only be approved in exceptional cases when in the best interest of the Army.

*b.* Language training eligibility requirements, including schedule of applicable language courses, are in AR 11-6. When feasible, career Soldiers in MOS 35P should be trained in a second operational language.

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

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

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

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

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

(3) All newly accredited 35L Soldiers will serve a probation period for 1 year or until age 21, whichever is longer. The probation period will start the first day of duty following award of MOS 35L. During this period, Soldiers will not be utilized on sensitive investigations, except under special circumstances. Overall performance, capabilities, and potential during this period will be evaluated continuously. Within 30 days after the probation period, a special recommendation will be submitted stating whether the Soldier should be retained in MOS 35L.

*d.* Soldiers assigned MOSs in CMF 35 may not have their MOSs withdrawn without approval. However, pending approval, Soldiers may be suspended from duties in CMF 35 and assigned other duties for the following reasons:

(1) Expressing a desire not to perform duties in their assigned MOS. This expressed desire is not to be used solely to evade an assignment that the Soldier thinks is unsatisfactory.

(2) Committing acts of disaffection, disloyalty, or subversion.

(3) Exhibiting character deficiencies, including indiscretions or improprieties below standards prescribed in this section.

(4) Possessing an undesirable mental attitude (such as an expression of subversion, disloyalty, or disaffection).

(5) Losing badge or credentials through negligence (MOS 35L).

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

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

*e.* Soldiers assigned MOS 09L may not have their MOS withdrawn without approval. However, pending approval, Soldiers may be suspended from duties in MOS 09L and assigned other duties for the following reasons:

(1) Expressing a desire not to perform duties in their assigned MOS. This expressed desire is not to be used solely to evade an assignment that the Soldier believes is unsatisfactory.

(2) Committing acts of disaffection, disloyalty, or subversion.

(3) Exhibiting character deficiencies, including indiscretions or improprieties below standards prescribed in this section.

(4) Possessing an undesirable mental attitude (such as an expression of disaffection, disloyalty, or subversion).

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

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

*g.* When Soldiers are disqualified for duties in the Intelligence Career Program, they will be reclassified (see AR 380-67). Soldiers who are mandatorily reclassified out of an MOS in CMF 35, will not hold, as either an SMOS or AMOS, any MOS in CMF 35.

*h.* When Soldiers are released from the Intelligence Career Program for reasons outlined in AR 380-67, their Command will forward a request for action (RFA) through the DOD Central Adjudication Facility (CAF) Portal.

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

### **6-4. The Explosive Ordnance Disposal Career Program**

*a.* The EOD Career Program is a volunteer program designed to train Soldiers in locating, identifying, evaluating, rendering safe, recovering, and disposing of foreign and domestic conventional, nuclear, chemical, and biological ordnance; improvised explosive devices; weapons of mass destruction, and large vehicle bombs; as well as conducting Post Blast investigations and intelligence gathering operations on first seen explosive ordnance items, improvised explosive

devices and their fuzing and/or triggering systems, and other explosive ordnance related items or components. Soldiers serving in the EOD Career Program also support very important person missions for the U.S. Secret Service, U.S. State Department, and other Federal agencies. Upon completion of formal training, Soldiers are awarded MOS 89D (explosive ordnance disposal specialist).

*b.* Nonprior-Service Soldiers must meet the training selection standards, prerequisites, and MOS requirements outlined in DA Pam 611–21 and this regulation for accession into the EOD Program. Soldiers (PVT thru SPC) may volunteer for initial EOD training provided they meet the training selection standards prerequisites and MOS standards outlined in DA Pam 611–21 and this regulation. Specialists applying for initial EOD training must not be in a promotable status as of the date of the completion of entry into EOD training.

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

*d.* Soldiers are not eligible to apply when they—

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

*e.* Soldiers desiring to participate in the EOD Career Program should contact the EOD unit closest to their current duty station. The EOD Unit Commander or First Sergeant will provide further guidance on current application policies and procedures. First-term Soldiers who enlisted for EOD training will be interviewed upon entry into Phase I training at Fort Lee, VA. The interview will include the nature and requirements for the training and duties. EOD interviews, volunteer statements, documentation of bomb suit testing, and letters of acceptability will not be valid if more than 15 months has elapsed between initiation of documents and reporting for training.

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

- (1) Awarded MOS 89D and appropriate skill level.
- (2) Assigned to EOD duties under the current policies and directives.
- (3) Notified that should they be removed from EOD duties and returned to a prior MOS or reclassified, MOS 89D will not be retained as a secondary or additional MOS without concurrence of the MOS personnel proponent and final approval by HRC. A copy of approval will be filed in the Soldiers OMPF in accordance with AR 600–8–104.

*g.* A copy of the EOD volunteer statement will be maintained in the Official Military Personnel File (OMPF) per AR 600–8–104.

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

*i.* Initial training for entry into the EOD Program is a two-phase process. Phase I is conducted at Fort Lee, Virginia; and Phase II is conducted at Eglin Air Force Base, Florida. Accepted volunteers will PCS to attend formal training.

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

*k.* Soldiers accessed into the EOD Program who have previously completed any MOS specific NCOES technical tract training must complete MOS 89D technical tract training upon completion of the basic EOD course.

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

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

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

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

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

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

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

## **6–5. The Technical Escort Training Program**

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

(1) Chemical operations specialist (74D).

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

*b.* Soldiers are not eligible to apply when they—

(1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.

(2) Are alerted or under orders for OCONUS movement.

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

(4) Have been previously rejected for or relieved from TE training or duty because of punitive action, denial or revocation of security clearance, academic failure, or personal request for relief from TE duties.

(5) Are serving OCONUS (exception: Soldiers may apply 10 through 5 months before DEROS).

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

(1) The nature and requirements for the training and duties.

(2) Technical escort duty assignment according to current policies and directives, upon completion of TE training.

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

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

(2) If no vacancy exists, Soldier will attend the course TDY en route to PCS. When Soldiers have Family members, AIs will be issued when course attendance is approved. Otherwise, they will attend the course in a TDY pending further orders status.

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

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

*g.* Chemical Operations Specialist assigned to CONUS based Weapons of Mass Destruction Program and the Technical Escort Program must have 48 months TOS remaining upon assignment and will be stabilized for a period not to exceed 48 months TOS.

*h.* A Soldier who fails to complete the prescribed TE training, or enters the training and later is found to be unqualified, will be removed from training and released from the TE Program (see AR 50–6).

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

## **6–6. The Army Music Career Program**

*a.* Soldiers who hold, or are later awarded, PMOS 42R or 42S are automatically members of the AMCP.

*b.* Soldiers may be selected to enter the AMCP on enlistment, reenlistment, or voluntary reclassification into PMOS 42R or 42S. (See AR 601–210 for enlistment options.)

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

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

(2) Alerted for or on orders to an assignment OCONUS.

(3) Under suspended favorable personnel action (see AR 600–8–2).

(4) Former members of the AMCP who were involuntarily removed from the program for cause or for failure to maintain a required level of proficiency.

d. To be selected for entry level membership in the AMCP, applicants must meet prerequisites in ATRRS course catalog for course 450–42R10 Musician (ASI 9B–9X) Musician and demonstrate the following minimum levels of technical and musical skill in the Army Musician Proficiency Assessment (AMPA):

(1) *Wind instrumentalists* must demonstrate their ability to read musical notation in the clefs appropriate to their instruments on first chair, written parts. Second, third, and fourth parts may be required at the discretion of the AMPA assessor. An AMPA score of 18 is required for MOS qualification in ASIs 9B, 9C, 9D, 9E, 9F, 9J, and 9L. An AMPA score of 24 is required for ASI 9H Oboe and 9K bassoon.

(2) *Percussionists* must be able to read drum notation, play all twenty-six standard rudiments, perform current popular music on the drum set, and play simple mallet percussion parts on timpani, or one of the following: marimba, xylophone, vibraphone, or orchestra bells. An AMPA score of 18 is required for MOS qualification.

(3) *Vocalists* must demonstrate the ability to sing a variety of musical styles as required by the AMPA assessor and an engaging stage presence. Reading musical notation is not required of initial entry vocalists. An AMPA score of 24 is required for MOS qualification.

(4) *Music Production Technicians* must demonstrate a professional level of skill in mixing sound for live performances as directed by the AMPA assessor. An AMPA score of 24 is required for MOS qualification.

(5) *All Army Musicians* must demonstrate the abilities to learn new music quickly (less than 48 hours) and to perform music from memory.

(6) Information on AMPA procedures and standards may be obtained by contacting HQ, USASOM at DSN 253–5681, Directorate of Training, and the Army Music liaison at any USAREC BDE headquarters.

(7) Soldiers enlisting for the AMCP are enlisted under the ACASP only if they meet all requirements listed for membership in the AMCP. Additional information and requirements are available in AR 601–210.

e. Formal technical (musical) training for enlisted personnel consists of the following three courses of instruction conducted at the U. S. Army School of Music, Joint Expeditionary Base Little Creek, Virginia Beach, VA 23459–2617:

(1) 450–42R10 Musician (ASI 9B–9X), which trains qualified initial enlistees, retrainees, or Soldiers selected from those in on-the-job-training (OJT) for MOS-qualification training as a Musician.

(2) Army Music Advanced Leader Course (ALC), which trains qualified Army Musician SSG and SGT(P) in technical duties required of Music Performance Team (MPT) leaders. Selection limited to members of AMCP.

(3) Army Music Senior Leader Course (SLC), which trains qualified Army Musician SFC, SSG(P), and SSG to conduct ceremonial ensembles and to assume additional duties as required by the band's command team. Selection limited to members of AMCP.

f. All prospective Army Musicians will attend AIT at the USASOM except those enlisting for service in special bands and PMOS 42S.

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

(1) Soldiers pending reclassification out of PMOS 42R or 42S may be utilized as directed by installation or division CDR.

(2) Soldiers temporarily unable to perform duty as Musicians may be utilized as directed by the unit CDR

(3) Soldiers in the AMCP may be assigned as Army Music liaison NCOs to U.S. Army Recruiting Command (USAREC) brigade headquarters.

h. Special Band Musicians are as follows:

(1) Soldiers assigned to the following band activities are designated as special band Musicians, PMOS 42S.

(a) U.S. Army Band (Pershing's Own).

(b) U.S. Army Field Band.

(c) U.S. Military Academy Band.

(d) Old Guard Fife and Drum Corps.

(2) Commanders of Special Bands select special band musicians based on the needs of the band and the qualification standards established by each Special band commander for the band he or she commands. As a minimum, special band musicians must exhibit the highest standards of military bearing, personal appearance, and discipline for special bands to accomplish their mission. Prospective special band musicians must demonstrate superior musical expertise equivalent to professional performers in the civilian community. In addition to the standard requirements of the AMCP, PMOS 42S applicants for the U.S. Army Band (Pershing's Own) and the Old Guard Fife and Drum Corps (3d U.S. Infantry) must be qualified for assignment to a presidential support activity (see chap 8, sec I).

(3) Prospective special band support personnel must demonstrate outstanding technical skills in their area of expertise. Soldiers assigned to the U.S. Army Field Band as motor transport operators (88M) must meet the requirements in paragraph 8–10.

(4) AR 601–210 provides specific instructions for civilian personnel desiring to apply for enlistment into special bands.

(5) Active duty personnel desiring to apply for a position in a special band are required to submit a packet to the CDR of the special band with vacancies to fill. This packet should consist of the following:

- (a) A resume.
- (b) An official DA photograph.
- (c) An AMPA recording that includes examples of technical proficiency in a variety of musical styles for Soldiers applying for a musical position. Vocalists must submit a video recording at all levels of the selection process.
- (d) A copy of the ERB.
- (e) Copies of the previous five NCO evaluation reports.
- (f) A memorandum from the Soldier's current CDR agreeing to release the Soldier if selected from current assignment for reassignment within 180 days of the AMPA, and allowing the applicant to AMPA at the site of the band for which the application is being made.

(6) The stabilization period for Soldiers assigned as special band Musicians to band activities listed in paragraph 6–6h(1) is indefinite.

(7) Withdrawal of MOS 42S. When Soldiers are no longer assigned to organizations authorized MOS 42S positions, the PMOS 42S will be withdrawn by EPMD, HRC. Army personnel are not authorized SMOS 42S.

*i.* Removal from the AMCP.

(1) Soldiers may request removal from the AMCP by applying for voluntary reclassification out of PMOS 42R or 42S in accordance with paragraph 3–19. Approval authority is HRC (AHRC–EPF–R).

(2) Voluntary termination of special band member status will include removal from the AMCP unless the individual requests reclassification and continued service in PMOS 42R. The Commandant, NCO Academy will determine the individual's eligibility for reclassification to PMOS 42R to include the individual's need for NCOES training or other considerations that affect promotion and retention in PMOS 42R.

(3) Approval authority for involuntary reclassification from a PMOS 42R or 42S is HRC (AHRC–EPF–R). Soldiers will be involuntarily reclassified for the following reasons:

(a) Due to failure to maintain proficiency in an ASI associated with PMOS 42R or in PMOS 42S as determined by the band commander. Refer to paragraph *j*, below, for instrumental deficiency documentation.

(b) Because of disqualifying physical defects.

(c) For disciplinary reasons when, as a result of disciplinary action, the Soldier can no longer satisfactorily perform duties in the MOS.

*j.* Removal from musician training.

(1) Soldiers undergoing initial entry training for the AMCP may be relieved from enrollment and removed from the program for—

(a) Academic deficiencies.

(b) Disciplinary actions.

(c) Disqualifying physical or medical defects.

(d) Compassionate or hardship reasons.

(e) Falsification of facts on application.

(f) Character or leadership deficiencies.

(2) NCOs in NCOES courses who do not meet course standards may be referred to the Commandant, NCO Academy for the actions of an Academic Review Board (ARB), or to the Commandant, USASOM to consider removing them from the AMCP and loss of qualification to hold PMOS 42R.

(3) Command authorities in the appropriate headquarters of the NCOs active or reserve component will determine the individual's potential for continued service in a PMOS other than 42R Musician.

*k.* Removing Soldiers from AMCP for instrumental, vocal, or music production deficiency—

(1) *Active and reserve component bands.* Soldiers who are serving in an active component band must be counseled in writing by the band commander regarding an instrumental, vocal, or music production performance deficiency. The commander will discuss specific deficiencies in the Soldier's performance and state that the Soldier must retrain well enough to achieve an AMPA score meeting the MOS qualification standards in paragraph 6–6d(1) through 6–6d(6) of this regulation.

(a) Commanders of Active Component bands will allow the Soldier 90 days of retraining to resolve deficiencies and regain technical qualifications to hold PMOS 42R and the control ASI for the Soldier's current instrument, voice, or music production skills.

(b) Commanders of reserve component bands will allow the RC Soldier at least 90 days and may allow up to 180 days of retraining to regain the technical qualifications to hold PMOS 42R and the control ASI for the Soldier's current instrument, voice, or music production skills.



(c) Commanders of active and reserve component bands will arrange for the Soldier to take the AMPA on the instrument of his/her control ASI at least twice or up to four times during the retraining periods provided for in paragraph 6-6k(1) or 6-6k(2). All AMPA during retraining will be 30 days or more after the first AMPA and no less than 30 days between subsequent AMPA. Commanders will ensure the AMPA are administered and assessed by properly certified personnel in accordance with policies and procedures in AR 220-90 and DA Pam 220-90.

(d) All AMPA conducted under the provisions of this regulation will be recorded in video that are clearly audible, visible, and accurately establish the identity of the Soldier in the video with a close-up view of the Soldier's CAC held just below the chin.

(e) Commanders of active and reserve component bands may choose to assess the two required AMPA in the unit so long as properly certified AMPA administrators and assessors are employed per requirements in AR 220-90, Army Music and DA Pam 220-90, Army Music. Band commanders may request assistance from the Commandant, USASOM in finding certified assessors or administrators or in any other matter of concern related to the AMPA. The band commander may choose to request the assistance of the Commandant, USASOM at any time during the retraining period.

(f) Soldiers who pass one of the AMPA given during the retraining period with a score meeting the MOS qualification standards of paragraph 6-6d(1-6) of this regulation for their primary instrument (control ASI) will be considered MOS qualified and no further action is required. Soldiers who do not pass any of the AMPA during the retraining period will be considered unqualified for membership in the AMCP and subject to voluntary or involuntary reclassification or other changes in duty status in accordance with the policies and procedures of the active or reserve Army component in which the Soldier serves.

(g) Concerns about the accuracy of AMPA scores given in the unit may be referred to the Commandant, USASOM for review by a board of three senior Army Musicians who are certified AMPA assessors at the rank of MSG or higher. The Commandant, USASOM will forward a copy of the board's findings and his recommendation to the Soldier and the band commander. The band commander will include the Commandant's recommendation and the board's findings in subsequent personnel actions and will forward them through the Soldier's chain of command to the approval authority (HRC (AHRC-EPF-R) for active component, NGB, G1 for ARNG, and HQ, USARC, G1 for USAR Soldiers)).

## **Section II**

### **Enlisted Instructor or Adviser Positions**

#### **6-7. Scope**

Only the highest quality Soldiers will be assigned as instructors or advisers. Normally, Soldiers assigned as instructors will hold SQI "8" and may hold personnel development skill identifiers for instructors. Soldiers assigned to these positions will be stabilized for a period of 36 months. However, HRC may reassign Soldiers with less than 36 months in accordance with paragraph 3-8a(10). Soldiers may volunteer or be selected for an instructor or adviser position, as appropriate, at the following:

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

#### **6-8. Objectives**

- a. The objective of RA to RC and FTM advisers, and ROTC instructors is to support the training and readiness of RCs.
- b. The objective of Uniformed Service school instructors is to train Soldiers enrolled at Army Service schools, Joint Service schools, and inter-Service schools in their respective course curriculums.
- c. The USASMA's objectives are as follows:
  - (1) To train eligible Soldiers in the following courses:
    - (a) Command sergeant major (including spouse's course).
    - (b) Sergeant major (resident and nonresident).
    - (c) First sergeant.
    - (d) Battle staff.
  - (2) To provide common core training for ALC and SLC.
  - (3) Propensity for WLC and enlisted professional development for the Army.

*d.* BOLC exposes precommissioned candidates, newly commissioned officers, and warrant officers to seasoned Soldiers with the broadest Army experience possible. NCO cadre influence and impact the near, mid, and long-term professionalism and competence of the Army based on the solid foundation built during BOLC. NCO cadre support all BOLC phases.

(1) BOLC Phase I encompasses training that officers receive during their pre-commissioning experience. This training is generally associated with the respective commissioning source: (ROTC, U.S. Military Academy (USMA), Officer Candidate School (OCS), and Warrant Officer Candidate School (WOCS).

(2) BOLC Phase II is a 6-week course that trains, educates, and acculturates newly commissioned officers and warrant officers. BOLC Phase II develops competent, adaptable officers able to lead Soldiers in any environment.

(3) BOLC objectives are to—

*a.* Develop competent, confident, and adaptive warrior leaders by training precommissioned, newly commissioned officers, and warrant officers in warrior tasks, battle drills, and on how to perform in leadership positions.

*b.* To develop by end state, an officer who demonstrates the characteristics of an Army leader, lives the Army values, embodies the Army culture, and who is ready to lead small unit tactics upon arrival at his or her first duty assignment.

### **6–9. Selection criteria**

The initial selection criteria for instructor duty are as follows:

*a.* Be a high school graduate or possess the GED equivalent.

*b.* Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. In regard to alcohol and drug abuse, this restriction does not apply to Soldiers declared rehabilitation successes under the ASAP.

*c.* Possess a favorable NACLIC or higher investigation.

*d.* No record of assault on superior, subordinate, spouse, or child.

*e.* Not listed as a military sexual offender (see table 3–3).

*f.* Possess mature judgment and initiative.

*g.* Have served at least 3 years of active Federal Service in any branch of the Armed Forces.

*h.* Have 3 years' time remaining in-service upon arrival at assignment or be able to reenlist or extend to meet the requirement.

*i.* Have a security clearance consistent with that required to attend the requisite instructor course.

*j.* Meet minimum reading grade level and language grade level (measured by Test of Adult Basic Education (see AR 350–1)) required for attendance to the requisite instructor course.

*k.* Display good military bearing.

*l.* Meet the body composition requirements in AR 600–9.

*m.* Be able to pass the APFT.

*n.* Be fully qualified in the MOS for which instructor duty is desired and have at least 1 year of experience in that MOS.

*o.* Have recently held a leadership assignment.

*p.* Have a demonstrated ability to be an instructor.

*q.* Have no speech impediment.

*r.* Have no record of conviction by special or general court-martial or civilian court of sexual offenses listed in AR 27–10 or otherwise be required to register as a sexual offender under AR 27–10.

### **6–10. Active Army to reserve component full time manning advisers and reserve officers training corps instructors**

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

(1) Be SSG or above.

(2) Have a "1" or "2" under E of physical profile.

(3) Have Family members (EFMP enrolled) who are free from medical limitations or conditions requiring regular, continued treatment or consultation that cannot be treated at a civilian medical center and the cost offset by Military Health Care System (TRICARE) and/or TRICARE supplemental insurance.

(4) Have a GT score of 100 or higher.

(5) Be competitive for promotion to the next higher grade as evidenced by NCOERs.

(6) Have had an assignment to a TOE unit within the last 2 years.

(7) Be in possession of, or be able to obtain, a civilian driver's license and have no limitations preventing the operation of a military vehicle.

(8) If a SSG, be an ALC graduate.

- (9) If a SFC, be an SLC graduate.
- (10) If a SGM, be an SGM Academy course graduate, or have successfully served in positions of increased responsibility with troops.
  - b. Soldiers will not be assigned consecutive tours of duty as RA to RC, FTM advisers, or ROTC instructors.
  - c. To the extent practicable, Soldiers assigned to ROTC units will not be reassigned during the semester year and not until after advanced camp.
  - d. Soldiers should be aware that assignment may be to a location where Government support facilities, such as hospitals, exchanges, and commissaries, may not be available.

#### **6-11. Uniformed Service school instructors**

- a. In addition to the initial selection criteria in paragraph 6-9, Soldiers must—
  - (1) Be SSG or above; however, exceptions will be considered on a case-by-case basis to secure the best-qualified instructors available. Proponent school commandants may grant exceptions to otherwise qualified SGTs to fill instructor vacancies. Proponent commandants will provide a copy of approved exception to otherwise qualified SGTs to Soldier's assignment branch.
  - (2) Possess "1" or "2" under "E" of physical profile.
  - (3) Be equal in grade to the level of students that will attend the course.
  - (4) Be graduates of the course they will instruct.
  - (5) Instructors assigned to the U.S. Army Medical Department Center and School (AMEDDC&S) or the Medical Education and Training Campus (METC) are required to have an Associate's Degree from an accredited college program or be within 12 hours of completion upon arrival at Fort Sam Houston. The Associate's Degree must be completed within one year of assignment as an Instructor
- b. Assignment of instructors at Joint or inter-Service schools will be coordinated with the host Service school.

#### **6-12. Sergeants Major Academy instructors**

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

#### **6-13. Basic Officer Leader Course-B, and Advanced Individual Training Instructors**

- In addition to the criteria in paragraph 6-9, Soldiers must—
- a. Successfully complete the BOLC-B Instructor Certification Program if assigned as a BOLC-B TAC NCO or Army Basic Instructor Course if assigned as an AIT instructor.
  - b. Have a minimum GT score of 100. This criterion may be waived to 90 by the Commander of the Center for Initial Military Training on a case-by-case basis for SGT through SFC.
  - c. Have had an assignment to a TOE unit within the last two years (exceptions apply to RC personnel with comparable experience and Soldiers completing tour of duty as drill sergeants, AIT platoon sergeants, or recruiters).
  - d. Have served in principle duties of PMOS within the last 2 years (4 years if completing a tour as a DS or recruiter).
  - e. Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
  - f. Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within the last 3 years, whichever is longer.
  - g. Not be flagged under provisions of AR 600-8-2.
  - h. Have served as a Platoon Sergeant (PSG) in an MTOE unit, if SSG(P) or SFC and proposed assignment is to a BOLC-B TAC NCO position (or equivalent position in TDA units for RC Soldiers).

- i.* Be a graduate of Advanced Leaders Course (ALC), Senior Leaders Course (SLC), or equivalent upon assignment to BOLC–B or AIT.
- j.* No record of assault on superior, subordinate, spouse, or child.
- k.* Possess appropriate interpersonal skills to interact, coach, and mentor newly commissioned officers.
- l.* Not have any medical conditions or profiles which would hamper their performance as a BOLC–B or AIT instructor.

## **Chapter 7**

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

#### **Section I**

##### **Overview**

##### **7–1. Scope**

This chapter applies to Regular Army (RA) and U.S. Army Reserve (USAR) Soldiers in the rank of Sergeant Major of the Army (SMA), Command Sergeant Major (CSM), and Sergeant Major (SGM). Policies pertaining to Soldiers selected by a HQDA centralized selection board to attend the US Army Sergeants Major Course (USASMC) for the purpose of promotion to SGM are found within AR 600–8–19.

##### **7–2. Centralized management**

*a.* The Vice Chief of Staff, Army (VCSA) and the SMA have management oversight of all CSM/SGM (including those selected for USASMC training) across the Army. The SMA is the approval authority for all RA slates.

*b.* The USAR CSM has management oversight for USAR CSM/SGM and USASMC selects. The USAR CSM is the approval authority for all USAR slates.

*c.* Functional management responsibilities are as follows:

(1) All RA USASMC students (effective with the resident course start date to include students attending a non-traditional training course, such as JSOFSEA or non-resident training), 1SG/MSG (P), CSM and SGM (except for Nominative CSM/SGM): Sergeants Major Branch (AHRC–EPS), Sergeants Major Management Division (SMMD), Enlisted Personnel Management Directorate (EPMD), HRC.

(2) All USAR Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), and Individual Ready Reserve (IRR) USASMC students, 1SG/MSG (P), CSM and SGM (except for Nominative CSM/SGM): Army Reserve Enlisted Division (AHRC–EPR–C), EPMD, HRC.

(3) All RA Nominative CSM/SGM: Nominative Sergeants Major Program Office (NSPO), SMMD, EPMD, HRC.

(4) All USAR Nominative CSM/SGM and Troop Program Unit (TPU) CSM: Senior Leader Development Office (SLDO), (DAAR–SL), Office of the Chief, Army Reserve (OCAR).

(5) All USAR Troop Program Unit (TPU) students, 1SG/MSG (P), and SGM (except for Nominative SGM): Their respective organizational and functional commands.

*d.* This chapter prescribes policies as follows:

(1) Section I: RA and USAR

(2) Section II and III: RA only.

(3) Section IV and V: RA and USAR (AGR) only.

(4) Section VI is applicable to the USAR (TPU, DIMA, IMA, and IRR) only.

##### **7–3. Sergeant Major of the Army**

The SMA is appointed by the Chief of Staff, Army (CSA) and serves at the discretion of the SECARMY. As the senior enlisted advisor to the CSA, the SMA has general oversight of all CSM and SGM Programs.

##### **7–4. Frocking**

Soldiers selected for attendance to the USASMC for the purpose of promotion to SGM may be frocked to SGM upon graduation of resident USASMC. Frocking approval authority is the CG, HRC. Frocking is a means to support initial assignment upon completion of the USASMC.

*a.* Soldiers enrolled in a nontraditional USASMC training path (nonresident or sister-Service training) may be frocked no earlier than the graduation date of the resident USASMC they were originally selected to attend, regardless of the nontraditional graduation date of training. Soldiers enrolled in a nonresident course that have not completed their training

as of the graduation date of the resident USASMC must be making satisfactory progress (as determined by the Commandant, USASMA) in their course as a requirement for frocking to SGM. The HRC will obtain training progress determination from the USASMA.

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

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

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

### **7–5. Lateral appointments (command sergeant major or sergeant major)**

Wearing of CSM rank requires formal selection by an appropriate HQDA selection board; without exception. Soldiers will wear CSM or SGM rank commensurate with the duties to which they are assigned and serving. Soldiers serving in an authorized CSM position will wear the CSM rank and Soldiers serving in an authorized SGM position will wear SGM rank. MSGs enrolled in a nontraditional USASMC training path will continue to wear the rank MSG/1SG until officially frocked, regardless of assigned duty position.

a. Lateral appointments between CSM and SGM will be announced in the Soldier’s assignment instructions published by the HRC (AHRC–EPS). However, when assignment instructions are not required, the lateral appointment will be announced by informal memorandum by the HRC (AHRC–EPS).

b. Soldiers previously frocked to SGM who are subsequently selected for and slated to an authorized CSM position by HRC will be laterally appointed to CSM.

c. Effective date of lateral appointment.

(1) *Lateral appointment to Sergeant Major.* The effective date is the date the Soldier assumes SMA duties. Date of rank remains unchanged.

(2) *Lateral appointment to Command Sergeant Major.* The effective date is the date the Soldier assumes CSM duties. Date of rank remains unchanged.

(3) *Lateral appointment to Sergeant Major.* The effective date for lateral appointment to SGM is the day after the Soldier completes the preceding CSM assignment (typically, the projected change of responsibility date (PCORD)). Date of rank remains unchanged.

d. If this is the Soldier’s first appointment to CSM, the losing headquarters will prepare the DA Form 4873 (Certificate of Appointment to Command Sergeant Major) and present it at an appointment ceremony. The DA Form 4873 is available through normal publications supply channels.

e. Soldiers (MSG, 1SG, SGM) selected to serve as an interim command sergeant major will not be frocked.

### **7–6. Personnel suitability screening**

a. Soldiers selected to attend the USASMC (for the purpose of promotion to SGM), for promotion to SGM, initial appointment to CSM or selection as a brigade-level CSM, Nominative CSM/SGM, or as the SMA are subject to post-board suitability screening. Suitability screening focuses on obtaining derogatory information that was not available nor considered by the original selection board. The information may disqualify an individual from such utilization because of the potential adverse impact on the efficiency of the Army. As such, derogatory information is considered any credible, unfavorable information that may reflect on a Soldier’s character, integrity, trustworthiness, or reliability. The DCS, G–1 (DMPM) will conduct suitability screening for all RA (other than Nominative CSM/SGM selects) and USAR (both AGR and TPU) Soldiers.

b. Selection board announcement messages will include pertinent instructions and outline the rebuttal process when derogatory information is otherwise found. Individual notifications, through the chain of command, will inform individuals when otherwise applicable.

c. Specific suitability information pertaining to Nominative CSM/SGM is found within section III of this chapter.

d. Soldiers found unsuitable following the conduct of the personnel suitability screening process are not eligible to re-compete for consideration.

e. Neither HRC nor USARC will not take action to assign or utilize any Soldier subject to suitability screening without having first received written release and/or approval from the authorized screening agency.

f. Policy pertinent to Soldiers selected to attend the USASMC (for the purpose of promotion to SGM) are found in AR 600–8–19.

## **Section II**

### **Sergeant Major of the Army**

## **7-7. Overview**

*a.* Established in 1966, the SMA is the senior enlisted position of the Army. The SMA is appointed by the Chief of Staff, Army (CSA) and serves at the discretion of the SECARMY. The SMA is the senior enlisted advisor and consultant to the CSA. The typical tour length is 4 years.

*b.* The SMA provides information on problems affecting enlisted personnel and proposed solutions to them concerning standards, profession development, growth and advancement of NCOs, morale, training, pay, promotions and quality of life for Soldiers and their Family members. The SMA provides the enlisted viewpoint to Members of Congress, Department of the Army selection boards and committees, meets with military and civilian organizations to discuss enlisted affairs, and receives and represents Army enlisted personnel at appropriate ceremonies.

## **7-8. Selection**

*a.* When required, an SMA selection board will be formally announced by the DCS, G-1 via an All-Army Activity (ALARACT) message. The board announcement message will contain all established eligibility criteria. Typically, eligibility is limited to Soldiers with CSM experience at the nominative three or four star GO level.

*b.* The SMA may not have commissioned or warrant officer service.

*c.* Detailed instructions will be contained in the board announcement message.

## **7-9. Senior noncommissioned officer management**

The SMA has a direct role in the nominative CSM and/or SGM process and serves, concurrent with the CSA, as the approval authority for CSM slates. The SMA serves as the lead agent of the CSM and/or SMA Nominative Program. The SMA serves as the exception authority for requests to serve longer than the prescribed tour lengths for all nominative CSM and/or SGM.

## **Section III**

### **Nominative Command Sergeants Major and Sergeants Major**

## **7-10. Overview**

Nominative SGM assignments are SGM of organizations commanded by GOs. Additionally, SGM that serve as the Principal Staff SGMs at the HQDA are also be considered nominative. Certain other SGM positions may be considered as nominative at the direction of the SMA. This position must be validated on an MTOE or TDA. The Army uses PDPCs to identify Soldiers who have served and those currently serving as Nominative SGM.

## **7-11. Selection Process**

Selection to serve as a nominative CSM and/or SGM is achieved utilizing a 2-phase process.

*a.* HQDA CSM and/or SGM Nominative Centralized Selection Board (Phase 1).

(1) A HQDA centralized selection board will convene, at the discretion of the DCS, G-1, to consider eligible Soldiers as best-qualified to serve as a nominative CSM and/or SGM at the one and/or two-star GO level.

(2) Eligibility criteria and individual Soldier options will be established and announced in the board announcement message. Eligibility criteria will ensure consideration of highly qualified, broadly skilled, and experienced NCOs who have been developed to assume higher levels of responsibility. Any NCO permanently removed from the nominative program are permanently ineligible for further consideration and if erroneously selected, will be administratively removed from the selection list.

(3) The board will convene to consider eligible Soldiers as best-qualified candidates in accordance with the Board Memorandum of Instruction, which will be produced and/or authenticated by the DMPM, DCS, G-1, annually.

(4) All NCOs selected by the HQDA centralized board are placed into a pool of potential candidates who, at a later date, may be nominated to a selecting official (GO/SES) to serve as a nominative CSM and/or SGM. Those not selected for a position within the next calendar year must re-compete.

(5) Selection by the HQDA Board does not, in and of itself, constitute or guarantee selection to a Nominative CSM/SGM position.

(6) Current/former Nominative CSM/SGM will not be required to re-compete for eligibility by the HQDA CSM/SGM Nominative Board.

(7) The Nominative selection list will expire annually as provided for in the board announcement message. The Nominative Sergeants Major Program Office (NSPO) will manage the pool of candidates throughout the announced year.

*b.* Sergeant Major of the Army Nominative Panel (Phase 2).

(1) A SMA Nominative Panel will convene, at the discretion of the SMA, to consider Soldiers both selected as best-qualified by the HQDA CSM/SGM Nominative Selection Board and current/former Nominative CSM and/or SGM for individual nomination to a GO (for selection) to serve against a specific upcoming vacancy.

(2) The SMA Nominative Panel will review and assess best-qualified CSM/SGM for potential nomination to a GO based on knowledge, skills, and abilities of the NCO and the position requirements; forwarding only those NCOs assessed as best-qualified for the nominative position to the selecting GO for consideration.

(3) It is the responsibility of the individual CSM/SGM to ensure their AMHRR, DA photo, and Enlisted Record Brief is accurate and up to date. The NSPO will compile records for review by the Panel. Other than as provided for in this regulation, documents that are not filed in the AMHRR will not be authorized for consideration by the Panel.

(4) A Letter of recommendation (LoR) is a required, specific memorandum that covers the nominee's strengths and weaknesses. The LoR will be written and sent by the CSM/SGM's current commander/rater and will adhere to the format provided by the NSPO. LoRs will not be accepted from the rated CSM/SGM.

(a) All NCOs selected as best qualified by the HQDA Nominative CSM/SGM Centralized Selection Board are required to have a LoR submitted to the NSPO office within 30 days of the list release. The NSPO office will coordinate directly with the selectee's commander/rater for the letter.

(b) All newly assigned/first time Nominative CSM/SGM and currently serving one and two-star level General Officer command level Nominative CSM/SGM are required to submit a LoR annually.

(5) Candidates selected by the panel will be approved by the Vice Chief of Staff of the Army (VCSA) and staffed to the interviewing GO for interview and selection.

### **7-12. Nominative suitability screening**

All current nominative SGM and SMA selected by the HQDA centralized board as best-qualified are subject to an extensive background check. If derogatory information is received that displays character, ethical, or unprofessional actions, a CSM/SGM may be removed from the Nominative Program and/or the eligible pool of candidates. The SMA will review and determine the NCOs status. Should the SMA determine that the NCOs conduct may warrant his/her removal from the eligible list or the Nominative Program, the following will occur:

a. NSPO will email a consideration of removal letter to the CSM/SGM. Individuals must acknowledge receipt of the official notification to the NSPO within 48 hours.

b. Upon receipt of the letter, the individual will be afforded the opportunity to submit any rebuttal documents. The rebuttal must be submitted to the NSPO within 30 days.

c. The rebuttal will be reviewed and considered by the SMA and the final decision to remove the NCO from future eligibility will be made by the VCSA. Upon final determination by the VCSA, the individual will be notified of the decision in writing.

d. Noncommissioned officer under investigation for any reason must notify the NSPO through their ACOM and/or ASSC CSM immediately.

### **7-13. Management**

Selection to serve as a nominative CSM/SGM represents a significant investment in the development of our most senior NCOs. The Army expects these NCOs to serve selflessly no matter where they are assigned.

a. NCOs selected by the HQDA Nominative CSM/SGM Centralized Selection Board as best-qualified to serve as a Nominative CSM/SGM may not decline selection or assignment, nor request removal from future consideration. Noncommissioned Officers that submit retirement will be automatically removed from future consideration.

b. Only Soldiers selected for assignment as a Nominative CSM/SGM will be reclassified into primary military occupational specialty (PMOS) "00Z" effective on the date assigned to a valid nominative position, with the former PMOS re-designated as their secondary military occupational specialty (SMOS). Upon completion of a nominative tour, if not selected for a follow-on position, the NSPO will withdraw MOS "00Z" and reclassify the NCO to their original PMOS.

c. Selection as a result of the vetting process constitutes immediate availability by selected NCO for worldwide assignment.

d. Noncommissioned Officers selected for assignment as a Nominative CSM/SGM retain all PCS entitlements they are otherwise entitled to. Once selected, the Soldier waives consideration of the below assignment considerations:

(1) Consecutive overseas assignments (COT/IPCOT) to slated unit.

(2) Foreign service tour extension (FSTE) to meet the slated unit's PCORD.

(3) Curtailment of current assignment to meet the slated unit's PCORD.

(4) Assignment to dependent restricted areas.

(5) Waiver of any Soldier-initiated stabilization (that is, High School Senior Stabilization).

(6) Although HRC will make every effort, accommodation of the Married Army Couples Program (MACP) cannot be guaranteed.

*e.* All Nominative CSM/SGM will have a Projected Change of Responsibility Date (PCORD) (AEA Code 4) established upon change of responsibility to their nominative position. NSPO will award the PCORD via EDAS.

*f.* Nominative tour lengths are determined by the SMA. Once the PCORD is established, requests for tour extensions may be requested due to operational requirements. Requests must be endorsed by the General Officer and submitted through the ACOM, ASCC, and/or DRU CSMs and to the NSPO not earlier than 12 and not later than 9 months prior to the established PCORD.

(1) Joint position tour lengths will be determined at the time of announcement by the joint agency or command.

(2) Worldwide Individual Augmentation System (WIAS) assignments will be based on the WIAS tasking. This will be coordinated prior to assignment. WIAS tasking instructions, to include training requirements, will be coordinated with HQDA G 3/5/7 WIAS tasking section.

*g.* Nominative CSM/SGM may have their Retention Control Point (RCP) date adjusted by NSPO to meet assignment requirements, as needed.

(1) Nominative CSM/SGM with more than 29 years active federal service (AFS) will submit for retirement in accordance with AR 635–200 not later than nine months from their mandatory retirement date as determined by AR 601–280, unless selected for a subsequent nominative position. All nominative retirement requests must be submitted through the ACOM/ASCC/DRU CSM to the NSPO for initial review prior to submission through the local personnel service center. In accordance with HQDA Executive Order (EXORD) 054–12, retiring Soldiers will begin SFL–TAP services up to 2 years or at a minimum of 12 months prior to their projected transition date.

(2) Nominative CSM/SGM with less than 29 years of AFS, may be reassigned based on the needs of the Army if not selected for a follow on nominative assignment.

(3) The NSPO, in consultation with the SMA, may extend RCPs beyond the PCORD under special operational circumstances (for example, Nominative CSM/SGM assigned on a WIAS tasking).

## **Section IV**

### **Command Sergeant Major and/or Key Billet Management**

#### **7–14. Overview**

The CSM is the senior NCO in the headquarters of units, commands or organizations at BN or higher level or TDA units in which a commander had the authority to impose disciplinary action under the UCMJ. Enlisted Soldiers under the commander's authority include those authorized by unit TDA, those in TDA or MTOE of subordinate units and assigned students, trainees, and patients. The CSM is the senior enlisted trainer and spokesperson that enforces established policies and standards for enlisted Soldiers pertaining to performance, care, conduct, appearance, effective personnel utilization and management, and training; and ensures that subordinate NCOs do the same. A SGM Key Billet is a duty assignment at the SGM rank requiring specific, highly developed skills and experiences that are deemed critical to a unit's mission. Key billet SGMs exercise sound judgment and recommend actions to the commander and/or key billet officer. They principally manage resources and oversee processes that operate in a leadership environment.

*a.* The Army uses professional development proficiency codes to identify Soldiers who are or have served as BDE and BN CSM and/or Key Billet SGMs (see DA Pam 611–21).

*b.* The Army will select and appointment RA and USAR (AGR) NCOs to serve as a CSM by means of an annual HQDA Centralized Selection List (CSL) board process as provided for in this regulation and corresponding Memorandum of Instruction (MOI), approved by the DCS, G–1 (DMPM). The goal of the selection process is to select the best-qualified NCOs to serve against authorized CSM positions at both the BN and BDE level.

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

#### **7–15. Centralized selection list board**

The Army will conduct CSL boards as needed to identify and select the best-qualified Soldiers as principal selects for assignment to a CSM position for which a projected vacancy exists. An additional mission of these boards is to identify alternate designated NCOs for possible assignment to a CSM position. The established eligibility criteria ensure consideration of highly qualified, broadly skilled and experienced NCO leaders who have been developed to assume higher levels of responsibility. The Army expects these NCOs to serve selflessly no matter where they are assigned and all NCOs considered by the board will be considered without regard to category or assignment. Once approved and published, the CSL identifies all best-qualified NCOs to serve as either a principal or alternate select. Principal selects will be identified, by



means of a slating process, for assignment to a specific position. Alternate selects may be activated to fill a projected vacancy when the position cannot otherwise be satisfied with a principal select.

*a.* The Army will announce CSM CSL boards by MILPER message. Board announcements will include eligibility criteria along with restrictions and be published approximately 120 days prior to the board convene date. Once established and announced, eligibility criteria cannot be waived.

*b.* The board will consider and select best-qualified NCOs in the following categories:

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

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

(3) *Training.* Training billets are designated as units directly involved with training units at the National Training Center (NTC), Joint Readiness Training Center (JRTC), Joint Multinational Readiness Center (JMRC) and 1<sup>st</sup> Army (as validated by FORSCOM and USAREUR).

*c.* Identifying projected CSM position vacancies is a function of HRC Command Management Branch (AHRC–EPS–C) prior to convening a CSM CSL board. Projected CSM position vacancies will be sent to appropriate ACOMs, ASCCs, DRUs, Joint activities, or OCAR for validation. Commands will review projected unit vacancies, Projected Change of Responsibility dates, and identify any additional valid MTOE or TDA special requirements against each position (i.e., parachute, language), then concur or non-concur and provide justification for non-concurrences. The Director, EPMD (AHRC) has final approval authority for vacancy determination prior to the initiation of the CSM CSL board process. Specific CSM structure is outlined in DA Pam 611–21. Except for Nominative (general-officer/SES level) positions, all remaining CSM requirements will be filled by means of the CSM CSL board process.

*d.* Tour lengths will be identified in the board announcement message. Tour lengths are established by HRC (in accordance with SMA guidance) and incumbent CSM designees will move, or relinquish their position, at a prescribed time, which is designated in EDAS as the PCORD. All CSM designees will have a PCORD. The PCORD will be the determining factor in designating future CSM requirements identified for fill by a CSM CSL board. All CSM selectees are expected to serve the full duration of their prescribed tour.

(1) The minimum CSM tour length for an NCO to receive credit for a CSL tour is generally completion of one-half of the normal CSM tour.

(2) Current serving CSMs will retire no later than the first day of the fourth month following PCORD, unless selected for another assignment.

(3) Soldiers who are deployed will retire no later than the first day of the fourth month following re-deployment, or 90 days following PCORD whichever is later, unless selected for another assignment. Extensions are not authorized.

(4) The approval authority for curtailments and/or extensions to an established CSM tour lengths is as follows:

*(a)* The Command Management Branch (CMB), (SMMD, HRC), and commanders (MG and above) have authority to extend or curtail CSM tours up to 30 days in coordination with ACOM, ASCC, DRU, or Joint Activity commanders.

*(b)* After coordination with CMB (SMMD, HRC), ACOM, ASCC, and DRU commanders have authority to extend or curtail CSM tours up to 60 days.

*(c)* All requests for extensions or curtailments of CSM tours greater than 60 days must be forwarded to CMB (SMMD, HRC) for approval by the CG, HRC.

*(d)* Command sergeants major will not be curtailed and/or extended until coordination action is complete. Once approval has been coordinated through the appropriate agency, HRC will notify affected commands that the curtailment and/or extension action has been approved and adjust the Soldier's report date in EDAS accordingly.

## **7–16. Centralized selection list slate**

*a.* The slating process supports Army requirements by identifying NCOs (principal selects) for assignment based on their knowledge, skills and attributes and requirements established for the specific unit. All of this is to be accomplished within the framework of supporting the personal and professional growth and development of senior NCO leaders.

(1) The CG, HRC formulates a proposed CSM slate for approval.

(2) The SMA is the final approval authority for RA slates, the USARC CSM is the final approval authority for USAR slates and the CG, USASOC is the approval authority for ARSOF slates. Prior to submitting a slate to the approval authority, all ACOM, ASCC, DRU, and Joint activity CDRs will be given adequate time to review and notify the HRC of concurrence or non-concurrence (with detailed justification for nonconcurrence to support the exception).

(3) Slates are close-hold until it has officially been released to the field.

(4) Following approval of the CSM slate, HRC will publish slating and notification procedures by MILPER message.

(5) Unless deferred, all principal CSM will be slated for a CSL assignment during the year for which selected. Non-commissioned officers who have been selected and slated against a CSM position will not be diverted from that position by the ACOM, ASCC, DRU, and Joint Activity CDR without coordination and approval of the CG, HRC.

(6) The approved slate (MILPER message) identifies Soldiers against specific units of assignment and, upon release, constitutes official PCS notification.

*b. Retirement in lieu of assignment.*

(1) Once selected, retirement eligible NCOs who decline a CSM assignment are required to “retire in lieu of PCS” as provided for in AR 635–200, paragraph 12–9 if the retirement application is approved. Retirement packets must be routed through the first GO in the chain of command and received at HRC within 30 days of release of the slate. The effective date of retirement will be the first day of the seventh month following release of the slate.

(2) Soldiers who are not retirement eligible will comply with assignment instructions or request voluntary separation from the Army under provisions of AR 635–200, paragraph 4–4.

(3) Retirement packets received at HRC outside of the 30-day provision will be submitted and reviewed as an exception to policy only on a case-by case-basis.

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

*c. Activation of alternates.*

(1) When a vacancy occurs for which a principal is not available, the CG, HRC will activate a qualified alternate from the alternate list.

(2) The alternate list will take effect at the beginning of the respective FY (for example, the FY18 list will be effective 1 October 2017 through 30 September 2018). If a current alternate is selected as a principal on the subsequent list, he or she will be removed from the previous year's alternate list effective upon the SMA's approval of the CSL.

*d. CSM principal selects who are slated to designated positions that is eliminated (under conditions that preclude completion of usually one-half of the prescribed tour) become unslated principals and are slated for the first available CSM billet for which qualified or are deferred and revalidated by the next scheduled centralized selection board.*

*e. CSM principal and alternate selects who, because of medical problems involving them or their immediate Family or are physically unqualified or unable to assume the CSM responsibility (without prejudice), or do not complete one-half of a CSM tour, will normally be slated for another position provided the medical problem is eliminated within the same FY for which the Soldier was selected. The same is true for NCOs who have already assumed a CSM position, if the medical problem is eliminated within 12 months. The NCO has the option to be deferred and revalidated for any billet otherwise qualified for or they may request administrative removal from current CSL and compete for selection in another CSL billet in the next FY.*

*f. The approval authority to activate a CSL principal early (for example, from one FY to another) is the CG, HRC. Commanders of ACOM, ASCC, DRU, and Joint Activities will submit all requests for early activations to the CG, HRC Command Management Branch (AHRC–EPS–C) for review by the Director, EPMD and official notification to the Soldier of a change of official standings.*

## **7–17. Deferral and removal from the centralized selection list**

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

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

(1) *Personal/Hardship deferment.* If a NCO selected for CSM is unable to assume the CSL position because of personal or compassionate reasons, they will submit a request for deferment through command channels to the CG, HRC.

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

c. *Revalidation.* Each year regularly scheduled CSL boards review records of all NCOs in a deferred (operational, personal, or administrative) status to determine if there has been a material change in performance or potential.

(1) Examples of material change include but are not limited to—

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

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

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

d. *Removals based on adverse and/or flagging action.* When there may be cause to believe that the Soldier is mentally, physically, morally, or professionally unqualified to perform duties of the rank, the CG, HRC may refer a Soldier to a Command Sergeant Major/Key Billet Advisory Board (CSMKBAB) (held in conjunction, when needed, with regularly scheduled centralized promotion boards) for consideration for removal from a CSM/Key Billet CSL list. The NCO will be notified of the action to remove the individual from the list in writing. Until such time the results of the CSMKBAB are approved, the CG, HRC will suspend appointment/assignment of the NCO to CSM or a Key Billet. If, as a result of this process, an NCO is found fit for appointment/assignment, HRC will reinstate the NCO to the list and re-slate. The assignment slating process will not be delayed while the CSMKBAB process is ongoing.

(1) Referral may be for the following reasons (this list is not all inclusive):

- (a) UCMJ, Art. 15 directed for filing in the OMPF.
- (b) A memorandum of reprimand placed in the OMPF.
- (c) Adverse documentation filed in the OMPF.
- (d) Soldiers who are flagged in accordance with AR 600–8–2.
- (e) Other derogatory information received by HQDA or HRC, but not filed in the AHMRR, if it is substantiated, relevant, and might reasonably and materially affect their appointment. This includes investigative reports of findings and locally filed derogatory information.

(2) A Soldier referred to a CSMAB will normally be considered by the STAB within 120 calendar days after the case is referred for review. Before the CSMAB convenes, the Soldier will be informed, by memorandum, of the reason for the action and provided a copy of the information that will be considered by the board. The Soldier will be given a reasonable opportunity, not less than 30 duty days from the date of receipt of the information, to submit comments to the CSMAB and the official(s) reviewing the recommendation. If the Soldier cannot be given access to the information for reasons of national security, the Soldier will, to the maximum extent possible, be provided with an appropriate summary of the information.

(3) Information considered. A CSMAB will consider—

- (a) The Soldier's AMHRR, in addition to the documents contained in the removal action.
- (b) Any submission to the board by the Soldier under consideration. The Soldier may include the opinion and statements of third party persons in his or her submission.

(4) The NCO will not assume a CSM position until a favorable determination is made. If the NCO is a principal within 120 days of his or her projected change of responsibility date (PCORD), the NCO will be administratively deferred pending outcome of the removal and an alternate will be activated for the position.

(5) Alternates whose case may still be pending at the time that the next CSL selection board convenes will be eligible to compete, unless some other action precludes his or her competition.

e. *Relief for cause (see AR 623–1).*

(1) A CSM who is formally relieved of their duties on a DA Form 2166-9-3 (Noncommissioned Officer Evaluation Report) will be immediately reassigned from the CSM position.

(2) The GCMCA will inform the HRC (AHRC-EPS-C) immediately of such instances, in writing.

(3) HRC (AHRC-EPS-C) will—

(a) Remove the Soldier from the CSM or Key Billet position, laterally appoint the Soldier to SGM (when applicable) in accordance with paragraph 7-4, and reassign the Soldier to a SGM position.

(b) Remove the PCORD.

(c) Withdraw any applicable PDPC codes, as determined by DA Pam 611-21.

(d) Notify the Office of the SMA.

(e) Remove the CSM NCO from the CSL selection list by formal memorandum, if applicable.

(f) Activate an alternate CSM to backfill the vacated position.

(g) Permanently remove the Soldier from future eligibility for selection to CSM under the CSL process.

*f. Voluntary withdrawal from Command Sergeant Major for hardship.* If a CSM is unable to perform the duties to which assigned because of a personal or compassionate reason he or she will submit a request for personal withdrawal from the CSM program through command channels to the HRC. Removal requests (with all supporting documents) will be forwarded through the respective ACOM/ASCC/DRU G1 to the CG, HRC (AHRC-EPS-C) for final approval.

*g. Selection for denial of continued service as a result of the Qualitative Management Program (QMP).*

(1) Upon notification of an approved QMP, the HRC (AHRC-EPS-C) will—

(a) Laterally appoint the Soldier to SGM (when applicable) in accordance with paragraph 7-4 and reassign the Soldier to a SGM position, pending discharge.

(b) Remove the PCORD.

(c) Withdraw any applicable PDPC codes, as determined by DA Pam 611-21.

(d) If Nominative, notify the Office of the SMA for removal from the Nominative program and opening of a new Nominative slate for selection of a replacement.

(2) Upon notification of an approved QMP for a BN or BDE Level CSM, the HRC Command Management Branch (AHRC-EPS-C) will—

(a) Remove the CSM from the CSL selection list, if applicable.

(b) Activate an alternate CSM to backfill the vacated position.

(c) Permanently remove the Soldier from future eligibility for selection to CSM under the CSL process.

### **7-18. Appointment of interim command sergeant major**

When a command loses an authorized CSM and the position cannot be immediately filled by the HRC, an interim CSM may be identified. The interim CSM will remain until another CSM is selected through CSL (RA and AGR) or board process (TPU and IMA) to fill the position, or if Nominative, until a CSM is assigned to the position through the Nominative process. The interim CSM—

a. Should be a SGM, 1SG, or MSG.

b. Will serve in the current grade held. If not already a SGM, he or she will not be promoted to SGM against the CSM position.

c. Will remain assigned to his or her current duty position.

## **Section V**

### **Sergeant Major Management**

#### **7-19. Overview**

RA and USAR (AGR) Soldiers in the grade of SGM and MSG who are selected for promotion or attendance to the USASMC for the purpose of promotion must be managed efficiently and effectively. Soldiers' pattern of assignments will be in a variety of positions; primarily they will be within the Soldiers' CMF based on proven performance and professional development. This is designed to utilize the Soldiers within their areas of expertise, which will take advantage of personal interests, aptitude, and experience. Broadening these leaders through assignment experiences outside the tactical operational realm to prepare them for responsibilities at more senior levels is important. Assignment decisions at this rank should be consistent with the tiered development of PDPCs.

#### **7-20. Assignment and utilization**

a. Sergeants major and all Soldiers whose names are integrated onto a HQDA-approved or USARC selection list for promotion to SGM will be assigned to TOE, MTOE, and TDA positions based on unit authorizations.

b. Sergeants major may volunteer for foreign service and SGMs serving OCONUS may volunteer for consecutive OCONUS tours (see AR 614–30).

c. Sergeants major serving in authorized positions will be stabilized in accordance with chapter 3; however, in OCONUS areas, stabilization will not involuntarily exceed normal tour length. Stabilization may be terminated to meet priority requirements or to maintain tour equity.

d. Soldiers must be able to obtain and maintain the minimum security clearance for the position against which they are assigned and utilized.

e. Following graduation of the resident USASMC, Soldiers will be assigned to entry level positions identified in requirements and authorizations documents by PDPC “6S.” However, HRC (AHRC–EPS) has the final authority to assign graduates to non-entry level positions as determined by Army readiness.

f. As an exception to DA Pam 600–8–11, procedure 1–3, and AR 635–200, paragraph 12–9, active component and USAR AGR Soldiers covered by this chapter, as outlined in paragraph 7–1, will be officially notified electronically of permanent change of station by the HRC SGM Management Branch (AHRC–EPS–S). If the Soldier elects to retire in lieu of PCS, the provisions of AR 635–200 are applicable.

### **7–21. Special duty assignments**

Sergeant major special duty (SD) assignments are SGM positions (other than Nominative SGM) where the SGM serves as principal staff within presidential support activities; Office of Secretary of Defense; Office, Secretary of the Army; Office, Joint Chiefs of Staff, and Army staff SGM positions. HRC will identify qualified individuals and provide sufficient nominations to the appropriate agency for consideration. The position must be validated on an MTOE or TDA.

## **Section VI**

### **The U.S. Army Reserve Command Sergeants Major Program**

### **7–22. Management and command authority of command sergeants major and command sergeants major designee**

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

### **7–23. General**

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

### **7–24. Objectives**

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

- a. Ensure the efficient use of CSMs to enhance USAR readiness and mission accomplishment.
- b. Provide USAR commands with CSMs whose experience and training have been expanded by progressive assignments.
- c. Improve the effectiveness of CSMs by providing a diversity of assignments.
- d. Provide CSMs assignments with greater responsibility at progressively higher levels.
- e. Avoid stagnation of CSMs in assignments that will inhibit or preclude the normal career progression of other senior NCOs.

### **7–25. Command sergeant major selection board policy**

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

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

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

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

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

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

*g.* When a TPU, AGR, or IMA CSM position cannot be filled with a CSM or SGM with reappointment eligibility, the command will report the vacancy to the management authority for fill (see para 7-22).

#### **7-26. Eligibility for selection board consideration**

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

*a.* Assigned to the Selected Reserve.

*b.* Eligible for continued membership in the TPU or IMA position for at least 3 years.

*c.* A graduate of, currently enrolled in, or willing to accept enrollment in the USASMC. (Soldiers who are not a graduate or currently enrolled must meet USASMC enrollment eligibility requirements before they can be considered by the board.)

*d.* Not excluded by paragraph 7-27.

#### **7-27. Soldiers not eligible for selection board consideration**

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

(1) Is assigned to the Retired Reserve or has requested reassignment to the Retired Reserve (unless the request is withdrawn before the board convenes).

(2) Is 56 years of age during the month in which the selection board is convened.

(3) Does not meet the selection criteria announced in the board zone announcement message.

(4) Has accrued over 31 years of total military service since the Soldier's pay entry basic date during the month in which the selection board is convened.

(5) Was removed from the CSM Program, or a CSM selection list, voluntarily or for cause. A Soldier who voluntarily withdrew to enter on AGR status or a tour of duty is exempt from this ineligibility status.

(6) Is under the control of civil authorities or is under arrest.

(7) Has action initiated that may result in the following:

*(a)* Discharge per AR 135-178 or AR 635-200.

*(b)* Reclassification for inefficiency or disciplinary reasons.

*(c)* Punishment under UCMJ or while any punishment is in a suspended status.

*(d)* Reassignment to the IRR as an unsatisfactory participant per AR 135-91.

(8) Is not eligible for reenlistment per AR 140-111.

(9) Has been certified as failing to meet the body fat standards of AR 600-9.

(10) Was previously selected and declined enrollment, has been denied enrollment, was declared a no-show, failed to complete, or was disenrolled from the USASMC. However, a Soldier who later obtains reenrollment eligibility from the USASMA may apply for consideration by the board.

(11) Is not in one or more of the categories listed in AR 600-8-19, paragraph 1-10.

*b.* The authorities cited in paragraph 7-22 or the DA Secretariat will remove a Soldier's packet from board consideration if it is discovered that the Soldier was ineligible for board consideration. The Soldier will be immediately notified and the packet will be returned to the Soldier with an explanation of the reason for non-consideration. The Soldier may resubmit the packet to the board in question, if eligible and time permits.

*c.* The authorities cited in paragraph 7-22 will request removal of a Soldier's name from the CSM designee selection list when it has been determined that the Soldier was ineligible for consideration by the selection board before this action is taken, the Soldier will be notified and offered the opportunity to rebut the reason for the removal action.

### **7–28. Appointment or reappointment to command sergeant major**

*a.* On assignment to a CSM position, a SGM will be laterally appointed, or reappointed to the grade of CSM by the management authority (see para 7–22, above). The effective date of the reclassification and appointment or reappointment will be the date the Soldier is assigned to the position (TPU/IMA) or vacates the former position (AGR) en route to the CSM position. The management authority may also direct a future effective date of appointment for AGR Soldiers (subject to the limitations in AR 600–8–19).

*b.* On assignment to a CSM position, a CSM designee (1SG or MSG) will be promoted to SGM in his or her current CMF. The SGM will then be laterally appointed to the grade of CSM. This may be done concurrently by the promotion and management authority. The effective date of promotion to SGM and lateral appointment to CSM will be the date the Soldier is assigned to the position (TPU/IMA). Soldiers who are not a graduate of USASMAC will be enrolled in the non-resident course.

*c.* The date of rank for a CSM is the date of rank of his or her promotion to SGM.

*d.* Active guard reserve Soldiers voluntarily or involuntarily released from the CSM Program will be ineligible for reappointment unless selected by a subsequent CSM selection board.

*e.* Soldiers on the CSM designee list who are identified for fill, but are currently serving on ADOS, must be released from AD to accept the position.

### **7–29. Appointment orders**

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

### **7–30. Certificate of appointment to command sergeant major**

*a.* When a SGM, who is a graduate of the USASMC, is appointed to CSM, a DA Form 4873 will be issued by the CG, HRC.

*b.* When a Soldier is promoted to SGM and laterally appointed to CSM on the condition that he or she successfully completes the USASMC per AR 600–8–19, a DA Form 4873 will be issued by the CG, HRC, on successful completion of the USASMC.

*c.* Certificates may be obtained by providing name, SSN, date of rank, date of CSM appointment, DA Form 1059 (Service School Academic Evaluation Report) indicating completion of USASMC, and return address to CG, HRC (AHRC–EPS).

### **7–31. General assignment policy**

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

*a.* A CSM designee will be assigned and appointed to CSM when an available CSM position cannot be filled by the reassignment of another CSM (battalion level only).

*b.* A CSM will be reassigned—

(1) To selected reserve positions, as available, consistent with membership status (TPU to TPU, AGR to AGR, and so forth).

(2) To the IRR (USAR control group reinforcement) as a SGM.

(3) As a CSM to the Retired Reserve, if eligible and the CSM's application has been approved.

*c.* The three levels of CSM position assignments are BN, BDE, and nominative.

(1) Battalion-level positions are those in which the CSM serves in a unit generally commanded by a lieutenant colonel (LTC).

(2) Brigade-level positions are those in which the CSM serves in a unit generally commanded by a COL with at least one subordinate unit authorized a CSM. The NCO Academy CSM positions are considered BDE-level positions.

(3) Nominative positions are as follows:

*(a)* Regional support commands, major support commands, and direct reporting commands with a GO CDR.

*(b)* The IMA CSM positions commanded by a brigadier general or higher.

*(c)* The USAR CSM.

(4) The initial assignment (appointment) of a CSM must be at BN level. Based on performance, the CSM should be considered for progression to a BDE-level position. After successful performance at BDE level, a CSM will be eligible to be considered for nominative positions.

(5) The CSM may only be assigned to CSM positions. They may not be carried over strength, double slotted, or assigned to a special category code in USAR personnel systems. Any such CSM assignment or status disqualifies the Soldier for

CSM appointment and requires reappointment to SGM. Such reappointment must comply with paragraph 7–42 of this regulation.

### **7–32. Routine assignment policy**

*a.* Command authorities must establish a rotational assignment plan that achieves, as much as possible, the objectives of paragraph 7–24, above. This plan will identify CSMs 6 months prior to completing a stabilized or extended assignment or upon reaching maximum years of service or age for—

- (1) Rotational reassignment to a CSM position of equal or higher command level, if possible.
- (2) Extension of assignment.
- (3) Voluntary reassignment to the Retired Reserve or IRR.

(4) Immediate reassignment to a SGM position. This includes involuntary reassignment to the IRR, if there is no SGM position available.

*b.* All vacancies that cannot be filled through the command's rotational assignment plan have to be identified to the management authority.

*c.* The command to which a position resides will prepare a memorandum announcing the vacancy and forward it to the management authority, who will post the announcement and forward to all command authorities upon receipt. All vacancies will be announced or filled by the CSM designee request process. All CSMs and SGMs with reappointment eligibility may apply for these positions. CSM designees may apply for battalion level vacancy announcements.

### **7–33. Nominative selection and assignment policy**

*a.* When a nominative position requires the assignment of a CSM, the CDR to which the position resides will prepare a memorandum announcing the vacancy and forward it through command authority to the management authority. The announcement will include any special qualifications the CDR may desire in the nominated CSM.

*b.* The nominative position announcement will be posted by the management authority as available for selection. The method of announcement must ensure that all CSMs and SGMs having reappointment eligibility, regardless of USAR status (control group, TPU, or drilling individual mobilization augmentees), will have the opportunity to request consideration for selection. The announcement will include any special qualifications desired by the CDR. It will also include the closing date (no less than 45 days) for receipt of applications, address for mailing of packets, point of contact at the command with the nominative position, and other administrative details.

*c.* A GO or SES equivalent at the affected command will review the records and make the selection.

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

### **7–34. Appointment of acting command sergeant major**

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

*a.* Should be a SGM, 1SG, or MSG.

*b.* Will serve in the current grade held. If not already a SGM, he or she will not be promoted to SGM against the CSM position.

*c.* Will not be frocked to CSM.

*d.* Will remain assigned to his or her current duty position.

### **7–35. Command sergeant major vacancies and projected vacancies**

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

*a.* Retirement (see AR 140–10 and AR 635–200).

*b.* Maximum age (see AR 140–10).

*c.* Maximum years of service (see AR 140–10) (not applicable to USAR control group (IMA)).

*d.* Completion of a stabilized tour of assignment.

*e.* Approved voluntary reassignment (see AR 140–10) or withdrawal.

*f.* For cause (see AR 135–178 or AR 635–200).

*g.* Retention control point for USAR AGR CSM (see AR 140–111).



### **7-36. Stabilization on assignment to a command sergeant major position**

*a.* On assignment to a CSM position, a CSM will be stabilized in that position for 3 years (TPU/IMA). The stabilized period of assignment starts on the date of assignment to a CSM position while in the grade of CSM. Exceptions to this policy will be considered only in unique circumstances. Exceptions must be fully justified, endorsed by the chain of command, and approved by the command authority (see para 7-22). Time served as an acting CSM prior to appointment to CSM will not be computed as part of the period of stabilization. CSMs on their initial stabilization tour (after appointment) who voluntarily withdraw from the program will lose eligibility of reappointment rights (see para 7-42).

*b.* During stabilization, the removal or reassignment of a CSM will be voluntary unless—

- (1) Removed for cause (see para 7-37, below).
- (2) The CSM position has been terminated (see para 7-39).
- (3) Removal is based on maximum age or years of service (see AR 140-10).
- (4) For the needs of the Service (AGR only).

*c.* On completion of a stabilized period of assignment, a CSM may be—

(1) Retained in the position only under the conditions cited in paragraph *d* or *e*, below.  
(2) Reassigned to another CSM position, if available. The reassignment must be voluntary and includes TPU and IMA positions. The needs of the Service will dictate reassignment of AGR CSM.

(3) Voluntarily withdrawn from the CSM Program, reclassified, and laterally appointed to SGM for assignment to a SGM position, if available.

(4) Voluntarily reassigned to the Retired Reserve, if eligible, and applies therefore.

(5) Involuntarily withdrawn from the CSM Program, reclassified, and laterally appointed to SGM and assigned to either a SGM position or the control group (reinforcement) if the CSM is not retained or reassigned according to paragraphs (1) through (4), above.

*d.* A TPU/IMA CSM who enters AGR status for the specific purpose of accepting an AGR nominative position (para 7-30e(3), above) with the approval of the ASA (M&RA) as an exercise of secretarial plenary separation authority (AR 635-200, para 5-3) and when no other provision of AR 635-200 applies will be released from AD and the AGR program—

(1) On completion of stabilization, unless extended for continued service in the same position or selected to fill another nominative progressive position.

(2) On removal from the position for any other reason.

*e.* On completion of a stabilized period of assignment, the management authority may extend a CSM in his or her current CSM assignment for efficient personnel management (see para 7-22). When so determined and fully justified, the management authority will approve retention of an incumbent CSM for the number of months required, but not to exceed 24 months (see para 7-22). The extension of assignment may not exceed the CSM's maximum years of service date unless an exception to remain in an active status has been granted by the CAR (see AR 140-10).

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

### **7-37. Involuntary removal from Command Sergeant Major Program (for cause)**

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

(1) When a CDR determines that a CSM is ineffective, appropriate counseling will be provided to the CSM per AR 600-20, paragraph 2-17a.

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

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

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

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

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

(1) Commanding General, USARC for TPU Soldiers.

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

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

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

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

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

*h.* A CSM who is formally relieved of his or her duties on a DA Form 2166–8 (Noncommissioned Officer Evaluation Report) will be immediately reassigned from the CSM position.

(1) The GCMCA will inform the management authority (see para 7–22) immediately of such instances, in writing.

(2) The management authority will—

*(a)* Remove the Soldier from the CSM position, laterally appoint the Soldier to SGM, and reassign the Soldier to a special category code in USAR personnel systems or a SGM position, if available.

*(b)* Remove the PCORD and withdraw any applicable PDPC codes, as determined by DA Pam 611–21

*i.* Any recommendation for the removal of a CSM made under paragraph 7–37 must be accompanied with a "Relief-for-Cause" evaluation report (report code 5), or a General Officer Memorandum of Reprimand.

### **7–38. Reappointment to sergeant major to perform tours of duty or undergoing medical evaluation boards**

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

*b.* If a tour of duty is available, a CSM may request a tour of ADT, ADOS, or ADOS–RC. Such requests will be approved by the command and management authority (see para 7–22). These tours are described in AR 135–200 and AR 135–210. However, if the tour does not specifically require the services of a CSM, or if the duty or training purpose of the tour is not related to the function of a CSM, then a CSM must be reclassified and appointed SGM before entry on the tour of duty. In these cases, the CSM position will not be held. Reappointment rights will not apply to those who are serving under their initial stabilized tour and volunteer for a tour as a SGM.

*c.* A TPU CSM undergoing medical evaluation processing (MOS Medical Retention Board, Medical Evaluation Board, or Physical Evaluation Board) and the processing time exceeds 120 days, the CSM will be laterally appointed and reclassified to SGM and assigned to a special category code in USAR personnel systems for management. When determination has been made that the SGM is fit and is returned to duty, the SGM may be reappointed as a CSM provided a CSM position is available for assignment.

### **7–39. Terminated, redesignated, or reorganized command sergeant major positions**

*a.* If a CSM position is terminated or redesignated to SGM, the incumbent will be reported to the management authority in paragraph 7–22. The CSM will be given credit for having completed a stabilized period of assignment. A CSM designee on a selection list scheduled for assignment to a terminated CSM position will not be removed from the list. Unless removed for cause or other regulatory authority, the CSM designee will remain on the list for assignment to a CSM position, if one becomes available. Removing a CSM because the position was terminated is considered involuntary.

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

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

(1) Retain the position.

(2) Withdraw and be considered to have completed a stabilized period of assignment.

### **7–40. Termination of command sergeant major appointment**

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

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

(1) Voluntarily withdraws from the CSM Program.

(2) Is reassigned to another position that is not a CSM position (see para 7–1).

(3) Removed for cause (see para 7–37).

(4) Fails to complete USASMC.

### **7-41. Reappointment authority**

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

*b.* The authority to reappoint a CSM rests with the management authorities cited in paragraph 7-22.

### **7-42. Reappointment policy**

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

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

(2) Was reclassified as SGM with reappointment eligibility and is later transferred to the Retired Reserve (see AR 635-200).

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

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

(1) Voluntarily withdrew from the CSM Program without successful completion of initial stabilization tour. Exceptions in cases involving cogent personal reasons (examples of cogent personal reason include, but are not limited to, hardship and employment conflict) will be considered by the USAR CSM.

(2) Was removed for cause.

*c.* Active Guard Reserve Soldiers may only be reappointed to CSM by appearing before a CSM selection board.

## **Chapter 8**

### **Assignment to Specific Type Organizations and/or Activities or Duty Positions**

#### **Section I**

#### **Defense Attaché Service Support Personnel**

##### **8-1. Presidential Support Activities Scope**

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

(1) Category 1 includes Soldiers assigned—

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

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

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

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

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

*c.* Only the best-qualified Soldiers will be considered for nomination and assignment to presidential support duties. Consideration will be based on a determination that their assignment is clearly consistent with optimum presidential security.

*d.* A nominee will not be selected if serious derogatory information is revealed during their background review. Denial or revocation of a security clearance for access to classified information will automatically disqualify a Soldier for nomination and assignment to presidential support duties.

##### **8-2. Qualification criteria**

Initial selection criteria for presidential support duties are as follows:

*a.* Must be a U.S. citizen (by birth or naturalization).

*b.* Must have a record of excellent credit and conduct and outstanding job performance, past and present.

*c.* Must be exceptionally well qualified in applicable MOS.

*d.* Must exhibit a high degree of maturity, discretion, and trustworthiness beyond reproach.

*e.* Must be diplomatic and courteous in department.

- f.* Must exhibit superior military bearing, neatness, and manner.
- g.* Must meet body composition requirements prescribed in AR 600–9.
- h.* Must have no record of arrests by civil or military authorities or frequent involvement with law enforcement agencies that clearly indicates irresponsibility or disrespect for the law (including traffic violations).
- i.* Must have no record of civil conviction, except for minor offenses that do not disqualify for TS security clearance under AR 380–67.
- j.* Must have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment.
- k.* Must have no personal habit or traits of character that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability.
- l.* Must be a high school graduate or GED equivalent.
- m.* Must have a minimum GT score of 110 (can be waived to 100).
- n.* Must possess a "1" under "S" of physical profile.
- o.* Immediate Family members must be U.S. citizens who are not subject to physical, mental, or other forms of duress by a foreign power and who do not advocate or practice acts of force or violence to prevent others from exercising their rights under the Constitution or laws of the United States, any State, or subdivision thereof. Immediate Family includes spouse, offspring, living parents, siblings, or other relatives or persons to whom the Soldier is closely linked by affection or obligation.

### **8–3. Investigative requirements**

- a.* Soldiers must have a single scope background investigation (SSBI) completed within 12 months before selection to presidential support activities.
- b.* Soldiers selected for initial assignment to a Category A billet will also be required to complete (within 3 days of selection) a tax information disclosure form (Tax Check Waiver) and a Financial Disclosure Report. Soldiers already cleared for presidential support duties in category 1 positions, who are nominated for Category A billets from within a support unit, will complete a Tax Check Waiver and Financial Disclosure Report as well as the expanded scope investigation check (White House Special Background Investigation) to at least the completion date of their previous SSBI.
- c.* The SSBI will be updated at 5-year intervals for Soldiers who have been assigned continuously to presidential support duties.

### **8–4. Assignment termination**

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

### **8–5. White House Communications Agency**

- a.* Soldiers assigned to the WHCA provide secure and unsecured telecommunications for the President at all times in any worldwide locale. The WHCA also provides telecommunications support for the Vice President, the U.S. Secret Service, the White House Staff, and other officials as designated.
- b.* These assignments entail OJT and continuing education on some of the most advanced telecommunications and/or electronics equipment in existence, extensive travel throughout the world, stabilized tours for up to 6 years in the Washington, DC area, and, in some positions, shift work.
- c.* In addition to the qualifications in paragraph 8–2, Soldiers must—
  - (1) Have 2 years TOS and at least 48 months' time remaining in service.
  - (2) Possess a "1" or "2" under E of physical profile.
- d.* Soldiers may volunteer or be nominated for assignments.

### **8-6. White House Transportation Agency**

- a. Soldiers assigned to the WHTA provide transportation and transportation support to the President and presidential staff.
- b. In addition to the qualifications in paragraphs 8-2 and 8-3, to be assigned to the WHTA, Soldiers—
  - (1) Must have 48 months SRR.
  - (2) Have less than 17 years TOS upon reporting to the Agency (waiverable).
  - (3) Possess a "1" or "2" under E of physical profile.
  - (4) Be SSG or above (waiverable).
- c. Master driver (88M only) must have 8 years of experience as a motor transport operator (in addition to para 8-6b).
- d. The Director, WHTA, is the approval authority for waiver requests to the above waiverable criterion.
- e. Soldiers may volunteer or be nominated for assignments to the WHTA. Once assigned, Soldiers will be stabilized for a period not to exceed 48 months TOS.

### **8-7. Third U.S. Infantry Regiment (The Old Guard) and attached units' assignments**

- a. Duties in these assignments include the security of the Nation's capital and the Army's official ceremonial units that conduct—
  - (1) Military funerals at Arlington National Cemetery and National Capital Region (NCR).
  - (2) Parades in the Military District of Washington (MDW).
  - (3) Special military pageants and shows.
  - (4) Wreath placement at the Tomb of the Unknown Soldier, the John F. Kennedy grave site, and other locations as directed by MDW.
  - (5) Arrival and departure ceremonies at the White House and the Pentagon hosted by the President, Vice President, Secretary of State, Secretary of Defense, or the Chief of Staff of the Army.
- b. In addition to qualifications in paragraph 8-2, Soldiers must—
  - (1) Volunteer or be nominated by career manager and not be in receipt of AIs. Regimental Commander or a designated representative will approve assignments to the Regiment.
  - (2) Have physical profile serial code "A" with allowance of "2" for eyes.
  - (3) Be able to perform ceremonial functions without glasses or with contact lenses.
  - (4) Be within the following ranges to meet height requirements or have an approved waiver:
    - (a) *Males*. Minimum height of 5'10.
    - (b) *Females*. Minimum height of 5'8.
  - (5) Not have any tattoos or brands on the head, face, neck, hands, or wrist visible in Army Service Uniform (ASU) or have approved waiver.
  - (6) Must have 24 months SRR upon arrival at assignment.

## **Section II**

### **Specific Type Duty Positions**

#### **8-8. Observer and/or controller at combat training centers**

- a. Only the most highly qualified Soldiers are selected to serve as observer/controller at the following combat training center (CTC) locations:
  - (1) National Training Center Operations Group, Fort Irwin, CA.
  - (2) Joint Readiness Training Center, Fort Polk, LA.
  - (3) Combat Maneuver Training Complex Operations Group, APO AE 09173.
  - (4) Battle Command Training Program, Fort Leavenworth, KS.
- b. To serve as observer/controller at a CTC, Soldiers must—
  - (1) Be SSG or higher.
  - (2) Have at least 24 months of service remaining upon assignment.
  - (3) Have had an assignment to TOE unit within the last 2 years.
  - (4) Have served in principle duties of PMOS within the last 2 years (4 years if completing a tour as a DS or recruiter).
  - (5) Be high school graduates or have a GED equivalent.
  - (6) Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
  - (7) Have GT score of 110 (may be waived to 100).
  - (8) Meet body composition requirements in AR 600-9.
  - (9) Have no restrictive physical profile (must possess a "1" or "2" under E of physical profile).

(10) Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within last 3 years, whichever is longer.

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

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

(13) Have served as a 1SG, if SFC(P) or MSG.

(14) Be graduates of the Battle Staff Course or have equivalent experience for an assignment to the Battle Command Training Program.

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

c. An assignment to national training center requires primarily heavy (mechanized and/or armor) experience, while Joint Readiness Training Center requires primarily light (MTOE divisions, BDEs, regiments, or BNs that are titled "light," "air assault," "airborne," "mountain," or "ranger") experience. However, both locations train and evaluate heavy/light and light/heavy rotations.

d. Normally, Soldiers are assigned as observer/controller for 2 years; however, they may be removed earlier if they fail to meet qualifications in paragraph 8–8b.

e. Project warriors (PWs) are Soldiers that will be doctrine writers or platform instructors at designated TRADOC schools for 2 years, after completing a 2-year tour as an O/C at the CTCs, making PW a 4-year assignment. PWs infuse the expertise developed as observers/controllers at the CTCs and TRADOC schools into the rest of the Army.

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

(2) In addition to the initial criteria in paragraph 8–8b, Soldiers must—

(a) Have deployed in support of combat operations.

(b) Be SSG(P) through MSG.

(c) Be competitive for promotion as evidenced by NCOERs.

(3) Enlisted Assignments Branch Force integrators will coordinate with Branch School proponents for candidate selection and assignments.

(4) HRC will ensure that Soldiers have "Project Warrior" annotated in the special instruction section of the assignment instructions

### **8–9. U.S. military entrance processing command assignments**

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

(1) Be serving in the grade of SGT or higher unless the individual has a critical skill.

(2) Possess good military bearing, meet body composition requirements in AR 600–9.

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

(4) Have excellent character and moral background.

(5) Have no current record of excessive indebtedness or a history of recurring indebtedness.

(6) Have no record of conviction by court-martial, of time lost during current enlistment, and/or nonjudicial punishment under UCMJ within the last 3 years.

(7) Have no record of civil conviction other than those that normally are waived to permit the Soldier to enlist or reenlist.

(8) Be financially able to maintain their families in communities where Government support facilities, such as hospitals, exchanges, and commissaries may not be available.

(9) Be able to read and speak English clearly without speech impediments.

(10) Be in possession of, or able to obtain, a civilian driver's license and have no physical limitations preventing the operation of a military sedan.

(11) Must have enough time remaining in-service to complete the prescribed tour (3 years) or be eligible under AR 601–280 to reenlist or extend.

(12) Possess a favorable NACLIC or higher investigation.

b. Soldiers whose personal conduct or performance of duty warrant reassignment prior to completion of a normal tour of duty will be reported for reassignment under AR 601–270.

### **8–10. Motor Transport Operator (88M) at U.S. Army Field Band**

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

a. Possess an excellent driving record and be qualified to drive both commercial- style tractor-trailers and buses.

b. Be SPC(P) through MSG.

c. Not have a lifting profile or any lifting restrictions. Must be able to lift large, heavy cases of equipment.

- d. Display good military bearing and appearance.
- e. Possess or be eligible for Government credit card.
- f. Be diplomatic and courteous in department. Must be able to answer the public's questions about their vehicles, career, and the Army in general.
- g. Be able to travel TDY a minimum of 120 to 150 days a year with no OCONUS travel restrictions.
- h. Meet body composition standards in AR 600–9.

### **8–11. Enlisted Aides on the Personal Staff of General Officers**

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

b. Enlisted aide duties must relate to the military and official duties of the GO, to include assisting the GO in discharging the DOD representational responsibilities associated with his or her assigned position and, thereby, serve a necessary military purpose. The propriety of duties is determined by the official purpose they serve rather than the nature of the duties. No GO may use an enlisted aide for duties that contribute only to the GO's personal benefit or have no substantive connection with the GO's official duties and responsibilities or that contribute solely to the personal benefit of the individual GO or his or her family members. In connection with military and official functions and duties, enlisted aides may perform the following (list not all inclusive—provided only as a guide) tasks and details:

(1) Assist with care, cleanliness, and order of those areas of assigned quarters used for official events, to include common areas that provide access to these spaces (such as stairways and hallways) or areas of the assigned housing that are used by the enlisted aide in support of these events;

(2) Assist with care of GO's military uniforms and civilian attire worn at official events and government-issued equipment of the GO.

(3) Perform as point of contact in the GO's quarters. Receive and maintain records of telephone calls, make appointments, and receive official guests and visitors.

(4) Plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties, and dinners.

(5) Purchase, prepare, and serve food and beverages in the GO's quarters for a qualifying representational event.

(6) Perform tasks that aid the GO in accomplishing military and official responsibilities, including performing errands for the GO, providing security for the quarters, and providing administrative assistance, that have a substantive connection to the GO's official responsibilities and/or assist with the physical security of the GO's military housing. Errands should not be of a personal nature for the GO or his or her dependents. Physical security includes, but is not limited to, securing the GO's military housing, adhering to basic antiterrorism and force protection measures as the environment dictates, and maintaining situational awareness.

(7) Assist with PCS moves, which may include packing/unpacking of official books, military uniforms, and government-issued equipment. Enlisted aides may not pack or unpack a GO's personal items.

(8) Perform general yard maintenance, to include lawn care, policing debris and litter, of areas commonly used for official events, unless there is an existing lawn care contract. If there is an existing lawn care contract, minor general yard maintenance in preparation of qualifying representational events is authorized.

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

d. Soldiers may volunteer for the Enlisted Aide Program at any time provided they meet the following prerequisites:

(1) Must meet all minimal qualifications to hold MOS 92G.

(2) Must be in the ranks of SGT to MSG (SGMs are ineligible for Enlisted Aide Program). SPC/CPL will only be considered as an exception to the policy.

(3) Must complete the Enlisted Aide Training Course (EATC) and Advance Culinary Skills Training Course (ACSTC) at Fort Lee, VA prior to, or within 12 months of reporting to, your Enlisted Aide duty assignment.

(4) The Z5 ASI will be permanently awarded after completion of both EATC, ACSTC, and have served 24 months successfully as an Enlisted Aide to a GO. If not met and currently serving as an Enlisted Aide, the Z5 ASI will be temporarily awarded.

(5) Have no information on record that may preclude a favorable SSBI (must receive a favorable SSBI before assignment).

(6) Must be able to obtain and maintain at least a secret security clearance. Clearance will be verified by HRC.

(7) Not listed as a military sexual offender (see table 3–3).

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

(1) The GO so desires.

(2) The enlisted aide is authorized in the new assignment.

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

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

h. Soldiers may voluntarily withdraw from duty as an enlisted aide at any time. They may also be involuntarily removed and have ASI "Z5" withdrawn.

i. Have a thorough background screening conducted by HRC. Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from enlisted aide duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for enlisted aide duty for 5 years from the date of the disqualifying incident. See Table 8-1 below for Type I/Type II disqualifiers.

## 8-12. Inspector general positions

a. IG positions will be designated in approved MTOEs and TDAs in coordination with HQDA; specifically, (SAIG-OP/Operations and Support Division), U.S. Army IG Agency. Authority to establish and designate IG positions in TDAs is delegated to commanders reporting directly to HQDA with TIG concurrence. Only units and organizations whose MTOE and/or TDA reflect IG paragraphs and line numbers with authorized and required positions will have assigned IGs. Soldiers SSG(P) through SGM are nominated, or may volunteer, and must be accepted by The Inspector General (TIG) for IG duty positions.

b. To qualify, Soldiers must—

(1) *Be citizens of the United States (by birth or naturalization).*

(2) Not be on AIs.

(3) Have broad, contemporary Army experience. The best candidates will have served in diverse assignments, and are considered expert in how the Army runs. This includes a thorough understanding and practice in Army culture; Army doctrine; and current tactics, techniques, and procedures. They must have impeccable professional and ethical reputations and an Army record that reflects outstanding performance and demonstrated potential for future promotion and service. They must be excellent communicators. These attributes are essential in order to provide credibility for those Soldiers, Family members, and civilians seeking IG assistance as well as Senior Leaders who rely on IGs for advice and counsel.

(4) Be high school graduates or have GED equivalency.

(5) Possess a GT score of 110 or higher is preferred.

(6) *The best candidates will also have at least an associate's degree; and, if a SGM, be a graduate of the Sergeants Major Academy.*

(7) Have 36 months service remaining or be eligible to extend or reenlist (see AR 601-280).

(8) Possess mature judgment and initiative.

(9) Display moral attributes and personal traits that demonstrate adherence to Army Values.

(10) Be diplomatic and courteous.

(11) Display good military bearing, appearance, and neatness.

(12) Have demonstrated ability or potential to serve in positions of increasing responsibility.

(13) Have excellent character, good moral background, and emotional stability.

(14) Have no record of—

(a) Punishment under UCMJ, Art. 15.

(b) Conviction by court-martial.

(c) *General Officer letters of reprimand filed in the official military personnel file.*

(d) Time lost during current enlistment.

(e) Derogatory information contained in IG records as screened by the U.S. Army Inspector General Agency (USAIGA).

(15) Have no record of civil conviction, except for minor offenses.

(16) Not listed as a military sexual offender (see table 3-3)

(17) Meet body composition requirements in AR 600-9.

(18) Receive a passing score on the Army physical fitness test within the last 6 months.

(19) Have an "A" or "B" profile serial code and a "1" under "S" factor of physical profile.

(20) Serve no consecutive details as an IG. TIG may approve consecutive details as an exception to policy with the specific consent of the NCO concerned.

(21) Possess and maintain a secret-level security clearance.



(22) Remain in a deployable status for all required areas.

c. Soldiers assigned to IG duty positions must first attend the Department of Army Inspector General School conducted by the U.S. Army Inspector General Agency, Fort Belvoir, VA. Upon successful completion of the course, Soldiers will be awarded SQI "B."

d. Detail as an IG is career enhancing and in accordance with current assignment policies that reflect Army leadership priorities.

(1) IG duty is a unique opportunity for NCOs to gain a broad, Army wide perspective and understanding of the Army not usually available in any other assignment. As a result, selection for IG duty represents an investment in these Soldiers that will continue to benefit the Army long after their IG tour of duty is complete

(2) IG NCO and/or Assistant IG as a detail/Special Duty Assignment for all MOSs (except 18 series MOS) for all Skill Level 40 (SFC) and above. It is important that NCOs are nominated, screened, selected, trained, and assigned in accordance with the NCO 2020 Leader Development Model:

(a) All Skill Level 40 (SFC and/or SSG(P)) will possess experience as a platoon sergeant (or equivalent) prior to selection for an IG NCO and/or assistant IG assignment.

(b) All Skill Level 50 (MSG) will possess experience as a 1SGT (or equivalent) prior to selection for an IG NCO/Assistant IG assignment.

(c) All IG NCO and/or assistant IG SGMs will possess experience as a SGM or CSM prior to selection for an IG NCO and/or assistant IG assignment. This precludes assigning recent USASMA graduates as IG NCO and/or assistant IGs as their first IG SGM assignment.

(3) Since IG duty is based on NCOs having contemporary Army experience, IG assignments will normally not exceed a traditional assignment period of 36 months (or a tour elected in accordance with AR 614–30). This time limitation ensures that IG experience does not become dated, keeps NCOs competitive in their MOS, and further benefits the Army by reassigning Soldiers with IG skills to where they are most needed by the Army.

(4) Commanders and/or directing authorities are encouraged to locally nominate NCOs leaving senior NCO positions who meet the attributes in paragraph 8–12b(3) and who enjoy the total confidence of the commander and/or directing authority. Commanders and/or directing authorities must first gain the concurrence of respective HRC, USARC, or NGB assignment managers before the NCO(s) is nominated by HRC, USARC, and/or NGB for TIG to either approve or disapprove the NCO(s) to fill the unit's IG position(s).

(5) EPMD HRC, USARC, and/or NGB will submit nominations of SSG (P) and above NCOs to fill requisitions for IG assignments to TIG for either approval or disapproval for detail prior to issuing orders or assignment instructions. As previously mentioned, commanders and heads of DA agencies authorized IGs on MTOEs or TDAs may locally nominate SSG (P) and above NCOs assigned within their organizations for detail as an IG, submitting nominations through EPMD to TIG for approval or disapproval. The Chief (HRC–OPH–ZA/Health Services Division) will nominate AMEDD NCOs directly to TIG. The nomination will reflect the name of the incumbent to be replaced and the reason. In all cases:

(a) Nominations will be submitted through the Commander, HRC, USARC, and/or NGB; through HQDA (SAIG–OP), 1700 Army Pentagon, 5C560, Washington, DC 20310–1700; to TIG.

(b) Nomination packets will include: an up-to-date noncommissioned officer record brief (NCORB); last ten DA Form 2166–8; official photograph taken within the last 2 years; most recent for record DA Form 705 (Army Physical Fitness Test Scorecard); and, if the NCO exceeds the body fat screening criteria, DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Male)).

(c) Multiple nominations for one duty position will not be considered.

(d) The nominating agencies or commands will not assign the nominated NCO to IG positions until the nomination has been approved by TIG, and the NCO has successfully completed the U.S. Army IG Course.

(e) In accordance with DODD 5106.04 and DODI 5106.05, Army NCOs identified for detail as IGs in Joint commands and DOD agencies will, if requested, be nominated in the same manner, but are subject to TIG review and recommendation to joint commanders and DOD agency heads for suitability to serve as an IG.

e. Detail as an IG will be announced as follows:

(1) In CONUS, with the exception of overseas returnees and intra–CONUS reassignees, details will be announced by a command memorandum. Detail of overseas returnees and intra–CONUS reassignees will be announced on orders published in compliance with HRC assignment instructions.

(2) Detail of NCOs in areas OCONUS will be announced by a command memorandum published by the headquarters of the major overseas command reporting directly to HQDA.

f. *Curtailments and reassignments.* The following will apply when removing an NCO from IG duty:

(1) *Assignment and/or branch managers.* Assignment managers may identify Soldiers to move anytime within the IG tour of duty based on the needs of the Army and/or Army leadership assignment priorities. In all instances, NCOs approved by TIG for IG duty will not be reassigned or removed until TIG is notified by assignment managers via Operations and

Support Division, (SAIG–OP), U.S. Army Inspector General Agency and a viable replacement is nominated and approved by TIG.

(2) *Commander and/or directing authority.* In an effort to protect the integrity of the IG system and to ensure proper IG support, commanders and/or directing authorities who consider curtailing a Soldier's IG detail must coordinate through respective assignment managers to obtain TIG approval prior to any reassignment.

(a) TIG will normally approve commander requests for early release based upon professional development reasons, including, but not limited to: assignment to branch-qualifying positions; or professional-development schools.

(b) Under special conditions, TIG may approve removal or reassignment of an IG without prejudice. The commander or the Soldier will initiate a request for curtailment and removal without prejudice on DA Form 4187 (Personnel Action) or in memorandum format with a justification and an anticipated release date. The immediate supervisor must endorse curtailment requests, and these requests will be processed through normal personnel channels through the Soldier's assignment manager.

(c) The assignment manager will forward requests to DAIG's (SAIG–OP), 1700 Army Pentagon, 5C560, Washington, DC 20301–1700 for TIG approval.

(d) Replacements for all approved curtailments will be processed through normal personnel channels.

(3) *The Inspector General.* TIG may remove any NCO from service as an IG for violations of law or regulation or the professional Army ethic, which represents a combination of the Army Values; the Warrior Ethos; and, for IGs, the IG oath. In all instances, once TIG revokes IG credentials and orders the removal of an NCO from IG duty, commanders and/or directing authorities will reassign the Soldier away from the IG office. DAIG (SAIG–OP) will notify HRC/USARC/NGB assignment managers of the removal so HRC, USARC, and/or NGB may reassign the Soldier to a non-IG billet.

(4) In the following cases, detail as an IG will be automatically terminated:

(a) On permanent change of station. HQDA or the headquarters publishing orders, in compliance with reassignment instruction, will include termination of the detail in the additional instructions of the orders.

(b) On reassignment within a command to non-IG duties. The command terminating the detail must meet the requirements as outlined above. The command will announce the termination of the detail and announce the new IG by a command memorandum.

(c) Relief for cause or relief from active duty.

(5) Detail as an IG will remain in effect and does not require relief from one detailed IG position to a new detailed IG position if the NCO is reassigned as an IG within a command having subordinate IG offices. However, the reassignment does not negate TIG's requirement that NCOs serve as an IG no more than three years with extensions by exception.

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

### **8–13. Equal opportunity advisor**

a. Information regarding selection and assignment for equal opportunity duty is located in AR 600–20.

b. HRC will verify Soldier possesses a favorable NACLIC or higher investigation prior to the submission of the background screening process.

c. Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from Equal Opportunity duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded from consideration for Equal Opportunity duty for 5 years from the date of the incident. See table 8–1 for Type I/Type II disqualifiers.

d. Other disqualifiers any record of unfavorable information other than the above in the past 3 years.

e. The Director of Enlisted Personnel, HRC, will make the final decision on all potentially disqualifying cases which fall outside of those specifically identified in paragraphs 8–33c(1) and 8–33c(2). The HRC will screen and/or coordinate the following records for all potential Equal Opportunity candidates:

(1) Department of the IG's records.

(2) Personnel security and criminal records indexed in the Defense Clearance and Investigations Index as present in the Army Investigative Records Repository (AIRR), Army Crime Records Center, the Office of Personnel Management (OPM), and other Federal agencies and military departments-DOD Consolidated Adjudication Facility (DOD CAF).

(3) Official military personnel file restricted files -HRC, Special Action Branch (AHRC–EPO–A).

f. The Director of Enlisted Personnel, HRC, has waiver authority for designated Type II unfavorable information disqualifiers reported during the background screening process.

g. Soldiers who are disqualified for equal opportunity duty based on background screening will be notified via enterprise email. The e-mail message includes the agency that reported the potentially disqualifying information and the agency's address (see para 8–13c(4)). The Soldier is informed that they may request appeal of the decision within 12 months of date disqualification e-mail was sent, by submitting a written appeal to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC–EPO–A), 1600 Spearhead Division Avenue, Department 334, Fort Knox, KY

40122 -5303. The appeal request must be endorsed by the first GO in the chain of command. The Director, EPMD, is the approval authority for all waivers and may request decision from the CG, HRC or the DCS, G -1, when warranted

#### **8-14. U.S. Army Criminal Investigation Command**

See AR 195-3 for information regarding training and assignment for duty in the U.S. Army Criminal Investigation Command Program.

#### **8-15. Army Foreign Language Program**

The Army Foreign Language Program is designed to ensure that the Army trains and maintains proficient linguists to respond to worldwide roles, missions, and contingencies. Information on the Army Foreign Language Program is located in AR 11-6.

#### **8-16. Master resilience trainers**

MRTs plan and provide resilience training to Soldiers, Families, and Army Civilians at the unit and installation level. They are also the organization's point of contact for information regarding resilience training and the Comprehensive Soldier and Family Fitness (CSF2) Program. Commanders will submit requests to stabilize Soldiers who have completed the MRT Course and will serve as a MRT to HRC, AHRC-EPO-P. Stabilizations for the initial assignment as an MRT will be for a period of 24 months from the date the ASI is awarded utilizing AEA code "G." Those Soldiers deployed or stationed in an area where less than 36 months' time on station is the standard will be stabilized only through the end of their normal tour. The Director EPMD, is the approval authority for all requests for stabilization and extensions. For more information refer to AR 350-53.

#### **8-17. Warrior transition unit community care unit cadre assignments**

a. Soldiers nominated for WTU and/or CCU cadre positions must meet the following military education and experience requirements:

(1) Squad leaders:

(a) Warrior Leaders Course required; Advance Leader Course preferred.

(b) Soldier must have previous experience as a Squad Leader and received a rating of "Successful".

(c) At minimum, SGT (E-5).

(2) Platoon sergeants:

(a) Advance Leader Course required; Senior Leader Course preferred.

(b) Soldier must have previous experience as a Squad Leader or Platoon Sergeant and received a rating of "Successful."

(c) At minimum, SSG (E-6).

(3) First sergeants:

(a) Senior Leader Course required; First Sergeant Course required

(b) Soldier must have previous experience as a Platoon Sergeant and received a rating of "successful".

(4) Assignment and tour lengths for CSMs will be strictly managed by HRC (AHRC-EPS-S/Sergeants Major Branch).

(5) Additionally, Soldiers identified for WTU and/or CCU cadre positions must display strong manner of performance, strong potential for promotion, and have completed all required NCOES level training for their grade.

(6) Soldiers identified for WTU and/or CCU cadre positions will complete DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) indicating whether they have any reports of unfavorable information within the previous 12 months. If a Soldier indicates any unfavorable information, only the senior commander will make the final determination for assignment as a cadre.

(7) Nomination and screening process must incorporate and identify the following attributes:

(a) The ability to lead Soldiers who possess a wide array of medical, personal, and professional issues.

(b) The ability to mentor and assist Soldiers with goal-setting in conjunction with an environment uniquely challenged with a variety of multi-component administrative issues.

(c) The ability to competently and compassionately help Families with unique challenges throughout recovery, rehabilitation, and reintegration back into the Army or civilian community.

(d) The ability to cope with routine stressful situations and lead high-risk Soldiers.

b. Soldiers nominated for WTU cadre positions are selected primarily from the installation of assignment. Senior commanders are responsible for resourcing and approving personnel to fill component-specific cadre positions. HRC, EPMD (AHRC-EPD-R), in coordination with HR MEDCOM will fill any necessary requirements thereafter.

c. On-post reassignments will be coordinated through the appropriate EPMD, HRC career branch to ensure that nominated personnel are not being considered for other assignments. Soldiers on assignment instructions will not be used for

WTU and/or CCU cadre unless coordinated and approved by HRC. Other AEA Codes should not preclude assignment to a WTU for Soldier's identified for cadre assignments on the installation.

*d.* Attempts will be made to achieve grade and skill match. The intent is to build cadre units with qualified NCOs. Component mismatches are authorized if mission essential, but should be minimized. Commander, Warrior Transition Command (WTC) is the approval authority for authorization mismatches between Active Army, Army Reserve, and Army National Guard.

*e.* Medical treatment facility and WTU commanders must ensure that WTU and/or CCU cadre personnel are assigned only to WTU operational UIC and/or derivative unit identification code (DUIC) positions corresponding to their service component.

*f.* Cadre assignment length is 2-years to avoid cadre strain. AC cadre personnel will be stabilized for 24 months upon arrival using AEA Code "W" (Organizational Stabilization). Reserve Component orders are for a period not to exceed 730 days and processed in accordance with the Personnel Policy Guidance (PPG). One 12-month extension may be requested for exceptional cadre personnel under extenuating circumstances, through the chain of command to commander, (WTC). WTC will endorse and return requests to the senior commander for submission to HRC, EPMD for final approval. The component force providers are the final approval authority for all 12-month extensions.

### **Section III**

#### **Positions of Significant Trust and Authority**

##### **8–18. The Secretary of the Army established the following as positions of significant trust and authority:**

- a.* Drill sergeants.
- b.* AIT platoon sergeants.
- c.* Recruiters.
- d.* Sexual Assault Response Coordinators (SARC) and Sexual Assault Response Victims' Advocates (SAPR VA).

##### **8–19. Background screening**

*a.* Soldiers nominated for positions of significant trust and authority must have comprehensive local and centralized background screening prior to appointment.

*b.* Background screenings are conducted to determine Soldiers' suitability to serve in sensitive duty positions. Processes and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, a Soldier who possesses a valid security clearance may not be cleared during the background screening process.

*c.* Local background screening requirements.

(1) Commanders and supervisors will obtain and review any reasonably available record pertaining to the individual Soldier at issue and will, at a minimum, obtain and review the following records:

- (a)* Police records (base and/or military police, security office, criminal investigators or local law enforcement).
- (b)* The U.S. Department of Justice National Sex Offender Registry.
- (c)* Army Substance Abuse Program or its equivalent in other services.
- (d)* Family housing records.
- (e)* Army Central Registry records.
- (f)* Behavioral health records maintained at the military treatment facility.
- (g)* Any other record maintained on the installation that may be relevant.

(2) Prior to appointment to a position of significant trust and authority, nominees must undergo a behavioral health interview, except collateral duty SARCs and SAPR VAs.

*d.* Centralized background screening requirements.

(1) HRC will verify Soldiers possess a favorable NACLIC or higher investigation prior to the submission of the background screening process.

(2) HRC will screen and/or coordinate the following records for all potential candidates for positions of significant trust and authority:

*(a)* Department of the IG's records.

*(b)* Personnel security and criminal records indexed in the DCII as present in the AIRR, the ACRC, the OPM, and other Federal agencies and (except SARCs and SAPR VAs) military departments-DODCAF.

*(c)* Official military personnel file restricted files–HRC (AHRC–EPO–A/Special Actions Branch).

*(d)* U.S. Army Criminal Investigation Command and/or Crime Records Center databases.

(e) Any other records that may be relevant to qualification and suitability for a position of trust and authority.

(3) Soldiers with Type I reports of unfavorable information disqualifiers will be permanently excluded from positions of significant trust and authority. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded from consideration for positions of significant trust and authority for 5 years from the date of the incident. See table 8–1 for Type I/Type II disqualifiers. Soldiers with any record of unfavorable information, other than Type I/Type II, in the past 3 years will be excluded from consideration for positions of significant trust and authority for 3 years from the date of the incident.

(4) The CG, HRC, has waiver authority for Type II unfavorable information disqualifiers for DS, AIT platoon sergeant, and recruiter nominees reported during the nomination process. The waiver authority for Type II unfavorable information disqualifiers for full-time and collateral SARCs and SAPR VAs is the first general officer or SES in the Soldier's chain of command. These waiver authorities may not be delegated.

(5) The Director of Enlisted Personnel, HRC, has waiver authority for all potentially disqualifying cases reported for Drill Sergeant, AIT Platoon Sergeant, and recruiter nominees during the nomination process which fall outside of those specifically identified in table 8–1; this authority may be further delegated to the nominative branch chief.

(6) Soldiers who are disqualified for positions of significant trust and authority based on background screening will be notified via Defense Enterprise Email. The e-mail message includes the agency that reported the potentially disqualifying information and the agency's address. The Soldier is informed that he or she may request appeal of the decision within 12 months of date disqualification e-mail was sent, by submitting a written appeal to the Commanding General, U.S. Human Resources Command (AHRC–EPO–A/Special Actions Branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. The appeal request must be endorsed by the first GO in the chain of command. The CG, HRC, is the approval authority for all appeals and may request decision from the DCS, G–1, when warranted.

e. Removal from positions of significant trust and responsibility due to derogatory background screening.

(1) Removal authorities will document their rationale for removing an individual from a position of significant trust due to derogatory information in a memorandum for record (MFR).

(2) Removal authorities will forward a copy of the MFR for recruiters to HRC at [usarmy.knox.hrc.mbx.epmd-recruiter-team@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-recruiter-team@mail.mil), for Drill Sergeants and AIT Platoon Sergeants to HRC at [usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-drill-sgt-section@mail.mil), and for SARCs and SAPR VAs through the ACOM, ASCC, or DRU to the SHARP Program Office.

## **8–20. Drill Sergeant Program Scope**

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

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

(1) Recettees in reception stations.

(2) Soldiers undergoing basic combat training.

(3) Drill sergeant candidates at DS schools.

(4) Soldiers undergoing English as a second language training at the Defense Language Institute English Language Center, Lackland AFB, TX, or the Puerto Rico Army National Guard Language Center, Puerto Rico.

(5) Soldiers undergoing physical readiness training at authorized fitness training units.

c. RA and USAR and/or ARNGUS Soldiers from all career fields will be considered for selection and assignment into the program.

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

e. During the initial orientation at the DS school, DS candidates will be asked to fill out the Background Screening Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II report of unfavorable information within the previous 12 months. Forms will be forwarded to e-mail address: [usarmy.knox.hrc.mbx.epmd-ebss@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ebss@mail.mil). If a Soldier indicates possible misconduct that could be a disqualifier from DS duty, the HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

f. Soldiers who refuse to complete DA Form 7424 (Sensitive Duty Assignment Eligibility Questionnaire) are subject to further background screening and/or removal from the DS school. A Soldier's refusal and any adverse information of a nature of that requested in DA Form 7424 discovered during the investigation will be reported to HRC (AHRC–EPO–A), USAR, or ARNG, as appropriate. The HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

## **8–21. Drill sergeant candidate prerequisites**

*a.* DS candidates are RA, USAR–AGR, USAR TPU members, ARNGUS and/or ARNG drilling members (defined in the glossary), or IRR Soldiers who—

(1) Expend Government funds in compliance with RA, USAR–AGR, USAR TPU members, ARNGUS and/or ARNG drilling members, and IRR DS school and/or assignment orders.

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

*b.* DS candidates must meet the following prerequisites:

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

(2) If age 40 years or older must have the appropriate medical clearance at the time of request (see AR 40–501). Medical clearance should state that Soldier is medically cleared for DS duty.

(3) Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer. (NCOs initially receiving a negative behavioral health evaluation, that is subsequently reversed by a competent, licensed, doctoral-level mental health provider, may be renominated for DS duty). Positive evaluation must be from a licensed, doctoral-level mental health provider. This applies to both Active Army and USAR Soldiers.

(4) Have no speech impediment.

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

(6) Display good military bearing.

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

(8) Have had no court-martial convictions.

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

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

(11) Have a minimum GT score of 100. This criterion may be waived from 100 to 90 on a case-by-case by HRC, EPMD (AHRC–EPD–D/Drill Sergeant Branch).

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

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

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

(15) Have a CDR's evaluation by a LTC or higher. Commanders (LTC or higher) will personally interview the Soldier (this may not be delegated) and ensure that the Soldier meets prerequisites. Commanders will consider the "whole Soldier" when making their recommendation. Input should include, but is not limited to, demonstrated leadership ability and potential; physical fitness; character and/or integrity; the Soldier's ability to perform in stressful situations; any incidents of abuse that the chain of command is aware of. All negative evaluations must include a full explanation. Once the commander's evaluation of the nominee is completed, the entire packet with all enclosures will be forwarded through the local servicing personnel office to the Commander, HRC (KHRC–EPD–D), 1600 Spearhead Division Road, Fort Knox, KY 40122–5303.

(16) Possess a favorable NACLIC or higher investigation.

(17) Not be listed as a military sexual offender (see Table 3–3).

*c.* USAR Soldiers may have the following waived:

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

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

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

## **8–22. Qualification criteria**

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

- (1) A curtailment of OCONUS tour for the sole purpose of entry in the DS Program will not be granted.
- (2) Soldiers selected, and in receipt of AI, for the DS Program will not be extended OCONUS.
- b. Soldiers based CONUS must complete at least 16 months at their current installation prior to submitting an application. Soldiers will not PCS until completion of at least 24 months TOS. However, as an exception, Soldiers may submit an application earlier when they are assigned to an installation where DS positions are authorized.
- c. Soldiers must successfully complete DS school prior to performing DS duties.
  - (1) Soldiers based CONUS who are located at installations without a DS school will attend school in a TDY and return status.
  - (2) Soldiers located at installations where a DS school is located will be attached to the school for training.
  - (3) Soldiers returning from OCONUS will be assigned to the installation where they will be a DS. CONUS-based Soldiers will attend school in a TDY and return status.

### **8-23. Drill sergeant tour of duty**

- a. Upon successful completion of DS school, Soldiers will—
  - (1) Be awarded SQI "X" and "8".
  - (2) Be awarded DS identification badge per AR 600-8-22.
  - (3) Be eligible for SDAP in accordance with paragraphs 3-20 through 3-22.
  - (4) Incur a 24-month obligation for DS duty. The 24-month obligation begins on the actual reporting date to the gaining unit. Soldiers must take appropriate action to meet the length of service requirement prior to attending school (see AR 140-111, AR 601-280, and NGR 600-200).
- b. Active Army DSs will be stabilized for 24 months with an option to extend, on a one-time basis, for an additional 6 to 12 months. The stabilized tour will begin the month the Soldier reports to the DS position (gaining unit) and will terminate 24 months later on the last day of the month from the actual reporting day. (Example: if start date is 070113, term date will be 090131). Normally, the DS tour will not exceed 36 months; however, some conditions may be allowed via waiver. The approval authority for third year extensions requested prior to completing 18 months, will be the first GO in the DSs chain of command. All other requests will be approved at HRC (AHRC-EPD-D).
- c. RA Soldiers will normally serve only one tour as a DS.
- d. Prior DSs who have completed successful tours as DS must serve not less than 36 months in a valid career progression TOE assignment before reentering the DS program.
  - (1) Former DSs requesting subsequent tours must still be qualified in accordance with paragraphs 8-15 and 8-16.
  - (2) Prior DSs must complete TRADOC-approved DS refresher training course before being assigned to DS duties.
- e. The Active Army Drill Sergeant of the Year may be assigned to HQ, TRADOC, Fort Monroe, VA.
- f. Reassignment after a tour of DS duty outside the Soldier's PMOS and/or CPMOS is prohibited.
- g. Active Army DSs who are selected for promotion to MSG will continue to serve in authorized DS positions until the last day of the month prior to promotion. Active Army DS candidates who have already started or graduated from DS school when selected for promotion to MSG will continue to comply with DS AIs. (Soldier will remain a DS until the last day of the month prior to promotion to MSG.)
- h. Drill sergeant school graduates in the grade of CPL, assigned to USAR units, will be considered drill CPLs until attaining the grade of SGT. They will not be authorized to wear DS distinguishing accessories (hat or badge) or to perform as DSs until promoted to SGT. (The drill CPL will follow the Drill Corporal Program per TRADOC Regulation 350-16.)
- i. In accordance with TRADOC Regulation 350-16, change 1, appendix F, mental health evaluations will be conducted during wellness week for all midtour and third-year DSs.

### **8-24. Appointment to drill sergeant**

- a. The appointing authority for RA DSs is the CG, HRC.
- b. The CG, HRC, may delegate appointment authority to the director level, who may further delegate it to no lower than the nominative branch chief. All delegations must be in writing.

### **8-25. Removal from the Drill Sergeant Program**

- a. The Commanding General, TRADOC, is the waiver authority for currently serving RA Drill Sergeants who are disqualified due to background investigation, other than Type I, and the removal authority for currently serving RA Drill Sergeants who are disqualified due to background investigation. This authority may be further delegated to the DCG, TRADOC.
- b. Installation, U.S. Army Training Center, separate BDE and/or appropriate equivalent CDRs may remove RA Soldiers from the DS Program (while in candidate status or while assigned DS duties) for any of the following reasons. (Removal

authority must be at least COL level command and may be delegated to subordinate CDRs or deputy CDRs and/or commandants in the grade of COL or higher including CDRs and/or commandants of other Services. Policy governing relief from DS duty for USAR Soldiers is contained in AR 140-10.):

(1) Arriving unqualified to DS school—Soldiers that do not meet the course prerequisites, including body composition requirements in AR 600-9.

(2) Failure to pass the APFT (see AR 350-1).

(3) Academic failure (DS school).

(4) Temporary medical reasons that will prevent the Soldier from completing the course (DS school) in the specified time (see TRADOC Regulation 350-16).

(5) Administrative issues, which include emergency leave that would require the removal of a DS candidate from the program, execution of a Declination of Continued Service Statement, separation due to end of term in service, promotion to MSG, or approved reclassification. All other administrative removals must be approved by the Director of Enlisted Personnel, HRC.

(6) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct and/or professionalism—including noncompliance with body composition requirements in AR 600-9 and testing positive for drugs.

(7) Infractions of training policies or violations of the UCMJ.

(8) Lack of proper motivation, provided individual counseling has been unsuccessful, including failure to enter or complete DS school.

(9) Medical reasons, including pregnancy, when condition prevents the Soldier from performing DS duties.

(10) Hardship or Family problems that prevent the Soldier from performing DS duties.

(11) Soldiers in a DS candidate status, or serving as a DS, may submit applications for attendance to Service schools such as Warrant Officer Candidate School, SFAS, and battle staff upon completion of 18 months of their stabilization period as outlined in paragraph 8-16a(4). If selected for attendance to these or any other Service school, the Soldier will receive a class date after termination of their DS stabilization period. The approval authority for this waiver is the Director of Enlisted Personnel, HRC.

c. HRC (AHRC-EPD-D/Readiness Division) is the removal authority for RA Soldiers who are stationed in CONUS and who become unqualified for DS assignment and/or duties (see para 8-25b) after graduation from DS school and prior to departing current installation (other than DS installation) on DS AI. Request for removal will be forwarded through current installation command channels to the HRC (AHRC-EPD-D) and will include recommendation (approval or disapproval) from the first CDR in rank of COL. Requests will include all supporting documentation as appropriate (see para 8-25h).

d. During initial orientation at DS school, DS candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information within the previous 12 months. The DA Form 7424 will be forwarded to HRC (AHRC-EPO-A). If a Soldier indicates possible misconduct, which could be a disqualifier from DS duty, the HRC will make the final determination and notify the DS school if the Soldier will be removed from the school.

e. When a serious incident occurs requiring an investigation, the DS will be temporarily reassigned. Guidelines for continuation of SDAP for Soldiers temporarily reassigned and undergoing investigation are available in paragraph 3-23e(8). Mere occurrence of an incident or the conduct of an investigation is not intended to be a basis for removal from the program. Decisions on removal must be based on the circumstances or the completed investigation. Reports of removal are not required if Soldiers are cleared and returned to DS duty. (Soldiers who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) DS strength.) However, when RA Soldiers are removed from the DS Program, they will—

(1) Be removed from the school or unit.

(2) Be assigned other duties at the installation (if possible).

(3) Have their SDAP terminated in accordance with paragraph 3-23e(8).

(4) Have SQI "X" removed for reasons listed in paragraphs 8-25b(6) through 8-25b(8).

(5) Award and revocation of the DS identification badge is governed by AR 600-8-22.

f. The DA Form 1059 (Service School Academic Evaluation Report) will be completed for Soldiers (excluding those who were unqualified upon arrival) removed from DS school. The names of Soldiers who were unqualified upon arrival at DS school will be reported, in writing, to HRC (AHRC-EPD-D). Soldiers removed for—

(1) Academic failure may reapply for DS school after meeting the training objectives outlined in DA Form 1059.

(2) Reasons listed in paragraph 8-25b(4) or 8-25b(5) will normally be rescheduled for a later DS class.

g. Soldiers removed from the DS Program for pregnancy will receive AIs to report back to DS duties or school, as applicable, normally 6 months after anticipated delivery, unless Soldier had completed 12 months or more of DS status when removed.



*h.* Removal packets are required when Soldiers are removed from the DS program for reasons listed in paragraphs 8–25*b*(2) and 8–25*b*(6) through 8–25*b*(10). As a minimum, the following must be included:

- (1) Letter of intent to remove.
  - (2) Soldier's acknowledgment statement required by AR 600–37 or a statement by removal authority as to why acknowledgement statement is not included.
  - (3) Soldier's rebuttal statement, if provided.
  - (4) All chain of command correspondence.
  - (5) Approval correspondence signed by approval authority with removal paragraph and reason cited.
  - (6) Justification—copies of formal counseling, Article 15, Court Martial orders, permanent physical profiles (when pregnancy is reason include expected delivery date), as applicable.
  - (7) Copy of orders revoking SQI "X" (when applicable).
- i.* Soldiers removed from the DS Program for reasons listed in paragraphs 8–25*b*(6) through 8–25*b*(9), when medical profile is permanent or is based on mental evaluation, are not eligible for reentry in the program.
- j.* When a Soldier has been removed from the DS Program for reasons prescribed in AR 380–67, RFA will be forwarded through the CAF Portal to DOD CAF.
- k.* The appeal and reinstatement approval authority for DS removed from the DS Program will be no lower than the first GO in the Soldier's chain of command and will always be a GO higher in grade than the designated removal authority.
- l.* Appeals to DS removal actions must be acted upon and final decision provided to HRC (AHRC–EPD–D) within 20 calendar days from the date of the Soldier's removal from the DS Program.
- m.* When removal from the DS Program is HRC directed, the DCS, G–1 will act as the appeal and reinstatement authority. These appeals must be submitted to the DCS, G–1 (DAPE–MPE) within 20 calendar days from the date of the Soldier's removal.
- n.* Appeals submitted to the CG, HRC, and the DCS, G–1 must be processed through the highest GO on the installation who is an appeal authority and is in the Soldier's chain of command.

#### **8–26. Advanced individual training platoon sergeant duty scope**

- a.* Advanced individual training PSGs represent the Army during the formative weeks of an enlistee's training; therefore, only the most professionally qualified Soldiers will be assigned to AIT PSG duty.
- b.* Soldiers may volunteer or be involuntarily selected for AIT PSG duty. Advanced individual training PSGs are authorized only for the specific purpose of training Soldiers undergoing AIT.
- c.* Active Army Soldiers from all career fields will be considered for selection and assignment as AIT PSG.
- d.* On declaration of general war or full mobilization, provisions of this section remain unchanged.

#### **8–27. Advanced individual training platoon sergeant candidate prerequisites**

Advanced individual training PSG candidates must meet the following prerequisites:

- a.* Be physically fit (maximum profile guide is 111221); however, some conditions may be allowed via waiver; meet body composition requirements in AR 600–9; and be able to pass the APFT (no substitution of events) upon arrival at AIT PSG school. Soldiers who are 40 years old or more must have the appropriate medical clearance (see AR 40–501). Medical clearance should state that Soldier is medically cleared for AIT PSG duty.
- b.* Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent mental health officer. (NCOs initially receiving a negative behavioral health evaluation that is subsequently reversed by a competent, licensed doctoral-level mental health provider may be renominated for AIT PSG duty.) Positive evaluation must be from a licensed doctoral-level mental health provider. In accordance with TRADOC Regulation 350–16, mental health evaluations will be conducted during wellness week for all midtour and 3rd year AIT PSG.
- c.* Have no speech impediment.
- d.* Be a high school graduate or possess the GED equivalent.
- e.* Display good military bearing.
- f.* Have demonstrated leadership ability during previous tours of duty and have demonstrated capability to perform in positions of increasing responsibility as senior NCO in the Army, as reflected on the NCOERs.
- g.* Have had no court-martial convictions.
- h.* Have no record of disciplinary action, to include letters of reprimand, or time lost under 10 USC 972 during current enlistment or in the last 5 years, whichever is longer.
- i.* May not have received EB or SRB for current service obligation if PMOS is not among those authorized for AIT PSG positions if RA Soldiers.
- j.* Have qualified with M16A2 or M–4 carbine rifle within last 6 months.
- k.* Be SSG through SFC.

- l.* Have a minimum of 4 years total active Federal Service.
- m.* Have a CDR's evaluation by a LTC or higher. Commanders (LTC or higher) will personally interview the Soldier (this may not be delegated) and ensure that the Soldier meets the prerequisites. Commanders will consider the "whole Soldier" when making their recommendation. Input should include, but is not limited to, demonstrated leadership ability and potential; physical fitness; character and/or integrity; the Soldier's ability to perform in stressful situations; any incidents of abuse that the chain of command is aware of. All negative evaluations must include a full explanation. Once the commander's evaluation of the nominee is completed, the entire packet with all enclosures will be forwarded through the local servicing personnel office to the Commander, HRC (KHRC-EPD-D), 1600 Spearhead Division Road, Fort Knox, KY 40122-5303.
- n.* Possess a favorable NACLIC or higher investigation.
- o.* Not be listed as a military sexual offender (see table 3-3).
- p.* Possess a favorable NACLIC or higher investigation.
- q.* Not listed as a military sexual offender (see table 3-3).

### **8-28. Qualification criteria**

- a.* Soldiers stationed OCONUS may submit application no earlier than 14 months and no later than 10 months prior to their DEROS.
  - (1) A curtailment of OCONUS tour for the sole purpose of entry in the AIT PSG Program will not be granted.
  - (2) Soldiers selected and in receipt of AI for the AIT PSG Program will not be extended OCONUS.
- b.* Soldiers based CONUS must complete at least 16 months at their current installation prior to submitting an application. Soldiers will not PCS until completion of at least 24 months TOS. However, as an exception, Soldiers may submit an application earlier when they are assigned to an installation where AIT PSG positions are authorized.
- c.* Soldiers must successfully complete AIT PSG school prior to performing AIT PSG duties.
  - (1) Soldiers based CONUS who are located at installations without an AIT PSG school will attend school in a TDY and return status.
  - (2) Soldiers located at installations where an AIT PSG school is located will be attached to the school for training.
  - (3) Soldiers returning from OCONUS will be assigned to the installation where they will be an AIT PSG.

### **8-29. Advanced individual training platoon sergeant tour of duty**

- a.* Upon successful completion of AIT PSG school, Soldiers will be awarded SQI "Y" and incur a 24-month obligation for AIT PSG duty. Soldiers must take appropriate action to meet the length of service requirement prior to attending school. (See AR 140-111, AR 601-280, and NGR 600-200.)
- b.* The RA AIT PSG will be stabilized for 24 months with an option to extend, on a one-time only basis, for an additional 6 to 12 months. The stabilized tour will begin the month the Soldier reports to the AIT PSG installation (gaining unit) and will terminate 24 months later on the last day of the month from the actual reporting day. (Example: if start date is 070113, term date will be 090131). The AIT PSG tour will not exceed 36 months. The approval authority for third-year extensions requested prior to completing 18 months will be the first GO in the AIT PSG's chain of command. All other requests will be approved at HRC (AHRC-EPD-D). RA Soldiers will normally serve only one tour as an AIT PSG.
- c.* Prior AIT PSG who have completed successful tours as AIT PSG must serve not less than 36 months in a valid career progression TOE assignment before reentering the AIT PSG Program. Former AIT PSG requesting subsequent tours must still be qualified in accordance with paragraphs 8-19 and 8-20.
- d.* Reassignment after a tour of AIT PSG duty outside of the Soldier's PMOS and/or CPMOS is prohibited.
- e.* Active Army AIT PSGs who are selected for promotion to MSG will continue to serve in authorized AIT PSG positions until the last day of the month prior to promotion. The Soldier will remain an AIT PSG until the last day of the month prior to promotion to MSG.

### **8-30. Appointment to advanced individual training platoon sergeant**

- a.* The appointing authority for RA AIT platoon sergeants is the CG, HRC.
- b.* The CG, HRC, may delegate appointment authority to the director level, who may further delegate it to no lower than the nominative branch chief. All delegations must be in writing.

### **8-31. Removal from the Advanced Individual Training Platoon Sergeant Program**

- a.* The CG, TRADOC, is the waiver authority for currently serving RA AIT Platoon Sergeants who are disqualified due to background investigation, other than Type I, and the removal authority for currently serving RA AIT Platoon Sergeants who are disqualified due to background investigation. This authority may be further delegated to the DCG, TRADOC. The

Commanding General, MEDCOM, is the waiver authority and removal authority for currently serving RA MEDCOM AIT Platoon Sergeants who are disqualified due to background investigation, other than Type I.

*b.* Installation, U.S. Army Training Center, separate BDE and/or appropriate equivalent CDRs may remove RA Soldiers from the AIT PSG Program (while in candidate status or while assigned AIT PSG duties) for any of the following reasons. (Removal authority must be at least COL level command and may be delegated to subordinate CDRs or deputy CDRs and/or commandants in the grade of COL or higher including CDRs and/or commandants of other Services.)

(1) Arriving unqualified to AIT PSG school—Soldiers that do not meet the course prerequisites, including body composition requirements in AR 600–9.

(2) Failure to pass the APFT (see AR 350–1).

(3) Academic failure (AIT PSG school).

(4) Temporary medical reasons that will prevent the Soldier from completing the course (AIT PSG school) in the specified time.

(5) Administrative issues, which include emergency leave that would require the removal of a AIT PSG candidate from the program, execution of a Declination of Continued Service Statement, separation due to end of term in service, promotion to MSG, or approved reclassification. All other administrative removals must be approved by the Director of Enlisted Personnel, HRC.

(6) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct and/or professionalism—including noncompliance with body composition requirements in AR 600–9 and testing positive for drugs.

(7) Infractions of training policies or violations of the UCMJ.

(8) Lack of proper motivation, provided individual counseling has been unsuccessful, including failure to enter or complete AIT PSG school.

(9) Medical reasons, including pregnancy, when condition prevents Soldier from performing AIT PSG duties.

(10) Hardship or Family problems that prevent Soldier from performing AIT PSG duties.

(11) Submission of application for attendance to Service schools. Soldiers in an AIT PSG candidate status or serving as an AIT PSG may submit applications for attendance to Service schools such as Warrant Officer Candidate School, SAFS, and battle staff upon completion of 18 months of their stabilization period as outlined in paragraph 8–21*b*. If selected for attendance to these or any other Service school, the Soldier will receive a class date after termination of his or her AIT PSG stabilization period. The approval authority for this waiver is the Director of Enlisted Personnel, HRC.

*c.* The Human Resources Command, Chief, Readiness Division (AHRC–EPD–D) is the removal authority for RA Soldiers who become unqualified for AIT PSG assignment and/or duties prior to arrival at gaining installation.

*d.* During initial orientation at AIT PSG school, AIT PSG candidates will fill out DA Form 7424 indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II reports of unfavorable information within the previous 12 months. The DA Form 7424 will be forwarded to HRC (AHRC–EPO–A). If a Soldier indicates possible misconduct, which could be a disqualifier from AIT PSG duty, HRC will make the final determination and notify the AIT PSG school if the Soldier will be removed from the school.

*e.* When a serious incident occurs requiring an investigation, the AIT PSG will be temporarily reassigned. Mere occurrence of an incident or the conduct of an investigation is not intended to be a basis for removal from the program. Decisions on removal must be based on the circumstances or the completed investigation. Reports of removal are not required if Soldiers are cleared and returned to AIT PSG duty. (Soldiers who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) AIT PSG strength.) However, when RA Soldiers are removed from the AIT PSG Program, they will—

(1) Be removed from the school or unit.

(2) Be assigned other duties at the installation (if possible).

*f.* Soldiers who refuse to complete DA Form 7424 are subject to further background screening and/or removal from the AIT PSG school. A Soldier's refusal and any adverse information of a nature of that requested in DA Form 7424 discovered during the investigation will be reported to HRC (AHRC–EPO–A). The HRC will make the final determination and notify the AIT PSG school if the Soldier will be removed from the school.

*g.* The DA Form 1059 will be completed for Soldiers (excluding those who were unqualified upon arrival) removed from the AIT PSG school. The names of Soldiers who were unqualified upon arrival at AIT PSG school will be reported, in writing, to HRC (AHRC–EPD–D). Soldiers removed for—

(1) Academic failure may reapply for AIT PSG school after meeting the training objectives outlined in DA Form 1059.

(2) Reasons listed in paragraphs 8–31*a*(4) and 8–31*a*(5), will normally be rescheduled for a later AIT PSG class.

*h.* Soldiers removed from the AIT PSG Program for pregnancy will receive AIs to report back to AIT PSG duties or school, as applicable, normally 6 months after anticipated delivery, unless Soldier had completed 12 months or more of AIT PSG status when removed.

*i.* Removal packets are required when Soldiers are removed from the AIT PSG Program for reasons listed in paragraphs 8–31*b*(2) and 8–31*b*(6) through 8–31*b*(10). As a minimum, the following must be included:

- (1) Letter of intent to remove.
- (2) Soldier's acknowledgment statement required by AR 600–37 or a statement by removal authority as to why acknowledgement statement is not included.
- (3) Soldier's rebuttal statement, if provided.
- (4) All chain of command correspondence.
- (5) Approval correspondence signed by approval authority (see para *a*, above) with removal paragraph and reason cited.
- (6) Justification—copies of formal counseling, Article 15, court martial orders, permanent physical profiles (when pregnancy is reason include expected delivery date), as applicable.

*j.* Soldiers removed from the AIT PSG Program for reasons listed in paragraphs 8–31*b*(6) through 8–31*b*(9), when medical profile is permanent or is based on mental evaluation are not eligible for reenry in the program.

*k.* When a Soldier has been removed from the AIT PSG Program for reasons prescribed in AR 380–67, a RFA will be forwarded through the CAF Portal to the DODCAF.

*l.* The appeal and reinstatement approval authority for AIT PSG removed from the AIT PSG Program will be no lower than the first GO in the Soldier's chain of command and will always be a GO higher in grade than the designated removal authority.

*m.* Appeals to AIT PSG removal actions must be acted upon and final decision provided to the HRC (AHRC–EPD–D) within 20 calendar days from the date of the Soldier's removal from the AIT PSG Program.

*n.* When removal from the AIT PSG Program is HRC directed, the DCS, G–1 will act as the appeal and reinstatement authority. These appeals must be submitted to the DCS, G–1 (DAPE–MPE) within 20 calendar days from the date of the Soldier's removal.

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

### **8–32. Recruiting duty scope**

- a.* Information regarding selection and assignment to USAREC for recruiting duty is located in AR 601–1.
- b.* Additionally, the following prerequisites must be met:
  - (1) Possess a favorable NACLIC or higher investigation.
  - (2) Not be listed as a military sexual offender (see table 3–3).
- c.* The appointing authority for RA recruiters is the CG, HRC.
- d.* The CG, HRC, may delegate appointment authority to the director level, who may further delegate it to no lower than the Nominative Branch Chief. All delegations must be in writing.
- e.* The CG, TRADOC, is the waiver authority for currently serving recruiters who are disqualified due to background investigation, other than Type I, and the removal authority for currently serving recruiters who are disqualified due to background investigation. This authority may be further delegated to the DCG, TRADOC.
- f.* During the initial orientation at the recruiting and retention school, recruiting candidates will fill out the Sensitive Duty Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II Reports of unfavorable information within the previous 12 months. Forms will be forwarded to the Commanding General, U.S. Human Resources Command, Special Actions Branch (AHRC–EPO–A), Department 334, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303. If a Soldier indicates possible misconduct, which could be a disqualifier from recruiting duty, HRC will make the final determination and notify the recruiting and retention school if the Soldier will be removed from the school.

### **8–33. Sexual Harassment/Assault Response and/or Prevention duty scope**

Sexual assault response coordinators (SARCs) and sexual assault prevention and response victim advocates (SAPR VAs) are the Army's "frontline forces" in support of commanders in the fight against sexual assault.

### **8–34. Sexual Harassment/Assault Response and/or Prevention prerequisites**

- a.* SHARP personnel must meet the following prerequisites:
  - (1) Be selected by the Command.
  - (2) Have a favorable criminal background check and National Sex Offender Registry check.
  - (3) Have stability in personal affairs; Soldier will not have a recent history of severe domestic or personal problems (excluding divorce), chronic indebtedness, excessive use of alcohol, or any use of illegal drugs. Individuals withdrawn for

cause from any human reliability or personal reliability program during the 2 years preceding the nomination will need a waiver from HQDA, G-1 SHARP.

(4) Complete the certified National Organization for Victims Assistance (NOVA) 7-week SHARP Certification Course or 12-week SHARP Training Course.

(5) Possess a current certification issued and approved by the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) (DD Form 2950-1 (DOD Sexual Assault Advocate Certification Program (DSAACP Application Packet for New Applicants), and the D-SAACP National Advocate Credentialing Program (NACP) Committee.

*b.* SARCs must meet the following additional prerequisites:

(1) Be an NCO (SFC or higher), Officer (MAJ/CW3 or higher) or receive DCS, G-1 approved exception to policy.

(2) Have two letters of recommendation:

*(a)* The SARC supervisor.

*(b)* The commanding officer.

*c.* SAPR VAs must meet the following additional prerequisites:

(1) Be an NCO (SSG or higher), Officer (1LT/CW2 or higher) or receive DA-G1 approved exception to policy.

(2) Must have two letters of recommendation:

*(a)* The SARC.

*(b)* The supervisor.

### **8-35. Waiver authority**

The waiver authority for full-time and collateral SARCs and SAPR VAs is the first GO or SES in the Soldier's chain of command. Waiver authority may not be delegated.

### **8-36. Appointment**

*a.* Commanders select, nominate, and appoint military SARC and SAPR VA personnel from within their formations and the installation. The appointing authority for SARC full-time and collateral duty positions is the first general officer or Senior Executive Service in the chain of command. The appointing authority for SAPR VA positions is the brigade commander or equivalent-level commander or civilian supervisor serving in a grade no lower than COL or GS-15. Appointing authority may not be transferred or delegated.

*b.* The appointing authority reviews the entire record of each individual Soldier focusing on the whole person, before deciding whether to appoint or retain that person in a position as a SARC or SAPR VA.

### **8-37. Tour of duty**

*a.* For CONUS and OCONUS long tour areas, the standard tour length for full-time SARCs and SAPR VAs is 24 months in position. For OCONUS short tour areas, the standard tour length is 12 months in position. Periods served as collateral duty do not count toward stabilization in full-time positions.

*b.* OCONUS selectees whose DEROS does not meet the standard tour length requirement must voluntarily extend their overseas tour in accordance with existing policies and procedures to meet the 24/12-month standard tour length.

*c.* Extension beyond two years in a SARC or SAPR VA position is dependent upon renewal of credentialing; Soldiers cannot serve in a SARC or SAPR VA position if their credentials are expired, even if renewal is pending.

### **8-38. Removal**

*a.* The removal process defined in this regulation applies only to removal due to derogatory information. If an individual is being replaced due to PCS or the commander's or individual's request, then the removal process defined herein does not apply. The removal authority for derogatory information for full-time and collateral SARCs and SAPR VAs is the first GO or SES in the Soldier's chain of command. Removal authority for derogatory information may not be delegated.

*b.* The removal authority will immediately suspend and temporarily reassign any Soldier serving in a SHARP position if they learn that the Soldier is under investigation for a Type I or Type II offense, or there is credible evidence that the Soldier has committed a Type I or Type II offense. The removal authority will notify the Soldier, in writing, of the basis of the suspension, their right to consult military counsel or civilian counsel at their own expense, and the process for submitting a rebuttal. The removal authority will also provide the Soldier with a copy of the disqualifying information, or the name and address of the agency that reported the disqualifying information.

*c.* Soldiers currently serving in SHARP positions who are disqualified due to a Type I offense may not request a waiver, but may submit rebuttal matters if they believe the information is erroneous. Soldiers who believe the disqualifying information is erroneous must notify the removal authority, in writing, of their intent to submit rebuttal matters with seven

calendar days from the date they received the disqualification notification. Rebuttal matters must be submitted within thirty calendar days of the date the Soldier received the disqualification notification.

*d.* Soldiers currently serving in SHARP positions who are disqualified due to a Type II offense may request a waiver by notifying the waiver authority, in writing, of their intent to request a waiver with seven calendar days of the date they received the disqualification notification, and submitting their waiver request and any matters of in extenuation or mitigation to the waiver authority within thirty calendar days of the date they received the disqualification notification.

*e.* Waiver authorities must make a final decision regarding a waiver request with thirty calendar days of the date they receive they request. Waiver authorities will grant waivers only in exceptional circumstances, when the waiver authority determines that, despite the disqualifying information, the individual requesting the waiver is still the best qualified individual to serve in the SHARP position, and the disqualifying information does not call into question the character, conduct, or personal integrity of the individual requesting the waiver.

*f.* If a waiver is denied, the waiver authority will notify the removal authority. If a waiver is granted, the waiver authority will sign a memorandum for record (MFR) articulating the rationale for the waiver and stating why the individual is still the best suited to serve in that position. The unit will submit a copy of the waiver request and MFR to HRC at [usarmy.knox.hrc.mbx.epmd-ebss@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-ebss@mail.mil), and HRC will notify the G1 SHARP office. The signed MFR will be maintained by the unit for the duration of the Soldier's assignment to the SHARP position.

*g.* Removal authorities will document their rationale for removing an individual from SHARP positions in an MFR. Removal authorities will forward a copy of the MFR through the ACOM, ASCC, or DRU, to the SHARP program office, which will revoke the individual's credentials and coordinate with HRC for the removal of the individual's ASI 1B and stabilization coding, and the addition of coding to restrict the individual from being appointed to positions of significant trust and authority in the future.

### **8–39. Exemptions**

Soldiers possessing PMOS 56M, Chaplain Assistant, are unable to serve in SARC or VA positions, as it may jeopardize their ability to perform their primary duties without hindrance, compromise, or conflict (see AR 165–1).

## **Section IV**

### **First Sergeant Positions**

#### **8–40. Scope**

The most highly qualified and motivated senior Soldiers must be selected and assigned to 1SG positions. Moreover, these assignments are career enhancing and serve as professional development for Soldiers in a CMF where 1SG opportunities are available.

#### **8–41. Eligibility**

Soldiers in the grade of SFC through MSG will be assigned as 1SGs based on the following:

- a.* Outstanding qualities of leadership.
- b.* Dedication to duty.
- c.* Integrity and moral character.
- d.* Professionalism.
- e.* Military occupational specialty proficiency.
- f.* Appearance and military bearing.
- g.* Physical fitness.
- h.* Possess a favorable NACLC or higher investigation.

#### **8–42. Criteria**

- a.* All requisition authorities in CONUS and/or OCONUS are required to identify 1SG positions with the appropriate SQI identifier of "M."
- b.* Initial entry training 1SG positions should be filled with Soldiers who have previously served successful tours as DSs.
- c.* When possible, the 1SG will possess the PMOS of the authorized duty position, particularly in TOE company level organizations. Soldiers will only be assigned to 1SG positions outside their PMOS or CMF as an exception and with prior approval from the HRC branch that manages the PMOS of the Soldier and the HRC branch that manages the PMOS of the position. These Soldiers must possess SQI "M" and be the only qualified Soldiers available to fill the vacancy.

*d.* Installation or division CDRs may reassign Soldiers within their command to fill 1SG positions. Soldiers who have been issued HQDA reassignment instructions through EDAS will normally not be approved for the position. However, HRC will consider requests for deletion from AIs in exceptional cases.

#### **8–43. Stabilization as a first sergeant**

*a.* Soldiers will be stabilized as 1SG for 24 months, except that OCONUS stabilization will not involuntarily exceed normal tour length. Immediately upon the Soldier's assignment to a 1SG position, request for stabilization must be submitted to HRC (AHRC–EPO–P). Effective start date of stabilization is the date the Soldier is assigned to the 1SG position. Requests for stabilization must include the date assigned to the 1SG position.

*b.* The initial period of stabilization will not be adjusted for Soldiers reassigned from one 1SG position to another 1SG position at the same station.

*c.* To be a 1SG, the Soldier must be assigned to a 1SG position. When loss of position or authorization occurs, personnel will revert to their former grade.

*d.* Repetitive assignments to 1SG duty will be based on—

- (1) Needs of the Army.
- (2) Soldier's performance as 1SG.
- (3) Soldier's desires and professional development needs.

#### **8–44. Awarding skill qualification identifier "M"**

The award of the SQI "M" will be made based on the criteria in DA Pam 611–21. Approval authority for award of the SQI "M" will remain with the Soldier's BN CDR (or equivalent), and the BCT/BDE S1 will publish orders awarding the SQI.

#### **8–45. Lateral appointments to first sergeant**

*a.* Commanders (LTC and above) may authorize Soldiers in the grade of MSG to be laterally appointed to 1SG upon assignment to an authorized 1SG position within their command.

*b.* Lateral appointments will be announced by DA Form 4187 or by informal memorandum. The effective date will be the date the Soldier assumes 1SG duties. The date of rank will remain unchanged.

*c.* Upon release from 1SG duties, the unit will initiate lateral appointment action to convert the Soldier's rank from 1SG to MSG. The effective date will be the date the Soldier is released from 1SG duties. Soldier's date of rank will remain unchanged. Upon removal of 1SG designation, Soldiers are no longer authorized to wear 1SG insignia.

#### **8–46. Frocking of sergeant first class promotable to first sergeant**

*a.* Sergeants first class (P) who are assigned to an authorized 1SG position may wear the grade of 1SG.

*b.* Commanders (LTC and above) may authorize and approve frocking of SFC(P) to be assigned as 1SG within their command.

*c.* Frocking will not be approved to provide an interim fill for a 1SG position.

*d.* Frocking will not be accomplished until assumption of duties as a 1SG.

*e.* Identification cards, official records (ERB) will not be changed to show a frocked grade.

*f.* Frocking may be announced by using an informal memorandum.

*g.* Soldiers who have been frocked as 1SG, subsequently promoted to MSG, and are reassigned from 1SG duties will be laterally appointed to MSG.

#### **8–47. Withdrawal of skill qualification identifier "M"**

*a.* Withdrawal of SQI "M," under all circumstances, is an administrative action only. It is not to be used as a disciplinary measure or as a means to replace proper disciplinary action.

*b.* The SQI "M" will be withdrawn when Soldiers are promoted to SGM or are no longer fully qualified to serve as 1SGs. Withdrawal may be initiated by the Soldier, the Soldier's CDR, or HRC.

(1) Soldiers who feel they are no longer qualified to serve as 1SG may submit the withdrawal request through their immediate CDR to the BN CDR (or equivalent) for approval or disapproval. Based on the needs of the Army, these Soldiers may be required to complete their current or scheduled 1SG assignment.

(2) When the Soldier's CDR deems the Soldier not fully qualified as a 1SG, he or she may submit a withdrawal request to the BN CDR for approval or disapproval. Prior to forwarding the withdrawal request, the initiating CDR will advise the Soldier and afford him or her the opportunity to submit matters in rebuttal, extenuation, or mitigation.

(3) When a review of the Soldier's OMPF and other official correspondence reveals that the Soldier's demonstrated performance, proficiency, physical standards, or other criteria are below that expected of a 1SG, HRC will submit a withdrawal request to the Soldier's installation CDR for chain of command consideration. The immediate CDR will advise the Soldier so he or she may submit matters in rebuttal, extenuation, or mitigation.

c. When SQI "M" has been withdrawn from the MOS of a Soldier currently performing duties as 1SG, the CDR will reassign the Soldier to a position for which the Soldier is qualified. If no position is available within the command, the Soldier will be reported IA (see para 3-16).

d. When a Soldier is released from 1SG duties for reasons outlined in AR 380-67, the CDR will forward DA Form 5248-R (Report of Unfavorable Information for Security Determination) to the CDR, U.S. Army Central Personnel Security Clearance Facility.

<b>Table 8-1</b>	
<b>Type I and/or Type II Unfavorable information disqualifiers</b>	
Updates to Unfavorable Information Disqualifiers will be published via ALARACT and incorporated into future publications	
C-1. Type I reports of unfavorable information disqualifiers (automatic rejection) are:	C-2. Type II reports of unfavorable information disqualifiers (time related—any record of unfavorable information below committed within 5 years of appointment):
(1) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see AR 608-18 and the Case Review Committee (CRC) determination)).	(1) Driving under the influence.
(2) Incest, bestiality, adultery, sexual activity with subordinate Soldiers, or fraternization.	(2) Assault and/or spouse or child abuse characterized as mild (see AR 608-18 (table C-1 and the CRC determination)).
(3) Conduct in violation of the Army's policy on participation in extremist organizations or activities.	(3) Any drug offense.
(4) Any court-martial conviction in the Soldier's career, provided it has not been reversed by a higher court or other appropriate authority.	(4) Larceny and/or theft.
(5) Any repeat offenders (or combination) of Type II offenses anytime during the Soldier's career.	(5) A traffic violation with six points or more assessed.

## Chapter 9 Miscellaneous-type Assignments

### Section I

#### Home Base and Advance Assignment Program

##### 9-1. Scope

a. The practice of returning Soldiers to their previous PDS or a different location after completing a dependent restricted short tour is referred to as the Home Base/Advance Assignment Program (HAAP). The two types of assignments in the HAAP are—

(1) *Home base assignment.* Soldiers are projected to return to the installation where they were stationed prior to completing a dependent- restricted 12-month OCONUS short tour.

(2) *Advance assignment.* Soldiers are projected to return to a different installation than they were stationed prior to completing a dependent- restricted 12-month OCONUS short tour.

b. Participation in the HAAP is optional. Soldiers who decline to participate will indicate so during their reassignment briefing, and the Soldier's desire not to participate in the HAAP will be indicated in his or her PCS orders. The servicing Military Personnel Detachment (MPD) must send an encrypted email message, with attachment showing the declination, to the (AHRC-EPD-R/Strategic Actions Team), EPMD, in order to update the declination in the TAPBD. Upon completion of the dependent restricted short tour, Soldiers who declined participation in the HAAP will be reassigned according to the needs of the Army.



## **9–2. Criteria**

*a.* RA Soldiers, CPL(P)/SPC(P) (and those CPL/SPC on a second or subsequent enlistment) through MSG (except MSG(P)), are eligible to participate in the HAAP when they are issued AI to a dependent- restricted 12-month OCONUS short tour area.

*b.* Primary determining factors for the HAAP are—

- (1) The needs of the Army.
- (2) Assignment preference or volunteer location of the Soldier.
- (3) Professional development considerations.
- (4) Least cost factors.

*c.* Hawaii and Alaska residents may be provided a home base or advance assignment to their respective states. All others will not be given a home base or advance assignment in Hawaii or Alaska without their consent.

*d.* Eligible Soldiers stationed in an OCONUS accompanied long tour who volunteer for an intertheater transfer will be notified in advance of their projected home base or advance assignment.

*e.* The intent of both the HAAP is to reduce PCS costs and to increase stability for the Soldier and his or her Family. Soldiers who receive a home base assignment under the HAAP must sign a statement indicating that they understand the intent of the program and that they are expected not to use their dependent PCS entitlements unless the assignment is cancelled. Soldiers who receive a HAAP advance assignment to a different installation will sign a statement indicating that they understand the intent of the program and are expected not to use their dependent travel and transportation allowances except to the locale of the advance assignment.

*f.* Soldiers with SQI "P" (parachutist) are provided a home base or advance assignment to installations authorized parachutists, unless the installation is overstrength parachutists.

*g.* The home base or advanced assignment may be changed or canceled due to changing needs of the Army (authorizations), or because the Soldier—

- (1) Declines to participate.
- (2) Voluntarily extends their foreign service tour for any length of time.
- (3) Is selected to attend the SGM course.
- (4) Is selected for promotion to SGM while serving on a dependent- restricted 12-month short tour.

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

*i.* If either the Soldier's current home base or advance assignment is canceled or changed based on the needs of the Army, then the Soldier may use dependent PCS entitlements and allowances not yet executed for movement to next assignment. Similarly, if the Soldier, executes his or her dependent PCS entitlements and allowances contrary to provisions contained in paragraph 9–2*e*, above, then the Army may cancel or change the previously approved home base or advance assignment.

## **Section II**

### **Assignment of Choice for Department of the Army Noncommissioned Officer and/or Soldier of the Year**

#### **9–3. Objective**

To provide an incentive for improved career management, a DA NCO and/or Soldier of the Year will be given choice of available assignments.

#### **9–4. Criteria**

*a.* Soldiers selected as DA NCOs and/or Soldiers of the Year will be given their choice of assignment, provided valid requisitions exist and they meet applicable statutory and regulatory provisions. When Soldiers have received AIs prior to being selected, and the AIs are not to their choice of location, the AIs will be deleted.

*b.* When no choice is made, because no valid requisitions exist or other reasons, the Soldier's CMIF will be suspended. Every reasonable effort will be made to assist Soldiers in obtaining their selected choice of assignment.

## **Section III**

### **Special Assignments**

### **9–5. Scope**

Special assignments include special management command and joint, HQDA, and HRC assignments that have special missions and require personnel with specific qualifications. Soldiers assigned to these positions will be stabilized for a period of 36 months. However, HRC may reassign Soldiers with less than 36 months in accordance with paragraph 3–8a(10). This section establishes policies for assignments to the following agencies:

- a.* International and OCONUS Joint headquarters, U.S. military missions, military assistance advisory groups, Joint U.S. military advisory groups, and similar activities.
- b.* The U.S. Central Command.
- c.* Headquarters, Department of the Army and HRC.
- d.* The U.S. Disciplinary Barracks.
- e.* The U.S. Army Intelligence and Security Command.
- f.* Office of the Assistant Chief of Staff for Intelligence and field activities.
- g.* Defense Courier Service.
- h.* The U.S. Criminal Investigation Command.
- i.* The U.S. Transportation Command.
- j.* The North Atlantic Treaty Organization (NATO).
- k.* The U.S. Military Academy, U.S. Army Command and General Staff College, U.S. Army War College, and U.S. Army Officer Candidate School.
- l.* Joint communications support element.
- m.* U.S. Army Test and Evaluation Command (ATEC).

### **9–6. General selection criteria**

Soldiers may volunteer or be nominated provided the following criteria are met:

- a.* Be a high school graduate or GED equivalent.
- b.* Be a U.S. citizen (by birth or naturalization).
- c.* Have or be able to obtain and maintain applicable security clearance that is required for the position. If no clearance is required, a favorable NACLIC or higher must be maintained.
- d.* Not listed as a military sexual offender (see table 3–3).
- e.* Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last 3 years, whichever is longer.
- f.* Have no record of civil conviction, except for minor offenses that do not disqualify for TS security clearance under AR 380–67.
- g.* Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability. (Does not include Soldiers who are declared rehabilitation successes under the ASAP.)
- h.* Have a minimum GT score of 100.
- i.* Meet body composition requirements in AR 600–9.
- j.* Have 36 months' time remaining in service upon arrival at assignment, unless designated OCONUS tour is less.
- k.* Soldiers must not be suspended from favorable personnel actions; however, a disqualifying flagging action for a minor infraction is waivable. For the purposes of this regulation, a minor infraction is that which would permit a flagging action to be transferred (see AR 600–8–2). The HRC assignment manager is the waiver authority.
- l.* Soldiers assigned to an airborne position must be airborne qualified or have volunteered for airborne training.
- m.* Soldier must be fully MOS qualified. If there is a disqualifying permanent medical profile, it must be determined by a Military Occupational Specialty Medical Reclassification Board whether or not Soldiers are assignable (deployable) worldwide and can be properly used in an USASOC organization.

### **9–7. Waivers**

Requests or recommendations for waivers of assignment criteria will only be considered for the following:

- a.* Time lost to be made good under 10 USC 972.
- b.* Education level.
- c.* General technical aptitude area score (not applicable to Allied Command Operations (ACO) assignments).
- d.* Not possessing the requisite grade (not applicable to ACO assignments).
- e.* Active Federal Service time.
- f.* The TOS and retainability.

### **9–8. International and outside the continental United States Joint headquarters, U.S. military missions, Military Assistance Advisory Group, Joint U.S. Military Advisory Group, and similar activities**

In addition to the criteria in paragraph 9–6 the following apply:

*a.* Soldiers may volunteer whether OCONUS or in CONUS, unless they are alerted or on orders for an OCONUS assignment. Soldiers who apply under a specific HRC announced volunteer program must also meet the qualifications prescribed for that program. If selected, they will be considered as IA for assignment.

*b.* Soldiers undergoing AIT training may volunteer provided AIs have not been received. Normally, AIT Soldiers will be selected only to fill administrative, clerical, and signal communications requirements (not applicable to ACO assignments).

*c.* Foreign service assignment policies prescribed in AR 614–30 will be followed.

*d.* If language training is required, assignment is contingent upon successful completion of the course. Soldiers selected for assignment to positions in military missions, advisory groups, or similar activities that require limited working foreign language proficiency or better must attend either of the following:

(1) The Defense Language Institute Foreign Language Center.

(2) Other institution designated by Defense Language Institute Foreign Language Center for initial or refresher language training.

*e.* Soldiers (SSG and above) selected for these assignments must attend the Security Assistance Management Course conducted at the Defense Institute for Security Management, Wright Patterson Air Force Base, Ohio (not applicable to ACO assignments).

*f.* Medical facilities are limited at most military missions, advisory groups, and similar activities; therefore, Family members, as well as the applicants, must be medically qualified to reside in the country of assignment. Within 60 days of EDAS cycle transmittal, Family members must undergo a medical examination of sufficient scope to ensure that they meet the medical fitness standards for the area (see AR 40–501). Conditions or limitations that might reasonably be expected to require medical care during the normal tour of duty will be remedied before departure.

*g.* All security investigations must be current within the last 5 years.

### **9–9. U.S. Central Command**

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

*a.* Must have no record in MPF of punishment under UCMJ, Art. 15 during current enlistment or last 3 years, whichever is longer.

*b.* Must have served a minimum of 2 years on AD.

### **9–10. U.S. Army Intelligence and Security Command**

In addition to the criteria in paragraph 9–6, Soldiers assigned to INSCOM normally require TS security clearances under AR 380–67. If new investigations are required, CDRs will submit requests for investigations within 21 days of receipt of AIs.

### **9–11. Defense Courier Service**

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

*a.* Must possess a TS security clearance under AR 380–67, with SSBI not older than 4 years and 9 months prior to departing current duty stations.

*b.* Must have a Military Physical Profile Serial code of 1.1.1.2.2.1 or better, be able to lift 50 pounds, and must have no physical condition that prevents frequent travel aboard aircraft. Waivers may be approved by USTRANSCOM.

*c.* Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 5 years, whichever is longer.

*d.* Must have valid state driver's license, be a U.S. citizen in the rank of SPC(P) or above.

*e.* Due to the nature of courier duties and the small unit environment of courier stations, dual military married couples may not be assigned concurrently to the same unit.

*f.* Defense couriers are subject to short notice temporary duty that may take them away from their duty station for several days at a time. Single parents should consider this carefully before volunteering for courier duty. Single parents shall be required to have a viable family care plan in place to care for their dependents.

*g.* An official passport is required for a position as a defense courier.

### **9–12. U.S. Transportation Command**

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

- a.* Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 3 years, whichever is longer.
- b.* Must have served a minimum of 2 years on AD.

### **9–13. U.S. Army North Atlantic Treaty Organization**

*a.* Includes Supreme Headquarters Allied Power Europe, Casteau, Belgium; Allied Forces North Europe, Brunssum, The Netherlands; Allied Forces Southern Europe, Naples, Italy; Allied Land Command Component, Heidelberg, Germany; Allied Land Command Component, Madrid, Spain; Allied Rapid Reaction Corps, Rheindahlen, Germany; Headquarters, Supreme Allied Commander Transformation, Norfolk, VA; Joint Warfare Center, Stavanger, Norway; NATO Rapid Deployable Corps, Valencia, Spain; NATO Rapid Deployable Corps, Istanbul, Turkey; NATO Rapid Deployable Corps, Muenster, Germany; NATO Rapid Deployable Corps, Milan, Italy; 650th Military Intelligence Group, Casteau, Belgium; and Joint HQ, Lisbon, Portugal.

*b.* In addition to the criteria in paragraph 9–6, Soldiers—

- (1) Must have no record in MPF of punishment under UCMJ, Art. 15, during current enlistment or last 3 years, whichever is longer.
- (2) Must be SPC or above.

### **9–14. U.S. Military Academy, U.S. Army command and General Staff College, U.S. Army War College, and U.S. Army Officer Candidate School**

Soldiers assigned as NCO instructors and tactical NCOs should be graduates of the advanced NCO course for their MOS. Soldiers must have demonstrated ability or possess potential ability to perform as instructors.

### **9–15. Joint communications support element**

As an exception to the 36-month stabilization period contained in paragraph 9–5. Soldiers assigned to MOS 25 series coded positions in the joint communications support element will incur a 4-year SRR and will be stabilized for a period not to exceed 4 years TOS.

## **Section IV**

### **Nominative Assignments**

#### **9–16. Scope**

Stringent screening processes exist to ensure that only the most highly qualified Soldiers are selected for nominative positions at the following agencies:

- a.* Office, Secretary of Defense.
- b.* Joint Staff.
- c.* Defense Commissary Agency.
- d.* Defense Finance and Accounting Service.
- e.* Defense Information Systems Agency.
- f.* Defense Nuclear Agency.
- g.* Defense Logistics Agency.
- h.* Defense Intelligence Agency.
- i.* Defense Mapping Agency.
- j.* On-Site Inspection Agency.
- k.* Uniformed Services University of Health Sciences.
- l.* U.S. Delegation NATO Military Committee.
- m.* Immediate Offices-Office, Secretary of the Army.
- n.* Office, Army Chief of Staff.
- o.* Military Personnel Exchange Program (AR 614–10).
- p.* Offices of the Administrative Assistant to the Secretary of the Army.

#### **9–17. Overview**

- a.* All personnel actions pertaining to nominative assignments are processed by HRC (AHRC–EPD).
- b.* The normal tour of duty for these assignments is 3 to 4 years, unless otherwise specified by the individual agency.

c. Soldiers assigned to these agencies are contact replacements requested by the appropriate agency approximately 9 to 12 months in advance of the incumbent's scheduled rotation date.

### **9–18. Selection criteria**

Soldiers may volunteer or be nominated provided the following criteria are met. Soldiers must—

- a. Be high school graduates or have a GED equivalent.
- b. Have physical profile serial code "A," with allowance of "2" for eyes.
- c. Be U.S. citizens (by birth or naturalization).
- d. Have or be able to obtain and maintain applicable security clearances that are required for the position. If no clearance is required, a favorable NACLIC or higher must be maintained.
- e. Not listed as a military sexual offender (see table 3–3).
- f. Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last 3 years, whichever is longer.
- g. Have no record of civil conviction, except for minor offenses that do not disqualify for TS security clearance under AR 380–67.
- h. Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability, and so forth. Soldiers who are declared rehabilitation successes under the ASAP are not included.
- i. Must have a minimum GT score of 100.
- j. Must meet body composition requirements in AR 600–9.
- k. Have 36-months' time remaining in-service upon arrival at assignment.

## **Chapter 10**

### **Special Operations Forces Assignments**

#### **10–1. Scope**

Special Operations Forces (SOF) assignments require Soldiers able to excel in the performance of their duties in highly complex and dynamic environments throughout the full spectrum of modern warfare and peacetime missions. The nature of SOF missions requires a high state of readiness, therefore, Soldiers will be assigned on a priority basis. Stringent screening processes exist to ensure that only the highest quality Soldiers are accepted and assigned. Soldiers who desire to apply for duty or assignment may do so without regard to current assignment. Only fully qualified Soldiers will be accepted for duty in the following assignments:

- a. Special Forces positions.
- b. Civil Affairs positions.
- c. Psychological operations positions.
- d. U.S. Army Special Operations Command Operational Support and/or Force Sustainment positions.
- e. 75th Ranger Regiment positions.
- f. Special mission units' positions.
- g. 160th Special Operations Aviation Regiment positions.
- h. U.S. Special Operations Command positions.

#### **10–2. Objectives**

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

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

c. The objective of psychological operations (PSYOP) is to affect the behavior and objective reasoning of foreign target audiences in an effort to create conditions favorable to U.S. military and political interests. The PSYOP employs teams

and detachments that perform missions of operational and strategic significance across the operational continuum. The PSYOP supports conventional and special operations forces in an effort to influence neutral and hostile audiences favorable to friendly advantage. Training for PSYOP is unique—ranging from warrior related shoot, move, communicate, and survive tasks to the intricacies of marketing and multimedia development and distribution.

*d.* The objective of U.S. Army Special Operations Command (USASOC) Operational Support and Force Sustainment Soldiers is to provide exceptional support to all Special Operations units worldwide in all facets of their core competencies. These core competencies include both Conventional and SOF unique capabilities.

*e.* The 75th Ranger Regiment is a lethal, agile, and flexible force, capable of executing a myriad of complex, joint special operations missions in support of U.S. policy and objectives. Today's Ranger Regiment is the Army's premier raid force. Each of the four geographically dispersed Ranger battalions are always combat ready, mentally and physically tough and prepared to fight the War on Terrorism. Their capabilities include air assault and direct-action raids seizing key terrain such as airfields, destroying strategic facilities, and capturing or killing enemies of the Nation. Rangers are capable of conducting squad through regimental size operations using a variety of infiltration techniques including airborne, air assault and ground platforms. The Regiment remains an all-volunteer force with an intensive screening and selection process followed by combat-focused training. Rangers are resourced to maintain exceptional proficiency, experience and readiness. The 75th Ranger Regiment is a proud unit and a team serving the Nation - Rangers Lead the Way.

*f.* The objective of special mission units is beyond the classification of this regulation.

*g.* The 160th Special Operations Aviation Regiment's mission is to organize, equip, train, resource and employ Army special operations aviation forces worldwide in support of contingency missions and combatant commanders. Known as Night Stalkers, these Soldiers are recognized for their proficiency in nighttime operations. They are highly trained and ready to accomplish the very toughest missions in all environments, anywhere in the world, day or night, with unparalleled precision. They employ highly modified Chinook, Black Hawk and assault and attack configurations of Little Bird helicopters.

*h.* The objective of USSOCOM is to synchronize the planning of special operations and provide SOF to support persistent, networked and distributed geographical combatant commanders' operations in order to protect and advance our Nation's interests.

### **10-3. Special forces assignments (policy and selection criteria)**

*a. Initial Accessions Program.* Anyone desiring to volunteer for Special Forces duty should contact the nearest recruiting office provided they—

- (1) Are 20 years of age by ship date to CMF 11 OSUT and have not reached their 30th birthday prior to ship date.
- (2) Qualified for, and volunteer for, airborne training (must have airborne stamp on physical).
- (3) Be a U.S. citizen (nonwaivable).
- (4) Have a minimum general technical (GT) score of 110 and minimum combat operation score of 100 (nonwaivable).
- (5) Are a High School Diploma Graduate (tier 1), General Education Development (GEDs) are waiverable on case by case basis-. Must have high school diploma prior to ship date or GED with 1-year college.
- (6) No derogatory or adverse information that would preclude the granting of a secret or top-secret security clearance (provided within the Standard Form 86 (SF 86)).
- (7) Must have an approved Special Forces Physical prior to SFAS and ability to complete a HALO physical during attendance in the SFQC. Female Soldiers must have a negative pregnancy test within 30 days of Special Forces Assessment and Selection report date.
- (8) Required to complete Hyperbaric Oxygen Chamber certification upon completion of the HALO physical.
- (9) Individuals will be enlisted in pay grade E-2 (based on HQDA exception for this option).
- (10) Those individuals already MOS qualified as 11B and airborne qualified, will enlist under option 18 (U.S. Army First Assignment—No Training Enlistment Option) with assignment to Fort Bragg, NC, and once inprocessed will start training with the Special Forces Preparatory and Conditioning (SFPC) course.
- (11) Complete the Defense Language Aptitude Battery test within 30 days of Delayed Entry Program (DEP) within 30 days of Delayed Entry Program (DEP) with a minimum score of 70 (waiverable by the Director, Special Forces Commandant, U.S. Army Special Operations Center of Excellence (SOCoE) for enlisted personnel who are native speakers) or a Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview with a minimum of 1/1 reading and listening score, given within the last 6 months.
- (12) Must have a physical profile rating of no less than 111221 and meet additional requirements for eyes and vision in accordance with AR 40-501 or be willing to undergo refractive eye surgery.
- (13) Must be able to swim a minimum of 25 meters wearing boots and Army combat uniform (ACU) or Operational Camouflage Pattern (OCP ACU) prior to beginning the SFQC. All Soldiers must be able to swim 50 meters wearing boots and an ACU prior to graduating the Special Forces Qualification Course.

(14) Required to complete Hyperbaric Oxygen Chamber certification upon completion of the HALO physical.

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

(1) In processing through the reception BN.

(2) One station unit training for MOS 11X. Soldiers will achieve an APFT score of 240, minimum 60 points in each event, using the standards for age group 17–21 (Male) upon completion of OSUT. Once guidance is finalized for female 18X candidates this paragraph will be modified.

(3) Complete Airborne training.

(4) Complete the Special Forces Preparation and Condition Course (SFPC) (Fort Bragg, NC). This course is 3 weeks, 4 days in duration, consisting of physical conditioning, land navigation, and small unit team building. Individuals must obtain an electrocardiogram (EKG) prior to their arrival at SFPC Course.

(5) Once Soldiers meet all criteria, they will be scheduled for Special Forces Assessment and Selection (SFAS) (3 weeks, 3 days) as outlined in the ATRRS course catalog. To start SFAS the Soldier must successfully complete a physical assessment test that includes pull-ups.

*c. In-Service recruits.* Soldiers (SPC/CPL through SFC) desiring to volunteer for Special Forces duty should contact the Special Operations Recruiter Battalion (SORB) (Commander, U.S. Army SORB (RCMRB–SORB), Fort Bragg, NC 28307–5200 provided they meet the following requirements:

(1) Must be an AD Soldier and not older than 36 years old (waiverable) for SFAS attendance.

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

(3) Must be a high school graduate or waiverable for general education development (GED) certificates on a case by case basis.

(4) Must have a GT score of 110 or higher (nonwaivable).

(5) Must have an approved SF Physical. Female Soldiers must have a negative pregnancy test within 30 days of their Special Forces Assessment and Selection report date.

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

(7) Must be able to swim 50 meters wearing boots and Army Combat Uniform (ACU) or Operational Camouflage Pattern (OCP ACU) prior to beginning the SFQC. All Soldiers will be given a swim assessment at the SFAS course.

(8) Must be able to score a minimum of 240 on the APFT, with no less than 60 points in each event, using the standards based on soldiers own age group and do pull-ups.

(9) Must be able to meet medical fitness standards as outlined in AR 40–501 or be willing to undergo refractive eye surgery.

(10) Must be eligible for a secret clearance with possible top-secret security clearance.

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

(12) Attendance to SFAS after two attempts requires a waiver approved by the Special Forces Regimental Commandant in order to be scheduled for SFAS.

(13) Not currently serving in a restricted MOS or branch or under additional Active Duty service obligation.

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

*d. Additional criteria exclusive to enlisted applicants:*

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

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

(3) Soldiers selected for or who volunteer for and are directed to attend SFAS will not be deleted, deferred or otherwise prevented from attending by their assigned unit.

(4) OCONUS based Soldiers may attend the SFAS course in a TDY and return status anytime during their tour. Upon successful completion of the SFAS course, Soldiers will be scheduled for the next available SFQC provided they have

completed at least two-thirds of their overseas assignment obligation and have received approval from the HRC for curtailment of the remainder of their overseas tour obligation. Soldiers serving on a short tour will not have their assignment curtailed.

(5) CONUS based Soldiers will attend the SFAS course in a TDY and return status anytime during their tour. Upon successful completion of SFAS, Soldiers will be scheduled to attend SFQC ensuring that they will have completed at least 1-year TOS prior to PCS.

(6) Must have a minimum of 36 months remaining TIS upon completion of the SFQC.

*e. The following disqualifiers apply to all applicants—*

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

(2) Have 30 days or more lost time under Chapter 49 10 USC 972 within the current or preceding enlistment. Applicants with any loss totaling 29 days or less require a waiver from the regimental commandant.

(3) A qualifying military or civilian conviction of a crime of domestic violence as defined by AR 600–20 (nonwaivable).

(4) An open military or civilian investigation, charge, or indictment for a crime that could result in a qualifying conviction of a crime of domestic violence, as defined by AR 600–20 (nonwaivable).

(5) Any use of a controlled substance without a valid prescription following the Soldier's date of initial entry into military service (waiverable by the regimental commandant).

(6) A military or civilian charge for driving under influence or reckless driving within 2 years before the start of an assessment and selection class (waiverable by SF commandant).

(7) Any other open military or civilian administrative or criminal investigation, charge, or indictment on the Soldier (waiverable by the SF commandant).

(8) Punishment under UMCJ within 2 years before the start of the SFAS (waiverable by SF commandant).

(9) Any of the above circumstances occurring between successful completion of SFAS and the beginning of the SFQC are waiverable with the exception of domestic violence and the illegal use of a controlled substance. Any circumstance must be waived prior to starting SFAS or the SFQC. Candidates may apply earlier than 2 years from the disciplinary action for the waiver however may not start SFAS or the SFQC prior to the 2-year mark from the disciplinary action.

*f. Soldiers must successfully complete the SFAS course before they can attend the SFQC. Soldiers will attend the course in a TDY and return status and normally attend at any time; however, the following exceptions apply:*

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

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

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

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

*g. Upon successful completion of the SFAS course, Soldiers will be evaluated for placement in the most applicable SFQC. Soldiers will be rescheduled for SFQC, as required, through the Army SOCoE SFQC coordinator and AHRC–EPA–C. Prerequisites for the SFQC are in ATRRS course catalog. Soldiers will be scheduled for the next available SFQC provided—*

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

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

*h. Soldiers must obtain at least an interim secret or top-secret clearance prior to MOS phase (based on initiation of an entrance national agency check) prior to starting the SFQC and be able to obtain a final secret or top-secret clearance prior to graduation.*

*i. Upon successful completion of the SFQC, graduates will be credited with BLC and ALC attendance as applicable.*

*j. Upon successful completion of SFQC, service-remaining obligation for CMF 18 duty is 36 months.*

*k. Voluntary requests for reclassification may be submitted after completion of 36 months in a CMF 18 duty assignment. However, Soldiers will not be released from CMF 18 duty assignment or scheduled for training prior to completion of 36 months Special Forces duty.*

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

*m. Soldiers will be terminated from Special Forces duty, CMF 18 MOS withdrawn, and reported for reclassification and assignment when—*

(1) They request termination from Army Special Operations Forces (ARSOF) duty or airborne status.

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



- (3) Their security clearance is withdrawn.
- (4) They lose physical qualifications.
- (5) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.

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

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

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

(e) Soldiers terminated from ARSOF duty will be reported as IA.

#### **10–4. Civil affairs assignments (policy and selection criteria)**

a. All Soldiers desiring to volunteer for Civil Affairs duty must meet the following career management field requirements:

- (1) Have a physical demands rating of moderately heavy.
- (2) Must have a physical profile rating of no less than 111221.
- (3) A minimum score of 107 aptitude area GT effective 1 February 2015.
- (4) Eligible to obtain a Secret security clearance in accordance with the provisions in AR 380–67, paragraph 3–20b.
- (5) Be a U.S. citizen or naturalized citizen.
- (6) Be a high school graduate or have a GED certificate.
- (7) Are not barred to reenlistment in accordance with AR 601–280 (Active) or AR 140–111 (Reserve).
- (8) Not under suspension of favorable personnel action in accordance with AR 600–8–2.
- (9) Do not have any lost time under 10 USC 972 within current or preceding enlistment. A waiver for up to but no more than 30 days lost time will be considered for exceptional circumstances by the Commandant, CA Regiment, U.S. Army Special Operations Center of Excellence (SOCoE).

b. *Active Component Soldiers.*

(1) *How to apply.* Soldiers in the rank of SPC through SSG desiring to volunteer for Civil Affairs duty should contact the Special Operations Recruiting Battalion (SORB) – Fort Bragg, NC (RCMRB–SORB, CA Recruiting) at commercial (910) 432–9697 or DSN 239–9697.

(2) *Additional requirements.*

(a) Survival, evasion, resistance, escape (SERE) physical exam within 12 months prior to submitting an accessions application. Female Soldiers must have a negative pregnancy test within 30 days of their Civil Affairs Assessment and Selection (CAAS) report date. 1<sup>st</sup> SWTG (A) Surgeon is the approval authority for all medical waivers.

(b) Must have a minimum Defense Language Aptitude Battery (DLAB) score of 65 in accordance with USASOC Regulation 350–11. Once selected, CMF 38B Soldiers are expected to achieve, sustain and improve foreign-language proficiency throughout their careers.

(c) Must be a graduate of the Basic Leader Course (BLC).

(3) *Time in Service (TIS) and Time in Grade (TIG) requirements.* Waiver approval authority is the Commandant, CA Regiment, SOCoE.

(a) *Specialist.*

- 1. Between 1 and 4 years' time in service.
- 2. No more than 3 years' time in grade.

(b) *Sergeant.*

- 1. Between 2 and 6 years' time in service.
- 2. No more than 3 years' time in grade.

(c) *Staff sergeant.*

- 1. Between 3 and 8 years' time in service.
- 2. No more than 3 years' time in grade.
- 3. SSG (P) may apply with a waiver. Waiver approval authority is the Commandant, CA Regiment, SOCoE.

(4) *Training.*

(a) Soldiers selected for or who volunteer for and are directed to attend CAAS will not be deleted, deferred or otherwise prevented from attending CAAS by their assigned unit.

(b) Soldiers must successfully complete the Civil Affairs Assessment and Selection (CAAS). Soldiers will be disqualified from attending if they have engaged in any conduct specifically prohibited by the CG, SOCoE. Interested applicants should contact the SORB for a detailed list of CG disqualifiers.

(c) Successfully complete the basic Airborne Course prior to reporting to the Civil Affairs Qualification Course if not already qualified.

(d) Successfully complete the Basic Leader Course (if attendance was waived prior to CAAS attendance).

(e) Soldiers must attend and successfully complete the Civil Affairs Qualification Course (38B MOS training) and Special Operations Language Training (SOLT) conducted under the auspices of SOCoE. Soldiers must have at least 18 months retainability to be eligible for a permanent change of station (PCS) move to SOCoE, Fort Bragg, NC in order to attend the Civil Affairs Qualification Course in accordance with paragraph 1–13b.

(f) Applicants can expect to attend SERE Level C (High Risk) Course upon graduation from MOS training.

(5) Retainability and service obligation.

(a) Upon successful completion of reclassification training and award of MOS 38B the service-remaining requirement and additional duty service obligation for CMF 38B Civil Affairs duty is 36 months.

(b) Voluntary requests for reclassification may be submitted after completion of 24 months in a CMF 38 duty 38B assignment. However, Soldiers will not be released from CMF 38B Civil Affairs duty assignment or scheduled for training prior to completion of 36 months of duty.

(c) All requests for deletion or deferment for Soldiers on assignment instructions in CMF 38 must be submitted to HRC for approval.

c. *Reserve Component Soldiers.*

(1) How to apply. Soldiers in the rank of PVT through SSG desiring to volunteer for Civil Affairs duty should contact U.S. Army Civil Affairs and Psychological Operations Command (USACAPOC) - Fort Bragg, NC (Retention Office) at commercial (910) 643–3934 or DSN 643–3934. OCONUS Soldiers in Germany should contact 361<sup>st</sup> CA BDE at commercial 0631–411–6867 or DSN 314–483–6867. OCONUS Soldiers in Hawaii should contact 322<sup>nd</sup> CA BDE at commercial (808) 438–1600 extension 3384 or DSN 315–438–1600. National Guard Soldiers should contact their state National Guard Coordinator.

(2) Additional requirements.

(a) Soldiers reclassifying into MOS 38B are restricted to the rank of SSG and below. Waivers for Soldiers in the rank of SSG (P) and SFC may be approved by the Commandant, CA Regiment, SOCoE.

(b) Must meet medical standards in accordance with AR 40–501 and SOCoE policy.

(c) Soldiers may not be within 24 months of ETS.

(d) Soldiers must be assigned to a valid entry level 38B position.

(3) Training.

(a) Initial entry Soldiers must complete Basic Combat Training (BCT) and MOS 38B Advanced Individual Training (AIT) conducted under the auspices of SOCoE.

(b) Soldiers reclassifying into CMF 38 must complete 38B MOS reclassification training conducted under the auspices of SOCoE.

d. *Military occupational specialty revocation criteria.* Soldiers will be removed from CA duty, CMF 38 MOS withdrawn, and reported for reclassification and assignment in accordance with chapter 3 when—

(1) They request termination from CA duty or airborne status (if required by their position).

(2) Their security clearance is withdrawn.

(3) They lose physical qualifications.

(4) The Soldier is a jump refusal.

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

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.

(b) Initiation of any adverse administrative elimination action for reasons specified in AR 635–200 (AC) or AR 135–178 (RC).

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

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

(6) Soldiers terminated from CA duty will be reported to Human Resources Command (HRC) as available for immediate world-wide assignment.

(7) Soldiers identified for separation will be separated in accordance with AR 635–200 (AC) or AR 135–178 (RC).

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

a. Both male and female Enlisted Soldiers desiring to volunteer for a branch transfer to PSYOP should contact the Special Operations Recruiting Battalion (SORB) (Commander, U.S. Army Special Operations Center of Excellence (AOJK-SP-R), Fort Bragg, NC 28310-9600) provided they meet the following requirements

- (1) Must be a U.S. Citizen (nonwaivable).
  - (2) Must be a high school graduate or equivalent.
  - (3) Must have minimum score of 107 in aptitude area GT effective 1 February 2015, (nonwaivable).
  - (4) Must be eligible to obtain a secret security clearance.
  - (5) Must have a physical profile of 111221 or better.
  - (6) Must have normal color vision (waiverable).
  - (7) Must demonstrate clear enunciation and comprehension of English and good Standard English grammar skills.
  - (8) Must have a minimum of 36 months' remaining TIS upon completion of a MOS producing Course.
  - (9) No Soldier, regardless of MOS or basic branch will be recruited, if he/she is unable to reclassify from his/her current MOS or basic branch into CMF 37.
  - (10) Not currently serving in a restricted MOS or Branch and are eligible to reclassify from current MOS into CMF 37.
  - (11) Must not be barred to reenlistment or be under suspension of favorable personnel action (see AR 600-8-2).
  - (12) Must not have been convicted by court-martial or have disciplinary action noted in their Official Military Personnel File (OMPF) under the provisions of the UCMJ, Art. 15, waiverable with the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC). Soldiers will be disqualified from attending PO Assessment and Selection if they have engaged in any conduct specifically prohibited by CG, SOCoE. The SORB has a current list of CG SOCoE Disqualifiers.
  - (13) Must not have been terminated from ARSOF, ranger, or airborne duty, unless termination was due to medical release or voluntary termination due to compelling exception circumstance that were -
    - (a) Documented at the time of termination.
    - (b) Endorsed by the chain of command.
  - (14) Must not have any lost time under 10 USC 972 within the current or preceding enlistment. Waiverable for up to but not more than 30 days lost time with the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC)
  - (15) Active Component additional qualifications:
    - (a) Soldiers must be in the rank of PFC/E3 with a minimum of 18 months' of Active Federal Service through SGT and/or E5 with no more than 10 years' Active Federal Service at the time of submission of reclassification packet, waiverable with the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC).
    - (b) By exception, Soldiers in the rank of SSG/E6 may apply for reclassification only with the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC).
    - (c) Must be airborne-qualified, or are qualified for and volunteer to attend airborne training.
    - (d) Must successfully complete Basic Leaders Course (BLC) (formally WLC), if not previously qualified.
    - (e) Must achieve a minimum cumulative score of 240 on the APFT, with a minimum of 60 points in each event, based on the Soldier's age group.
    - (f) Must have a current Survival, Evasion, Resistance, and Escape (SERE-C) physical exam and be able to meet medical fitness standards as outlined in AR 40-501. Soldiers will attend SERE as necessary based on mission requirements. Female Soldiers must have a negative pregnancy test within 30 days of their PO Assessment and Selection Report date.
    - (g) Must take the Defense Language Aptitude Battery test and achieve a minimum score of 85 (waiverable under the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC), or have a current (within the last 12 months) Defense Language Proficiency Test (DLPT) with a minimum of 1/1, reading and listening score; or an Oral Proficiency Interview (OPI) with a minimum 1/1 listening and speaking score.
  - (16) RC additional qualifications:
    - (a) USAR Soldiers reclassifying into MOS 37F are restricted to the rank of SSG/E6 and below in accordance with AR 140-10.
    - (b) By exception, USAR Soldiers in the rank of SSG(P)/E6 and SFC/E7 are authorized only with the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC), in accordance with AR 140-10
- b. *Additional Criteria exclusive to enlisted applicants:*
- (1) Stabilization of current DSs and detailed recruiters will not be broken.
  - (2) Active Component Soldiers that successfully complete the Psychological Operations Assessment and Selection (POAS) course will normally have their Retention Control Points (RCP) waived to attend the Psychological Operations Qualification Course (POQC). Upon successful completion of the POQC, they will be allowed continued service. SGTs approaching their RCP will not be allowed to apply. PFC through SGT must have no less than 18 months and not more

than 10 years TIS when volunteering for POAS (waiverable under the written approval of the Commandant, Psychological Operations, U.S. Army SOCoE (AOJK-POC).

(3) Active Component Soldiers on assignment instructions will not be allowed to attend the POAS course without their current branch's prior approval. Soldiers who are on orders to a short tour area will be allowed to attend the POAS course, if a deferment is not required. Soldiers who volunteer for the POAS course prior to receiving assignment notification will be deferred to allow for POAS course attendance. Soldiers selected for or who volunteer for and are directed to attend POAS will not be deleted, deferred, or otherwise prevented from attending POAS by their assigned unit.

(4) OCONUS based Soldiers may attend the POAS course at any time during their tour. Upon successful completion of the POAS course, Soldiers will be scheduled for the next available POQC provided they have completed at least two-thirds of their overseas assignment obligation and have received approval from HRC for curtailment of the remainder of their overseas tour obligation. Soldiers serving on a short tour will not have their assignment curtailed.

(5) CONUS based Soldiers may attend the POAS course at any time during their tour. Upon successful completion of POAS, Soldiers will be scheduled to attend the POQC, provided that they have at least 1-year TOS prior to PCS.

c. Completed applications should be forwarded to the Special Operations Recruiting Battalion (SORB) recruiting center responsible for servicing the designated area. The application will be forwarded to the SORB (RCMR-SO), Fort Bragg, NC 28310-9600) for final review, formal processing, and formal scheduling for attendance of the POAS course.

d. AC Soldiers must successfully complete the POAS course before they can attend the POQC. Soldiers will attend POAS in a TDY and return status. Soldiers may normally attend at any time; however, the following exceptions apply:

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

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

(3) Soldiers who volunteer for POAS prior to receiving AI will be deferred to allow attendance at the POAS Course. Graduates' assignment to the POQC will take precedence over any assignment conflict provided the Soldier volunteered for POAS prior to receiving AI.

(4) Soldiers who volunteer for POAS prior to receiving deployment orders will be deferred to allow attendance, provided their unit has not requested and received an exception to policy for operational needs. Soldiers volunteering for POAS after receiving deployment orders will deploy with their unit, except as exempted by AR 600-8-11.

e. Active Component Soldiers, upon successful completion of the POAS course, will be scheduled for the next available POQC provided:

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

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

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

g. Upon successful completion of the 37F reclassification course or POQC, graduates will—

(1) Active Component Soldiers will be credited with ALC attendance as applicable.

(2) Receive a service-remaining obligation of 36 months.

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

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

j. AD Soldiers will be terminated from PSYOP duty, CMF 37 MOS withdrawn, and reported for reclassification and assignment when

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

(2) Their security clearance is withdrawn.

(3) They lose physical qualifications.

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

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.

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

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

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

- (5) They do not attend SOLT (unless previously language-qualified).
- k. Soldiers terminated from PSYOP duty will be reported as IA.

#### **10–6. U.S. Army Special Operations Command Operational Support and/or Force Sustainment positions**

- a. Soldiers in the grade of E–1 through E–6 may volunteer or be nominated provided the following criteria are met:
  - (1) Be a high school graduate or GED equivalent.
  - (2) Be a U.S. citizen (by birth or naturalization).
  - (3) Have or be able to obtain and maintain applicable security clearance that is required for the position.
  - (4) Not listed as a military sexual offender (see table 3–3).
  - (5) Have no record of conviction by court-martial.
  - (6) Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability (Does not include Soldiers who are declared rehabilitation successes under the ASAP).
  - (7) Have a minimum GT score of 100.
  - (8) Meet body composition requirements in AR 600–9.
  - (9) Have 36 months’ time-remaining in service upon arrival at assignment, unless designated OCONUS tour is less.
  - (10) Soldiers must not be suspended from favorable personnel actions in accordance with AR 600–8–2.
  - (11) Soldiers must be airborne qualified or have volunteered for airborne training.
  - (12) Soldier must be fully MOS qualified. If there is a disqualifying permanent medical profile, it must be determined by a Military Occupational Specialty Medical Reclassification Board whether or not Soldiers are assignable (deployable) worldwide and can be properly used in an USASOC organization.
- b. In addition to the criteria in paragraph 10–3(1), Soldiers in the grade of E–6 (P) through E–9 may volunteer or be nominated through a talent management slating process provided the following criteria are met:
  - (1) Soldiers must submit a Talent Management packet that consists of the following:
    - (a) Request for Assignment Memorandum (email the USASOC Enlisted Management Branch @usasocg1emb@ahqb.soc.mil for the most up to date information).
    - (b) DA photo.
    - (c) ERB.
    - (d) Last three NCOERs.
  - (2) Soldiers will be selected for positions based on the following:
    - (a) Army needs.
    - (b) ARSOF needs.
    - (c) Slating decisions are made by a panel of ARSOF subject matter experts in concert with HRC Branch representatives accounting for professional growth and development.
  - (3) Soldiers selected for an ARSOF position will be placed on AI in accordance with the following:
    - (a) Soldiers assigned OCONUS must have their career branch’s approval and must submit their application no less than 5 months from their DEROS, not to report until completion of their prescribed tour. Assignment curtailments must be approved by their career branch and will be processed on a case-by-case basis by HRC.
    - (b) Soldiers on AI to a dependent-restricted short tour may not report until completion of their prescribed tour.
    - (c) Requests for deletion or deferment of Soldiers slated to or from an ARSOF unit must be submitted to USASOC G1 for recommendation and HRC for approval.
    - (d) Soldiers assigned CONUS selected for assignment to an ARSOF unit must complete at least 12 months at current location prior to PCS.
    - (e) Upon assignment to an ARSOF unit, Soldiers are stabilized utilizing AEA code W for the agreed upon tour length between HRC and ARSOF slating officials.
- c. Waiver authority for assignment criteria is the Commanding General, USASOC. Requests or recommendations for waivers will only be considered for the following:
  - (1) GT aptitude area score is waiverable, for otherwise fully qualified Soldiers, to a score of no less than 90.
  - (2) Not possessing the requisite grade.
  - (3) The TOS and retainability.
  - (4) Airborne. Waivers will be approved based on the following order of precedence:
    - (a) Previous Airborne experience, to include Soldiers who decline Airborne assignment.
    - (b) Airborne volunteers.
    - (c) Non-Airborne personnel. When previous attempts to fill from all other categories have been exhausted, ARSOF will accept non-airborne personnel up to a maximum level in accordance with current Army manning guidance.

## 10–7. 75th Ranger regiment assignments

a. *The RASP is broken down into two separate courses.* RASP 1 must be completed by all skill level 1 and 2 Soldiers to gain Assignment Instruction (AI) to the 75<sup>th</sup> Ranger Regiment. The RASP 2 requirements must be completed by all E6 through E9, W1 through W5, and O1 through O6 in order to gain assignment Instructions to the 75<sup>th</sup> ranger regiment. Requirements to successfully complete RASP 1 and RASP 2 are the same and as follows.

- (1) Pass the Ranger Fitness Test (58 Push-ups, 69 Sit-ups, run 5 miles in 40 minutes or less, 6 pull-ups).
- (2) Must complete 12-mile foot march in 3 hours or less with a 35lb rucksack.
- (3) Must complete the Ranger Swim Ability Evaluation (RSAE) while displaying confidence in the water. RASP 1 candidates must attempt (not required to pass) the RSAE. RASP 2 candidates must successfully complete the RSAE.
- (4) Must conduct full psychological screening with no major psychological profiles identified by the Regimental Psychologist.
- (5) All RASP candidates must have and maintain a SECRET clearance prior to attending the course.
- (6) Must pass the Commander's Board. For RASP 1 candidates this event is for select individuals based on peer evaluations, cadre assessment, and overall performance. The Commander's Board is a requirement for all RASP 2 candidates.
- (7) All RASP candidates must successfully complete the RASP Program of Instruction (POI) in order to serve in the 75<sup>th</sup> Ranger Regiment.

b. *Initial Accession Program Option 40.* Individuals desiring to volunteer for Ranger Regiment duty should contact the nearest recruiting office provided they –

- (1) Qualify for, and volunteer for Airborne Training (must have airborne stamp on physical).
- (2) Must be a U.S. citizen (non-waiverable).
- (3) Minimum score of 105 General Technical (GT) score for nonprior service/prior service (NPS/PS) enlistees (only waiverable by the Commander, 75<sup>th</sup> Ranger Regiment, (AORG–CO), Ft. Benning, GA 31905. Direct inquiries to the Recruiting Detachment; E-mail: [75recruit@soc.mil](mailto:75recruit@soc.mil) or [75officerrecruit@soc.mil](mailto:75officerrecruit@soc.mil)).
- (4) Must be eligible for and maintain a SECRET clearance.
- (5) Must volunteer to attend airborne training after the completion of AIT. (See chap. 4) Must successfully complete all pre-basic training tasks required by the United States Army Recruiting Command (USAREC) prior to ship date. The Army Physical Fitness Test (APFT) must be completed within ten days of ship date.
- (6) Must have a physical profile rating of no less than 111221 and meet additional requirements for eyes and vision in accordance with AR 40–501.
- (7) Must not have any Moral or Physical waivers.
- (8) Must be willing to attend Ranger School (see chap 4).
- (9) Those individuals already MOS qualified in an MOS authorized within the Ranger Regiment MTOE, and is airborne qualified, will enlist under option 40 (U.S. Army Airborne Ranger) with assignment to Ft. Benning, GA, and once in-processed will start RASP 1.

c. *75th Ranger Regiment Training Path (IAP) Option 40.* Individuals who are non-prior service (NPS), days on service/prior service (DOS/PS), and require retraining will enlist under Option 40 (Airborne Ranger), will ship to subsequent AIT per requested MOS and follow the training path listed below:

- (1) In-process through the reception battalion.
- (2) AIT Soldiers must achieve an APFT score of 180 with a minimum of 60 points in each event upon completion of AIT. No later than the end of RASP 1, all soldiers must achieve all Regimental Physical Fitness Standards.
- (3) Airborne Training.
- (4) The RASP 1 Course (Fort Benning, GA), as described in ATTRS course catalog. This course trains, assesses, and selects Skill Level 1 and 2 Soldiers for service in the 75<sup>th</sup> Ranger Regiment.
- (5) Once the Soldier successfully completes RASP 1, they will be assigned to positions within the Ranger Regiment per Regimental manning needs.

d. *In-Service Recruits.* Soldiers (PVT through SFC) desiring to volunteer for service with the 75<sup>th</sup> Ranger Regiment should contact the 75<sup>th</sup> Ranger Regiment Recruiting Detachment (Commander, 75<sup>th</sup> Ranger Regiment, (AORG–CO), Fort Benning, GA 31905. Direct inquiries to the recruiting team; e-mail: [75recruit@soc.mil](mailto:75recruit@soc.mil) or [75officerrecruit@soc.mil](mailto:75officerrecruit@soc.mil)) provided they meet the following criteria—

- (1) Must be an active duty Soldier (non-waiverable)
- (2) Must be a U.S. citizen (non-waiverable)
- (3) Must have a GT score or 105 or higher (only waiverable by the Commander, 75<sup>th</sup> Ranger Regiment.)
- (4) Pass the ranger fitness test (58 push-ups, 69 sit-ups, run 5 miles in 40 minutes or less, 6 pull-ups).
- (5) Must be airborne qualified or volunteer to attend airborne training
- (6) Must have a physical profile of 111221 or better and able to meet medical fitness standards as outlined in AR 40–501.

- (7) Must be eligible for and maintain a SECRET clearance.
- (8) A person of good moral character (no pending UCMJ action or drug or alcohol related incidence within 24 months).
- (9) No Soldier, regardless of MOS or basic branch will be recruited if unable to reclassify from current MOS into an MOS within the Ranger Regiment MTOE.

e. Additional criteria exclusive to enlisted applicants:

- (1) Stabilization of current drill sergeants and detailed recruiters will not be broken.
- (2) Soldiers on assignment will not be allowed to attend RASP without their branch's prior approval. Soldiers on orders to a short tour area will not be allowed to attend RASP until completion of assigned tour. These Soldiers may submit an application, and will be assigned at the earliest available training date after their date eligible for return from overseas (post-deployment stabilization may be waived to meet training dates).
- (3) Outside continental United States (OCONUS) based Soldiers must complete their assigned tour prior to attending RASP. Authorizations for curtailment must be approved by Soldiers branch and United States Army Human Resources Command (HRC), and Soldier must have completed at least two thirds of their overseas assignment obligation. Soldiers may submit their application no less than 5 months prior to their DEROS.
- (4) Continental United States (CONUS) based Soldiers may attend RASP in a Temporary Duty (TDY) and return status upon completion of 10 months' Time on Station (TOS). Upon completion of RASP, soldiers will PCS to their gaining Battalion within the Ranger Regiment, ensuring that they will have completed at least 1-year (12 months) TOS prior to PCS.
- (5) Must have a minimum of 24 months remaining TIS upon completion of RASP. Soldiers who will not be able to meet TIS requirements upon completion of RASP must take action to re-enlist or extend their contract to meet TIS requirements.

f. All applicants must not—

- (1) Be barred to reenlistment or be under suspension of favorable personnel action.
- (2) Have been convicted by court-martial or have disciplinary action noted in their official military personnel fiche under the provisions of the Uniform Code of Military Justice (UCMJ, Art. 15). This provision can only be waived by the Commander, 75<sup>th</sup> Ranger Regiment on a case-by-case basis.
- (3) Have been released for standards from the Ranger Regiment where the commander and/or command sergeant major stated "Never to Return." If stated otherwise, requested action must be completed prior to assignment consideration.
- (4) Have 30 days or more lost time under 10 USC 972 within the current or preceding enlistment.

g. Soldiers must successfully complete RASP prior to being placed on Assignment Instructions for gaining Battalion within the 75<sup>th</sup> Ranger Regiment. Soldiers will attend RASP in a TDY and return status and normally attend at any time; however, the following exceptions apply:

- (1) Soldiers on OCONUS AI must have their career branch's approval and must submit their application no less than 5 months from their DEROS, not to report for training until completion of their prescribed tour. Assignment curtailments must be approved by their career branch and will be processed on a case-by-case basis by HRC.
- (2) Soldiers on AI to a dependent-restricted short tour may not attend RASP until completion of their prescribed tour.
- (3) Soldiers who volunteer for assignment to the 75<sup>th</sup> Ranger Regiment prior to receiving AI will be deferred to allow attendance to RASP. Graduates' assignment to the 75<sup>th</sup> Ranger Regiment will take precedence over any assignment conflict provided the Soldier volunteered for the 75<sup>th</sup> Ranger Regiment prior to receiving AI.
- (4) Soldiers who volunteer for the 75<sup>th</sup> Ranger Regiment prior to receiving deployment orders will be deferred to allow attendance to RASP provided their unit has not requested and received an exception to policy for operational needs. Soldiers volunteering for service in the 75<sup>th</sup> Ranger Regiment after receiving deployment orders will deploy with their unit.

h. Upon successful completion of RASP, service remaining obligation for duty in the 75<sup>th</sup> Ranger Regiment is 24 months, 36 months for Soldiers on their initial airborne assignment.

i. All requests for deletion or deferment of Soldiers on AI to the RASP and the 75<sup>th</sup> Ranger Regiment must be submitted to HRC for approval.

j. Soldiers will be released (Released for Standards – RFS) from the 75<sup>th</sup> Ranger Regiment under the authority of the Regiment Commander and report for AI at the needs of the Army when—

- (1) They request termination from the 75<sup>th</sup> Ranger Regiment and/or airborne status.
- (2) They refuse to jump from an aircraft while it is airborne.
- (3) Their security clearance is withdrawn.
- (4) They fail to maintain physical qualifications of Ranger Assessment and Selection Program standards for service in the 75<sup>th</sup> Ranger Regiment.
- (5) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.

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

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

(d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a Soldier in the 75<sup>th</sup> Ranger Regiment.

(e) Soldiers terminated from the 75<sup>th</sup> Ranger Regiment status will be reported as IA (see para 3–15).

k. The Skill Qualification Identifier “U” (Ranger Regiment Leader) identifies positions and personnel in any MOS (SL 2–6) who have specialized training and experience within the 75<sup>th</sup> Ranger Regiment. The SQI “U” will supersede the SQI “V” (Airborne / Ranger qualified) on all personnel management systems based on the unique skills of the 75<sup>th</sup> Ranger Regiment NCO. All enlisted Soldiers who complete internal/external leader training requirements as well as meet the Commanders experience requirements will be awarded SQI “U” for future assignment consideration. These requirements for the SQI “U” include:

(1) All qualifications required receive the SQI “V” including successful completion of Airborne and Ranger schools.

(2) Successful completion of the Ranger Assessment and Selection Program (RASP).

(3) Successful completion of the Small Unit Ranger Tactics (SURT) program.

(4) 24 months assigned to the Ranger Regiment.

(5) Must be between the ranks of SGT to CSM.

(6) Assigned Battalion Commander recommendation within the 75<sup>th</sup> Ranger Regiment

(7) Qualifying Soldiers no longer assigned to the Ranger Regiment may provide a DA 4187 to the 75<sup>th</sup> Ranger Regiment CDR for consideration to receive the SQI “U.”

(8) Revocation authority for the SQI “U” designation is with the 75<sup>th</sup> Ranger Regimental CDR and will be considered when a Ranger is released for standards (RFS).

#### **10–8. Special mission units**

a. Soldiers who desire to volunteer or who are nominated for assignment to a Special Mission Unit email one of the following: [army.sof9-recruiter@mail.mil](mailto:army.sof9-recruiter@mail.mil) or [usused.rec3@mail.mil](mailto:usused.rec3@mail.mil).

b. All Soldiers must meet the following qualifications:

(1) GT score of 110 or higher.

(2) 3 years minimum TIS.

(3) Rank of E–5 or above.

(4) 22 years of age or older.

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

(6) Be a U.S. citizen (by birth or naturalization).

(7) Have or be able to obtain and maintain top security clearance.

(8) Must be airborne qualified or have volunteered for airborne training.

c. Desirable qualities of a candidate:

(1) Be of high moral character.

(2) Be sufficiently intelligent to interpret orders and regulations.

(3) Be capable of communicating effectively with individuals at all levels.

(4) Be free of family/financial/marital problems.

(5) Be willing to work long, irregular hours, to include weekends, holidays, and nights.

(6) Individual must be a self-starter and be capable of working with little, if any, supervision for long periods of time.

(7) Be creative and organized.

(8) Be free of drug and alcohol problems.

(9) No issues preventing an extended TDY schedule, if required.

(10) Be exceptionally well qualified in applicable MOS.

(11) Not be suspended from favorable personnel actions.

#### **10–9. 160th Special Operations Aviation Regiment Assignments**

a. Soldiers who desire to volunteer or who are nominated for assignment to the 160th SOAR will (submit an application and visit the SORB Recruiting Home Page is available at <http://www.sorbrecruiting.com/160th.htm>).

b. All Soldiers must meet the following qualifications:

(1) Be a high school graduate or GED equivalent.

(2) Be a U.S. citizen (by birth or naturalization).



- (3) Possess or able to obtain applicable security clearance that is required for the position.

*Note:* Soldiers will apply for and be granted, at a minimum, an INTERIM SECRET clearance before they proceed on assignment instructions.

- (4) Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last 3 years, whichever is longer.

- (5) Have no record of civil conviction, except for minor offenses that do not disqualify for a SECRET security clearance under AR 380–67.

- (6) Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional or mental instability. (Does not include Soldiers who are declared rehabilitation successes under the ASAP.)

- (7) Have a minimum general technical (GT) score of 100. A waiver no less than a score of 90 will be considered for exceptional circumstances. Soldiers with a GT score below 100 but not less than 90 will have 24 months from the date of assignment to raise their GT score to 100 or above.

- (8) Meet body composition requirements in AR 600–9.

- (9) Meet Army Physical Fitness Standards within the last 30 days of application or nomination.

- (10) Have 36 months' time remaining in service upon arrival at assignment, unless designated OCONUS tour is less. The Regiment CSM is the only waiver authority.

- (11) Soldiers must not be suspended from favorable personnel actions; to include a disqualifying flagging action for a minor infraction (see AR 600–8–2). The ARSOF Branch 160th Assignments Manager is the only waiver authority.

- (12) Soldiers assigned to an airborne paid parachutist position must be airborne qualified or have volunteered for airborne training.

- (13) Soldier must be fully MOS qualified. If there is a disqualifying permanent medical profile, it must be determined by a Military Occupational Specialty Medical Reclassification Board whether or not Soldiers are assignable (deployable) worldwide and can be properly used in an USASOC organization.

#### **10–10. The 160th Special Operations Aviation Regiment Enlisted Combat Skills Training Course (600–F–29)**

*a.* Soldiers on assignment to the 160th SOAR will attend the Enlisted Combat Skills Training course, TDY and return to parent organization or TDY en route to follow-on assignment within the 160th SOAR. This excludes Initial Entry Soldiers. Soldiers must successfully complete the Enlisted Combat Skills Training course in order to proceed on Assignment Instructions for gaining Battalion within the 160th SOAR.

*b.* The Enlisted Combat Skills Course is primarily designed to provide newly assigned Soldiers with the skills and knowledge required for basic survival of a special operations Soldier. The course focuses on Physical Fitness, Combatives, Land Navigation, First Responder, and Weapons training. Requirements to successfully complete the Enlisted Combat Skills Training course are as follows:

- (1) Minimum score of 180 on the APFT (60 points in each event).

- (2) Must complete 4-mile run in 36 minutes or less.

- (3) Must complete 4, 6, and 12-mile foot marches at a 15-minute pace or less with a 35lb rucksack.

- (4) Must successfully complete all hands-on and written exams.

- (5) Must conduct full psychological screening with no major psychological profiles identified by the regimental Psychologist.

- (6) Students must pass security screening with the ability to attain a SECRET clearance.

- (7) Additional criteria exclusive to enlisted applicants or nominees

- (a)* Stabilization of current drill sergeants and detailed recruiters will not be broken.

- (b)* Soldiers will not be placed on assignment to the 160th SOAR without their branch's prior approval.

- (c)* All requests for deletion or deferment of Soldiers on AI to the 160th SOAR must be submitted to the ARSOF Branch, 160th Assignments Manager for approval.

- (d)* CONUS based Soldiers volunteering for assignment to the 160th SOAR must complete at least 12 months at current location prior to PCS. Soldiers can attend the Enlisted Combat Skills Training course in a Temporary Duty (TDY) and return at any time as long as attendance does not hinder unit operational requirement. Upon successful completion of the Enlisted Combat Skills Training course, Soldiers will PCS to their gaining Battalion within the 160th SOAR.

- (e)* OCONUS based Soldiers volunteering for assignment to the 160th SOAR must fulfill at least two thirds of their assignment obligation. Authorizations for curtailment must be approved by Soldiers branch and United States Army Human Resources Command (HRC). Soldiers should submit their application no less than 5 months prior to their Date Eligible for Return from Overseas (DEROS).

(f) Soldiers on orders to a short tour area, volunteering for assignment to the 160th SOAR, will be placed on assignment to the 160th SOAR, with a report date following completion of assigned short tour. These Soldiers may submit an application and will be assigned at the earliest available training date after their DEROS. Soldiers will not attend the Enlisted Combat Skills Training course until completion of their prescribed short tour.

(g) Soldiers who volunteer for assignment to the 160th SOAR prior to receiving Assignment Instructions based on the Needs of the Army, will be deferred to allow attendance to the Enlisted Combat Skills Training course. Assignments to the 160th SOAR, for graduates of the Enlisted Combat Skills Training course, will take precedence over any assignment conflict provided the Soldier volunteered for the 160th SOAR.

(h) Soldiers who volunteer for the 160th SOAR prior to receiving deployment orders will be deferred to allow attendance to the Enlisted Combat Skills Training course provided their unit has not requested and received an exception to policy for operational needs.

(i) Soldiers volunteering for service in the 160th SOAR after receiving deployment orders will deploy with their unit, and be placed on assignment to the 160th SOAR following their deployment stabilization termination date (post-deployment stabilization may be waived by the first LTC in the Soldier's Chain of Command to meet training dates).

(j) After successful completion of the Enlisted Combat Skills Course, Soldiers will be stabilized no less than 48 months with the opportunity to extend for 36-months, twice.

(k) Soldiers will be released (Released for Standards – RFS) from the 160th SOAR under the authority of the Regiment Commander and report for Assignment Instructions at the needs of the Army when —

1. They request termination from the 160th SOAR.
2. Their security clearance is withdrawn.
3. They fail to maintain physical qualifications of the Enlisted Combat Skills Training course standards for service in the 160th SOAR.
4. They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):
  5. Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses that result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.
  6. Initiation of any adverse administrative elimination action for reasons specified in AR 635–200.
  7. Repeated failure to perform MOS or ASI-related duties after counseling and rehabilitative reassignment.
  8. Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a Soldier in the 160th SOAR.
  9. Soldiers terminated from the 160th SOAR, will be reported as Immediately Available for Assignment Instructions or Surplus (see para 3–16).

## **10–11. U.S. Special Operations Command**

a. Soldiers who desire to volunteer or who are nominated for assignment to the United States Special Operations Command.

b. All Soldiers assigned to USSOCOM to include the seven Theater Special Operations Commands (Theater Special Operations Command Africa, Theater Special Operations Command Central, Theater Special Operations Command Europe, Theater Special Operations Command Korea, Theater Special Operations Command North, Theater Special Operations Command Pacific, and Theater Special Operations Command South) must meet the following criteria:

(1) Applicable security clearance for positions which may be up to TS security clearances under AR 380–67. If new investigations are required, CDRs will submit requests for investigations within 21 days of receipt of AIs.

(2) Must have served a minimum of 6 years on AD.

(3) Must be in the rank of SGT or above.

(4) Vetted by the gaining command and requested for assignment to USSOCOM or any of the other seven Theater Special Operations Commands if Soldier meets all eligibility requirements.

(5) Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, and/or emotional or mental instability. Soldiers who are declared rehabilitation successes under the ASAP are not included.

(6) Must be exceptionally well-qualified in applicable MOS.

(7) Must exhibit superior military bearing, neatness, and manner.

(8) Possess mature judgment and initiative.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 27–10**

Military Justice (Cited in para 3–23.)

**AR 40–501**

Standards of Medical Fitness (Cited in para 5–3*b*(2).)

**AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 7–27*a*(7)(*d*).)

**AR 135–178**

Enlisted Administrative Separations (Cited in para 7–27*a*(7)(*a*).)

**AR 135–200**

Active Duty For Missions, Projects, And Training For Reserve Component Soldiers (Cited in para 7–38*b*.)

**AR 135–210**

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization (Cited in para 7–38*b*.)

**AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in paras 2–2*g*(22).)

**AR 140–111**

U.S. Army Reserve Reenlistment Program (Cited in para 7–27*a*(8).)

**AR 350–1**

Army Training and Leader Development (Cited in para 4–3*a*.)

**AR 380–67**

Personnel Security Program (Cited in para 6–3*g*.)

**AR 600–8–2**

Suspension of Favorable Personnel Actions (Flags) (Cited in para 6–4*d*(2).)

**AR 600–8–11**

Reassignment (Cited in para 1–9.)

**AR 600–8–19**

Enlisted Promotions and Reductions (Cited in para 7–1.)

**AR 600–20**

Army Command Policy (Cited in para 1–6.)

**AR 600–37**

Unfavorable Information (Cited in para 8–4*b*.)

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV) (Cited in para 3–9*h*.)

**AR 611–1**

Military Occupational Classification Structure Development and Implementation (Cited in para 3–12*b*(4)(*b*).)

**AR 614–30**

Overseas Service (Cited in para 1–1.)

**AR 623–3**

Evaluation Reporting System (Cited in para 2–4*n*(11).)

**AR 635–200**

Active Duty Enlisted Administrative Separations (Cited in para 3–2*q*.)

**DA GO 1995–15**

Transfer of the United Army Marksmanship Unit (Cited in para 5–8.) (Available at <http://www.apd.army.mil>.)

**DA Pam 611–21**

Military Occupational Classification and Structure (Cited in para 2–2*g*(14)(*c*).)

**DODI 1315.09**

Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOS) (Cited in para 8–11.) (Available at <https://cryptome.org/dodi/2015/dodi-1315-09.pdf>.)

**DODI 1325.7**

Administration of Military Correctional Facilities and Clemency and Parole Authority (Cited in para 3–23.) (Available at <http://www.dtic.mil/whs/directives>.)

**DODI 5200.33**

Defense Courier Service Regulation (Cited in para 5–26.) (Available at <http://www.dtic.mil/whs/directives>.)

**DODI 6495.02**

Sexual Assault Prevention and Response (SAPR) Program Procedures (Cited in para 1–12, 5–18*b*.) (Available at <https://www.esd.whs.mil/dd/>.)

**EDAS Users Manual**

(Cited in para 3–4*d*.) (Available at [http://ssitoday.armylive.dodlive.mil/files/2014/03/edas\\_field\\_user\\_manual\\_jun2009.pdf](http://ssitoday.armylive.dodlive.mil/files/2014/03/edas_field_user_manual_jun2009.pdf).)

**UCMJ, Art. 92**

Failure to obey order or regulation (Cited in para 3–25*c*.) (Available at <https://jsc.defense.gov/>.)

**UCMJ, Art. 120**

Rape and sexual assault generally (Cited in para 1–12.) (Available at <https://jsc.defense.gov/>.)

**UCMJ, Art. 120c**

Other sexual misconduct (Cited in para 5–18.) (Available at <https://jsc.defense.gov/>.)

**UCMJ, Art. 130**

Stalking (Cited in para 5–18.) (Available at <https://jsc.defense.gov/>.)

**USAREC Pam 601–25**

In-Service Special Forces Recruiting Program (Officer and Enlisted) (Cited in para 5–5*f*.) (Available at <http://www.usarec.army.mil>.)

**10 USC**

Armed Forces (Cited in para 3–18*d*.) (Available at <https://www.gpo.gov/fdsys/pkg/cprt-112hprt67344/pdf/cprt-112hprt67344.pdf>.)

**42 USC 16913**

Registry requirements for sex offenders (Cited in para 3–26.) (Available at <http://uscode.house.gov/search/criteria.shtml>.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at <http://armypubs.army.mil>. Department of Defense directives, instructions, and manuals, and United States codes can be accessed from the Army Home page at <http://armypubs.army.mil>.

**AR 11–6**

Army Foreign Language Program

**AR 25–22**

The Army Privacy Program

**AR 25–30**

The Army Publishing Program

**AR 25–55**

The Department of the Army Freedom of Information Act Program

**AR 37–104–4**

Military Pay and Allowances Policy

**AR 50–5**

Nuclear Surety

**AR 50–6**

Chemical Surety

**AR 55–46**

Travel Overseas

**AR 135–18**

The Active Guard Reserve (AGR) Program

**AR 140–30**

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

**AR 190–47**

The Army Corrections System

**AR 195–3**

The Criminal Investigation Command Special Agent Program

**AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 600–8–10**

Leaves and Passes

**AR 600–8–14**

Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

**AR 600–8–22**

Military Awards

**AR 600–8–104**

Army Military Human Resource Records Management

**AR 600–8–105**

Military Orders

**AR 600–9**

The Army Body Composition Program

**AR 600–43**

Conscientious Objection

**AR 600–85**

Army Substance Abuse Program (ASAP)

**AR 601–1**

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

**AR 601–210**

Regular Army and Reserve Components Enlistment Program

**AR 601–270**

Military Entrance Processing Station (MEPS)

**AR 601–280**

Army Retention Program

**AR 608–18**

The Army Family Advocacy Program

**AR 608–75**

Exceptional Family Member Program

**AR 612–201**

Initial Entry/Prior Service Trainee Support

**AR 630–10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

**AR 635–40**

Disability Physical Evaluation for Retention, Retirement, or Separation

**AR 700–84**

Issue and Sale of Personal Clothing

**ATRRS Course Catalog**

(Available at <https://atrrs.army.mil/>.)

**DA Pam 600–8**

Military Human Resources Management Administrative Procedures

**DFAS–IN Regulation 37–1**

Finance and Accounting Policy Implementation (Available at <http://www.asafm.army.mil/>.)

**DOD 7000.14–R, Volume 7A**

Military Pay Policy and Procedures — Active Duty and Reserve Pay

**DODD 1304.21**

Policy on Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members

**DODI 1315.18**

Procedures for Military Personnel Assignments

**DODI 7000.14–R, Volume 7A**

Department of Defense Financial Management Policy and Procedures

**Joint Travel Regulations**

(Available at <http://www.defensetravel.dod.mil/>.)

**NGR 600–200**

Enlisted Personnel Management (Available at <http://www.ngbpdc.ngb.army.mil/>.)

**TC 3–21.220**

Static Line Parachuting Techniques and Training (Available at <http://www.benning.army.mil/infantry/rtb/1–507/contents/pdf/>.)

**TRADOC Regulation 350–16.**

Drill Sergeant Program and Advanced Individual Training Platoon Sergeant Programs Available at <http://www.tradoc.army.mil/tpubs/regs/tr350-16.pdf>.)

**UCMJ, Art. 15.**

Commanding Officer's Non-Judicial Punishment (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.)

**10 USC 815**

Commanding Officers Non-Judicial Punishment

**10 USC 972**

Members: effect of time lost

**10 USC 3914**

Twenty to thirty years: enlisted members

**10 USC 3917**

Thirty years or more: regular enlisted members

**10 USC 12304**

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

**37 USC 401**

Definitions

**37 USC 421**

Allowances: no increase while dependent is entitled to basic pay

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<http://www.armypubs.army.mil>).

**DA Form 3739**

Application for Compassionate Actions (Prescribed in paras 5–11*a*, 5–12, 5–17*a*, and 5–18*a*.)

**DA Form 4873**

Certificate of Appointment to Command Sergeant Major (Prescribed in paras 7–4*d*, 7–5*c*, 7–30*a*, and 7–30*b*.) (Available through normal forms supply channels.)

**DA Form 7424**

Sensitive Duty Assignment Eligibility Questionnaire (Prescribed in paras 8–17*a*(6), 8–20*f*, 8–25*d*, 8–31*d*, and 8–31*f*.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<http://army.pubs.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) website (<http://www.esd.whs.mil/dd/>). Standard forms are available on the U.S. General Service Administration website (<http://www.gsa.gov/portal/forms/type/sf>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 705**

Army Physical Fitness Test Scorecard

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166–8**

NCO Evaluation Report

**DA Form 2446**

Request for Orders

**DA Form 4187**

Personnel Action

**DA Form 5248–R**

Report of Unfavorable Information for Security Determination

**DA Form 5500**

Body Fat Content Worksheet (Male)

**DA Form 5501**

Body Fat Content Worksheet (Female)

**DD Form 214**

Certification of Release or Discharge from Active Duty

**DD Form 1172-2**

Application for Identification Card/DEERS Enrollment

**DD Form 2792**

Family Member Medical Summary

**DD Form 2792-1**

Special Education/Early Intervention Summary

**DD Form 2950-1**

DOD Sexual Assault Advocate Certification Program (D-SAACP Application Packet for New Applicants)

**SF 86**

Questionnaire for National Security Positions



## Appendix B

### E-mail Addresses

#### B–1. E-mail capability

E-mail addresses are provided as a convenient means of sending correspondence for those with automation capabilities.

#### B–2. Human Resources Command

The e-mail addresses for the Enlisted Personnel Management Division (EPMD) Branches are listed below:

- a. MFD HQ usarmy.knox.hrc.mbx.epmd-mfd@mail.mil.
- b. ADA Branch usarmy.knox.hrc.mbx.epmd-ada-branch@mail.mil.
- c. Armor Branch usarmy.knox.hrc.mbx.epmd-armor-branch@mail.mil.
- d. Aviation Branch usarmy.knox.hrc.mbx.epmd-aviation-branch@mail.mil.
- e. FA Branch usarmy.knox.hrc.mbx.epmd-fa-branch@mail.mil.
- f. Infantry Branch usarmy.knox.hrc.mbx.epmd-infantry-branch@mail.mil.
- g. SF Branch usarmy.knox.hrc.mbx.epmd-sf-branch@mail.mil.
- h. OSED HQ usarmy.knox.hrc.mbx.epmd-osed@mail.mil.
- i. MI Branch usarmy.knox.hrc.mbx.epmd-mi-lang-branch@mail.mil.
- j. Chemical Branch usarmy.knox.hrc.mbx.epmd-chemical-branch@mail.mil.
- k. Engineer Branch usarmy.knox.hrc.mbx.epmd-engineer-branch@mail.mil.
- l. MP Branch usarmy.knox.hrc.mbx.epmd-mp-branch@mail.mil.
- m. Signal Branch usarmy.knox.hrc.mbx.epmd-signal-branch@mail.mil.
- n. FSD HQ usarmy.knox.hrc.mbx.epmd-fsd@mail.mil.
- o. Health Services Branch usarmy.knox.hrc.mbx.epmd-health-services-branch@mail.mil.
- p. Ordnance Branch usarmy.knox.hrc.mbx.epmd-ordnance-branch@mail.mil.
- q. QM Branch usarmy.knox.hrc.mbx.epmd-qm-branch@mail.mil.
- r. Soldier Support Branch usarmy.knox.hrc.mbx.epmd-soldier-support-branch@mail.mil.
- s. Transportation Branch usarmy.knox.hrc.mbx.epmd-transportation-branch@mail.mil.
- t. CSM/SGM Branch usarmy.knox.hrc.mbx.epmd-sgm-branch@mail.mil.
- u. CMD Mgmt Branch usarmy.knox.hrc.mbx.epmd-command-management-branch@mail.mil.
- v. Detailed Assignment Branch usarmy.knox.hrc.mbx.epmd-detailed-assignment-branch@mail.mil.
- w. Enlisted Procedures & Soldiers Actions Branch usarmy.knox.hrc.mbx.epmd-transition-branch@mail.mil.
- x. Functional Support & Integration Branch usarmy.knox.hrc.mbx.epmd-fsi-branch@mail.mil.
- y. Special Actions Branch usarmy.knox.hrc.mbx.epmd-special-actions-branch@mail.mil.
- z. Compassionate Actions Section, Special Actions Branch usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil.
  - aa. Enlisted Background Screening Section usarmy.knox.hrc.mbx.epmd-ebss@mail.mil.
  - bb. Security Section usarmy.knox.hrc.mbx.epmd-security@mail.mil.
  - cc. Exceptional Family Member Program usarmy.knox.hrc.mbx.epmd-efmp-poc@mail.mil.
  - dd. Sole Surviving Son/Daughter usarmy.knox.hrc.mbx.epmd-sole-surviving-son-or-daughter@mail.mil.
  - ee. Army Reserve Enlisted Procedures Branch usarmy.knox.hrc.mbx.epmd-arep-branch@mail.mil.

#### B–3. Pentagon

The e-mail address for the Pentagon is userid@mail.mil.

## **Appendix C**

### **Internal Control Evaluation**

#### **C–1. Function**

The function covered by this evaluation is special duty assignment pay.

#### **C–2. Purpose**

The purpose of this evaluation is to assist CDRs, ACOM, ASCC, and/or DRUs and installation managers in evaluating their key internal controls. It is intended as a guide and does not cover all controls.

#### **C–3. Instructions**

- a.* Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, or simulation). These internal controls must be evaluated at least once a year.
- b.* Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation.
- c.* These internal controls must be evaluated at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **C–4. Test questions**

- a.* Are Soldiers on AD or inactive duty training and entitled to basic pay?
- b.* Do Soldiers hold a pay grade of private first class or higher?
- c.* Are Soldiers assigned to an authorized SD assignment position and performing the duties?
- d.* Are Soldiers receiving correct rate of pay for their category?
- e.* Are orders issued to start, terminate, and reinstate SDAP?
- f.* Is a monthly review conducted to ensure that only fully qualified Soldiers are awarded SDAP?
- g.* Are standing operating procedures established and maintained?
- h.* Have Soldiers completed the required schooling or equivalent OJT for qualification for SDAP?

#### **C–5. Supersession**

This evaluation replaces any evaluation for Event Cycle 4 of the Strength Management published.

#### **C–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of the Staff, G–1 (AHRC–EPO–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACASP**

Army Civilian Acquired Skill Program

**ACO**

Allied Command Operations

**ACOM**

Army command

**ACRC**

Army Crime Record Center

**AD**

active duty

**ADOS**

Active Duty for Operational Support

**ADT**

active duty for training

**AEA**

assignment eligibility and availability

**AGR**

active guard reserve

**AI**

assignment instructions

**AIP**

assignment incentive pay

**AIRR**

Army Investigative Records Repository

**AIT**

advanced individual training

**ALC**

Advanced Leaders Course

**AMCP**

Army Music Career Program

**AMEDD**

Army Medical Department

**AMOS**

additional military occupational specialty

**APFT**

Army physical fitness test

**APO AE**

Army post office Army Europe

**AR**

Army regulation

**ARCOM**

Army Reserve Command

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARSOF**

Army special operations forces

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower & Reserve Affairs)

**ASAP**

Army Substance Abuse Program

**ASCC**

Army service component command

**ASI**

additional skill identifier

**AT**

annual training

**ATEC**

Army Test and Evaluation Command

**ATRRS**

Army Training Requirements and Resources System

**BCT**

brigade combat team

**BDE**

brigade

**BEAR**

Bonus Extension and Retraining Program

**BN**

battalion

**BOLC**

Basic Officer Leader Course

**BT**

basic training

**CA**

combat arms

**CAF**

Central Adjudication Facility

**CAR**

Chief, Army Reserve

**CDR**

commander

**CG**

commanding general

**CLANG**

control language

**CMF**

career management field

**CMIF**  
career management individual file

**CMNCO**  
career management noncommissioned officer

**COL**  
colonel

**CONUS**  
continental United States

**CPD**  
Command Preference Designation

**CPL**  
corporal

**CPMOS**  
career progression military occupational specialty

**CRC**  
Case Review Committee

**CSA**  
Chief of Staff, Army

**CSL**  
central selection list

**CSM**  
command sergeant major

**CSMAP**  
Command Sergeant Major Advisory Panel

**CTC**  
combat training center

**DA**  
Department of the Army

**DCII**  
Defense Clearance Investigations Index

**DCS, G-1**  
Deputy Chief of Staff, G-1

**DEE**  
Defense Enterprise Email

**DEERS**  
Defense Enrollment Eligibility System

**DEROS**  
date eligible for return from overseas

**DFAS**  
Defense Finance and Accounting Service

**DMOS**  
duty military occupational specialty

**DMPM**  
Directorate of Military Personnel Management

**DOD**  
Department of Defense

**DODD**

Department of Defense directive

**DODI**

Department of Defense instruction

**DRU**

direct reporting unit

**DS**

drill sergeant

**DSN**

Defense Switched Network

**DSS**

Defense Security Service

**EB**

enlistment bonus

**EDAS**

Enlisted Distribution and Assignment System

**EDTM**

enlisted distribution target model

**EFMP**

Exceptional Family Member Program

**eMILPO**

electronic military personnel office

**EOD**

explosive ordnance disposal

**EPMD**

Enlisted Personnel Management Directorate

**EPMS-IRR**

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

**ERB**

enlisted record brief

**ETS**

expiration term of service

**FCP**

Family care plan

**FORSCOM**

U.S. Army Forces Command

**FSC**

First Sergeant Course

**FTM**

full time manning

**FY**

fiscal year

**GCMCA**

General Court-Martial Convening Authority

**GED**

general education development

**GO**  
general officer

**GT**  
general technical

**HAAP**  
Home Base/Advance Assignment Program

**HFA**  
hostile fire area

**HQ**  
headquarters

**HQDA**  
Headquarters, Department of the Army

**HRC**  
Human Resources Command

**IA**  
immediately available

**IET**  
initial entry training

**IG**  
inspector general

**IMA**  
individual mobilization augmentation

**IRR**  
individual ready reserve

**JD**  
joint domicile

**JTR**  
Joint Travel Regulations

**LCM**  
life cycle management

**LoR**  
Letter of Recommendation

**LTC**  
lieutenant colonel

**MACP**  
Married Army Couples Program

**MILPER**  
military personnel

**MLANG**  
mission language

**MOI**  
memorandum of instruction

**MOS**  
military occupational specialty

**MOSC**  
military occupational specialty code

**MPD**  
military personnel division

**MPF**  
military personnel file

**MSG**  
master sergeant

**MTOE**  
modified table of organization and equipment

**NACLC**  
National Agency Check with Local Agency Check and Credit Check

**NATO**  
North Atlantic Treaty Organization

**NCO**  
noncommissioned officer

**NCOER**  
noncommissioned officer evaluation report

**NCOES**  
Noncommissioned Officer Education System

**OCAR**  
Office of the Chief, Army Reserve

**OCONUS**  
outside the continental United States

**OJT**  
on-the-job training

**OMPF**  
official military personnel file

**OPM**  
Office of Personnel Management

**OSUT**  
one station unit training

**P**  
promotable

**PCORD**  
projected change of responsibility date

**PCS**  
permanent change of station

**PDS**  
permanent duty station

**PFC**  
private first class

**PMOS**  
primary military occupational specialty

**PSG**  
platoon sergeant

**PSYOP**  
psychological operations



**RA**  
Regular Army

**RC**  
reserve component

**RCN**  
reclassification control number

**RETAIN**  
Reenlistment/Reclassification System

**ROTC**  
Reserve Officers' Training Corps

**RTD**  
return to duty

**S1**  
adjutant

**SD**  
special duty

**SDAP**  
special duty assignment pay

**SES**  
senior executive service

**SFAS**  
special forces assessment and selection

**SFC**  
sergeant first class

**SFQC**  
special forces qualification course

**SGM**  
sergeant major

**SGT**  
sergeant

**SIMOS**  
space imbalanced military occupational specialty

**SLC**  
Senior Leaders Course

**SMA**  
Sergeant Major of the Army

**SMOS**  
secondary military occupational specialty

**SOLT**  
special operations language training

**SOPC**  
special operations preparatory and conditioning

**SORB**  
special operations recruiter battalion

**SPC**  
specialist

**SQI**  
skill qualification identifier

**SRB**  
selective reenlistment bonus

**SRR**  
Service-remaining requirement

**SSBI**  
single scope background investigation

**SSG**  
staff sergeant

**SSN**  
social security number

**STAB**  
Standby Advisory Board

**TAPDB**  
total Army personnel database

**TDA**  
table of distribution and allowances

**TDY**  
temporary duty

**TE**  
technical escort

**TIG**  
The Inspector General

**TOE**  
table of organization and equipment

**TOS**  
time-on-station

**TPU**  
troop program unit

**TRADOC**  
U.S. Army Training and Doctrine Command

**TS**  
top secret

**UCMJ**  
Uniform Code of Military Justice

**UIC**  
unit identification code

**USAJFKSWCS**  
U.S. Army John F. Kennedy Special Warfare Center and School

**USAMU**  
U.S. Army Marksmanship Unit

**USAPT**  
U.S. Army Parachuting Team (Golden Knights)

**USAR**  
U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USAREC**

U.S. Army Recruiting Command

**USASMA**

U.S. Army Sergeants Major Academy

**USASMC**

U.S. Army Sergeants Major Course

**USASOC**

U.S. Army Special Operations Command

**USASOM**

U.S. Army School of Music

**USC**

United States Code

**USMA**

U.S. Military Academy

**WAI**

Warrior Attributes Inventory

**WHCA**

White House Communication Agency

**WHTA**

White House Transportation Agency

**WLC**

Warrior Leader Course

**WTU**

Warrior transition unit

**1SG**

First sergeant

**Section II****Terms****Accompanied tour**

The tour length that is the longest a specific overseas duty station and usually means that a Soldier is accompanied by command-sponsored dependents.

**Active duty**

Full time duty in the active military Service of the United States, including full time training duty, ADT, and attendance while in active military Service at a school designated as a Service school by law and the Secretary of the military department concerned. It does not include full time National Guard duty. For the RC, AD is comprised of the categories ADT and AD other than training.

**Additional military occupational specialty**

Awarded MOS other than primary or secondary MOS.

**Additional skill identifier**

Identifier of specialized skills that are closely related to and in addition to those required by the MOS.

**Announcement of proficiency pay/selective reenlistment bonus military occupational specialty**

Personnel placement action to satisfy a valid military manpower requirement.

**Area command**

The following are defined as area commands:

- a. U.S. Army Europe.
- b. U.S. Army Pacific Command.
- c. U.S. Army South Command.
- d. U.S. Army Special Operations Command (USASOC).
- e. U.S. Army Reserve Command (USARC).
- f. Eighth U.S. Army.
- g. U.S. Army Africa.

**Area commander**

Commander of an area command.

**Army National Guard**

Army Soldiers under the control of individual States and Territories.

**Army National Guard of the United States**

The ARNG Soldiers who are mobilized and come under control of Federal authorities.

**Awarded military occupational specialty code**

The MOS that includes skill-level character that identifies capability of a Soldier to perform duties required at current or higher grade. (Classification authority will record it on enlisted record brief.)

**Borrowed military manpower**

The use of military manpower from a MTOE unit to perform duties within a table of distribution and allowance (TDA) activity where an ACOM, ASCC, and/or DRU-approved manpower requirement exists but for which no manpower space has been authorized. Additionally, borrowed military manpower may be employed in those cases where manpower spaces have been authorized but where the positions are vacant. (See also SD and troop diversion.)

**Career management field**

Grouping of related MOSs that provides logical progression to SGM.

**Career Soldier**

Soldiers who are serving under second or subsequent enlistment contracts.

**Centrally-managed personnel**

Soldiers in pay grades SSG through SGM for whom the HRC exercises centralized internal controls. These controls include assignment, promotion (with exception of grade SSG), reclassification, education, qualification, and evaluation.

**Classification in military occupational specialty**

An initial award of primary or secondary MOS by the classification authority.

**Combatant command**

A command with a broad and continuing mission under a single CDR, composed of significant assigned components of two or more military departments.

**Conscientious objector**

A member who, by reason of conscientious objection, sincerely objects to participation as a combatant in war in any form, but whose convictions are such as to permit military service in a noncombatant status.

**Continuous active duty**

Active Federal Service in any of the Armed Forces of the United States without a break in service of more than 90 days. Does not include ADT.

**Dependency status**

a. *Acquired dependent.* A Soldier's dependent acquired through marriage, adoption, or other action during the course of the Soldier's current overseas tour of duty. This term does not include those individuals' dependent upon the Soldier or children born of a marriage that existed before commencement of the current overseas tour.

b. *Command-sponsored dependents.* Dependents residing with the Soldier at his or her duty station OCONUS, where the accompanied tour is authorized and the Soldier is authorized to serve said tour, and where dependents meet the following conditions:

- (1) Are authorized by the appropriate authority to be at the Soldier's duty station.
- (2) As a result of their residence in the vicinity of the Soldier's duty station, authorizes the Soldier cost of living allowance and temporary lodging allowance at the "with dependents" rate.

c. Non-command-sponsored dependents. Dependents residing with the Soldier at his or her duty station outside the CONUS, where the accompanied tour may or may not be authorized. These dependents shall not be provided transportation to and from the Soldier's overseas duty station at Government expense. Their presence shall not authorize the Soldier cost of living allowance and/or temporary lodging allowance at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the Soldier" into the command without endorsement by the appropriate authority. Depending on individual Status of Forces Agreements, U.S. statutes, congressional guidance, DOD policy, or Army regulations, these dependents may be denied access to certain dependent support facilities.

**Dependent**

This term is defined by 37 USC 401 as contained in the JTR, appendix A.. However, the spouse of a Soldier who is also a Soldier shall not be considered a dependent as outlined in 37 USC 421.

**Duty military occupational specialty**

The MOS that identifies authorized manning table positions to which a Soldier is assigned and for which he or she is performing duty or the MOS of the duty that the Soldier is performing if not assigned to an authorized manning table position.

**Dwell time**

The time a Soldier spends at home station between combat deployments, operational deployment (noncombat), or dependent restricted tour. The addition of these service types does not change the long and short tour policies in any way.

**Enlisted Personnel Management System**

Total process for which enlisted personnel are professionally developed in order to satisfy force structure authorizations (for example, accessing, recruiting, training, assigning, promoting, rotating, professional developing, transferring, discharging, reenlisting, and retiring military personnel).

**Expiration of term of service**

The date a Soldier is expected to complete the military Service required by the enlistment contract.

**Family Member**

For the purpose relative to policy on assignment to duty in a HFA, Family members include the following:

- a. Father and mother (includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least five years.
- b. Brothers and sisters (includes stepbrothers, brothers by adoption, half-brothers, stepsisters, sisters by adoption, or half-sisters).
- c. Spouse.
- d. Children (includes a legitimate child, legally adopted child, stepchild, if a member of the household at the time of death of the service member or former service member, an illegitimate child of a female service member or a female former service member, an illegitimate child to whose support a male service member or former service member shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father and a person standing in loco parentis minimally for five years before death to the service member or former service member.

**First term**

Enlisted member of the Army on an initial enlistment.

**Frocking**

A process whereby Soldiers are authorized to wear the insignia of a higher grade so that their grade title is commensurate with their duty position even though no pay or allowances are authorized in the higher grade.

**General or flag officer**

Officers in the grade of O-7 through O-10. To request and/or approve certain actions outlined in this regulation by a general or flag officer, officers must be serving in a general or flag officer grade or an equivalent Federal civilian grade including officers of the Foreign Service of the Department of State.

**Household**

The Soldier and those dependents, who reside with the Soldier or are dependent on the Soldier for over one-half of their support.

**Low-cost move**

A permanent change of station (PCS) for which the total expected cost, including the Soldier's travel and transportation allowances and dislocation allowance, if applicable, does not exceed \$1,000.00. The low-cost moves are not curtailments

and do not require general or flag officer waivers of time-on-station (TOS) that are required for other moves. It is not necessary to adjust the member's original tour completion date, nor for the member to have service retainability beyond the original tour completion date.

**New equipment training**

Service school courses or on-the-job training (OJT) directed by a major CDR or higher authority based upon a change in unit mission or equipment.

**On-the-job experience**

Serving in the PMOS in a duty position authorized at current or higher grade.

**On-the-job training**

Training in which Soldiers learn through actual hands-on experience under competent supervision under an approved planned program.

**Overseas long tour**

A tour of duty in an overseas location where the tour length is equal to or greater than the 36-month accompanied tour and the 24-month unaccompanied tour.

**Overseas short tour**

A tour of duty in an overseas location where the tour length is less than the 36-month accompanied tour or the unaccompanied tour is less than 24 months.

**Permanent change of station**

As defined in the JTR, Section A, the assignment, detail, or transfer of a Soldier to a different permanent duty station (PDS) under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

**Permanent duty station**

As defined in the JTR, Section A, the Soldier's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, post, or activity) where an employee regularly reports for duty. With respect to authorization under JTR relating to the residence and the household goods and Soldier's personal effects, PDS also means the residence or other quarters from (to) which the Soldier regularly commutes to (and from) work, except where the PDS is in a remote area where adequate Family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the Soldier's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as—

*a.* The corporate limits of the city or town in which stationed.

*b.* If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (for example, McGuire AFB and Fort Dix) having definite boundaries in which the Soldier is stationed. When a reservation, station, other established area or established large reservation subdivision (for example, McGuire AFB and Fort Dix) falls within two or more corporate city limits (for example, the districts of Honolulu and any other such as Ewa, Hawaii) or crosses recognized borders (for example, Fort Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

**Personnel management**

Actions taken by HRC enlisted career divisions to identify, select for training, assign, and manage Soldiers in various programs. Management tools used to accomplish these actions include the career management individual file (CMIF) and related documents for SGT and above.

**Prescribed tour length**

The period of time established for tours in specific geographic locations in the continental United States or overseas.

**Primary military occupational specialty**

Awarded MOS that is most important to the Army in terms of training, experience, demonstrated qualifications, and Army needs.

**Reclassification authority**

Level of command or activity designated by Army HRC to change a PMOS or SMOS or to withdraw any AMOS.

**Reclassification military occupational specialty**

Action by a reclassification authority, with or without board action, that results in a change of AMOS.

**Regular Army**

a. The RA consists of the following:

- (1) RA Soldiers on AD.
- (2) ARNGUS and Army Reserve Soldiers on AD except as excluded below.
- (3) Army National Guard Soldiers in the Service of the United States pursuant to a call.
- (4) All persons appointed enlisted or inducted into the Army without component.

b. Excluded are Soldiers serving on—

- (1) Active duty for training.
- (2) Active guard reserve status.
- (3) Active duty for special work.
- (4) Temporary tours of AD for 180 days or less.
- (5) Active duty pursuant to the call of the President (see 10 USC 12304).

**Secondary military occupational specialty**

Additional MOS in a specialty different than PMOS. Second in importance to the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

**Space imbalanced military occupational specialty**

Situation at a given time (present or projected) in which overseas MTOE and table of TDA authorizations or requirements for a given MOS exceed those documented for CONUS installations.

**Special duty**

Performance of duty with an organization other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. Includes borrowed military manpower and troop diversions.

**Special duty assignment pay**

Additional monthly pay awarded to Soldiers performing designated SD.

**Temporary duty**

Duty at one or more locations, other than the permanent station, where a Soldier performs TDY under orders providing for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station when completing the TDY.

**Theater**

The geographical area OCONUS for which a CDR of a combatant command has been assigned military responsibility.

**Tour of duty**

Military duty when assigned to a military installation or activity permanently located at a land station either inside the CONUS or overseas.

**Troop diversion**

Use of Soldiers, not meeting the borrowed military manpower definition, to perform recurring duties with an organization or unit other than that to which assigned while continuing to be administered and accounted for by the unit of assignment. (See also SD and borrowed military manpower.)

**Unaccompanied tour**

The authorized tour length at a specific overseas duty station for Soldiers who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.

**Volunteer**

Soldiers who, on their own, write to Army HRC through proper channels expressing a desire for specific designated duty.

**Section III****Special Terms and Abbreviations**

This section contains no entries.





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