



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09054-3152

IMRP-ZA

28 SEP 2016

MEMORANDUM FOR Redeploying Units and Community/Supporting Agencies

SUBJECT: United States Army Garrison Rheinland-Pfalz (USAG RP) Reintegration Standing Operating Procedures (SOP)

1. References:

- a. Army Directive 2007-02. Deployment Cycle Support (DCS)
- b. AER 600-8-108, Rear Detachment Command (RDC)
- c. AER 600-8-109, Reintegration Operations.
- d. AER 600-8-109-2, Soldier, Civilian, and Family Members Reintegration Guide
- e. AER 600-8-109-6, Leader Post- Reintegration Checklist
- f. AER 690-47, Civilian Deployment and Redeployment
- g. AE form 600-8-109A, USAREUR Reintegration Checklist
- h. FM 3-35, Army Deployment and Redeployment
- i. IMCOM-E OPOD 0005-08

2. Purpose: to establish policy and procedures for Reintegration and Redeployment of personnel back into the USAG RP Community and provide guidance to deployed units, supporting units, and community agencies.

3. Scope: this SOP applies to all Active Army, Reserve Component, and civilian employees supported by USAG RP.

4. General:

a. Reintegration is a COMMANDER's (CDR) program that is facilitated by the Garrison.

b. AER 600-8-109 requires focus on the "Human Dimension."

c. Solider Readiness Process (SRP) and Reintegration activities will begin 30 days prior to deployment/redeployment at both current and home locations. This may require the sending of an advance team/party to initiate reintegration at the unit's location.

d. Community/supporting agencies will comply with, at a minimum, those task/requirements listed in referenced section III through VIII. Updates and changes can be obtained at <http://www.eur.army.mil/g1/content/programs/Reintegration/>

SUBJECT: United States Army Garrison Rheinland-Pfalz (USAG RP) Reintegration Standing Operating Procedures (SOP)

e. The redeploying unit will follow the seven half-day reintegration model to transition back into the community. In this model the duty day is 0800 – 1200. Day Zero is the arrival day of the unit. If the unit arrives after 2200, the following day is considered Day Zero. This model can be adjusted based on the unit size or CDR's guidance but must maintain the seven (7) straight half day schedule.

f. On Day 1, individual Soldiers will report to the Garrison Headquarters BLDG 2933 room 207, with an AE form 600-8-109 Reintegration checklist and their individual redeploying packets. Soldiers will sign an accountability roster, receive a welcome back brief, and point of contact (POC) listing of the various agencies.

5. Commander's Intent: to provide quality and timely support to redeploying units, Soldiers, Family members, and civilians reintegrating back into the USAG RP community, while maintaining quality service to the rest of the community. The USAG RP Directorate of Plans Training, Mobilization and Security (DPTMS) will plan, coordinate and schedule reintegration for groups of 20 or more personnel. For groups of 19 or less personnel the redeploying unit's rear detachment, with assistance from the USAG RP DPTMS, will plan, coordinate, and schedule reintegration. As deploying /redeploying unit's size varies, the community may need to make adjustments to facilitate the large number of redeploying personnel. Priorities are: 1) Reintegration of Personnel, 2) Reconstitution of Equipment, 3) Retraining.

6. Responsibilities/Task:

a. Brigade, Battalion, Company, and Detachment Commanders:

(1) Commanders are responsible for Soldiers' readiness and reconstitution. Commanders at all levels have the responsibility to meet the USAREUR guidance for reintegration in accordance with (IAW) AER 600-8-109.

(2) Units and civilian supervisors are responsible for accounting and reporting the reconstitution status of each Soldier and assigned redeploying personnel. In addition all required reintegration tasks (AE Form 600-8-109A) must be completed.

(3) Identify a unit representative that the DPTMS can coordinate with for all activities.

(4) Coordinate with DPTMS at least 60 days before redeployment.

(5) Conduct in progress review (IPR) no later than (NLT) 45 days from estimated arrival date of unit.

(6) Provide DPTMS with a copy of the unit alpha roster NLT 30 days prior to unit arriving.

SUBJECT: United States Army Garrison Rheinland-Pfalz (USAG RP) Reintegration Standing Operating Procedures (SOP)

(7) Provide DPTMS a list of childcare services needed NLT 14 days prior to unit arriving. Children must be pre-registered with Child, Youth and School Services (CYSS).

(8) Coordinate sufficient operators/transportation (TMP or buses) to support movement of personnel during the reintegration process.

(9) Conduct reception/welcome home ceremony IAW AER 600-8-108, pgs. 16-19.

(10) Inform DPTMS of all arrival date/time changes.

b. USAG RP DPTMS:

(1) Proponent for reintegration.

(2) Appoint representative for reintegration.

(3) Establish and maintain reintegration POC's roster of supporting community agencies.

(4) Coordinate Reintegration support with community/supporting agencies and rear detachment commanders at least 60 days prior to redeployment activities.

(5) Conduct IPR NLT 45 days prior to unit's arrival.

(6) Notify community agencies as soon as possible of any changes to the unit's arrival date.

(7) Coordinate with Sembach site manager to ensure the Tiger Theater on Sembach Kaserne is reserved for reintegration.

(8) Coordinate with all community agencies and provide them with a timeline of the unit's reintegration briefings.

(9) Maintain and update Reintegration briefing slides as needed.

(10) Execute Reintegration Operations IAW AER 600-8-109.

c. Finance Support Detachment:

(1) Provide personnel at the reintegration site to conduct finance portion of reintegration.

SUBJECT: United States Army Garrison Rheinland-Pfalz (USAG RP) Reintegration Standing Operating Procedures (SOP)

(2) Provide required forms (travel voucher, blank leave forms etc.) in sufficient quantities to complete the finance reintegration process.

(3) Conduct finance briefing.

(4) Provide additional information or services as necessary.

d. Medical and Dental Facilities:

(1) Pre-screen medical/dental records of all redeploying soldiers.

(2) Provide an appointment timeline for the soldiers, on Day 2, for the Day 4 Medical processing day.

(3) Provide personnel at the reintegration processing site for Day 2 briefing, Tuberculosis (TB) tine testing and blood draw.

(4) Schedule Dental appointments for soldiers who are CAT 3/4.

(5) Use medical personnel organic to the units (non-redeploying) when possible.

(6) Conduct eye/hearing exams for soldiers in need.

(7) Provide additional information or services as necessary.

e. Staff Judge Advocate (SJA):

(1) Provide personnel at the reintegration processing site to conduct legal briefing.

(2) Provide legal assistance to support redeploying personnel and family members to include help with claims, financial issues, powers of attorney and other legal issues.

(3) Provide information on filing of tax returns.

(4) Provide additional information or services as necessary.

f. Army Substance Abuse Program (ASAP):

(1) Provide personnel at the reintegration processing site to brief ASAP important messaging regarding low risk choices.

SUBJECT: United States Army Garrison Rheinland-Pfalz (USAG RP) Reintegration Standing Operating Procedures (SOP)

(2) Ensure a Reintegration Unit Risk Inventory is conducted within 30-180 days of return to garrison.

(3) Provide additional information or services as necessary.

g. Army Community Services (ACS)

(1) Provide personnel at the reintegration processing site to brief.

(2) Conduct briefings covering Reunion and Stress Management.

h. Installation Chaplain/Religious Services Office (RSO):

(1) Provide personnel at the reintegration processing site to brief Reunion.

(2) Assist with and participate in welcome home ceremony.

(3) Provide and or ensure opportunities are available for spouses and redeploying personnel to participate in marital enrichment assessments.

i. Child , Youth and School Services (CYSS):

(1) Coordinate and provide for no-fee child care during the reintegration process.

(2) Provide additional information or services as necessary.

j. Garrison Safety Office:

(1) Provide personnel at the reintegration processing site to brief safety to redeploying personnel.

(2) Provide additional information or services as necessary.

k. Better Opportunity for Single Soldiers (BOSS):

(1) Provide personnel at the reintegration processing site to brief BOSS programs and incentives.

(2) Provide additional information or services as necessary.

l. Outdoor Recreation:

IMRP-ZA

SUBJECT: United States Army Garrison Rheinland-Pfalz (USAG RP) Reintegration Standing Operating Procedures (SOP)

(1) Provide personnel at the reintegration processing site to brief commanders and redeploying soldiers on Warrior Quest Program, paintball activities and upcoming trips.

(2) Provide additional information or services as necessary.

7. Coordinating instructions:

a. All community/supporting agencies are required to give the DPTMS any updates or changes to their briefings.

b. Set up at the reintegration site will be done NLT the evening prior to the start of the reintegration process.


c. Reintegration will be conducted at the Tiger Theater on Sembach Kaserne unless the DPTMS changes the location.

d. Participants will arrive at the site NLT 15 minutes prior to schedule briefing time.

e. All community/Garrison supporting agencies will provide a primary and alternate POC to the DPTMS to include timely updates and changes to the listing.

f. Units/community agencies will be prepared to conduct/provide "Small Unit" (19 or less) reintegration processing.

8. POC for this SOP is the DPTMS, USAG Rheinland-Pfalz, DSN 493-4124.


KEITH E. IGYARTO
COL, FI
Commanding