

Army Regulation 600–8–11

Personnel—General

Reassignment

Rapid Action Revision (RAR) Issue Date: 18 October 2012

**Headquarters
Department of the Army
Washington, DC
1 May 2007**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-11
Reassignment

This rapid action revision, dated 18 October 2012--

- Adds the requirement for battalion commanders (or their authorized representative) to review and certify that Soldiers are eligible or available for assignment instructions (para 2-6).
- Adds the requirement for Personnel Reassignment Work Centers to incorporate Soldiers' medical readiness classification into the reassignment process (para 2-9c).
- Revises policies and procedures for the submission of requests for deletion, deferment, or early arrival (para 2-13).
- Revises signature requirements on chain of command memorandum accompanying requests for operational deletions and deferments (para 2-14b).
- Adds the requirement that outside the continental United States based units must request an involuntary foreign service tour extension in lieu of an operational deletion or deferment (para 2-14f).
- Adds requirements for compassionate deletions and deferments to be submitted using DA Form 3739 (Application for Compassionate Actions) and to have a colonel/O-6 endorsement (paras 2-15b and 2-15c).
- Revises policy to state that a compassionate deferment should be used instead of a deletion if the extreme Family problem can be resolved within 90 days of the report date (para 2-15d).
- Makes additional rapid action revision changes (deleted paras 2-13b and 4-10c; added DA Form 3739 in app A, referenced forms).
- Makes administrative changes (app A: added AR 614-200; deleted publications AR 614-6, AR 680-29, and AR 600-83, and MILPER Message 05-159; renames DODD 4500.54 to DODD 4500.54E; glossary: deleted unused acronyms and corrected abbreviations as prescribed by Army Records Management and Declassification Agency).
- Adds an Internal Control Evaluation (app B).
- Revises the address for the Human Resources Command to Commander, U.S. Human Resources Command (AHRC-EPO-P), (office symbol of destination), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 (throughout).
- Makes administrative changes (throughout).

Effective 1 June 2007


Personnel—General

Reassignment

By Order of the Secretary of the Army: States, and the U.S. Army Reserve, unless otherwise stated.

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision (RAR). This RAR is effective 18 October 2012. The portions affected by this RAR are listed in the summary of change.

Summary. This regulation prescribes the policies governing the military personnel reassignment function.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United

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

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

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–MP), 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 Commander, U.S. Army Human Resources Command (AHRC–EPO–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5303.

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

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*This regulation supersedes AR 600–8–11, 1 October 1990. This edition publishes a rapid action revision for AR 600–8–11.

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Chapter 1

The Reassignment Function

1-1. Purpose

This regulation publishes reassignment processing policies.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

Reassignment processing is key to ensuring Soldiers complete permanent change of station (PCS) as directed by Headquarters, Department of the Army (HQDA). Primary responsibility is the commander. It is paramount that actions and timelines contained in the regulatory guidance be followed. This process is critical; no-shows or late arrivals degrade Army readiness.

a. The Army Deputy Chief of Staff (DCS), G-1 will serve as the senior Army policy official for the reassignment processing of all Soldiers.

b. The Commander, U.S. Army Human Resources Command (HRC) will—

(1) Have the functional responsibility for the reassignment processing of all Soldiers.

(2) Issue assignment instructions (AI) for all Soldiers.

c. The Judge Advocate General (TJAG) and the Chief of Chaplains will be responsible for the reassignment of warrant and commissioned officers of their branches.

d. Commanders of all major Army commands (ACOMs) will monitor and assist in the administration of reassignment processing to ensure compliance with the policies established by Army regulation (AR) 614-100, AR 614-200, and this regulation.

e. Commanders of each garrison, unit, community, and activity will operate a reassignment processing program which accomplishes the requirements established by AR 614-100, AR 614-200, and this regulation.

1-5. The personnel reassignment process

The goal of the personnel assignment system is to place the right Soldier in the right job at the right time. AR 614-100 and AR 614-200 provide overviews of the personnel assignment system. Department of the Army (DA) directed enlisted reassignments are in accordance with guidance contained in AR 614-200 and AR 614-30. DA directed officer reassignments are in accordance with guidance contained in AR 614-100. The personnel reassignment process ensures that the eligibility of Soldiers who receive AI is verified, that travel assistance is provided, that Soldiers are prepared for movement, and that their departure is verified. Reassignment processing begins upon receipt of AI, and ends with the issuance of PCS orders in accordance with AR 600-8-105. Reassignment procedures are contained in the HRC Web site. The electronic military personnel office (eMILPO) Web site provides reassignment guidance, lists appropriate references, provides work center actions, and compliments regulations, policy, and the eMILPO User's Manual.

1-6. Communications

The addresses/email, and telephone numbers on the HRC Web site (<http://www.hrc.army.mil>) will be used in all communications with HRC, as required under the provisions of this regulation.

1-7. Electronic military personnel office and Enlisted Distribution and Assignment System/Total Officer Personnel Management Information System functions

a. Specific procedures for reassignment processing in eMILPO are found at the HRC Web site (<https://www.hrc.army.mil/>).

b. eMILPO and Enlisted Distribution and Assignment System (EDAS)/Total Officer Personnel Management Information System (TOPMIS) functions include—

(1) Schedule briefings/prepare reassignment checklists.

(2) Briefing attendance.

(3) HQDA reassignment.

(4) Assignment instructions—process an EDAS cycle.

(5) Deletions or deferments processing.

(6) Reassignment process overview.

(7) Process a Request for Curtailment.

(8) Assignment adjustment—process a foreign service tour extension curtailment.

(9) Generate reassignment orders.

- (10) Perform an intra-installation reassignment.
- (11) Process an overseas tour election.
- (12) Medical and dental preparation for overseas movement.
- (13) Process a request for early arrival.
- (14) Assignment adjustment—process a deferment or deletion.
- (15) Prepare temporary duty (TDY) orders for service school attendance, where required, using DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel).
- (16) Process Family travel requests for overseas assignment areas.
- (17) Populate data in eMILPO for upload to HRC, DA.

1–8. Online procedures

Reassignment processing procedures are now online at the HRC Web site.

Chapter 2 Reassignment Verification (Enlisted)

Section I Overview

2–1. Goal

The losing command's Brigade Combat Team (BCT) adjutant (S1) or military personnel division (MPD) will complete the following enlisted reassignment processing functions within 30 calendar days of the EDAS cycle transmittal:

a. Reassignment processing procedures consist of receipt of AI and initial screen of EDAS cycle, reassignment notification, request for personnel security investigation (PSI), briefings, interviews, and processing additional service remaining requirements (SRRs).

b. Overseas requirements consist of managing assignment of overseas returnees and request for change of tour.

c. Deletion, deferment, or early arrival function includes requests initiated by Soldiers on AI, HRC deletions and deferments, operational deletions/deferments initiated by local chain of command requests, and compassionate action requests.

d. Functional management of military service schooling instructions when in conjunction with reassignment. Work center management includes reassignment involving TDY for the Noncommissioned Office Education System, reclassification, additional skill identifier, drill sergeant and Army recruiter programs, to preclude reassignment failures and loss of scheduled school seats.

2–2. Methodology

All AI issued by HRC will be issued or confirmed through EDAS in accordance with AR 614–200. AI for Soldiers going to initial entry training are made and issued under AR 612–201.

2–3. Distribution

Functional commands whose subordinate elements are serviced by more than one BCT S1 or MPD will be furnished AI. (Examples of these commands are the U.S. Army Material Command and U.S. Army Communications-Electronics Command.) However, the servicing BCT S1 or MPD will process the Soldier for reassignment.

2–4. Soldiers available for immediate movement

AR 614–200 prescribes policies pertaining to Soldiers who cannot be properly utilized and are considered immediately available.

Section II Reassignment Processing Procedures

2–5. Receipt of assignment instructions and initial screen of Enlisted Distribution and Assignment System cycle

a. EDAS cycles are transmitted to eMILPO for the supporting Personnel Reassignment Work Center on a weekly basis. The EDAS cycles are sent through eMILPO and generate system workflow notices for appropriate users within the BCT S1 or MPD to process Soldiers for reassignment. EDAS cycles are also available on the HRC, Enlisted Personnel Management Directorate server. Contact the EDAS team at usarmy.knox.hrc.mbx.epmd-edas-team@mail.mil.

b. The Personnel Reassignment Work Center will—

- (1) Conduct an initial screen of the EDAS cycle.
- (2) Create a reassignment folder and cover sheet with the words “THIS INDIVIDUAL HAS RECEIVED REASSIGNMENT INSTRUCTIONS FROM HQDA.” Affix a label to the folder of each Soldier in receipt of AI.
- (3) Create a reassignment file consisting of the following documents:
 - (a) DA Form 4036 (Medical and Dental Preparation for Overseas Movement) if Soldier is being assigned to overseas area.
 - (b) DA Form 4787 (Reassignment Processing) if Soldier is being assigned to overseas area. A DA Form 5888 (Family Member Deployment Screening Sheet) (Exceptional Family Member Program (EFMP) screening requirement) must also be initiated for completion on Family members by the installation’s medical treatment facility.
 - (c) eMILPO reassignment checklist.
 - (d) Copies of any reclassification, medical examination board, or physical evaluation board actions, or reenlistment contract that relate directly to the reassignment action and documents qualifying Soldier for PCS movement, deletion, or deferment.
- (4) Conduct initial screen of EDAS cycle by completing DA Form 5118 (Reassignment Status and Election Statement), parts I and II. Determine if Soldier meets AI requirements. Do not notify Soldier of reassignment if disqualification is identified.
- (5) Request deletion of Soldier from EDAS cycle if found to be unqualified for the new assignment.
- (6) Report to HRC career management branch when telephonic notification of AI from HRC was not followed up by written AI (EDAS cycle or message) within 30 calendar days.
- (7) Use eMILPO reassignment checklist and built-in eMILPO workflow tasks and notices to monitor the flow of a Soldier through the reassignment process. Complete checklist and file in each Soldier’s reassignment file.
- (8) Transfer reassignment files to inactive file status when Soldier departs on PCS or AI are rescinded or revoked. Retain for 6 months.

2–6. Reassignment notification

The Personnel Reassignment Work Center will: use a personnel database of record (such as eMILPO workflow) for reassignments; schedule briefings; and prepare reassignment checklists to notify the battalion (BN) S1 and unit commanders that Soldiers have received AI, if the initial screen shows Soldiers to be qualified. BN commanders (or their designated representative) will review and certify that Soldiers are eligible and available for AI.

2–7. Request for personnel security investigation

- a. The Personnel Reassignment Work Center will—
 - (1) Use DA Form 5118 to determine if a Soldier requires an updated single scope background investigation (SSBI), PSI, or Personnel Reliability Program (PRP) or Chemical Personnel Reliability Program (CPRP) screening.
 - (2) Notify the BN S1 and unit commander that Soldier has been selected for an assignment which requires a security clearance.
 - (3) Notify the security manager of Soldier’s security requirement.
- b. Security manager will verify Soldiers’ eligibility for clearance and initiate action not later than 24 calendar days from the EDAS cycle transmittal date.
- c. Soldiers serving in the continental United States (CONUS) who receive AI requiring “CONFIDENTIAL, SECRET, or TOP SECRET” clearance (PRP or CPRP certification) will depart for assignment after PSI is initiated, records posted, and request filed in the military personnel file (MPF) unless AI state otherwise. For Soldiers departing for a PRP or CPRP assignment, the status of the PSI will be verified to ensure that the Soldier has not been denied a security clearance. Travel will only be denied if a clearance is denied.
- d. Soldiers serving in CONUS who receive AI requiring SSBI can depart for assignment on receipt of favorable results of the national agency check part of SSBI, unless AI state otherwise.
- e. Soldiers will be retained at home station if the AI specifically requires them to be held pending final results of PSI.
- f. The security manager will initiate procedures for Soldiers requiring a SSBI or periodic reinvestigation who are scheduled for an outside the continental United States (OCONUS) assignment within 90 days or who are in a training status and scheduled for departure OCONUS within 90 days.
- g. Soldiers serving overseas who receive AI requiring security investigation, clearance, or access for their new assignment, will depart for assignment after PSI is initiated, records posted, and a copy of the PSI request is filed in MPF.
- h. Soldiers will not be retained in overseas area beyond their date eligible for return from overseas (DEROS) pending receipt of required PSI.
- i. Immediately notify the security manager to cancel all ongoing PSI if Soldier is deleted from AI for reasons other than security.

j. If G2 local records check discloses any adverse, potentially disqualifying information, place the information in a sealed envelope marked “EXCLUSIVE FOR” and forward to individual’s unit commander.

k. Delete Soldier from the EDAS cycle if found unqualified for the new assignment.

2–8. Briefings

a. The Personnel Reassignment Work Center, before interviewing Soldier, will conduct a reassignment briefing, including, but not limited to the following:

- (1) Tour election or travel entitlements.
- (2) TDY options for schooling in conjunction with PCS.
- (3) Exceptional Family Member Program.
- (4) Married Army Couples Program.
- (5) Home base or Advanced Assignment Program.
- (6) Family travel application requirements.
- (7) Passport requirements.
- (8) Human immunodeficiency virus testing.
- (9) Application requirements for deletions and deferments.
- (10) Final preparation of overseas replacement clearing requirements.

b. After the reassignment briefing (and during the individual interview), schedule each Soldier for a pre-move (overseas orientation) briefing with the Army Community Service (ACS) center.

c. ACS will conduct pre-move (overseas orientation) briefing within 30 calendar days of EDAS cycle date.

d. The pre-move (overseas orientation) briefing conducted by ACS will be—

- (1) Conducted in accordance with AR 608–1.
- (2) Mandatory for Soldiers (Family members will be encouraged to attend).
- (3) Conducted in groups by country (such as Korea or Germany).
- (4) In conjunction with the participation of other relocation related activities.
- (5) Scheduled to encourage maximum participation of Family members with child care provided, when possible.
- (6) Targeted, when possible, toward the particular audience.

e. Some of the content of the pre-move (overseas orientation) briefing must come from other installation or division activities (for example, Transportation Office, Finance and Accounting Office, Education Office, Housing Office, and installation retention office).

f. The garrison or division commander will direct the utmost support and cooperation of all activities involved in the reassignment process. The Relocation Assistance Coordinating Committee or its equivalent (see AR 608–1, para 4–19) ACS center will meet quarterly to—

- (1) Review content of pre-move (overseas orientation) briefing.
- (2) Suggest improvements and discuss changes to content.
- (3) Update briefing material (as required).
- (4) Monitor attendance rates for Soldiers (and Family members).

g. ACS will provide the Personnel Reassignment Work Center with a list of Soldiers who fail to attend their scheduled pre-move briefing.

h. The Personnel Reassignment Work Center will use eMILPO to inform BN S1 of those Soldiers who fail to attend reassignment and pre-move briefings.

i. Unit commanders will ensure that Soldiers attend reassignment and pre-move briefings.

2–9. Interviews

a. The Personnel Reassignment Work Center will—

(1) Review the DA Form 5118 with each Soldier during individual interview.

(2) Consider the Soldier’s leave, travel time, TDY enroute (and the time permitted by TDY option), and also the requirement to distribute availability dates evenly throughout the arrival month before establishing a Soldier’s availability date.

(3) Determine anticipated date of loss (DLOS) after interviewing the Soldier.

(4) Request deletion to HRC via EDAS for Soldiers from the EDAS cycle if found to be unqualified for the new assignment.

(5) Explain to the Soldier the orders process to include timeframe and requirements to enable publication (further outlined in chap 5).

(6) Advise Soldier of the requirement to meet the SRR associated with assignment.

(7) Send notification to the installation retention office of all Soldiers who have a SRR. Suspense action for possible deletion on the 45th day following EDAS cycle transmittal date. Reassignments centers must work closely with the retention personnel to ensure the required action is complete.

b. Soldier will complete DA Form 5121 (Overseas Tour Election Statement).

c. The Personnel Reassignment Work Centers must verify the medical readiness classification (MRC) to ensure that the Soldier is fully eligible for AI at the projected date of departure and prior to PCS final outprocessing. If Soldier is not fully eligible for assignment, HRC will be notified for final disposition. Soldiers may be assigned to any nondeploying unit regardless of their MRC. Medical availability for enlisted assignment to deploying units and BCTs is established by HRC as follows:

(1) MRC 1, 2, or 4—Medically available for assignment to deploying unit/BCT.

(2) MRC 3A—Medically available for assignment to deploying unit/BCT with a report date prior to unit latest arrival date (LAD)–90 or after the unit’s redeployment. Medically nonavailable for assignment to deploying unit/BCT during the period of LAD–90 through the unit’s redeployment.

(3) MRC 3B—Medically nonavailable for assignment to deploying unit/BCT.

2–10. Additional service remaining requirements

a. DA Form 5118 will be used to determine if Soldier must acquire additional service to complete prescribed tour.

b. Soldiers who must acquire additional time in service in order to comply with AI, must either extend or reenlist or decline to extend or reenlist within 30 calendar days of EDAS cycle transmittal date.

c. See AR 614–200 for SRR.

d. See AR 601–280, for processing SRR and refer Soldier to servicing career counselor if Soldier wants to extend or reenlist.

e. Initial term Soldiers who decline to extend or reenlist will sign a statement indicating they will not extend or reenlist to meet SRRs. DA Form 4991–R (Declination of Continued Service Statement) is not required. A request for deletion should be submitted on the Soldier.

f. Career Soldiers who decline to extend or reenlist in order to meet SRRs will execute a DA Form 4991–R. A request for deletion should be submitted on the Soldier.

g. The Soldier will be advised of the requirement to extend/reenlist and written notification will be provided to the installation’s retention office. Suspense action for the 45th day following EDAS cycle transmittal date for possible deletion.

h. Soldiers who have at least 19 years and 6 months of active Federal service upon alert notification may elect to acquire additional service to complete prescribed tour, retire in lieu of PCS, or execute DA Form 4991–R. A deletion should be submitted on Soldiers who do not elect to acquire additional service.

i. Soldiers must be within the weight criteria in AR 600–9 in order to acquire additional service.

j. Soldiers with sufficient service remaining to complete prescribed tour or serve the “all others tour” upon arrival in overseas area will comply with AI.

Section III

Overseas Requirements

2–11. Rules for managing assignment of overseas returnees

a. EDAS managers will begin looking at Soldiers 7 months prior to the DEROS to be certain they are properly categorized.

b. HRC will issue written AI (EDAS cycle or message) at least 120 days prior to Soldier’s DEROS.

c. Overseas commanders must ensure that correct assignment eligibility and DEROS data have been reported through eMILPO.

d. The Personnel Reassignment Work Center will use the eMILPO loss roster to identify Soldiers stationed overseas who have not received AI at least 120 days before DEROS. Validate each Soldier’s DEROS.

e. Suspense each reassignment file awaiting HRC AI until 100 days before Soldier’s DEROS.

f. OCONUS based Soldiers who have not received AI from HRC at least 100 days before DEROS, will be reported to the HRC career management branch for processing as exceptional actions. Requests will provide the Soldier’s name, pay grade, social security number, primary military occupational specialty, DEROS, and expiration term of service (ETS).

g. Suspense each reassignment file awaiting HRC AI until 85 days before Soldier’s DEROS.

h. If OCONUS based Soldiers have not received AI by 85 days prior to their DEROS, overseas commanders will immediately call their liaison office at HRC for assistance.

i. Overseas commands, BCT S1, or MPDs, without a liaison office at HRC will immediately call HRC career management branch for assistance. Points of contact for each branch are located on the HRC Web site.

2–12. Request for change of tour

a. AR 614–30 prescribes policies pertinent to change of tours.

b. Requests for change of tour must be submitted on DA Form 4187 (Personnel Action) and contain complete justification.

c. The Personnel Reassignment Work Center will receive form from S1, evaluate request, and if recommending approval forward through the chain of command in accordance with AR 614-30.

d. Requests for change of tour will be approved only when they are in the best interest of the service. Soldiers who made no tour election prior to departure from CONUS are considered serving a "with dependents" tour.

Section IV

Deletion, Deferment, and Early Arrival

2-13. Requests for deletion, deferment, or early arrival

a. Requests for deletion, deferment, or early arrival must be initiated using a DA Form 4187 along with supporting documentation through the BN S1. If the commander recommends approval, the request is forwarded through the colonel/O-6 level chain of command to the MPD/Personnel Reassignment Work Center for submission to HRC. All requests must be submitted through EDAS with the exception of requests based on operational or compassionate needs.

(1) DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS locations after or prior to their DEROS should be submitted as foreign service tour extension or curtailments, except in the case of compassionate requests or adverse action.

(2) The following requirements apply to requests for deletion, deferment, or early arrival for Soldiers currently assigned to CONUS units:

(a) Requests will be submitted as soon as the determination is made that a deletion, deferment, or early arrival is needed, or within 30 days of the EDAS cycle date, whichever occurs first. Requests submitted after 30 days due to unforeseen circumstances will not be rejected; however, they must include an explanation of the circumstances causing the late submission. Supporting documentation (for example, profile, court documents) must be forwarded to HRC (AHRC-EPO-P) at the time the action is entered into EDAS.

(b) Deletion or deferment requests submitted to HRC for approval will not be approved or validated through EDAS when appropriate supporting documentation and elements are not reflected on the total Army personnel data base to support requested action (for example, DEROS, ETS, immediate reenlistment prohibition, profile, assignment eligibility and availability code). Requests may be disapproved at any level in the chain of command without referral to HRC.

(c) If a disqualifying factor can be resolved within 120 days of the report month, then a deferment rather than deletion should be requested.

(d) More than one deletion, deferment, or early arrival request may be submitted on a Soldier if the conditions supporting the requests are not related.

(e) Requests for deferment will not exceed 120 days before or after the on order date to gaining command (ORDTGC), unless exception to policy is approved by HRC (AHRC-EPO-P). Multiple requests will not exceed a total of 120 days without HRC exception to policy approval.

(f) Deletion, deferment, or early arrival requests will include all relevant supporting documentation or justification which will be maintained for 90 days following the decision by HRC.

(g) Reassignment processing will continue (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters) until the deletion or deferment is confirmed through EDAS or in writing. Soldiers will be advised not to take irreversible actions (for example, shipment of HHG or a privately owned vehicle (POV)) while pending a request for deletion, deferment, or early arrival.

(h) If a request is disapproved, Soldiers will comply with the ORDTGC. If necessary, HRC will adjust ORDTGC.

(i) When special instructions authorizing early report are included in AI, Soldiers may report up to 60 days prior to their ORDTGC to the gaining command, if otherwise eligible.

b. **Deleted.**

2-14. Operational deletions and deferments

a. Operational deletion or deferment is defined as a request based on the needs of the losing command (to include projected, scheduled, or current deployment). Additional examples of operational needs are training, strength, and special skills.

b. Requests for operational deletion and deferment will not be submitted through EDAS. Operational requests must be submitted to Commanding General, U.S. Army Human Resources Command (AHRC-EPO-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 and must be accompanied by a memorandum signed by the first general officer (or civilian equivalent) in the Soldier's chain of command, with the following exceptions: Brigade commander (colonel/O-6) may sign memorandums for BCT, and Corps Chief of Staff may sign memorandums for nondivisional units. These signature authorities may not be further delegated.

c. Requests pertaining to four Soldiers or less may be forwarded directly from the requesting BCT S1 or MPD.

- d.* Operational requests pertaining to five or more Soldiers must be forwarded through the requester's ACOM, Army service component command (ASCC), or direct reporting unit (DRU) or higher headquarters.
- e.* All stovepipe organizations (Intelligence and Security Command, U.S. Army Material Command, Criminal Investigation Division Command, Network Enterprise Technology Command) will forward requests through their ACOM, ASCC, or DRU or higher headquarters.
- f.* Requests for operational deletion and deferment apply only to CONUS based units. OCONUS based units must request an involuntary foreign service tour extension in accordance with AR 614-30.
- g.* If the Soldier reenlisted for the assignment, a request for operational deletion must include a statement from the Soldier waiving the reenlistment option; otherwise, reenlistment assignments will only be considered for deferment.
- h.* The final approval authority for all requests for operational deletion or deferment is HRC. Operational requests may be disapproved by any commander in the Soldier's chain of command and returned to the requestor without referral to HRC.

2-15. Compassionate deletions and deferments

- a.* Compassionate deletion or deferment is defined as a request based on compassionate reasons or extreme Family problems.
- b.* Requests based on compassionate reasons or extreme Family problems (reason codes EF and CG) will be submitted to Commanding General, U.S. Army Human Resources Command (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 using DA Form 3739 (Application for Compassionate Actions) in accordance with AR 614-200, chapter 5.
- c.* Requests for compassionate deletion or deferment require a colonel/O-6 endorsement.
- d.* Deferment should be used instead of deletion if the extreme Family problems can be resolved within 90 days of the report date.
- e.* The request will be submitted to HRC within 45 days of EDAS cycle date. If deletion or deferment situation occurs after the initial 45 days, the request will be submitted within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).
- f.* If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. Medical statement will list any factors that may have a bearing on the medical condition of the Family member, if the Soldier's presence is being requested.
- g.* If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why Soldier's presence is essential.
- h.* If the request is based upon other than medical or legal problems, supporting statements from responsible persons (such as clergy, social workers, or local law enforcement officials) must be included.
- i.* Deletion code HA will only be used by the General Court Martial Convening Authority for deletions based on the recent death of a Soldier's spouse or child or for recent documented rape of Soldier's spouse or child (within 9 months of Soldier's report date).

Chapter 3 Reassignment Verification (Officer)

Section I Overview

3-1. Overview

The Personnel Reassignment Work Center must notify officer of assignment, conduct reassignment briefing, and interview officer within 15 calendar days of request for orders (RFO). To facilitate this, the Personnel Reassignment Work Center must notify the officer or his or her immediate commander within 3 calendar days of the receipt of the RFO from the personnel automation section.

3-2. Methodology

All RFO issued by HRC will be issued or confirmed through TOPMIS. See AR 614-100, paragraphs 1-6 and 6-33 for an overview of the officer personnel assignment system and assignment alert notice.

3-3. Distribution

Functional commands whose subordinate elements are serviced by more than one BCT S1 or MPD will be furnished

AI. (Examples of these commands are the U.S. Army Material Command and the U.S. Army Communications-Electronics Command.) However, the servicing BCT S1 or MPD will process the Soldier for reassignment.

3-4. Officer available for immediate movement

AR 614-100 prescribes policies pertaining to officers who cannot be properly utilized and are considered immediately available.

Section II

Reassignment Processing Procedures

3-5. Receipt and initial screen of assignment instructions

The Personnel Reassignment Work Center will—

- a.* Pull officer RFOs as posted by the career branches from TOPMIS on a daily basis, either by bulk installation pull or by individual social security number search for a particular individual.
- b.* Notify the officer/warrant officer concerned and chain of command within 3 calendar days of RFO pull.
- c.* Create a reassignment folder consisting of the following documents:
 - (1) DA Form 4037 (Officer Record Brief).
 - (2) Copies of all reassignment management forms.
 - (3) DA Form 4036 (if officer is being assigned to overseas area).
 - (4) DA Form 4787 (if officer is being assigned to overseas area).
 - (5) DA Form 5117 (Reassignment Control Sheet).
 - (6) Copies of any correspondence that supports an officer's request for deletion or deferment.
- d.* Create a reassignment folder and distinctive label with the words "THIS INDIVIDUAL HAS RECEIVED REASSIGNMENT INSTRUCTIONS FROM HQDA." Affix label to the folder of each officer in receipt of AI.
- e.* Contact officer's career branch to request deletion of officer from assignment if found to be unqualified for the new assignment.
- f.* Use DA Form 5117 to monitor the flow of a Soldier through the reassignment process. Complete checklist and file in each Soldier's reassignment file.
- g.* Reassignment file will be transferred to inactive file status when officer departs on PCS or AI are rescinded or revoked.

3-6. Request for personnel security investigation

- a.* The Personnel Reassignment Work Center will—
 - (1) Use DA Form 5118 to determine if officer requires an updated SSBI, PSI, or PRP or CPRP screening.
 - (2) Notify the BN S1 and unit commander that officer has been selected for an assignment which requires a security clearance.
 - (3) Notify the security manager of officer's security requirement.
- b.* Security manager must verify officer's clearance eligibility and initiate action not later than 24 calendar days from the TOPMIS cycle transmittal date.
- c.* Officers serving in CONUS who receive AI requiring "CONFIDENTIAL, SECRET, or TOP SECRET" clearance (PRP or CPRP certification) will depart for assignment after PSI is initiated, records posted, and request filed in the MPF unless AI state otherwise. For officers departing for a PRP or CPRP assignment, the status of the PSI will be verified to ensure that the officer has not been denied a security clearance. Travel will only be denied if a clearance is denied.
- d.* Officers serving in CONUS who receive AI requiring SSBI can depart for assignment on receipt of favorable results of the national agency check part of SSBI unless AI state otherwise.
- e.* Officers will be retained at home station if the AI specifically requires them to be held pending final results of PSI.
- f.* The security manager must initiate procedures for officers requiring a SSBI or periodic reinvestigation who are scheduled for an OCONUS assignment within 90 days or who are in a training status and scheduled for departure OCONUS within 90 days.
- g.* Officers serving overseas who receive AI requiring security investigation, clearance, or access for their new assignment, will depart for assignment after PSI is initiated, records posted, and a copy of the PSI request is filed in MPF.
- h.* Officers will not be retained in overseas area beyond their DEROS pending receipt of required PSI.
- i.* Immediately notify the security manager to cancel all on-going PSI if officer is deleted from AI for reasons other than security.
- j.* If a local records check discloses any adverse, potentially disqualifying information, place the information in a sealed envelope marked "EXCLUSIVE FOR" and forward to individual's unit commander.

- k. Delete officer from the TOPMIS cycle if found unqualified for the new assignment.

3-7. Briefings

- a. The Personnel Reassignment Work Center will—
 - (1) Conduct reassignment briefing within 15 calendar days of RFO date.
 - (2) Conduct a reassignment briefing before interviewing officer, including, but not limited to the following:
 - (a) Tour election or travel entitlements.
 - (b) TDY options for schooling in conjunction with PCS.
 - (c) Exceptional Family Member Program.
 - (d) Married Army Couples Program.
 - (e) Home base or Advanced Assignment Program.
 - (f) Family travel application requirements.
 - (g) Passport requirements.
 - (h) Human immunodeficiency virus testing.
 - (i) Application requirements for deletions and deferments.
 - (j) Final preparation of overseas replacement clearing requirements.
- b. After the reassignment briefing (and during the individual interview), schedule each officer for pre-move (overseas orientation) briefing with ACS.
- c. ACS will conduct pre-move (overseas orientation) briefing within 30 calendar days of RFO date.
- d. The pre-move (overseas orientation) briefing conducted by ACS will be—
 - (1) Conducted according to AR 608-1.
 - (2) Mandatory for officers (and Family members will be encouraged to attend).
 - (3) Conducted in groups by country (such as Korea or Germany).
 - (4) In conjunction with participation of other relocation related activities.
 - (5) Scheduled to encourage maximum participation of Family members with child care provided, when possible.
 - (6) Targeted, when possible, toward the particular audience.
- e. Some of the content of the pre-move (overseas orientation) briefing must come from other installation or division activities (that is, Transportation Office, Finance and Accounting Office, Education Office, Housing Office, and Personnel Service Center).
- f. The garrison or division commander will direct the utmost support and cooperation of all activities involved in the reassignment process. The Relocation Assistance Coordinating Committee or its equivalent (AR 608-1, para 4-19) ACS center will meet quarterly to—
 - (1) Review content of pre-move (overseas orientation) briefing.
 - (2) Suggest improvements and discuss changes to content.
 - (3) Update briefing material (as required).
 - (4) Monitor attendance rates for officers (and Family members).
- g. ACS will provide the Personnel Reassignment Work Center with a list of officers who fail to attend their scheduled pre-move briefing.
- h. The Personnel Reassignment Work Center will inform BN S1 of those officers who failed to attend reassignment and pre-move briefings.
- i. Unit commanders will ensure that officers attend assignment and pre-move briefings.

3-8. Interviews

- a. Interview officer within 15 calendar days of RFO date.
- b. Contact officer's career branch to request deletion of officer from assignment if found to be unqualified for the new assignment.
- c. Before establishing an officer's availability date, consider the officer's leave, travel time, TDY enroute, and the time permitted by TDY option.
- d. Explain to the officer the orders process to include timeframe and requirements to enable publication (further outlined in chap 5).
- e. Determine DLOS after interviewing the officer.

3-9. Deletions or deferments when Family problems are a factor

- a. Use deferment in lieu of deletion if the disqualifying factor can be resolved within 90 calendar days (3 months) of the requirement month.
- b. Route all deletion or deferment requests to or through the supporting BCT S1 or MPD.
- c. Officers alerted or on orders for reassignment may be granted deletion from orders by the BCT S1 or MPD commander under the following criteria:

- (1) Terminal illness of a Family member where death is anticipated within 1 year.
 - (2) The death of the officer's spouse or child within 90 days of alert.
 - (3) Prolonged hospitalization of more than 90 days, actual or anticipated, of a Family member wherein the officer's presence is deemed essential to resolve related problems.
 - (4) Recent documented rape or sexual abuse of the officer's spouse or child.
- d.* Forward deletions and deferments to appropriate Officer Personnel Management Directorate career management branch for deferments.
 - e.* Requests for deletion or deferment based solely on Family separation incident to overseas assignments will not be considered.
 - f.* Submit requests to HRC to arrive within 30 calendar days of date on RFO. If a deletion or deferment situation occurs after the initial 30 days, submit a request within 72 hours after the situation occurs (or becomes known to the officer).
 - g.* Officers will comply with the original AI if a request is disapproved. If necessary, HRC will adjust the arrival month and so state in the disapproval.
 - h.* Officers will comply with the original AI at the end of an authorized deferment.
 - i.* If request is based upon medical problems of a Family member, a signed statement from attending physician giving specific medical diagnosis and prognosis of illness must be included as follows:
 - (1) If illness is terminal, the life expectancy must be included in request.
 - (2) Medical statement must list any factors that establish that the officer's presence is essential. It should also state how the officer's presence will have a bearing on the medical condition.
 - j.* If request is based upon legal problems, it must include a signed statement from a licensed attorney stating problems and reasons why officer's presence is essential.
 - k.* If request is based upon other than medical or legal problems, supporting statements from responsible persons (such as clergy, social workers, and so forth who have personal knowledge of the problem) must be included.
 - l.* Submit requests for deletion or deferment using DA Form 4187.
 - m.* If problem involves the health and welfare of Family members, the affected person must be—
 - (1) The spouse, child, parent, minor brother or sister, guardian (in loco parentis), or the only living blood relative of the officer.
 - (2) Or other authorized dependent, as described in AR 600–8–14.
 - n.* If problem is based on the condition of a parent-in-law, no other member of the spouse's Family must be available to help resolve the problem.
 - o.* Once a request requiring HRC approval has been submitted, the officer will be retained at the home station pending HRC final approval.
 - p.* Reassignment processing will continue until the deletion or deferment is approved (except for requesting port call, moving Family members, shipping HHG, and terminating quarters).
 - q.* Officers will be advised not to take irreversible action (for example, sale of house, POV, or other personal items) while pending a request for deletion or deferment.
 - r.* If an emergency arises after the officer departs the losing organization, a request may be submitted by contacting the nearest Army installation that has a BCT S1 or MPD for assistance in submitting the request.
 - s.* If authorized leave expires, an officer may be attached to the installation or activity processing the request for no more than 14 days. A complete request must be processed and dispatched to HRC during this 14-day period.
 - t.* Attach a copy of the attachment order and DA Form 31 (Request and Authority for Leave) with the request for deletion or deferment if officer is attached to another installation.

Chapter 4 Travel Assistance

Section I Policies

4–1. Family travel assistance

This regulation implements the entitlements for overseas travel prescribed in chapters 4, 5, 6, and 7 of the Joint Federal Travel Regulations (JFTR), Volume 1. In addition, this regulation implements policy in DOD Directive 4500.54. AR 55–46 establishes policies and prescribes procedures for moving Soldiers and their Family members. It governs the preparation for and travel (transportation at Government expense or on a space available basis) to, from, or between

overseas areas, of Soldiers and their Family members entitled or authorized to travel by law, regulation and departmental policy.

4-2. Headquarters, Department of the Army-directed temporary duty for schooling in conjunction with permanent change of station

Soldiers who are authorized movement of Family members at Government expense and are directed to TDY schooling with PCS assignment will have the following options for locating their Family members while they perform their TDY:

a. Elect that dependent(s) currently residing in Government quarters be permitted to remain in Government quarters until completion of TDY period. Under this option Soldier is authorized Government travel to and from TDY station and his or her commander may authorize up to 10 duty days to prepare to move dependent(s) upon return from TDY prior to signing out of the present CONUS station (applies CONUS to CONUS, and CONUS to overseas PCS movements).

b. Elect to move dependent(s) from present CONUS and/or overseas station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days to settle Soldier's dependent(s), in Government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier will be authorized Government transportation to and from TDY station (applies to CONUS to CONUS, and overseas to CONUS PCS movements).

c. Elect to return to present duty station upon completion of TDY to move dependent(s), who currently live on the local economy (CONUS), to the new duty station. Under this option Soldier is authorized Government travel to and from TDY station, and his or her commander may authorize up to 10 duty days upon return from TDY to prepare to move dependent(s) prior to signing out of the present CONUS station (applies to CONUS to CONUS, and CONUS to overseas PCS movements).

d. Elect to clear current permanent station prior to departure for TDY station; and have dependent(s), at personal expense, accompany Soldier to TDY station or travel to some other location. Soldier may not be given a certificate of nonavailability of Government quarters at the TDY station if adequate Government housing is available. Soldier's entitlement for dependent transportation will be based on the most direct routing between the old permanent station and the new permanent station (applies CONUS to CONUS, CONUS to overseas, and overseas to CONUS PCS movements). Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

4-3. Family travel requests (movement to gaining overseas area)

a. The Personnel Reassignment Work Center will determine category of travel and Family travel application requirements (use AR 614-30, app B, for tour length information and AR 55-46 for additional Family travel information) if Soldier is being assigned to an overseas area.

b. The Personnel Reassignment Work Center will enter and authenticate Soldier and Family member data in consultation with the Soldier by initiating DA Form 5888 at the Soldier's reassignment briefing. See AR 608-75, appendix E, for completion instructions. Ensure the Soldier takes form to the servicing military treatment facility (MTF). The MTF physician will authenticate the form in accordance with AR 608-75. Upon completion of the EFMP screening, make the DA Form 5888 an enclosure to the Soldier's request for overseas Family travel.

c. Initiate DA Form 4787 and have Soldier complete form and certify Family members by signing the form.

d. The eMILPO Family Member module has one-way (Defense Enrollment Eligibility Reporting System) DEERS to eMILPO interface. Confirm that Family members are listed in eMILPO Family Member Module/DEERS. Follow eMILPO guidance on updating Family members.

e. Forward request to the overseas command (for example, fax, email). Forward entire enrollment packet for EFMP enrollees.

4-4. Family travel requests (movement to designated location)

a. Soldier will inform unit of desire to move Family members to a designated location. Unit will inform BN S1. BN S1 will complete DA Form 4187 and forward approved forms to the Personnel Reassignment Work Center. Personnel Reassignment Work Center will verify Family members listed on DA Form 4187 in consultation with Soldier. Confirm that Family members are listed in eMILPO Family Member Module and in DEERS. Follow eMILPO guidance on updating Family members.

b. Personnel Reassignment Work Center will determine travel options. See AR 55-46, chapter 5 for additional explanation.

4-5. Passport and visa applications

Passport and visa applications will be submitted according to DOD 1000.21-R and the Department of State Passport Agent's Manual.

4-6. Family travel decisions

The Family Travel Approval Authority is responsible for rendering family travel decisions.

4-7. Port call requests

Port calls will be requested according to the procedures outlined in AR 55-46.

4-8. Request for more than one privately owned vehicle travel authorization

The use of more than one POV within the same household in connection with a PCS may be authorized or approved as advantageous to the Government if it meets the criteria outlined in the JFTR, chapter 5, part E.

4-9. Advance return of Family members (overseas to CONUS)

Advance return of Family members from overseas may be authorized or approved if it meets the criteria outlined in the JFTR, chapter 5, part C.

Section II

Family Travel Assistance

4-10. Temporary duty options for schooling in conjunction with permanent change of station

a. Personnel Reassignment Work Center will notify the BN S1 and unit commander that Soldier has been selected for schooling in conjunction with PCS.

b. Delete Soldiers from the EDAS cycle if found to be unqualified for the new assignment.

c. *Deleted.*

4-11. Medical and dental requirements

a. The Personnel Reassignment Work Center will prepare the first section of DA Form 4036 for all Soldiers being reassigned to an overseas area.

b. The local MTF will complete the second section of DA Form 4036 no later than 21 calendar days from date shown in item 13 of DA Form 4036, and return to Personnel Reassignment Work Center.

c. Verify physical status of Soldier in writing not more than 30 calendar days before anticipated DLOS if Soldier is being assigned to an isolated overseas area and initial evaluation is administered more than 30 calendar days prior to DLOS.

d. Verify in writing the physical status of Family members not more than 30 calendar days before DLOS, if Soldier is being assigned to an isolated overseas area and initial evaluation of Family members is administered more than 30 calendar days prior to Soldier's DLOS.

e. Family members who do not complete the required medical and dental evaluation and personal interview may not accompany Soldier being assigned to an isolated overseas area.

Chapter 5

Departure Document Processing

5-1. Rules for processing request for outside the continental United States leave enroute

See AR 600-8-10, chapter 4, for policy on processing leave associated with PCS.

5-2. Rules for preparing permanent change of station orders and DD Form 1610

See AR 600-8-105 for preparing PCS orders and DD Form 1610. It is essential that all special instructions are inserted into orders to document requirements and entitlements in accordance with AR 600-8-105, paragraph 2-9, and to ensure the Soldier has all information concerning any gaining command's special requirements.

5-3. Rules for preparing Family travel orders (concurrent and deferred travel)

See AR 55-46, chapters 1, 5, and 6 for Family member entitlements and AR 600-8-105, chapter 2 for preparing Family travel orders, concurrent/nonconcurrent, and deferred travel.

Chapter 6

Unit Deployments

6-1. Policies

a. Upon HRC announcing the effective date for a unit's deployment in accordance with military personnel (MILPER) message for particular deployments, most reassignments will be deleted at the top of the system (those enlisted assignments generated by virtue of reenlistment option may be deferred until after return from deployment). MILPER message guidance at the HRC Web site will be the determining factor as to who/what type of assignments (officer and

enlisted) will be exempt from unit deployment when the individual concerned is in receipt of official AI (that specific guidance is lengthy and is published for each deployment). HRC will post deletions and deferments from the top of the system for units so identified for deployment.

b. Upon receipt of operational taskings for individuals, other than unit deployments, Soldiers may be placed on temporary change of station orders to fill mission requirements. A Soldier's temporary change of station order will be published by the work center on each individual concerned with the MILPER guidance and individual tasking requirement shown therein.

6-2. Exemptions

a. Normally, recruiters, drill sergeant, and so forth, already on AI are exempt from unit deployments. Exempt Soldiers continue on the AI and do not deploy.

b. Requests to retain these Soldiers in the unit for deployment (that is, for exceptions to this exemption policy mandating these Soldiers continue to PCS) will be submitted through the ACOM, ASCC, or DRU to commander, HRC. The commander, HRC is the approval authority for exceptions to policy and this authority may not be further delegated.

6-3. Additional guidance

Additional guidance is contained in the Army G-1 Web site (<http://www.armyg1.army.mil/>).

Chapter 7

Mobilization Processing

7-1. Mobilization guidance

Mobilization guidance, including the Personnel Policy Guidance, is contained in the Army G-1 Web site (<http://www.armyg1.army.mil/>).

7-2. Military personnel guidance

MILPER guidance is contained in the HRC Web site under MILPER messages.

Appendix A References

Section I Required Publications

AR 55-46

Travel Overseas (Cited in paras 4-1, 4-3*a*, 4-4*b*, 4-7, 5-3.)

AR 600-8-10

Leaves and Passes (Cited in para 5-1.)

AR 600-8-14

Identification Cards For Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel (Cited in para 3-9*m*(2).)

AR 600-8-105

Military Orders (Cited in paras 1-5, 5-2, 5-3.)

AR 600-9

The Army Weight Control Program (Cited in para 2-10*i*.)

AR 601-280

Army Retention Program (Cited in para 2-10*d*.)

AR 608-1

Army Community Service Center (Cited in paras 2-8*d*(1), 2-8*f*, 3-7*d*(1), 3-7*f*.)

AR 608-75

Exceptional Family Member Program (Cited in para 4-3*b*.)

AR 612-201

Initial Entry/Prior Service Trainee Support (RCS MILPC-17(R1)) (Cited in para 2-2.)

AR 614-30

Overseas Service (Cited in paras 1-5, 2-12*a*, 2-12*c*, 2-14*f*, 4-3*a*.)

AR 614-100

Officers Assignment Policies, Details, and Transfers (Cited in paras 1-4*d*, 1-4*e*, 1-5, 3-2, 3-4.)

AR 614-200

Enlisted Assignments and Utilization Management (Cited in paras 1-4*d*, 1-4*e*, 1-5, 2-2, 2-4, 2-10*c*, 2-15*b*.)

JFTR, Volume 1, Chapters 4, 5, 6, and 7

Joint Federal Travel Regulation (JFTR) (Cited in paras 4-1, 4-8, 4-9.) (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

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.

AR 50-5

Nuclear Surety

AR 50-6

Chemical Surety

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-175
Separation of Officers

AR 190-47
The Army Corrections System

AR 380-67
Personnel Security Program

AR 525-13
Antiterrorism

AR 600-8-2
Suspension of Favorable Personnel Actions (Flags)

AR 600-20
Army Command Policy

AR 600-43
Conscientious Objection

AR 635-200
Active Duty Enlisted Administrative Separations

DOD 1000.21-R
DOD Passport and Passport Agent Services Regulation (Available at <http://www.dtic.mil/whs/directives/index.html>.)

DODD 4500.54E
Official Temporary Duty Travel Abroad (Available at <http://www.dtic.mil/whs/directives/index.html>.)

DOS Passport Agent
Department of State Passport Agent's Manual (Available at <https://secureapp2.hqda.pentagon.mil/passportmatters>.)

Section III **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>); DD forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/formsprogram.htm>).

DA Form 4036
Medical and Dental Preparation for Overseas Movement (Prescribed in paras 2-5b(3)(a), 3-5c(3), 4-11a, 4-11b, B-4c(1).)

DA Form 4787
Reassignment Processing (Prescribed in paras 2-5b(3)(b), 3-5c(4), 4-3c, B-4c(2).)

DA Form 5117
Reassignment Control Sheet (Prescribed in paras 3-5c(5), 3-5f, B-4c(3), B-4d, B-4e.)

DA Form 5118
Reassignment Status and Election Statement (Prescribed in paras 2-5b(4), 2-7a(1), 2-9a(1), 2-10a, 3-6a(1), B-4d, B-4e.)

DA Form 5121
Overseas Tour Election Statement (Prescribed in para 2-9b.)

Section IV **Referenced Forms**

DA Form 11-2
Internal Control Evaluation Certification

DA Form 31

Request and Authority for Leave

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3739

Application for Compassionate Actions

DA Form 4037

Officer Record Brief (For availability contact your servicing component/career manager.)

DA Form 4187

Personnel Action

DA Form 4991-R

Declination of Continued Service Statement

DA Form 5888

Family Member Deployment Screening Sheet

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

Appendix B**Internal Control Evaluation****B-1. Function**

The function covered by this checklist is reassignments.

B-2. Purpose

The purpose of this checklist is to assist commanders, human resources specialists (both supervisory and non-supervisory), human resources technicians, and Personnel Reassignment Work Center supervisors/personnel in evaluating the key internal controls outlined. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of key internal controls (for example document analysis, direct observation, sampling, simulation, and others). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally 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). Evaluation test questions are outlined in paragraph B-4 and are intended as a start point for each applicable level of internal control evaluation.

B-4. Test questions

a. Are requests based on compassionate reasons or extreme Family problems submitted to HRC through the Soldier's command channels using DA Form 3739?

b. Does the Personnel Reassignment Work Center use a personnel database of record (such as eMILPO) for reassignments processing?

c. Does the Personnel Reassignment Work Center create a reassignment file consisting of the following documents:

(1) DA Form 4036 (Medical and Dental Preparation for Overseas Movement)?

(2) DA Form 4787 (Reassignment Processing)—if the Soldier is being assigned to an overseas area?

(3) DA Form 5117 (Reassignment Control Sheet)?

(4) DA Form 5888 (Family Member Deployment Screening Sheet)—EFMP screening requirement?

(5) DA Form 4037 (Officer Record Brief) or enlisted record brief?

(6) Copies of any reclassification, medical examination board, physical examination board, or reenlistment contract that relate directly to the reassignment action and any documentation qualifying the Soldier for PCS movement, deletion, or deferment?

d. Does the Personnel Reassignment Work Center conduct initial screening of the EDAS cycle by completing DA

Form 5118, parts I and II to determine whether Soldiers meet AI requirements and monitor the flow of the Soldiers as they proceed through the reassignment process using the DA Form 5117? (Enlisted only.)

e. Does the Personnel Reassignment Work Center retrieve officer RFOs from TOPMIS daily and conduct initial screening by completing the DA Form 5118, parts I and II to determine whether Soldiers meet AI requirements and monitor the flow of the Soldiers as they proceed through the reassignment process using the DA Form 5117? (Officers only.)

f. Are Soldiers assigned MRC codes 3A or 3B verified that they are fully eligible for the AI prior to PCS final outprocessing and reported to HRC for final disposition if not qualified?

g. Have the Personnel Reassignment Work Centers overseas identified all Soldiers in their designated area who are not on AI and are within 120 days of their DEROS and notified the corresponding career branches at HRC?

h. Are MPD chiefs and Personnel Reassignment Work Center supervisors/personnel trained in, and do they understand, their internal control responsibilities?

i. Are standard operating procedures established and maintained?

j. Are Internal Control Evaluations being conducted annually and maintained on file?

B-5. Supersession

This checklist is the initial internal control checklist for reassignments.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Commander, U.S. Human Resources Command (AHRC-EPO-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303.

Glossary

Section I Abbreviations

ACOM

Army command

ACS

Army Community Service Center

AI

assignment instructions

AR

Army regulation

ASCC

Army service component command

BCT

Brigade Combat Team

BN

battalion

CONUS

continental United States

CPRP

Chemical Personnel Reliability Program

DCS

Deputy Chief of Staff

DEERS

Defense Enrollment Eligibility Reporting System

DEROS

date eligible for return from overseas

DLOS

anticipated date of loss

DOD

Department of Defense

DRU

direct reporting unit

EDAS

Enlisted Distribution and Assignment System

EFMP

Exceptional Family Member Program

eMILPO

electronic military personnel office

ETS

expiration term of service

HHG

household goods

HRC

Human Resources Command

HQDA

Headquarters, Department of the Army

JFTR

Joint Federal Travel Regulation

LAD

latest arrival date

MILPER

military personnel

MPD

military personnel division

MPF

military personnel file

MRC

medical readiness classification

MTF

military treatment facility

OCONUS

outside the continental United States

PCS

permanent change of station

POV

privately owned vehicle

PRP

Personnel Reliability Program

PSI

personnel security investigation

RFO

request for orders

S1

adjutant

SSBI

single scope background investigation

SRR

service remaining requirement

TJAG

The Judge Advocate General

TDY

temporary duty

USAR

United States Army Reserve

Section II**Terms****Accompanied tour-Family travel**

Movement of Family members to the Soldier's location. There are three types of with dependents tours.

a. Concurrent travel: If housing is projected to be available within 60 days of the Soldier's arrival in the overseas area, Family members will be authorized travel with the sponsor.

b. Deferred travel: If housing is projected to be available between 61–140 days after a Soldier's arrival in the overseas area, Family members must remain at their present location until the Soldier obtains housing for them in the overseas area.

c. Disapproved travel: If housing is not projected to be available within 140 days of the Soldier's arrival in the overseas area, the request for Family travel will be disapproved. The Family will be authorized movement to a designated location in CONUS at Government expense.

Branch proponent

Commandant of a branch service school who is responsible for developing battlefield doctrine and procedures for developing and conducting training.

Careerist

An enlisted Soldier on second or subsequent enlistment or an officer who has completed obligated commitments.

Concurrent travel

Family member travel performed at the same time the Soldier travels.

Consecutive overseas tour

The PCS reassignment of a Soldier between or without overseas areas.

Date eligible to return from overseas

A date the Soldier is eligible to return from overseas upon completion of the prescribed overseas tour for the country in which serving.

Deferred travel

Family member travel when approved by the overseas commander 31–140 days after arrival of the Soldier in the overseas area.

Deferment

Adjustment of a Soldier's previously announced arrival month up to 120 days as computed from the required arrival month in order to accommodate a temporary condition or situation.

Deletion

Cancellation of a Soldier's previously announced assignment instructions because the Soldier is either ineligible, unqualified, or unavailable for the assignment.

Dependent

Except where stated otherwise, a person entitled to transportation at Government expense as set forth in JFTR, chapter 5. (Synonymous with the term "Family member" in this regulation.)

Dependent-restricted tour

An overseas duty station with an established tour that does not permit command sponsored Family members. Also referred to as unaccompanied hardship overseas tour or remote tour.

Designated location

A location in the United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, or a possession or territory of the

United States named by Soldiers or their Family members as the place where the Soldier's Family members will establish a residence until further Government transportation of Family members is authorized.

Dual U.S./Turkish National

A person (including a person who is a U.S. citizen, either by birth or naturalization) who was born in Turkey, the United States, or elsewhere; of parents, one of whom was a Turkish national, and who has not obtained permission from the Turkish government to renounce his or her Turkish nationality. Under Turkish law, children born in or outside of Turkey of a Turkish father or to a Turkish mother are Turkish nationals by birth.

Family member

Spouse, father, mother, sons, daughters, and all brothers and sisters. Father and mother include stepfather, stepmother, father or mother by adoption, or persons who have stood in the place of a parent continuously for at least 5 years before the Family member became 21 years of age. Sons and daughters include sons and daughters by adoption. Brothers and sisters include half brothers, half sisters, stepbrothers, stepsisters, and brothers and sisters by adoption.

Officer assignment

An assignment is "firm" when an officer has been selected by the assignment manager to fill a command requisition (that is, when and where).

Flag

An abbreviated term used to describe the initiation or removal of a suspension of favorable personnel actions.

Function

A military personnel function that is the basis for single-source regulations. Functions subdivide military personnel operations in the field into manageable segments.

Functional proponent

A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as the product manager to integrate each functional area regulation.

Hostile fire/imminent danger area

An area so designated by the Secretary of Defense, the Joint Chiefs of Staff, or the Secretary of the Military Department.

Headquarters, Department of the Army assignment authority

The authority responsible for replacement management at the HQDA level. This includes Commander, HRC, The Surgeon General, The Judge Advocate General, and the Chief of Chaplains.

In-place consecutive overseas tour

Upon completion of his or her initial overseas tour, to include voluntary extensions, the Soldier agrees to serve another complete tour at the same duty station. No PCS movement is involved.

Intertheater consecutive overseas tour

A PCS reassignment between theaters (for example, from the Pacific to the European theater).

Intratheater consecutive overseas tour

A PCS reassignment within a particular theater (for example, from Germany to Spain).

Initial term Soldier

A person serving on an initial term of active Federal military service. Persons who have served on active duty under the Reserve Enlisted Program of 1955 (RFA-55) and the Reserve Enlistment Program of 1963 (REP-63), or who have less than 180 days of prior active Federal Service are considered as initial term Soldiers; however, Soldiers with prior active Federal military service (180 days or longer) as a member of one of the Armed Forces other than the Army are not considered initial term Soldiers.

Joint domicile

When HQDA or the overseas ACOM, ASCC, or DRU approves a married Army couple's request to establish a joint household.

M-DAY

The date the Secretary of Defense directs mobilization based on a decision by the President or the Congress.

Military personnel

The component of personnel service support that provides military personnel support to Soldiers and commanders in the field.

Nonconcurrent travel

Family member travel performed from a designated location after 140 days of the Soldier's arrival in the overseas area.

Overseas service

Service outside CONUS or service of regularly assigned personnel aboard ocean-going vessels.

Personnel service support

The management and execution of personnel related matters, including military personnel, health services, finance, legal, military policy, chaplain, public affairs, postal, and morale support.

Policy

A general statement governing objectives of a functional area (within the purview of the DCS, G-1, policy proponent).

Policy proponent

A person on the HQDA or higher staff responsible for developing the policy statements that drive each regulation.

Soldier

U.S. Army officers, warrant officers, and enlisted personnel.

Soldier readiness processing requirements

A set of administrative processing requirements which must be met before individual Soldier or unit movement, both during peacetime and mobilization. They are HQDA policy directive in nature and are agreed upon by the Army's leadership. They pertain to the active force and the reserve force equally.

Sustaining base

The base of personnel resources for overseas assignments. It consists of CONUS, Alaska, and Hawaii.

Unaccompanied tour—Family travel

Soldiers traveling to an overseas location for a shorter tour without Family members. Family members may be moved at Government expense to designated location in CONUS. Under certain circumstances the designated location could be Hawaii, Alaska, Puerto Rico, or a possession or territory of the United States.

Unit

Refers to a team, company, task force, and so forth. An organization consisting of more than one Soldier.

Work Center

A clearly defined organizational element recognized by Manpower Staffing Standards System as the basis for manpower requirements.

Section III**Special Abbreviations and Terms****ORDTGC**

on order date to gaining command

TOPMIS

Total Officer Personnel Management Information System

UNCLASSIFIED

PIN 067912-000