

Army Regulation 614–100

**Assignments, Details, and
Transfers**

Officer Assignment Policies, Details, and Transfers

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

UNCLASSIFIED

SUMMARY of CHANGE

AR 614–100
Officer Assignment Policies, Details, and Transfers

This major revision, dated 25 January 2019—

- o Adds reference to AR 600–20 for creating a Family care plan (para 1–6).
- o Adds a description of the Exceptional Family Member Program and reference to AR 608–75 (para 1–7).
- o Adds security clearance requirements for assignments (paras 1–9, 2–6i(3), 5–1a(5)(k), 5–1f(5), and 5–1i(6)).
- o Adds minimum time on station requirements for officers assigned from or within continental United States per DODI 1315.18 (paras 1–12c, 5–1a(1), and 5–9c(3)).
- o Incorporates Army Directive 2016–01, Expanding Positions and Changing the Army Policy for Assignment of Female Soldiers, by removing the requirement to code female only positions (para 1–13a).
- o Updates Married Army Couples Program (paras 3–2 and 5–3).
- o Changes initial entry training to initial military training (paras 3–3i, 5–1a(5)(b), 5–1a(9)(c), and 5–10e(10)).
- o Updates inspector general criteria and adds source regulation AR 20–1 (para 3–8).
- o Supersedes Army Directive 2016–10, Personnel Incentives for the Sexual Harassment/Assault Response Prevention Program (para 3–10).
- o Updates branch transfers with Voluntary Transfer Incentive Program (para 4–1b).
- o Updates officers who lose or become ineligible for security clearance (paras 5–1a(5)(k) and 5–1f(5)).
- o Adds disenrollment from the Married Army Couple Program (para 5–6).
- o Expands reassignment of officer with Human Immunodeficiency Virus (para 5–7a).
- o Updates registered sex offender’s assignment policy (para 5–7d).
- o Incorporates Army Directive 2011–19, Expedited Transfer or Reassignment Procedures for Victims of Sexual Assault and aligns policy with DODI 6495.02 (para 5–8).
- o Adds timeline for completion of Expedited Victim Transfers (para 5–8.)
- o Incorporates Army Directive 2015–30, Professional Military Education, Leader Development and Talent Management for Warrant Officers (para 5–10).
- o Adds request entry point for compassionate request for U.S. Army Human Resources Command and Chaplain Corps (para 6–2b).
- o Supersedes Army Directive 2016–13, Assignment for Soldiers Who Experience the Death of a Spouse (para 6–4).
- o Adds the submission time line and required documents for high school senior stabilization (para 6–5).

- o Adds stabilization for Exceptional Family Member Program for specialized care or education (para 6–6).
- o Adds policy for requisitioning officers (chap 7).
- o Prescribes DA Form 872 (Requisition for Individual Officer Personnel) (paras 7–1g and 7–2).
- o Adds internal control evaluation (app B).
- o Adds table of Army command and distribution management sublevel codes (appB).
- o Removes prescribed DA Form 483 (Officer Assignment Preference Statement) and references (throughout).
- o Integrates and supersedes AR 614–185 to create a single source document (throughout).

Assignments, Details, and Transfers
Officer Assignment Policies, Details, and Transfers

By Order of the Secretary of the Army:

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Official:


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History. This publication is a major revision.

Summary. This regulation prescribes policies and procedures pertaining to the assignment, reassignment, details, and transfers of officers between commands, units, branches, specialties, and components within the Regular Army, or between external military organizations.

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.

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 app 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–MPO), 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–OPD–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5500.

Distribution. This publication is available in electric media only 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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*This publication supersedes AR 614–100, dated 10 January 2006; AR 614–185, dated 15 March 1983; AD 2016–10, dated 11 March 2016, and AD 2016–13, dated 31 March 2016.

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Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation establishes policies for the reassignment of commissioned officers and warrant officers (WOs) between commands or units of the Army. Procedures are established for processing requests for reassignment, and restrictions are imposed on permanent change of station (PCS) of officers as individuals and as members of units. This regulation remains in effect for all levels of contingency or mobilization unless otherwise stated under a Department of the Army (DA) approved operations plan.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

See chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

Section II

Administrative Assignment Guidance

1–6. Family care plan

To ensure that all officers can deploy promptly and perform their military duties when not deployed, a Family care plan to cover military Family members must be in place. Family care plans 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 educational and medical needs of exceptional Family members (EFMs) during the assignment process and reassign officers, 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 at the discretion of officer's immediate commander if it does not interfere with the report date. Leave policy is governed by AR 600-8-10.

1–9. Security clearance

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

1–10. Mode of travel

Officers will select transportation types which are most advantageous to the government for travel in accordance with Joint Travel Regulations (JTR).

1–11. Deletions and deferments

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

1–12. Time on station

a. Time on station (TOS) requirements are established to enhance operational readiness by stabilizing officers in units to reduce PCS costs and to improve the quality of life by reducing personal and/or Family turbulence. 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 officers. Officers 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 officers. For officer overseas assignments policy see AR 614–30. Waiver approval authority regarding TOS requirements for assignments within or from CONUS is as follows:

(1) The Director of Officer Personnel, HRC (or a serving general officer (GO) or the commanding general (CG) when the Director of Officer Personnel, HRC position is not occupied by a GO), for officers who will have served less than 2 years TOS.

(2) The HRC Officer Personnel Management Directorate (OPMD) division chief (or a serving colonel (COL) or the Deputy Director, OPMD when position is not occupied by a COL), for officers who will have served more than 2 but less than 3 years TOS at the time of reassignment.

c. The minimum TOS requirement for officers assigned from or within CONUS is 36 months (see DODI 1315.18). Waivers may be granted individually by above waiver authority.

1–13. Branch appointments and assignments

a. Officers will be appointed and assigned in branches, functional areas, and areas of concentration in accordance with applicable DA and DOD policy.

b. At least 70 percent of U.S. Military Academy (USMA) graduates each year will be assigned to operations. The remainder of the graduating class will be assigned to operations support, force sustainment, information dominance, and special branches. Additionally, two percent of each USMA class may attend medical school.

c. Commissioned officers are appointed in the Regular Army (RA) without specification of branch, except in each of the special branches. Commissioned officers who are appointed RA without specification of branch are assigned and may be transferred and reassigned to branches other than the special branches according to their qualifications and the needs of the Army. Commissioned officers are specifically appointed RA in the following special branches:

- (1) Chaplain Corps.
- (2) Judge Advocate General's Corps (JAGC).
- (3) Each corps of the Army Medical Department (AMEDD).

d. Commissioned officers of the Army National Guard of the United States (ARNGUS), RA, and those appointed without specification of component are assigned to an appropriate basic branch upon appointment in accordance with NGR 600–100.

e. An officer may serve in a different branch than their original basic branch assignment as a result of a branch detail or a branch transfer.

f. When necessary to meet desired reporting dates, lieutenants (LTs) called to initial active duty may be assigned directly to the requisitioning agency without attending a basic branch course, except for OCONUS assignment; an officer must complete a basic course before OCONUS assignment. Completing a basic course or its equivalent is considered essential to initial branch qualification and subsequent promotion. The commander of the organization or activity to which the officer is initially assigned will allow the officer to attend the officer's basic branch service school course at the earliest date after entry on active duty.

g. A secret clearance is a condition of appointment. Commissioned officers assigned to or appointed military intelligence (MI) must meet additional prerequisites as outlined in AR 380–67. Waiver of MI appointment requirements may only be granted in coordination with the Deputy Chief of Staff (DCS), G–2 in instances where the exceptional qualifications and overall value of the individual fully justify the member's assignment to MI.

Chapter 2 Responsibilities

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

The ASA (M&RA) will—

- a. Oversee assignment policy.
- b. Approve exceptions for a second PCS assignment within the same fiscal year (FY).

2–2. Chief, National Guard Bureau

- a. The CNGB will provide overall policy guidance for the management of Title 10 United States Code (USC) Active Guard Reserve (AGR), 32 USC AGR, 32 USC traditional, and 5 USC military technician.
- b. On behalf of the CNGB, the Director, Army National Guard (ARNG) is responsible for the personnel management programs outlined in this regulation.

2–3. Deputy Chief of Staff, G–1

The DCS, G–1 will—

- a. Develop assignment policy for officer personnel.
- b. Establish stabilization policy for officer personnel.
- c. Establish policy for U.S. Army Individual Ready Reserve (IRR).
- d. The CG, HRC will—
 - (1) Interpret and implement policies initiated by the DCS, G–1.
 - (2) Be responsible, in the case of partial or full mobilization, for execution of current policies and recommendation of new policies, systems, and programs for strength management, strength accounting, and the distribution of all OPMD managed officers.
 - (3) Govern requisition procedures and policies as stated until so directed by the Army Staff. When directed, the opening and filling of requisitions will be based on priorities of fill established by the Chief of Staff, Army (CSA) manning priorities or guidance and not necessarily according to the officer distribution plan and approved requisitioning validation procedures.
 - (4) Be responsible for the selection and assignment of all OPMD managed officers (includes LT through lieutenant colonel (LTC) and all WOs).
 - (5) Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.
 - (6) Issue AIs.
 - (7) Conduct an annual review with DCS, G–1 to validate which branches serve as donors or recipients for each cohort year group.
 - (8) Approve or disapprove requests for reassignment, deletion, or deferment submitted by commissioned officers and WOs. HRC will coordinate such requests from AMEDD officers with The Surgeon General (TSG).
 - (9) Manage the distribution of officers to support the Army’s mission worldwide.
 - (10) Provide all officers with broad opportunities for career progression and development, including approving applications for training.
 - (11) Make final decisions on all joint domicile (JD) assignments.
 - (12) Manage operational requirements to support individual officer stabilization.
 - (13) Exercise assignment approval authority for officers assigned to stabilized positions.
 - (14) Manage U.S. Army Reserve (USAR) AGR officers in accordance with AR 135–18.
 - (15) Manage and serve as the executive manager for IRR and individual mobilization augmentee (IMA) officers. HRC also coordinates with the U.S. Army Reserve Command (USARC), USAR GO Command commanders, and U.S. Army Recruiting Command (USAREC) in filling unit shortages. CG, HRC will implement policies for IRR/IMA personnel management and training in coordination with other members of the Army Staff and designate personnel managers to manage an appropriate number of IRR and IMA officers.
 - (16) Nominate officers to fill warrior transition unit (WTU) cadre positions when installation resources are not available. Identify IRR officers, retiree recall volunteers, and IMA officers available for assignment to WTU cadre positions.
 - (17) To the greatest extent possible, notify each officer identified to attend Captain’s Career Course (CCC) 6 months prior to the course start date.
 - (18) To the greatest extent possible, ensure assignment personnel visit each CCC class, conduct personal interviews with students, and finalize any required assignment adjustments by the end of the second week of training.

2-4. Chief, Army Reserve

The CAR will provide overall policy guidance for management of troop program unit (TPU) officers and provide management priorities to CG, HRC for AGR positions. The CAR delegates to the commanders the following responsibilities:

- a. Developing assignment policy for TPU officers.
- b. Rebranch authority for officers assigned to TPUs within their commands, except RA and AGR officers. This deletion cannot be delegated below the Army command (ACOM), Army service component command (ASCC), or direct reporting unit (DRU) level.

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

- a. The CG, TRADOC will ensure TRADOC publicizes career development programs and counsels prospective officers on program opportunities and requirements.
- b. The proponent schools, in support of CCC will—
 - (1) Ensure the availability of follow-on training based on the projected assignment of each officer.
 - (2) Coordinate training requirements for courses away from the proponent schools and those courses already existing on site with HRC who will control quotas, amend AIs, and adjust report dates for all established courses.

2-6. Commanders of Army commands; Army service component commands; direct reporting units; Headquarters, Department of the Army agencies; and activities officials

All commanders with requisitioning authority are responsible for requesting officer replacements for their organizations. They are also 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 commanders of U.S. Army Forces Command (FORSCOM) led installations. FORSCOM will monitor and assist to ensure compliance of policies established by this regulation. Commanders will—

- a. Ensure officers within their commands are properly assigned and utilized.
- b. Ensure officers are afforded an opportunity for training and that—
 - (1) Their applications are processed promptly.
 - (2) When selected, they are fully qualified.
- c. Administer, monitor, and supervise the Special Duty Assignment Pay (SDAP) Program for all officers who receive SDAP within their respective commands.
- d. Publicize the career development programs and—
 - (1) Counsel prospective officers on program opportunities and requirements.
 - (2) Ensure applicants are eligible for memberships or training.
- e. Approve or disapprove exchange assignments.
- f. Delegate to subordinate installation commanders authority to assign officers, including determining officer suitability for assignments from a security standpoint. Commanders should consult with appropriate installation security officers to ensure officers meet the security requirements of projected assignments.
- g. Recommend approval or disapproval of all positions slated for stabilization.
- h. Ensure commanders of WTUs are responsible for reassignment of officers being returned to duty (RTD) as follows:
 - (1) *Continental United States warrior transition unit.* Immediately upon the officer being declared RTD, the WTU commander (or first O-5 commander in the chain of command, if the WTU commander is not an O-5 or above) will request AI directly to the HRC.
 - (2) *Outside the continental United States warrior transition units.* Immediately upon the officer being declared RTD, the WTU commander (or the first O-5 commander in the chain of command, if the WTU commander is not an O-5 or above) will request AI via email from their respective OCONUS theater commander as follows:
 - (a) If the OCONUS theater commander determines the officer will be reassigned within the OCONUS area, the OCONUS commander must provide the WTU commander/O-5 the assignment decision within 5 days of RTD notification. Further, the OCONUS theater commander will establish coordination with the servicing U.S. Army Installation Management Command military personnel division (MPD) to produce PCS orders.
 - (b) If the OCONUS theater commander determines the officer cannot be reassigned with the OCONUS command or has a near term or expired date eligible for return from overseas (DEROS), the OCONUS commander will forward request for AI to HRC.
- i. Ensure commanders of local activities and units—
 - (1) Update all field automated data based systems.
 - (2) Manage the SDAP Program at their level (ensure officers receiving SDAP meet the necessary criteria).
 - (3) Screen AI special instructions and initiate security clearance for secret and top secret as soon as possible, but no more than 30 days from receipt of AI.

(4) Recruit volunteers for assignment to airborne, ranger, and Army special operations forces units and recruiting team support.

(5) Control the assignment of officers into and out of established organizations and positions and notify HRC when organization or positions are no longer required.

(6) Ensure MPD/brigade combat team (BCT)/brigade (BDE) S1 commanders—

(a) Implement assignment policies and procedures.

(b) Update officer information in the electronic military personnel office (eMILPO) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).

2–7. State adjutants general and area commanders

Within their areas of jurisdiction, state adjutants general and area commanders are responsible for the personnel management programs outlined in this regulation.

2–8. Army Medical Department, Judge Advocate General's Corps, and Chaplain Corps

This regulation provides authority to the losing activity or organization to issue reassignment orders as requested by the AMEDD, JAGC, and Chaplain Corps.

Chapter 3

Assignment and Detail Considerations

3–1. Overview

a. Assignments will be made for all officers without regard to their color, race, religious preference, ethnic background, national origin, age, marital status, sexual orientation, or gender, consistent with requirements for physical capabilities and ecclesiastical endorsement.

b. This applies equally to both PCS and temporary duty (TDY) assignment actions but not to unit moves.

c. Exceptions include the following:

(1) The religious preference of chaplains.

(2) Marital status for military couples.

(3) Marital status when the ASA (M&RA), with the concurrence of the General Counsel of the Department of Defense, determines on a case-by-case basis and for reasons of national security that marital status is an essential assignment qualification for particular military billets or positions.

(4) Cases in reference to gender which are submitted to the Secretary of Defense. This authority will not be delegated.

(5) Cases where status of forces agreement protections are not extended to same sex spouses.

3–2. Joint domicile assignment

To be considered for JD, both officers must be married and enrolled in MACP. JD assignment consideration is not a guarantee but is an assignment consideration. Assignment officers will make every effort to assign married Army couples in the same location provided a position exists for both officers, the assignment does not adversely affect either individual's career, and it meets the needs of the Army.

3–3. Branch detail

a. A portion of each cohort year group's population will participate in branch details while serving as LTs. Branch details are necessary to compensate for select branches with a large disparity between their LT and captain (CPT) and above requirements. If the LT authorizations dictated long term branch designation beyond promotion to CPT, the branches with large volumes of LT requirements would have an excessive number of CPTs. Similarly, the branches with a very low number of LT requirements would not fill their CPT and above requirements if LT authorizations dictated long term branch designation. The branches with the most significant disparities between their LT and CPT and above authorizations serve either as donors (low LT authorizations and high CPT authorizations) or recipients (high LT authorizations and low CPT authorizations) for branch details. An annual authorization review by DCS, G–1 and HRC validates which branches serve as donors or recipients for each cohort year group.

b. Branch detail LTs are distributed annually under the branch detail distribution plan. The plan is derived from LT and CPT authorizations based on 24-month and 36-month projections for both donor and recipient branches.

c. Chaplains will not be detailed in other branches nor will other officers of other branches be detailed as chaplains.

d. AMEDD commissioned officers may be detailed to other branches, functional areas, or branch immaterial positions subject to the approval of TSG and Director, HRC OPMD.

e. Judge advocates will not be detailed to other branches without the approval of The Judge Advocate General (TJAG), nor will officers of other branches be detailed as Judge Advocates. Officers selected for participation in the Funded Legal Education Program (FLEP) will be detailed to the JAGC.

f. Donor branches are selected from the following branches: adjutant general, military police, MI, ordnance, quartermaster, signal, and transportation. Recipient branches for the branch detail program are air defense artillery, armor, chemical, field artillery, and infantry.

g. Branch detailed officers assigned to an OCONUS long tour for their initial (first) assignment will serve in the detailed branch for the duration of the established OCONUS tour length in the JTR. Upon completion of the OCONUS long tour, career managers should ensure officers attend the transition course, if applicable, prior to attendance at the basic branch career course. HRC career managers will provide special management of branch detailed officers assigned to a long tour OCONUS location as their initial assignment. At the discretion of the unit commander, and with concurrence of the respective HRC branch chiefs (both detailed and basic branch), an officer may be “shifted” to the basic branch before the detail termination date. Shifting can only be accomplished if there is an authorized basic branch position available. All subsequent assignment actions will be the responsibility of the basic branch.

h. Branch detailed officers assigned to OCONUS short tour areas for their initial assignment will serve in the detailed branch for the duration of the detailed period. Career managers of the donor and recipient branches should coordinate prior to approval of sequential assignments to ensure officers return to installations that support both the recipient and donor branches.

i. Officers assigned to a CONUS installation designated as force stabilized post (up to 7 years) but who may not be assigned to a life cycle unit of action will also normally be detailed for 3 years (plus initial military training time).

3–4. Departmental detail

a. Commissioned officers may be detailed to another Service to perform duties in a specified career field. Such details will normally not exceed 3 years.

b. Army officers detailed to another Service may be further detailed, reassigned, or directed to change station within and by that Service provided the nature of the officer’s duties do not change.

c. A departmental detail involves a change in strength accountability from the Service in which the officer is currently serving to the detailed Service.

d. For the purpose of separation, the Service to which an officer is detailed will request termination of the detail and reassignment of the officer to an Army transfer activity per AR 635–8.

3–5. Aide-de-camp detail

This paragraph prescribes policies and procedures for the selection, assignment, and reassignment of commissioned officers detailed as aide-de-camp (ADC) to the personal staff or GOs of the RA, ARNGUS, and USAR.

a. Entitlements.

(1) Each GO occupying a position in an approved modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA) may be authorized an ADC per table 3–1 as follows:

(a) A deputy commander of an installation.

(b) A deputy commander of a training center.

(c) An assistant commandant of a service school.

(d) A deputy or assistant commander who directs a headquarters at a different installation from that of the commander.

(e) The Vice Chief of Staff of the Army and GOs assigned as deputy commanders or chiefs of advisory groups or military missions may be assigned one ADC each, not to exceed the maximum grade of rank appropriate for the grade of the GO (see table 3–1). Other GOs occupying approved TDA positions who are not commanding troops are not entitled to ADCs.

(2) When commanders believe that the service of an ADC is required in support of GO positions other than those prescribed in this chapter, a request for an exception will be submitted to General Officer Management Office (DACS–GOMO), 200 Army Pentagon, Washington, DC 20310–0200.

b. Selection.

(1) Any GO authorized an ADC may select an assigned ADC of appropriate grade and rank within their own command if that officer is located at the same installation.

(2) Any GO authorized an ADC but unable to select an assigned ADC within their command due to lack of qualified officers may request a list of qualified officers from HRC (AHRC–OPD) via email at usarmy.knox.hrc.mbx.omb-opd-sgactionsmail.mil.

c. Reassignment.

(1) Officers selected as ADCs will comply with current reassignment policies as specified in AR 614–30 and this regulation.

(2) When ordered to perform duty beyond the geographic limits of their commands, GOs may require their ADCs to accompany them. When a GO is ordered to PCS, they may request reassignment of the ADC, provided the GO is authorized an ADC of the same or higher grade at the new assignment. PCS orders will cite the same movement designator code (MDC) for travel expenses as that under which the GO travels.

d. Limitation on length of duty. No prescribed duty length is established for commissioned officers serving as ADCs. However, considerations should be given to the impact that long and repetitive assignments as an ADC will have on the ADC’s career development.

e. Component. Commissioned officers selected for assignment as ADC within the grade limitations specified in table 3–1 may be assigned, regardless of component.

Table 3–1
Aide-de-camp authorization

General Officers	LTC	Major	CPT	LT	Totals
CSA	1				1
General	1				1
Lieutenant General		1			1
Major General			1		1
Brigadier General				1	1

Note:

Grade and rank indicated is highest grade and rank authorized. Selection of an ADC of lower grade or rank is discretionary on the part of the GO concerned.

3–6. Army General Staff and Defense agencies

a. This paragraph does not apply to TOS per paragraph 1–12*c*. An officer assigned to the Office of the Secretary of Defense (OSD), the Office of the Chairman of the 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.

b. A duty detail does not affect the branch in which a commissioned officer is assigned or appointed. The number of duty details an individual may be directed to perform is not limited, except as provided in paragraphs 3–7 and 3–8. Generally, duty details are a command function; however, Headquarters, Department of the Army (HQDA) and DOD have a primary interest in duty details including the following:

(1) Officers of the Army may be assigned to Army General Staff (AGS) agencies or be detailed to duty on the AGS under instructions issued by CSA.

(2) Commissioned officers programmed for assignment to AGS agencies or for detail to duty on the AGS should—

(a) If selected for key position, be graduates of the Command and Staff College or senior Service college (SSC) level schooling, as appropriate.

(b) Possess the specialized experience or knowledge that the requisitioning agency determines to be required.

(c) Have a high potential for outstanding performance of duty.

(d) Be promotable to or in a grade commensurate with the proposed assignment. If exceptionally qualified, an officer of lower grade may be assigned. Officers with high educational qualifications in specialized areas may be assigned to the AGS agencies to permit the full use of the officer’s skills. These personnel will be considered on the merit of their specialized skill without regard to grade or position.

c. WOs programmed for assignment or detail to the AGS should have the following qualifications:

(1) Be a graduate of the WO professional military education (PME) appropriate to the grade of the respective position.

(2) Have high potential for continued outstanding performance of duty.

3–7. General staff with troops

a. Positions will be designated in an approved MTOE and in approved TDA. Authority to establish and designate general staff with troops (GSWT) positions is delegated to the commanders reporting directly to HQDA or the Joint Chiefs of Staff within the following criteria:

(1) The coordinating staff in the headquarters of a commander occupying a GO position that plans or directs the operations of combined branches of the Army is authorized as GSWT.

(2) All U.S. Army missions, military assistance advisory groups, senior Army advisor groups in each state, the senior Army advisor to those GO commands of the Reserve Component (RC) that have a general staff organization, similar types of organizations meeting the requirements in paragraph 3–1a, and military attaches are authorized as GSWT.

(3) Positions that are purely administrative, technical, or instructional or do not involve more than a single branch are not authorized as GSWT.

(4) Commissioned officers below the grade of CPT and commissioned WOs may be detailed GSWT according to the appropriate authorization document when officers of the appropriate grade are not available for these positions.

(5) Chaplains will not be detailed GSWT.

(6) Officers of the AMEDD and JAGC will not be detailed GSWT without approval of TSG or TJAG, as appropriate.

(7) The Surgeon General may designate specific positions recommended by GO commanders of regional medical commands and AMEDD installations as GSWT.

b. Relief when required from position will be accomplished by command memorandum by the commander authorized such positions. Relief from assignment to the unit or from the authorized position requires simultaneous relief from detail.

3–8. Inspector general

a. Under authority of AR 20–1 and 10 USC 3065, commissioned officers and commissioned WOs will be detailed as inspectors general (IGs).

(1) The Secretary of the Army (SECARMY) is authorized to detail commissioned officers and commissioned WOs as IGs throughout the Army. The Inspector General of the Army (TIG) has been delegated the authority to approve or disapprove the detail of officers nominated for IG assignments. Personnel approved for IG duty require TIG approval to be diverted or reassigned to a non-IG duty assignment.

(2) Nominees (RA, USAR, and ARNGUS) will meet the standards and submission requirements in accordance with AR 20–1. The following commissioned officers will not be detailed as IGs unless otherwise indicated:

(a) Chaplains.

(b) JAGC officers, except with concurrence of TJAG.

(c) AMEDD officers, except with concurrence of TSG.

b. Detail as an IG is career enhancing and in accordance with current assignment policies that reflect Army leadership priorities. Only those officers who have potential for advancement will be nominated for IG duty. IG duty is a unique opportunity for officers to gain a broad, Armywide 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 officers that will continue to benefit the Army long after their IG tour of duty is complete.

c. Assignment managers are encouraged to nominate, and commanders/directing authorities are encouraged to nominate locally from currently assigned personnel, officers who are expert in how the Army runs. Specifically nominate those officers who are expert in Army culture; Army professional ethic; Army doctrine; current Army tactics, techniques, and procedures; who have impeccable professional and ethical reputations; who are excellent communicators; who have an Army record that reflects outstanding performance and demonstrated potential for future promotion and service; and who enjoy the total confidence of the commander/directing authority. These essential attributes establish credibility for the IG in the eyes of Soldiers, Family members, and Civilians seeking IG assistance as well as senior Army leaders who rely on IGs for advice and counsel.

d. The best candidates are previous battalion and brigade commanders who recently left or are about to leave command and are very familiar with the organization. Commanders/directing authorities must first gain the concurrence of respective HRC, USARC, or National Guard Bureau (NGB) assignment managers before nominating the officer(s) through HRC/USARC/NGB for TIG to either approve or disapprove the officer(s) to fill the unit's IG positions.

e. Pursuant to DODD 5106.04, nominees must meet the following minimum standards for detail as an IG:

(1) Be a citizen of the United States by either birth or naturalization.

(2) Be in the grade of CPT or above.

(3) A CPT must have successfully completed a key and developmental assignment; specifically, company, battery, or troop level command, and be a graduate of CCC. USAR AGR officers are exempt from this command requirement because of limited command opportunities; however, USAR AGR officers will be nominated for USAR IG positions only if they are within 1 year of promotion to, or under consideration for, the grade of major.

(4) Field grade officers will be military education level (MEL) 4 (intermediate level education (ILE)) graduates and branch qualified before beginning an IG assignment. USAR and ARNG field grade officers are exempt from this MEL 4 requirement. Senior officers (for example, COL) will be War College graduates.

(5) Commissioned WOs are in the grade of chief warrant officer two or above and are graduates of, or have credit for, Senior Warrant Officer (SWO) training.

(6) All officers and WOs will have undergraduate degrees. LTCs and COLs will have a master's degree.

(7) All officers and WOs will have broad, contemporary Army experience and an Army background that reflects outstanding performance, demonstrates potential for future service, and provides credibility for those Soldiers, Family members, and Civilians who seek IG assistance.

(8) Display good military bearing and appearance.

(9) Meet body composition requirements in accordance with AR 600–9.

(10) Receive a passing score on the Army physical fitness test within the last 6 months.

(11) Display moral attributes and personal traits that demonstrate adherence to Army values.

(12) Have no record of punishment under Article 15, Uniform Code of Military Justice; conviction by court-martial; GO letters of reprimand filed in the Army Military Human Resource Record/official military personnel file; or derogatory information contained in IG records as screened by the U.S. Army Inspector General Agency.

(13) Have no record of civil conviction except for minor offenses.

(14) Have an “A” or “B” profile serial code and a “1” under “S” factor for physical profile.

(15) Possess and maintain at least a secret level clearance.

(16) Remain in a deployable status for all required areas.

f. The nominating agencies or commands will not assign the nominated officer to IG positions, or place them in IG offices, until the nomination has been approved by TIG and the officer has successfully completed the U.S. Army Inspector General Course.

g. Assignment managers may identify Soldiers for reassignment any time within the IG duty tour based on the needs of the Army/Army leadership assignment priorities. However, in all instances, officers and WOs approved by TIG for IG duty will not be reassigned or removed until assignment managers via DA Inspector General Operations and Support Division notify TIG and a viable replacement is nominated and approved by TIG.

h. In support of DODI 5106.05, Army officers 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 recommendations to Joint commanders and DOD agency heads for suitability to serve as an IG.

3–9. Equal opportunity program manager

a. In accordance with DODD 1350.2, under the authority of the SECARMY, commissioned officers will be assigned to full-time equal opportunity program manager (PM) billets.

b. Selection, staffing requirements, and tour lengths are in accordance with AR 600–20.

c. Equal opportunity PMs must attend and graduate the Defense Equal Opportunity Management Institute Equal Opportunity Advisor Course prior to being designated as equal opportunity PMs.

3–10. Sexual Harassment/Assault Response Prevention Program

a. Officers serving in Sexual Harassment/Assault Response Prevention Program (SHARP) positions must meet rank, screening, training, and certification eligibility requirements in accordance with DOD and SHARP policies.

b. The SHARP has incentive options for personnel serving as full-time military SHARP PMs, sexual assault response coordinators (SARCs), victim advocates (VAs), and trainers.

c. Eligible officers who are full-time SHARP PMs, SARCs, VAs, and trainers may request assignment preference or stabilization, but not both.

d. Full-time SHARP PMs, SARCs, VAs, and trainers may request follow-on assignment to one of three locations preference after successfully completing a full 2-year tour in a SHARP position. If three locations with a valid Army requirement are not available, the assignment manager will offer the officer three supportable requirements to choose from. To be eligible to participate, an officer must—

(1) Request assignment preference to three locations with a valid Army requirement for their primary area of concentration (AOC) and grade.

(2) Submit a DA Form 4187 (Personnel Action) through the first LTC/O–5 in the officer’s chain of command to their assignment manager at HRC.

(3) Request assignment preference 12 months before the end of the 24-month duty for CONUS tours.

(4) Request assignment preference 12 months before the end of the 24-month duty or the date eligible from DEROS, whichever occurs first for OCONUS long tour areas.

(5) Use the existing Homebase/Advance Assignment Program (HAAP) or request assignment preference no later than 9 months before the end of the 12-month duty or DEROS, whichever occurs first for OCONUS short tour areas.

e. Full-time SHARP, PMs, SARCs, VAs, and trainers may request stabilization at their current location for 12 months after fully completing a full 2 year tour in a SHARP position. To be eligible to participate, an officer must:

(1) Request stabilization in a valid Army requirement for their AOC and grade at the current location.

(2) Submit a DA Form 4187 through the first LTC/O-5 commander in the officer's chain of command to their assignment manager at HRC.

(3) Request post duty stabilization 12 months before the end of the 24-month duty or CONUS tours. Officers may request up to 12 months in the same location (no PCS cost).

(4) Request post duty stabilization 12 months before the end of the 24-month duty or DEROS, whichever occurs first for OCONUS long tour areas. The period will not exceed 12 months stabilization in the same location (no PCS cost). If post duty stabilization exceeds the current DEROS, the officer must simultaneously submit a request either on DA Form 4187 or memorandum for a voluntary Foreign Service tour extension (FSTE).

(5) Request post duty stabilization 9 months before the end of the 12-month duty or DEROS, whichever occurs first for OCONUS short tour areas. The period will not exceed 12 months stabilization in the same location (no PCS cost) If post duty stabilization exceeds the current DEROS, the officer must simultaneously submit a request for a voluntary FSTE.

f. Although every effort will be made to accommodate requests for assignment preference or stabilization the requests are not guaranteed and are subject to the Army's needs.

3-11. Warrior transition unit cadre

Officers assigned to WTUs represent a combination of AC, USAR, and ARNG with the mission to support the population of warriors in transition. Component force providers such as HRC, USARC, and ARNG, and Army senior commanders (SCs) are responsible for manning WTUs. Army SCs are the approving authority for all WTU cadre assignments. Component force providers will identify, screen, and select officers for WTU cadre positions in accordance with AR 40-58. Commanders are authorized to select WTU cadre from their current population and reassign officers as WTU cadre.

Chapter 4 Transfers

4-1. Request for branch transfers

a. A branch transfer permanently changes a commissioned officer's control branch, component, or department. However, an officer may be transferred involuntarily by HRC when in the best interest of the Army.

b. The Voluntary Transfer Incentive Program (VTIP) is the primary method of branch transfer for officers who wish to branch transfer. Officers wishing to branch transfer must meet the requirements in the most recent VTIP military personnel message. The purpose of the VTIP is to balance officer strength in each year group while matching the desires and qualifications of the officers applying. VTIP is only available to officers requesting a branch transfer between Army competitive category (ACC) branches and functional areas.

c. The DCS, G-1 reserves the authority to execute branch transfers via the functional designation (FD) process. The FD process normally is conducted for 1 or 2 cohort year groups at a time and considers both losing and gaining branch strengths as well as officer preferences in determining which officers change branches. The FD process is only used among ACC branches.

d. Requests for VTIP of ACC officers are submitted to HRC (AHRC-OPL-R) via email at usarmy.knox.mbx.opmd.retention@mail.mil.

e. Requests for special branch transfers (AMEDD, JAGC, and Chaplain Corps) are submitted by individual officers serving on active duty and will clearly state the reasons for the request; they will be forwarded through the chain of command to the appropriate career management division or special branch management divisions. Branch transfers from special branches will be forwarded to Accessions Branch (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5208.

f. On approval of the branch transfer, the commander of the losing branch revokes any existing AI and submits a control branch change to the Total Army Personnel Database.

g. Branch transfers, voluntary or involuntary, and inter-Service transfers for all ARNG officers are accomplished in accordance with NGR 600-100. Additionally, the Army VTIP does not apply to the ARNG.

4-2. Voluntary branch transfers

a. Officers serving on the active duty list transferring between any ACC branch and a special branch (AMEDD, JAGC, or Chaplain Corps) or between the special branches must be reappointed on active duty. Such reappointment is accomplished by HRC (HRC-OPD-R). The submission of a resignation or request for release from active duty or the initiation of a separation action prior to the acceptance of a new appointment is not required by this regulation. Acceptance of the new appointment will negate the original. Such actions may be accomplished without a break in active duty service. Both

the ACC and special branch must approve all transfers. Transfers into AMEDD branches may require a constructive credit (grade) determination. Should such determination be required, USAREC will process the action.

b. Branch transfers that would result in a PCS will normally be effective at completion of the current tour.

c. Officers applying for transfer to MI must have a completed favorable special background investigation, and must be favorably adjudicated for access to sensitive compartmented information (SCI) prior to transfer.

d. Key factors in determining whether or not a branch transfer request is approved are as follows:

- (1) Branch alignment by year group in both the officer's current and requested branch.
- (2) Civilian and military education.
- (3) Overall manner of performance and career potential within requested branch.
- (4) Special qualifications as appropriate.
- (5) Demonstrated aptitude for branch-specific training and assignments.
- (6) Needs of the Army.

e. Branch transfer requests must include a statement from the officer's rating official that the officer meets the body compositions standards in AR 600–9.

f. Branch transfer requests submitted by officers with a physical profile must include a statement from medical authorities concerning physical limitations of the officer.

g. Approval of branch transfer requests for aviators (AOC 15) and medical service corps (AOC 67) to another branch will affect eligibility to Aviation Incentive Pay (AvIP). The loss will be effective the date of approval of the branch transfer or on the date of previous medical or administrative disqualification for aviation service, whichever applies in accordance with DODI 7730.67 and AR 600–105. See paragraph 4–2g(4) for officers participating in FLEP. The following officers will lose AvIP:

- (1) Aviation branch officers who transfer to another branch.
- (2) Medical service corps aviators who change their area of concentration from 67J to another AOC.

Note. 67J transfers to the Aviation branch will not lose entitlement to AvIP.

(3) Aviation branch officers who request and are approved to “single track” in their functional area.

(4) Aviation branch officers and medical service corps aviators accepted for participation in the FLEP. Loss of entitlement to AvIP for aviation branch participating in the FLEP occurs on the first day the officer begins law school.

h. Requests for transfer must include the following statement: “I understand that upon approval of my branch transfer, I will lose my entitlement to receive and accept AvIP monies on the effective date of the branch transfer, on the first day I begin law school if I am participating in the FLEP, or on the date of previous medical or administrative qualification for aviation service, whichever applies.”

i. Director, HRC OPMD is the approval authority for voluntary branch transfer.

4–3. Involuntary branch transfers

a. Involuntary branch transfer actions must be approved by the CG, HRC, under authority delegated by the SECARMY.

b. Generally, involuntary branch transfer actions will be initiated for cause by the HRC career management division concerned. Involuntary branch transfer actions may be initiated for reasons such as the following:

- (1) Loss of top secret for branches requiring top secret.
- (2) MI officers losing eligibility for access for SCI.
- (3) Failure of officers to maintain eligibility for participation in nuclear and chemical weapons personnel reliability programs.
- (4) Demonstrated inability to perform effectively in the current branch or to assimilate branch related training.
- (5) Conscientious objector status when it has been determined that the officer can be better managed by another branch.
- (6) Failure of aviators to maintain physical or technical proficiency.
- (7) Officers who, due to physical conditions, become incapable of performing the duties of their career field under worldwide field conditions as determined by an MOS Administrative Retention Review (MAR2).

(8) Aviation branch officers who are involuntarily transferred to another branch (except to medical service corps AOC 67J) and medical service corps aviators who receive an involuntary redesignation of their AOC or branch transfer (except aviation branch) will lose their entitlement to receive and accept AvIP. The loss of entitlement will be effective the date of previous medical or administrative disqualification for aviation service, whichever applies (see AR 600–105).

(9) Projected Reserve Officers' Training Corps (ROTC) accessions to the Army nurse corps with a military obligation who fail the National Council Licensure Examination twice will be transferred and branched in accordance with the administrative accessions guidelines published by DCS, G–1 (DAPE–MPA) for each U.S. Army cadet command HQDA/ROTC board year cohort.

c. Any commander receiving disqualifying information as in paragraphs 4–3b(1) through 4–3b(9) will notify the appropriate career management division for action.

d. Under no circumstances will involuntary branch transfer actions be substituted for appropriate administrative or disciplinary action.

4–4. Inter-Service transfers

Policy and procedures pertaining to inter-Service transfers are found in the following references:

- a. AR 140–10 applies to Reserve officers not on active duty.
- b. AR 614–120 applies to Army commissioned officers on the active duty list.

Chapter 5

Reassignment of Officers

5–1. Officer reassignment

a. *Considerations.* The primary CONUS considerations in reassigning an officer will be the officer’s current qualifications and ability to fill a valid requirement. Other factors, such as availability, volunteer status, and TOS will be secondary. When an officer with the required qualifications is identified, then the secondary criteria and other factors will be considered.

(1) The minimum TOS requirement for all assignments within or from CONUS is 36 months unless otherwise referenced in this publication. Request to deviate from the requirement must be considered on a case-by-case basis.

(2) When there is a need for an officer to fill a requirement in CONUS and more than one officer meets the assignment qualifications, the officer with the longest TOS will be considered. In all PCS moves, the TOS requirement should be met by the departure month, unless a TOS waiver is approved. Waivers, when required, will be granted prior to officer’s departure.

(3) Unless otherwise required by statute, PCS moves in CONUS will not be required solely because of the passage of a stipulated time period.

(4) Qualified volunteers should be considered for all assignments. Volunteers who have not met TOS requirement may be considered before qualified non-volunteers who have met TOS requirements, but such a qualified volunteer requires a TOS waiver.

(5) As an exception, officers may be reassigned before completing minimum TOS requirements without a TOS waiver as outlined below:

(a) Reassignments to an overseas tour.

(b) A newly accessed officer reassigned to a different duty station for initial military training or who is being separated.

(c) An officer reassigned to a different duty station for training or educational purposes.

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

(e) Reassignments involving a low cost move (LCM) as defined in paragraph 5–1g.

(f) An officer permitted the option to select another location in conjunction with an established program to keep military couples together. In this case, the minimum TOS is only 1 year.

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

(h) An officer reassigned when it is determined EFMP services are not available or for an approved compassionate reassignment.

(i) An officer reassigned to a different duty station in preparation for a unit deployment or move or rendered excess as a result of such a deployment move.

(j) An officer in a professional skill, such as a doctor or lawyer, serving in an assignment in order to validate their professional credentials or develop expertise in selected specialized skills before being assigned to independent duty without supervision.

(k) An officer disqualified for duty as a result eligibility or loss of security clearance or professional, medical, or nuclear qualification or certification. OPMD must determine that no vacant positions exist within the limits of the same geographic location in which the officer may serve, pending requalification or recertification.

(l) An officer reassigned as a prisoner, including an assignment to and from confinement or reassignment for the purpose of standing trail.

(m) An officer reassigned from patient status.

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

(o) Reassignments due to involvement in incidents that cause serious adverse publicity or embarrassment for the government that may jeopardize the mission or that indicate threat the officer is a potential defector.

(p) Reassignments based on officers 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 (CID) and Staff Judge Advocate will provide legal advice to CID and the GCMCA, but verification of complaints is a law enforcement function.

(q) Reassignment of an officer who makes an unrestricted report of sexual assault and who is granted expedited transfer as authorized in DODI 6495.02, or an officer who is a subject in an investigation of a sexual assault who the approving authority selects for transfer. Sexual assault against adults includes, but is not limited to, rape and sexual assault in violation of the Uniform Code of Military Justice. See the full definition of sexual assault in DODI 6495.02 and the glossary.

(6) Officers will be permitted to complete prescribed tours of duty and, when possible, will be allowed to voluntarily extend an assignment beyond the prescribed tour based on the needs of the Army.

(7) Through the pay grade of O-5, promotion will not be the only reason for PCS reassignment before tour completion.

(8) Sequential training assignments will be consolidated geographically to the greatest extent possible.

(9) The following circumstances may warrant favorable consideration:

(a) Officer requests to relocate overseas as a result of a unit movement.

(b) Officer is pending assignment as a direct result of a major weapons system change or unit conversion.

(c) Officer has completed at least 1 year TOS and is reassigned for initial military training.

(d) Officer is serving in a position pending termination.

(e) Officer is the most available and best qualified to fill a high priority position that cannot otherwise be filled.

(f) Officer is selected for battalion or brigade command or project or systems manager.

(g) Officer has served 18 to 24 months as a USAREC company, battalion, or brigade commander; or 36 months as a Military Entrance Processing Command commander.

b. *Outside the continental United States.* OCONUS reassignment from overseas will be in accordance with AR 614-30.

(1) Within a designated occupational specialty and grade, officers will be considered for an equitable distribution of overseas duty assignments. Every effort will be made to minimize the periods of forced Family separation and the adverse effects of overseas military service that may be encountered by the officer and their dependents.

(2) Officers may be reassigned within the major overseas command (intra-theater transfer).

(3) For overseas tours, curtailments and tour credit will be in accordance with AR 614-30.

(4) Exceptions to completing overseas tours to attend centrally selected schools (SSC, ILE, and Warrant Officer Senior Service Education) will be announced annually in the DCS, G-1 slating guidance.

c. *Officers with school-age children.* To the maximum extent practicable within operational and other military requirements, PCS moves for officers who have school-age (kindergarten through 12th grade) dependents should occur at times that avoid disruption of the dependents' school year and minimize educational costs.

d. *Adoption.* When practicable within operational and other military requirements, a PCS move for an officer who is in the process of adopting an unrelated child under 18 years of age should occur at a time that allows for completion of the adoption or avoids disruption of the proceedings.

e. *Reassignment of nondeployable officers.*

(1) Commanders may involuntarily reassign immediately available officers to TDA or low tempo MTOE units located at the home installation or nearest installation having a valid open requirement capable of using the officer's skills.

(2) To be reassigned officers must meet one of the following criteria:

(a) Nondeployable conditions (MRC3).

(b) Have temporary nondeployable conditions (such as medical conditions) that cannot be corrected within 30 days of the unit's main body deployment date, if the officer is in a unit alerted for deployment or potential deployment.

f. *Excess at one location.* Officers are determined to be excess at one location for any of the following reasons will be reassigned, in a reasonable length of time, elsewhere on the same installation or to the nearest installation in need of their skills:

(1) Unit inactivation or deactivation.

(2) Base realignment and closure.

(3) Organization or staffing changes.

(4) Branch transfer changing the specialty or skill designator of an officer.

(5) Disqualification for duty as a result of ineligibility; denial or revocation of security clearance, professional certification, nuclear certification, or medical qualifications to perform; or relief from duty for cause.

g. Low cost move. An LCM is defined as a PCS move from which the total expected costs, including the officer's travel and transportation allowances and dislocation allowance, if applicable, do not exceed \$1,000.

(1) *Continental United States.* Unless assigned to a position on the Joint duty assignment list (JDAL) an LCM will not stabilize an officer at the gaining location. The officer remains eligible for worldwide assignment. There are no additional TOS or retention requirements for an LCM. However, if officers are within 1 year of return from an overseas tour, they may not be moved unless they volunteer.

(2) *Outside the continental United States.* An LCM does not obligate the officer to an increased tour length; the officer's DEROS remains the same. There are no additional TOS requirements for the officer. Additionally, the officer is not entitled to free travel home between consecutive overseas tours (COTs) or an in-place consecutive overseas tour (IPCOT) entitlement after completion of their initial tour.

Note. All close proximity moves in which officers are entitled to a COT and/or IPCOT entitlements, also known as "free home travel incentive," will be charged as an operational move (MDC 3E) and will obligate the officer to a new tour requirement.

(3) *Authority.* ACOM, ASCC, and DRU commanders may approve LCM within their allocation from HRC. HRC is the LCM approval authority for commands not provided allocations, for ACOMs that have reached their allocation ceiling, and for an LCM between two ACOMs or activities.

(4) *Processing procedures.* Before an LCM is approved, officers must coordinate with their servicing finance office and local transportation office to provide a total entitlement cost analysis to the personnel command or agency. An LCM request for HRC approval must also include cost data. These procedures are imperative since each move, regardless of the entitlement estimate, will be counted as one \$1,000 LCM. Further, if the costing data of the move exceeds the \$1,000 threshold, the LCM request must be denied by the appropriate assignment authority. Requests for LCM requiring HRC approval will be forwarded to the CG, HRC, and appropriate career management division. LCM PCS orders must reflect MDC "3F" for OCONUS and "3B" for CONUS.

(5) *Reporting requirements.* A monthly reporting requirement at the beginning of each FY is established with the end of month as a cut-off date. Each ACOM will provide an officer LCM report to Commander, U.S. Army Human Resources Command (HRC-OPD-P), 1600 Spearhead Avenue, Fort Knox, KY 40122-5100, or via email to usarmy.knox.mbx.opmd-opd-pcs-policy@mail.mil, not later than the fifth of each month. This report must include name, grade, tour length, the "from" and "to" location and distance, estimated total cost, and the total number of LCMs approved to date for FY. Negative reports are required.

h. Stabilization objective.

(1) Personnel stability is a fundamental principle of all DOD personnel management policies. Assignment procedures must avoid unnecessary personnel movement while providing for mission accomplishment and the professional development of the officer.

(2) The Army objective is to provide maximum stability for all officer tours in support of DODD 1350.100 and AR 614-30.

(3) Officers who PCS are stabilized for a minimum of 12 months on their arrival to gaining installation with exception of PCS moves for military or civilian schooling.

i. Reassignment restrictions.

(1) Reassignment involving a PCS should not be requested or directed for officers who—

(a) Have already conducted a full cost PCS and the follow-on assignment would result in another full cost move in the same FY.

(b) Are scheduled to return from overseas during the same FY.

(c) Are obligated Army Educational Requirement System (AERS) assets serving in an AERS-validated position and have not completed the required utilization.

(d) Have an HRC approved stabilization in a position with a statutory tour of duty or have not completed a minimum of 12 months TOS.

(e) Are serving a prescribed tour of duty overseas in accordance with the JTR.

(f) Are assigned to a JDAL position and have not completed the prescribed tour length.

(2) If an officer becomes excess or requires a change of assignment for any reason the following will be considered:

(a) Reassignment at the same duty station.

(b) Encouragement of voluntary extension of overseas tour.

(c) Curtailment of overseas tour per AR 614-30.

(d) Except for LCMs, requests to move prior to completion of prescribed overseas tour or CONUS tour requirement will be submitted for consideration as an exception to policy. Requests will be initiated by a COL in the chain of command and sent to HRC to the appropriate assignment division.

(3) Officers who exceed the Army body composition standard in AR 600–9 will not be permitted to PCS to attend professional military or civilian schooling. Professional civilian courses are those post-secondary and technical courses, fully or partially funded by the Army, in which the officer participates full-time.

(4) Officers who are one-time non-selects for promotion to the grades of CPT through LTC or chief warrant officer three through chief warrant officer five will not normally be reassigned until final action of a subsequent recommendation for promotion. However, if the promotion review authority denies promotion and retention, the officer will be reassigned only for the purpose of separation. This does not restrict the assignment of officers in a must-move status. Additionally, officers who are one-time non-selects should be removed from orders unless it is in the best interest of the Service or the officer concerned to complete the move (see AR 600–8–29).

(5) First-term officers with a 3 year service obligation will normally be given only one assignment following their Basic Officer Leaders Course (BOLC). First-term officers with a 4 year service obligation will normally be given no more than two assignments following BOLC regardless of tour length.

(6) Officers will be deleted or deferred from an AI that requires a specific security clearance when potential disqualifying information is received from the DOD Consolidated Adjudications Facility, HRC, or the officer's commander or security officer in accordance with AR 380–67. DOD Consolidated Adjudication Facility will notify the appropriate career management division of any unfavorable security determinations. The career management division makes the decision to defer the officer, if the data received indicates that a final decision will be rendered in time to allow backfill of the requirement (without changing the report date) in the event of an unfavorable determination. A determination will also be made to delete the officer in all other cases and immediately backfill the requirement. If the final personnel security determination is unfavorable, the officer may appeal according to AR 380–67. If the determination is favorable, the offer regains eligibility for future assignments requiring a level of clearance.

(7) Other reassignment restrictions to overseas locations are specified in AR 614–30.

(8) From the time an officer receives a P3/P4 profile until the time the MAR2 process is completed (including a decision on any appeal), the officer is ineligible for reassignment instructions or orders. If the officer has already received reassignment orders prior to initiation of the MAR2 process, the process must be completed and a final decision rendered before the officer proceeds on assignment.

5–2. Policies for assignment of officers with a branch or skill change

a. Reassignment on approval of branch transfer.

(1) *Officers in the continental United States.* Officers in CONUS at the time the branch transfer becomes effective will—

(a) Be reassigned to an appropriate position at the same duty station.

(b) Remain in current assignment until reassigned.

(2) *Officers in overseas commands.* Officers OCONUS at the time branch transfer becomes effective will—

(a) If current assignment is branch immaterial, continue with the current assignment for the remainder of overseas tour.

(b) If current assignment is branch material to the former branch, be reassigned within the overseas ACOM (if career field and/or density allows).

b. Reassignment of promoted officers or officers selected for promotion.

(1) Promotion or selection for promotion will not constitute a reason for move. Reassignment must be coupled with the inability of the current location to support the continued assignment of the officer at the next higher grade and an Army requirement at some other location.

(2) HRC and special branches will assign officers expected to be promoted during the next tour of duty and who are in a must-move status to locations being utilized in their branch. The fact that an officer is on an approved DA promotion list will be included in DA AIs. However, officer accountability is a function of control grade (that grade in which the officer is expected to be serving at the end of the FY) for projected strength management and requisitioning purpose.

(3) The reassignment of a 2LT within 60 days of promotion eligibility to 1LT may be delayed until DA Form 78 (Recommendation for Promotion to 1LT/CW2) has been completely processed, to include the promotion review authority's action on recommendations to deny promotion. When final DA Form 78 denies promotion and retention, the officer will be reassigned for the purpose of separation pursuant to AR 600–8–24. All delays must be coordinated with appropriate HRC or special branch career branch.

5-3. Married Army Couples Program

a. Provisions of this section apply to active duty officers in the following categories: RA, USAR, AGR, and 10 USC ARNGUS AGR officers. Officers married to civilians, nonactive duty members of the Army, or other military Services are not included.

b. Army readiness is paramount when considering personnel for assignment. Married Army couples desiring a JD assignment to establish a common household must request such assignment. The assignment desires of these officers to establish a common household will be fully considered. Decisions on career development for these couples should take into consideration the Army goal of providing all qualified personnel equity in assignments, but married Army couples must be prepared to meet their military obligations regardless of assignment. Requests for JD will normally be approved under the following circumstances:

(1) Married Army couples desiring joint assignment to establish a common household or 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 officer becomes eligible. Marriage must be valid per AR 37-104-4. Actions based on intended marriage will not be considered even as an exception to policy.

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

(3) After submission of the spouse data, the MPD/BCT/BDE S1 will access the system and verify enrollment prior to notifying officers of their enrollment request.

(4) 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.

(5) Favorable consideration for JD assignment will depend on:

(*a*) A valid requisition/requirement existing in the same area for both officers.

(*b*) Career progression of both officers is not being adversely affected and officer being otherwise eligible for the assignment.

(6) If married to another U.S. military Servicemember, a DA Form 4187 may be submitted to request reassignment to join their spouse.

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

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

(*a*) A reassignment in CONUS, under the MACP, to establish a JD may be granted as an exception.

(*b*) A valid requisition exists in the officer's grade and AOC at the gaining installation, and assignments are near enough each other to establish JD.

(*c*) Losing installation does not have a critical shortage in the officer's grade and AOC.

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

(*e*) When an officer is reassigned to join their spouse, neither will be involuntarily reassigned for at least 12 months from the date the reassigned officer 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 later of the two arrivals when the arrival dates differ. The term "involuntarily reassigned" does not include deployments or other TDY requirements.

(*f*) JD assignments will not be considered when one officer is attending school in a PCS status. However, consideration will be given upon school completion.

c. OCONUS tour lengths for married Army couples are prescribed in AR 614-30. Married Army couples may be assigned to the same OCONUS area under the following conditions:

(1) If there is a valid vacancy for both officers.

(2) If a common household can be established as determined by the gaining command.

(3) If both have served a minimum of 12 months at current CONUS duty station.

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

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

(6) When JD assignment to a short tour OCONUS area cannot be accomplished, the spouse will not be automatically placed on an 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 consideration 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.

(7) 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 an extension.

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

(9) Married Army couples assigned together to a short tour area that authorize Family members will serve the accompanied tour. However, if the AI does not indicate officers are assigned under the MACP, the couple (even though they share a common household) will serve the unaccompanied tour. Couples may request tour extensions.

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

5-4. Homebase/Advance Assignment Program

a. HAAP CONUS assignments are available for officers (WO through LTC) selected for a dependent-restricted tour. An unaccompanied tour does not equate to a dependent-restricted tour. When possible, officers will be returned to the place of prior assignment (homebase) provided that assignment was CONUS (including Hawaii and Alaska). If not, an advance assignment to another location (sequential) will be made only to CONUS (including Hawaii and Alaska) assignment. The program's intent is to conserve PCS funds and to minimize Family turbulence associated with a move to a dependent-restricted overseas area. All officers, regardless of marital status, may participate in the program.

(1) Officers who participate in the HAAP must sign a written statement indicating that they understand the intent of the program and acknowledge they are not entitled to use their Family travel entitlement or ship household goods (HHG) except for items shipped to the dependent-restricted overseas area for their personal use (see JTR).

(2) Officers who participate in the advance (sequential) assignment program must sign a written statement indicating that they understand the intent of the program and acknowledge they are not entitled to use their Family travel entitlement to ship HHG except to relocate Family members to location of advance (sequential) assignment. This does not include HHG shipped to the overseas area for personal use (see JTR).

(3) If HHG are moved to other than the programmed HAAP location (even at the officer's own expense), the officer is no longer eligible for HAAP.

(4) A HAAP assignment may only occur when the Family will not change the place of residence (no moves). An advance assignment (sequential) occurs when the Family location will change only once (one move).

(5) For a HAAP assignment, the officer will return to the previous permanent duty station or location to which assigned prior to selection for a dependent-restricted tour.

(a) When an officer's Family wishes to remain in place while the officer conducts the dependent-restricted tour, the officer requires a DA Form 4187, sent through the installation commander for review and approval, then forwarded to the appropriate career management division.

(b) A request for a HAAP assignment must arrive at the appropriate career management division within 30 days after an officer is notified of the assignment to a dependent-restricted tour.

(6) An officer receiving an advance (sequential) assignment will be pre-assigned to a designated CONUS installation, Alaska, or Hawaii prior to departure overseas.

(a) An officer with an advance (sequential) assignment may only incur one move and may not elect to move dependents a second time at government expense.

(b) Concurrence of the installation commander is not required for advance (sequential) assignment.

(7) Assignment orders assigning personnel to units that are scheduled for deployment or movement to dependent-restricted areas within 90 days of the officer's reporting date at the new station will contain the following statement: "You are scheduled for a further move to a dependent-restricted area overseas. You are authorized movement of your dependents and shipment of HHG to the vicinity of the new duty station."

(8) The following housing policy supports HAAP:

(a) Officers through the grade of LTC on orders to a dependent-restricted area may retain their government quarters.

(b) Retention of government quarters is voluntary. However, formal notification of intent should be submitted as soon as possible after receipt of orders, but not later than 30 days prior to departure of the sponsor.

(c) Occupants of designated housing may not retain their house, but they may be eligible for priority assignment to other available housing at the same installation, with movement at government expense.

(9) Changes in programmed HAAP assignments will be kept to a minimum. Changes will be made only after notifying the officer of the circumstances requiring the change. If either the HAAP or advance assignment is cancelled or changed by the Army (through no request or fault of the officer) the PCS entitlements not executed by the officer may be used (for example, movement to a designated location).

(10) An officer who moves dependents subsequent to determination of the HAAP assignment may be reprogrammed to an installation closest to the Family's location.

(11) Officer management personnel at all levels will coordinate with the officer selected for a dependent-restricted short tour (12 months) to ensure complete understanding of HAAP provisions and the officer's requirements in HAAP. The following should be discussed with the officer:

(a) Family location in conjunction with the officer's follow-on assignment.

(b) The impact of promotion on assignments. Army requirements and professional development considerations may necessitate a change in initial assignment due to promotion to the next higher grade.

(c) Selection for schools (CCC, ILE, SSC, and WO training) may nullify an officer's HAAP assignment unless attendance is declined.

(d) An approved FSTE may affect the projected HAAP assignment.

(e) An approved inter-theater transfer will automatically cancel a HAAP assignment.

(f) Potential for change to HAAP assignment based on unit inactivation, loss of manning priorities support, unanticipated over-strength situations, or higher priority personnel requirements.

b. The following statements will be included in the special instructions of PCS orders for those officers who elect to participate in HAAP:

(1) For homebase assignments: "Officer is participating in the homebase program and has elected to leave Family members at (enter homebase location) while serving in a dependent-restricted location."

(2) For advance (sequential) assignments: "Officer is participating in the advance (sequential) assignment program and has elected to leave Family members at (enter current location) or has elected to send Family members to (enter sequential/advance assignment location) while serving in a dependent-restricted location."

(3) Officers who decline to sign statement or sign statement and later use their PCS entitlements will have their HAAP reviewed and possibly canceled. It is imperative that officer contact their assignment manager. Orders will state, "Officer has elected not to participate in the HAAP."

(4) Finance and accounting officials must review PCS orders for the above statements. If orders are used to substantiate a claim for dependent travel to any location other than HAAP location, forward a copy of the PCS order and travel voucher to the officer's MPD as appropriate. The MPD will notify their HQDA assignment authority that the officer moved Family members to an unauthorized location and that the assignment authority will reconsider the officer's HAAP.

5-5. Permissive reassignment at no expense to the Government

a. A permissive assignment (at no cost to the government) CONUS to CONUS or intratheater OCONUS area is another means for a married Army couple to establish JD. (Only one of the officers needs to apply.)

b. Area moves that are CONUS to OCONUS, OCONUS to CONUS, or inter-theater and short tour OCONUS under permissive conditions are not authorized.

c. An application either on DA Form 4187 or memorandum for permissive assignment will include a statement that the application, if approved, is subject the following rules:

(1) Officers must have at least 12 months but less than 24 months at current station. This cannot be waived. However, an officer may submit a 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 officer's grade and career field/military occupational specialty (MOS).

(3) Officer based OCONUS will extend their DEROS when necessary.

(4) No stabilization period is authorized for these assignments.

(5) Officers will pay all expenses incident to travel to the new duty station, including transportation of Family members and shipment of household goods. Officers will also arrange for shipment of household goods. Government facilities including packing, movement, and storage will not be used. Officers may, however, obtain advice from the local transportation office.

(6) Travel time in conjunction with the move will be charged as ordinary leave.

(7) A permissive assignment request may be withdrawn at any time prior to departing the current duty station. If the request is withdrawn, it will also be revoked.

5-6. Disenrollment from the Married Army Couples Program

- a. Officers may terminate enrollment in the MACP at any time by initiating a DA Form 4187 to their servicing MPD, BCT, and/or BDE S1.
- b. Failure to update MACP information or changes in marital status will cause continued JD assignment consideration (including officers who are legally separated or divorced).
- c. Officers that are legally separated or divorced must update current marital status through their servicing MPD/BCT/BDE S1. Officers will be automatically disenrolled from the MACP when their marital status updates in the HRC database.
- d. Officers, 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 S-1. When officers are serviced by the same MPD, BCT, and/or BDE S1, only one officer needs to submit the application. However, both signatures are required.

5-7. Assignment policies to accommodate individual officer circumstances

- a. *Reassignment of officers infected with human immunodeficiency virus.* Officers determined to be infected with human immunodeficiency virus (HIV) and found to be fit for duty will be reassigned per provisions outline in AR 600-110.
- b. *Reassignment of officers as conscientious objector.* Officers will be used in a proper noncombatant arms branch and precluded from unit assignments in which they are required to bear arms per AR 600-43. If after a thorough evaluation, the branch, installation, or ACOM determines that a 1-A-0 conscientious objector cannot fulfil the requirements of their officer specialty, an involuntary branch transfer may be initiated.
- c. *Hostile fire area.* Assignment of sole surviving son and/or daughter to duty in designated hostile fire/imminent danger areas referred to as “hostile fire area.” If a Soldier of a Family is killed or dies when serving in a designated hostile fire area, other Soldier(s) of the same Family will, upon approval of their request, be exempt from serving in designated hostile fire areas. If already serving in such an area, they will be reassigned out of the area. The exemption also applies to Family members of those Soldiers who are in a captured or missing status or who have been determined by the Department of Veterans Affairs or a military Service to be 100 percent physically or mentally disabled.
- d. *Registered sex offenders.* Officers will comply and be assigned according to the provisions of AR 27-10, AR 190-45, DODI 1315.18, DODI 1325.07, DODI 5525.20, and 42 USC Chapter 151 which require registration of military sexual offenders with the Installation Provost Marshal and state sex offenders with the Installation Provost Marshal and state sex offender registration officials.
 - (1) Officers who are or who become registered sex offenders will not be assigned to a foreign country.
 - (2) Officers convicted of qualifying sexual offenses may only be assigned to CONUS, Hawaii, Alaska, Puerto Rico, or territories and possessions of the United States.
 - (3) Officers currently serving in any location who have been convicted of an offense are ineligible for continued duty at those locations. Overseas commanders, ACOMs, ASCCs, or DRUs will identify such officers in their commands and coordinate with HRC for reassignment to the CONUS or the permitted OCONUS locations. Officers who are deployed to non-permitted OCONUS locations in any status (TDY and/or temporary change of station (TCS)) will immediately be returned to their parent organization.

5-8. Expedited Victim Transfer or reassignment for victims of sexual assault

- a. Commanders and civilian leaders must consider requests of sexual assault victims for transfer or reassignment in an expedited manner.
- b. Officer will submit DA Form 4187 and include any and all concerns to aid the commander in understanding their needs and in making an appropriate decision.
- c. Commanders (battalion or above) will consider all credible reports (limited to unrestricted), evidence, and the advice of the supporting legal advisor. Once concluded that there are reasonable grounds to believe that an offense constituting sexual assault has been committed against the person requesting the transfer or reassignment, transfer or reassignment will be considered.
 - (1) Commanders will start with a presumption in favor of transferring or reassigning the victim as follows:
 - (a) Temporary or permanent movement to a unit within the same battalion, brigade, or division.
 - (b) Unit on the same installation.
 - (c) Different geographic location.
 - (d) RCs may include provisions to perform inactive duty training on different times or weekends.
 - (2) Commanders may consider several factors for the lowest level of transfer or reassignment that meets both the needs of the victim and the Army, such as:
 - (a) Concern of the victim.
 - (b) Operational necessity, including situationally unique requirements in deployed areas.

- (c) The nature and circumstances of the offense.
 - (d) The location of the alleged offender.
 - (e) Potential transfer or reassignment of the alleged offender instead of the victim.
 - (f) The alleged offender's status (officer or Civilian).
 - (g) Status of the investigation and the potential impact of the victim's transfer or reassignment on the investigation, future disposition of the victim's transfer or reassignment on the investigation, future disposition of the allegation and potential prosecution or other adverse action that may be initiated against the alleged offender.
 - (h) Potential disposition of collateral misconduct.
- d. Commanders will take reasonable steps to prevent a transfer or reassignment from negatively impacting the victim's career to the extent practicable. Prior to approving a request, the commander will ensure the victim is fully informed regarding reasonably foreseeable impacts on their career, the potential impact of the transfer or reassignment on the investigation, potential prosecution or initiation of other adverse actions against the alleged offender, or any other possible consequences of granting the request. If, after fully informed, the victim elects not to proceed with their request, the victim must withdraw the request in writing.
- e. A commander recommending disapproval of the request will provide the reason(s) for the recommendation in writing. A victim's request may be disapproved only by the first GO in the victim's chain of command, who may delegate disapproval authority to another GO within the command, or to a member of the senior executive service. When a victim requests transfer to another installation, the authority to disapprove the request is reserved to the CG, HRC.
- f. If a commander cannot approve a request at their level of command, the victim's request will be forwarded through the chain of command to the appropriate approving authority. Each commander in the chain of command through which the request is submitted will provide their written recommendation to the approving authority. Request for PCS transfers must be forwarded to U.S. Army HRC at usarmy.knox.hrc.mbx.opmd-ofc-compassionate-actions@mail.mil.
- g. The commanding officer must approve or disapprove a Service member's request for PCS, PCA, or unit transfer within 72 hours from receipt of the Service member's request. The decision to approve the request shall be immediately forwarded to the designated activity that processes PCS, PCA, or unit transfers. Transfers to a different installation should be completed within 30 calendar days from the date of the transfer is approved. Local moves should be completed within 1 week from the date of transfer is approved.

5-9. Policies for assignment to utilize education and professional developing positions

a. *Reassignment of officers for Advanced Civil Schooling and Training with Industry.* Reassignment of officers for Advanced Civil Schooling and Training with Industry will be in accordance with AR 621-1.

b. *Lieutenant's assignment policy (not including Army Medical Department, Judge Advocate General's Corps, and Chaplain Corps).*

- (1) Assign newly accessed LTs to installations and/or locations where troop leading and/or branch qualifying experience is available.
- (2) LTs unable to obtain troop leading/branch qualifying experience at the initial accession assignment locations/installation may volunteer to be reassigned to an overseas area when they have 24 months in service and a sufficient service obligation remaining.
- (3) Experienced LTs will normally fill LT positions at locations where troop leading/branch qualifying experience is not available.

c. *Company-level command assignment policy.*

(1) Company-level command is an invaluable assignment for developing leadership abilities and as such is an extremely important part of the professional development of an Army commissioned officer. Officers who have demonstrated the potential for and desire to command troops should fill company-level command positions.

(2) The stability of commanders is critical to unit readiness and cohesion; therefore, the CONUS and overseas long tour company-level command tour length is established at 18 to 24 months. The following factors influence the change of command date:

- (a) Availability of a qualified officer to fill the command position.
- (b) Unit stability consideration consisting of unit readiness and state of unit training. It also consists of pending major exercises or inspections and the availability and stability of other officer and noncommissioned officer (NCO) in the unit.
- (c) Professional development of the officer includes the type of unit and its relationship to the officer's career field, the unit activities during the command tour, the officer's performance in command and rate of development, and the consideration of other developmental opportunities in their career field.

(3) The CONUS TOS requirement and OCONUS accompanied long tour length is 36 months. Local commanders should provide eligible officers the opportunity to complete company-level command tours during the expected TOS. HRC will consider each request for extension on station for purposes of command. The following guidelines apply:

(a) An officer will not be placed in command at the losing installation if alert notification of PCS has been received.
(b) An officer with 36 or more months TOS in CONUS or within 12 months of DEROS OCONUS will not be placed in a company, battery, or troop command position without prior coordination with the appropriate career management branch of HRC. Request for stabilization for purpose of command will be submitted to HRC for consideration.

(c) HRC will consider requests for extension or stabilization for up to 12 additional months on station or until completion of 18 months in command.

(4) An officer will not be placed in a subsequent command position without prior coordination with HRC.

d. Captain's Career Course.

(1) This paragraph establishes policies, prescribes procedures, and assigns responsibilities applicable to the CCC. This paragraph does not apply to AMEDD, JAGC, or Chaplain Corps officers.

(2) Officers will be identified to attend CCC 6 months prior to the course start date.

(3) Students receive personal interviews with HRC assignment managers and finalize any required assignment adjustments.

(4) Any training requirements later identified beyond the DA prescribed length of training will be the responsibility of the gaining unit.

(5) If specific training is required, but due to scheduling difficulties the officer cannot be programmed to attend within 2 weeks following completion of CCC, the officer will proceed to their next duty station. HRC, with the concurrence of the gaining unit, may program the officer for future training when quotas become available.

(6) The Army Training Requirements Resource System (ATRRS) will be used for scheduling CCC and additional training. HRC will input all personnel data for class attendance. Proponent schools will annotate student status and input follow-on module training scheduled.

(7) Deletion from attendance to CCC will occur only when a resignation packet is approved by HRC.

e. Assignment for intermediate level education/Command and General Staff College.

(1) Graduates of resident ILE, not including Chaplain Corps, JAGC, and AMEDD officers, are assigned according to an annual ILE distribution plan prepared by HRC. The ILE plan allocates graduating students to command based on leader development objectives and ACOM support for the grade, branch, and functional area of the officers being assigned.

(2) Distribution priority is to maximize benefit to the Army of the ILE educational experience with a focus on troop units followed by the requirement to increase experience on high-level Joint and Service staffs. While the majority of ILE graduates are assigned under the annual ILE distribution plan, other graduates are assigned as available, using the same distribution philosophy where possible.

(3) Officers whose utilization is dictated by other Army programs (for example, Advanced Military Studies Program (AMSP), Army Education Requirements Board, and Training with Industry) will be assigned according to the requirements of those programs.

f. Graduates of resident senior Service college and fellowships. Graduates of resident SSC and fellowships are assigned according to the specific nature of the SSC education and the individual qualifications of the graduate. Graduates of the Army War College Distance Education Program return to their assigned commands at the completion of the program. The same criteria used to assign resident SSC graduates are used for studies graduates when they become available for reassignment. Distribution priority is specified for ILE graduates.

g. Assignment of Army competitive category lieutenant colonels who are former battalion commanders.

(1) In most cases, officers who have successfully completed a centrally selected battalion command (battalion command included on the command election list) and are serving in the grade of LTC will be assigned to the following types of positions and/or commands:

(a) OSD and the Joint Staff.

(b) Army Staff.

(c) Other Joint duty positions as delineated on the JDAL.

(d) TRADOC schools.

(e) Field operating agencies of the Army Staff.

(2) The positions and/or commands listed in paragraphs 5-9g(1)(a) through 5-9g(1)(e) are not by priority nor are they exclusive, and do not restrict the assignment of former battalion commanders to any other positions and/or commands. The positions and/or commands on the list are guidelines for assignments where former battalion commanders can best utilized and share their command experience.

h. Assignment for graduates of the School of Advanced Military Studies.

(1) *Advanced Military Studies Program.*

(a) AMSP is a graduate-level program of the School of Advanced Military Studies (SAMS) that provides education in military art and science. The focus is on the military art and science of planning, preparing, and executing full spectrum operations in Joint, multinational, and interagency contexts. The curriculum combines integrated study of military history,

military theory, and execution based practical exercises, and enables students to develop cognitive problem-solving skills to overcome operational challenges at the tactical and operational levels of war. The course emphasizes both command and staff perspectives on military decision making, doctrine, and force employment. State-of-the-art information technologies enable student interaction with the field, and provide an exercise environment for collaborative Joint and multinational operations planning, preparation, and execution. Graduates earn a master's degree in military arts and sciences. Following graduation, officers serve one utilization tour, at least 12 months long, in critical battle staff position within a division, corps, or equivalent headquarters.

(b) There is a two-tier distribution plan for the AMSP graduating class and former graduates. Tier I is the annual distribution plan for the AMSP graduating class, minus those graduating AMSP students who are LTCs. Any AMSP graduating LTC will be assigned to a tier II position. Tier II is the formalized plan for the reutilization of the graduates of AMSP and Advanced Operational Art Studies Fellowship (AOASF).

(c) Tier I distribution is the first assignment after graduation for AMSP students and is phase III of their education process. Officers in tier I utilization tours will serve as a staff plans officer with priority of fill to committed, forward-deployed, contingency, and reinforcing units. Functional area 59 (strategic plans and policy) officers' tier I assignments should be to a corps or ASCC headquarters. Special forces officers are assigned to U.S. Special Operations Command at forward-deployed units based on the officers' regional orientation. When applicable, adjustments to distribution will be coordinated through FORSCOM, U.S. Army Europe, and Eighth U.S. Army to cover distribution of shortages and support operations command positions.

(d) Subsequent assignments for AMSP graduates (tier II) will be to operational/strategic planning, Joint positions, doctrine writing, or positions that sustain currency/development in the officer's branch or functional area. A minimum number of AMSP and AOASF graduates in selected operational or theater level headquarters is directed by CSA.

(2) *Advanced Operational Art Studies Fellowship.*

(a) AOASF is the capstone program of SAMS. Focused on the operational and strategic levels of war, AOASF is a 2 year SSC level course that prepares senior officers for COL level command and for operational planning assignments to combatant and service component commands. During year one, fellows follow a curriculum that includes graduate-level study of military art and science, visits to combatant and service component commands, guest speakers, and practical exercises in campaign and major operations planning. Graduates of AOASF earn a master's degree in military arts and science and receive MEL code 1 (War College level graduate). During year two, fellows serve as faculty members of ILE at Fort Leavenworth, Kansas with service as seminar leaders in AMSP.

(b) The initial assignment after graduation is considered a phase of their education. These officers are assigned primarily to COL level positions in coalition, Joint, and component headquarters where operational level planning occurs.

(c) Other AOASF graduates are considered for assignment to COL level positions in non-Joint U.S. or combined ground component operational headquarters.

(d) AOASF graduates selected for brigade level command will serve their utilization tours subsequent to command.

5–10. Warrant officer assignments

a. Except as otherwise authorized by the Director, HRC OPMD, WOs will be assigned to positions in the WO's grade, or one grade lower or higher, and classified with the officer's primary MOS. When a vacancy does not exist within a WO's primary MOS, the WO may be assigned either to a vacancy in their secondary MOS or as excess. The career management authority may not delegate exception authority.

b. When unusual circumstances require assignment of a WO outside their primary or secondary MOS, the WO's commander will report the circumstances surrounding such requested assignment by memorandum through channels to the CG, HRC. This memorandum will be forwarded not later than 30 days prior to the time of such assignment and will identify the position to which the WO is to be assigned, their current classification AOC or MOS, the grade authorized, and the duties of the position. The memorandum will also identify special qualification identifiers, additional skill identifiers, and language identification codes possessed by the WO as required in the position. When local conditions dictate assignment of an available WO to the position in question, all factors leading to that determination will be explained fully in the memorandum to CG, HRC. When such conditions are temporary, the anticipated duration of the assignment and planned disposition of the WO concerned will be included. The CG, HRC will evaluate each report to determine whether the assignment is in the best interest of the Army and will promptly advise the reporting command of its determination.

c. Prior to the assignment of a WO to a position not classified within their primary or additional MOS, OPMD will generate a memorandum documenting concurrence. Cite the approval authority in accordance with DA Pam 623–3 in the WO's evaluation report. The appropriate AOC and duty title of the position will be entered in the officer's evaluation report and record of assignment portion in the WO's DA Form 4037 (Officer Record Brief).

d. A secret clearance is a condition of appointment. Commissioned officers and WOs assigned to or appointed MI must meet additional prerequisites as outlined in AR 600–3 and DA Pam 611–21. Waiver of MI appointment requirements may only be granted with coordination with DCS, G–2.

e. All key AC chief warrant officer four and chief warrant officer five 011A positions are nominative capstone and broadening assignments. Only officers who have been carefully developed through attendance at the right education, at the right time, and with the right assignment experiences will be selected for the following key Army 011A billets:

- (1) Army Staff SWO.
- (2) DCS, G–1 Warrant Officer Promotions and Policy Integrator.
- (3) DCS, G–3/5/7 Warrant Officer Leader Development.
- (4) FORSCOM, Command Chief Warrant Officer.
- (5) TRADOC G–3/5/7 Warrant Officer Leader Development.
- (6) Combined Arms Center Command Chief Warrant Officer.
- (7) Center for Army Leadership Warrant Officer Integration Officer.
- (8) School of Advanced Leadership and Tactics Mid-Grade Learning Continuum Warrant Officer Cohort Integrator.
- (9) Deputy Commandant, Warrant Officer Career College (WOCC).
- (10) TRADOC Initial Military Training Warrant Officer Policy Integrator.
- (11) HRC SWO.
- (12) Commander, Headquarters and Headquarters Company, WOCC.
- (13) Commander, 1st Warrant Officer Company, WOCC.
- (14) Senior Training, Advising and Counseling Officer, 1st Warrant Officer Company, WOCC.

f. WOs who have not completed the appropriate PME for their grade are prohibited from serving in command at any level, PME instructor, HQDA centralized selection boards, chief warrant officer of the branch, regimental chief warrant officer, command chief warrant officer, HRC career manager or any of the key Army 011A billets.

5–11. U.S. Army Regimental System

AR 870–21 provides an overview of the U.S. Army Regimental System and disseminates Army policy. AR 870–21 addresses regimental affiliation, corps, special branch affiliation, and honorary and distinguished titles and positions.

5–12. Joint duty assignments

a. *Joint duty assignment tour length requirements.*

(1) 10 USC 664 states the length of a JDA will not be less than 2 years. Not all officers will depart a standard Joint duty assignment (S–JDA) at 2 years. The military Services may reassign officers at 2 years without a Secretary of Defense JDA tour length waiver. This policy does not change assignment tour length pursuant to DODI 1315.18 or supersede JTR requirements for CONUS or OCONUS.

(2) Officers must complete a full 2-year tour, to include constructive credit as described in DODI 1300.19, unless they qualify for a JDA tour length exclusion or waiver listed DODI 1300.19.

(3) Temporary duty periods of 30 or more consecutive days away from an officer’s assigned Joint organization for Service-related duties, including pre-command or refresher training, or attendance at Joint professional military education courses, will not count toward the 24 month minimum for JDA credit. The Joint organization to which the officer is assigned will track this requirement outside of the Joint Duty Assignment Management Information System. The Joint organization has the authority to waive this requirement on a case-by-case basis when appropriate. TDY periods of less than 30 days do not change an officer's permanent assignment to a JDAL position or JDA credit status.

(4) Officers may be released from S-JDAs before completing the prescribed tour lengths without a JDA tour length waiver if they are:

(a) Serving in overseas S-JDAs, including Alaska and Hawaii, for which the tour length prescribed by DODI 1315.18 is less than 2 years.

(b) Less than full-time RC officers.

(c) Reassigned for unusual personal reasons, including extreme hardship and medical conditions beyond the control of the officer or the military Service concerned.

(d) Retired or released from active duty.

(e) Suspended from duty and reassigned from the Joint Staff or a combatant command pursuant to 10 USC 155 or 10 USC 164. A suspension from duty that is a result of an adverse action should be documented in the officer’s personnel record, and in writing, to the military Service concerned.

b. *Joint tour credit.*

(1) An officer may receive full tour credit after 24 months in an S–JDA, experience-based JDA, or combination of S–JDA and experience-based JDA.

- (2) JDA tour length waivers must be approved before an officer departs the Joint organization.
 - (3) Officers will only be awarded accrued credit for serving less than 22 months in an S–JDA with an approved Joint tour length waiver.
 - (4) Waiver requests submitted after an officer has departed will not be granted and accrued JDA credit will not be awarded.
 - (5) Officers who serve the unaccompanied tour length or tours that are less than 2 years receive accrued JDA credit as discussed in DODI 1300.19.
 - (6) RC officers have two options to earn Joint qualification, the S–JDA path and the experience-based JDA path. Full tour credit is 4 years with a minimum annual participation of 36 days a year. Refer to DODI 1300.19.
- c. Joint qualified officer requirements.* Joint qualified officer requirements are prescribed in DODI 1300.19 and for both AC and RC officers.

Chapter 6

Officer Initiated Actions

6–1. Individual requests for reassignment actions

- a.* Requests by officers for PCS, deletion, deferment, stabilization, or dependent deferment of travel from orders will be submitted in accordance AR 600–8–11 and procedures outlined in this chapter. These requests will be carefully reviewed/endorsed by the officer’s chain of command to ensure that only those reassignments essential to the needs of the Service or those meeting specific criteria are approved.
- b.* Requests for overseas tours submitted pursuant to AR 614–30 will not be processed under the provisions of this chapter.
- c.* Officers alerted or on order for reassignment who submit a request will be advised that—
 - (1) The needs of the Army are the major determining factor in approval or disapproval of a request.
 - (2) Once an application has been submitted, the officer will be retained at the home station pending a final decision.

6–2. Compassionate requests

- a.* If the concern involves the health and welfare of a Family member, the affected person must be an authorized dependent or the spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the officer.
- b.* Requests for a change in assigned based on compassionate circumstances will submit DA Form 4187 and DA Form 3739 (Application for Compassionate Actions) with a memorandum from a physician explaining diagnosis, prognosis, treatment plan, and any other supporting documentation. Requests may be submitted via email to HRC (HRC–OPD–P) at usaarmy.knox.hrc.mbx.opmd-ofc-compassionate-actions@mail.mil. Chaplains submit documentation to their respective chaplain career manager (see website <https://www.hrc.army.mil/content/chaplain%20branch> for point of contact information).
- c.* Compassionate deletions and deferments will be submitted in accordance with AR 600–8–11.
- d.* When OPMD or the special branch determines that no more than 90 days will be required to resolve a particular Family problem, the attachment of the officer to a unit in the desired location may be directed. This will be a permissive attachment at no expense to the government. Per diem travel allowance will not be authorized and all travel time to and from the unit will be charged as leave.
- e.* All responses by OPMD or the appropriate special branch will be by electronic message directly to the installation or activities that submitted the requests. For cases that are disapproved, the reason for the disapproval will be cited. Approved requests will be in the form of an AI and will cite sufficient information and authority to reassign the officer. When applicable, information copies will be given to other interested parties.

6–3. Compassionate stabilization

- a.* An officer who receives an approved compassionate reassignment will be stabilized for up to 1 year. Deletion or deferment from orders will normally be in effect until the problem is solved or for 1 year, whichever occurs first. If the problem is resolved before the stabilization period ends, the OPMD or special branch career manager will be advised by electronic correspondence by the officer or command involved. Termination of the stabilization period does not necessarily mean the officer will be reassigned. Subsequent moves will be based primarily on military requirements.
- b.* This approval also constitutes authority to reassign the spouse of an officer serving a JD assignment when a valid requisition exists in the spouse’s grade and specialty in the same area of their spouse approved for a compassionate reassignment. In this instance, the spouse will not be required to submit a separate request for this assignment.

6-4. Compassionate stabilization due to death of a spouse

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

b. Officers who experience the death of a spouse are automatically stabilized for a period of not less than 12 months upon HRC Casualty and Mortuary Affairs Operations Center (CMAOC) notification to HRC. Stabilization actions should be completed no later than 30 days after the receipt from CMAOC.

(1) Once stabilized, an officer may submit DA Form 4187 to request or extend their stabilization period to 24 months through their chain of command to Commander, U.S. Army Human Resources Command (HRC-OPD-P), 1600 Spearhead Avenue, Fort Knox, KY 40122-5100.

(2) OCONUS officers 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."

6-5. High school senior stabilization

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 2020; submit request between March through September 2018). 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. Officers may be eligible to PCS before the start of the student's junior year of high school.

b. Director, HRC OPMD is the disapproval authority. OPMD division chief is the approval authority. All requests will be submitted to HRC for consideration, regardless of chain of command recommendation. Officer will request stabilization using a DA Form 4187 or memorandum. The request will be submitted to HRC for consideration. Officer's request will include the following:

(1) A letter and/or memorandum from the high school with the student's name 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 officer's request.

(3) OCONUS officers with a DEROS prior to their 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."

(4) Officers enrolled in MACP must both apply if both desire stabilization under these provisions.

(5) Requests for an officer on AI to a dependent-restricted tour will be considered on a case-by-case basis since the intent of the procedure is to stabilize the Family member. Officers who are schedule to attend a PCS school (for example, Command and Staff College) will also be considered on a case-by-case basis.

(6) If the stabilization/deletion/deferment request is approved, the officer's stabilization date will be 30 days after the high school student's graduation.

c. For the Chaplains branch, the personnel director (DACH-PEZ) is the approval and disapproval authority for high school stabilization.

6-6. Specialized care or education

a. Officers enrolled in the EFMP may request stabilization from PCS movement any time during their career. The stabilization, including all continuous (cumulative) time at the duty station will be for a minimum of 4 years. OCONUS officers with a DEROS prior to the requested stabilization date must agree to extend their overseas tour to meet the stabilization requirement. The intent of the program is to provide stability to officers with EFMs at locations with existing resources to meet their medical and/or educational needs.

b. Stabilization for EFMs does not apply to officers who are selected to perform TDY or TCS away from home station to participate in combat or operational deployments, training exercises, or for personnel management or professional development reasons (for example, CCC or ILE).

c. The provisions of this section apply to RA and USAR officers only. ARNG and USAR officers must contact their servicing personnel office for guidance. RA officers assigned to non-Army agencies or units must comply with all directives and regulations that apply to their command before submitting the request. (For example, officers assigned to the Defense Courier Service must comply with DODD 5200.33.)

d. While a Family member's registration in EFMP is a prerequisite for submitting a stabilization request, it is not a sufficient reason for approving a request. It is important to note that the goal of EFMP stabilization is to provide sustained care of an officer's EFMs. Officers who are enrolled in the EFMP are considered eligible for worldwide assignment according to the needs of the Army. One of the following criteria must be met for the Army to consider a request for stabilization:

(1) A PCS move would disrupt access to necessary and effective medical or educational services, and the disruption would place the EFM's health, safety, or development in jeopardy. A difference in educational methodology at a potential PCS location is not a sufficient justification for stabilization.

(2) The EFM has a diagnosis that requires extensive support from state and local resources, which the Family is unlikely to reacquire at a new duty station in a timely period without jeopardizing the EFMs health, safety, or development.

(3) The Family has multiple EFMs who are receiving a combination of tri-service medical care (TRICARE), state, and local services. The aggregate services would be difficult to reacquire in a timely period at a new duty location.

e. The request will be submitted through the chain of command to the ACOM/ASCC/DRU level for a recommendation. The request will be forwarded to HRC regardless of the chain of command recommendation. Director, HRC OPMD is the approval/disapproval authority. The Office of the Surgeon General will review medically-based requests and provide recommendations regarding the necessity for stabilization. ACOMs will review educationally-based requests and provide recommendations. The officer's request packet will include the following:

(1) DA Form 4187 requesting withdrawal or stabilization.

(2) DD Form 2792 (Family Member Medical Summary).

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

f. A letter from the treating physician or education specialist addressing diagnosis, prognosis, treatment plan, and the potential impact if HRC does not approve the stabilization.

g. For OCONUS requests, the responsible regional medical command and/or school official must provide a memorandum confirming the availability of resources to meet the needs of the EFM during the projected stabilization period.

h. Requests for stabilization will be coordinated with the officer's career management branch. Upon approval, OPMD will ensure the year-month availability for assignment is adjusted for officer.

i. Normal reassignment rules apply for officers on AI. That is, the officer may request deletion or deferment in accordance with AR 600-8-11.

j. Upon completion of the stabilized tour, officers are subject to assignment in accordance with the needs of the Army, unless a second request for stabilization is approved for the current duty station.

k. Officers may request withdrawal from stabilization at any time during the stabilization period based on the professional development needs, a change in the dependent's EFMP status, or other such circumstances impacting the stabilization.

6-7. Dependent deferred travel

a. When circumstances require dependents to reside separately from the officer, The SECARMY has approved four distinct categories for consideration under this authority:

(1) Officers who receive PCS orders to units deploying within 12 months of arrival. Requests under this category must include a copy of deployment order.

(2) Officers who have dependents in educational programs that do not wish to be disrupted. Requests under this category must include a letter from the educational institution.

(3) Officers who request to have their spouses continue employment at the old duty station.

(4) Officers who have dependents with medical considerations that warrant leaving them at the old duty station location. Requests under this category must include a letter from the gaining station's EFMP coordinator. Other medical considerations must include a letter from a competent military medical authority substantiating the requirements to leave the dependents at the old station.

b. Address requests to the Deputy Chief of Staff, G-1 (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300.

c. Requests must include a memorandum stating the reason for the request and when the officer's household was established, orders assigning the officer to the new permanent duty station, orders assigning the officer to the old permanent duty station (request for orders is not acceptable), and current leave and earnings statement. Officers below the grade of O-4 must have their request endorsed by the first field grade officer in the chain of command.

6-8. Terminal assignment

A terminal tour assignment allows the officer the opportunity to serve in a position located near a designated home of retirement. Such an assignment is encouraged as much as possible within Army requirements and the effective use of personnel and funds. However, reassignment within CONUS will not be made solely for retirement purposes. A minimum of 24 months remaining time in service is required upon arrival at new duty station to be eligible for assignment within CONUS. If the officer is currently serving an overseas tour, a completed prescribed overseas tour is required.

6–9. Retirement instead of permanent change of station

a. Officers on orders to a course of instruction, an overseas station, or any other assignment that will subject them to an active duty obligation will comply with the assignment orders unless an exception is granted by HRC. Exceptions will be considered on an individual basis provided the resignation or release from active duty is submitted within 30 days of receipt of the alert or reassignment order, whichever is earlier.

b. Officers who have at least 19 years and 6 months of active federal service and who receive an alert or orders for a PCS reassignment may request retirement instead of complying with such alert or orders, whichever is earlier, and is subject to the conditions prescribed in AR 600–8–24.

Chapter 7 Requisitions

7–1. Requisition of officers

a. OPMD distributes officers by grade, skill, or specialty at the distribution management sublevel (DMSL) level. Installation SCs are responsible for the distribution of skill and grade under their authority at the local installation. Units will prioritize vacant positions within their command and request validation of their vacancies through OPMD (see app C for DMSL codes).

b. OPMD generates and publishes a distribution plan based on current and projected strength, available inventory, prioritized unit vacancies, and Army priorities.

c. Officer movement is not based on TOS. Officers will depart units based on Army priorities and professional development requirements, such as professional military education, key developmental experience, and broadening programs.

d. Do not requisition replacements for officers whose applications for extension of active duty are pending.

e. Do not request accelerated reporting dates unless the requisition qualifies for a critical fill and supports gap mitigation for an assignment with a DEROS.

f. Do not submit requisitions for battalion level command positions for which offices are centrally selected by a DA centralized selection list board.

g. OPMD utilizes a selective process to assign officers to high profile designated positions supporting senior leaders in DA and DOD organizations. Officers chosen for these positions have demonstrated outstanding performance, have impeccable military appearance, and are competitive for schooling, command, or equivalent within their career fields. Units provide input to HRC by identifying traits and characteristics required to fill these positions. Requisitioning officers for these positions require a DA Form 872 submission to HRC. The following is a list of assignments requiring this form:

- (1) Army Education Requirement Board.
- (2) AGS positions (Shotgun Program requests).
- (3) CSA Black Book Program.
- (4) Defense Agency positions.
- (5) GSWT (two star and above).
- (6) Strategist positions.
- (7) IG positions.
- (8) Air University staff and faculty.
- (9) Naval War College staff and faculty.
- (10) Civil Works Detail.

7–2. Requisitioning for general officer staff

OPMD processes requests for GO staff requirements under the Shotgun Program. Under this platform, AC and RC flag officer/member of the senior executive service, ADC, chief of staff, executive officer, military assistant, and special assistant positions in commands lacking the internal population to resource staff vacancies must submit a DA Form 872 (for AC). Submit DA Form 872 to assigned OPMD account manager or via email to usarmy.knox.hrc.msg.opmd-ord-non-conference-accounts@mail.mil. OSD submits SD Form 37 (Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel) signed by the requesting GO or their chief of staff/senior executive service equivalent. Commands lacking authorized positions must provide a recommendation for a position aligned under an approved authorization document to place of the requirement under.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website (<http://armypubs.army.mil>). DOD publications are available at <http://www.esd.whs.mil/dd>.

AR 20–1

Inspector General Activities and Procedures (Cited in para 3–8*a*.)

AR 27–10

Military Justice (Cited in para 5–7*d*.)

AR 37–104–4

Military Pay and Allowances Policy (Cited in para 5–3*b*(1).)

AR 55–46

Travel Overseas (Cited in para 5–3*c*(4).)

AR 135–18

The Active Guard Reserve Program (Cited in para 2–3*d*(14).)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in para 4–4*a*.)

AR 190–45

Law Enforcement Reporting (Cited in para 5–7*d*.)

AR 380–67

Personnel Security Program (Cited in para 1–13*g*.)

AR 600–3

The Army Personnel Development System (Cited in para 5–10*d*.)

AR 600–8–10

Leaves and Passes (Cited in para 1–8.)

AR 600–8–11

Reassignment (Cited in para 1–9.)

AR 600–8–24

Officer Transfers and Discharges (Cited in para 5–2*b*(3).)

AR 600–8–29

Officer Promotions (Cited in para 5–1*i*(4).)

AR 600–9

The Army Body Composition Program (Cited in para 3–8*e*(9).)

AR 600–20

Army Command Policy (Cited in para 1–6.)

AR 600–105

Aviation Service of Rated Army Officers (Cited in para 4–2*g*.)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 5–7*a*.)

AR 608–75

Exceptional Family Member Program (Cited in para 1–7.)

AR 614–30

Overseas Service (Cited in para 1–12*b*.)

AR 614–120

Inter-Service Transfer of Army Commissioned Officers on the Active Duty List (Cited in para 4–4b-1.)

AR 621–1

Training of Military Personnel at Civilian Institutions (Cited in para 5–9a.)

AR 635–8

Separation Processing and Documents (Cited in para 3–4d.)

AR 870–21

The U.S. Army Regimental System (Cited in para 5–11.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in para 5–10d.)

DA Pam 623–3

Evaluation Reporting System (Cited in para 5–10c.)

DODD 5106.04

Defense Inspectors General (Cited in para 3–8e.)

DODI 1315.18

Procedures for Military Personnel Assignments (Cited in para 1–12c.)

DODI 6495.02

Sexual Assault Prevention and Response (SAPR) Program Procedures (Cited in para 5–1a(5)(g).)

DODI 7730.67

Aviator Incentive Pays and Bonus Program (Cited in para 4–2g.)

NGR 600–100

Commissioned Officers-Federal Recognition and Related Personnel Actions (Cited in para 1–13d.) (Available at <http://www.ngbpdcc.ngb.army.mil>.)

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. Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website (<http://armypubs.army.mil>). USC material is available at <https://www.gpo.gov/fdsys>. DOD publications are available at <http://www.esd.whs.mil/dd>. The UCMJ is available at <http://www.ucmj.us/>.

AR 11–2

Managers' Internal Control Program

AR 15–6

Procedures for Administrative Investigations and Boards of Officers

AR 25–2

Information Assurance

AR 25–22

The Army Privacy Program

AR 25–30

Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 25–55

The Department of the Army Freedom of Information Act Program

AR 40–58

Warrior Care and Transition Program

AR 40–501

Standards of Medical Fitness

AR 50–5

Nuclear Surety

AR 50–6

Nuclear and Chemical Weapons and Materiel Chemical Surety

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army

AR 135–101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 195–2

Criminal Investigation Activities

AR 570–4

Manpower Management

AR 600–8–101

Personnel Readiness Processing

AR 600–8–105

Military Orders

AR 600–43

Conscientious Objection

AR 601–100

Appointment of Commissioned and Warrant Officers in the Regular Army

AR 608–1

Army Community Service

AR 623–3

Evaluation Reporting System

DA Pam 600–8

Military Human Resources Management Administrative Procedures

DA Pam 600–8–101

Personnel Processing Procedures

DODI 1300.19

DOD Joint Officer Management (JOM) Program

DODI 1322.10

Policy on Graduate Education for Military Officers

JTR

Joint Travel Regulations (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

UCMJ, Article 120

Rape and Carnal Knowledge

5 USC

Government Organization and Employees

10 USC

Armed Forces

10 USC 155

Joint Staff

10 USC 164

Commanders of combatant commands: assignment; powers and duties

10 USC 664

Length of joint duty assignments

10 USC 936

Authority to administer oaths and to act as notary

10 USC 3065

Assignment and detail: officers assigned or detailed to basic and special branches

10 USC 3533

Corps of Engineers: assignment or transfer of officers to duties involving civil functions

32 USC

National Guard

42 USC Chapter 151

Child Protection and Safety

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>).

DA Form 872

Requisition for Individual Officer Personnel (Prescribed in para 7–1g.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>). DD and SD forms are available on the OSD website (<http://www.esd.whs.mil/directives/forms>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 78

Recommendation for Promotion to 1LT/CW2

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3739

Application for Compassionate Actions

DA Form 4037

Officer Record Brief (Available through normal supply channels)

DA Form 4187

Personnel Action

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

SD Form 37

Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel (Stocked and Issued by WHS/HRD)

Appendix B

Army Command and Distribution Management Sublevel Codes

B-1. General

The information in this appendix may be used in conjunction with paragraph 7-1.

B-2. Distribution management sublevel codes

Table B-1 is provided as a reference. It contains command codes used in requisition and strength management identification. Information is listed by DMSL.

Table B-1
Army command and distribution management sublevel codes

Command Codes	Command	DMSL	DMSL Name
FC	FORSCOM	101	1st Brigade Combat Team (IBCT), 101st Airborne Division
FA	32nd Army Air and Missile Defense Command	108	108th Air Defense Artillery Brigade
P1	U.S. Army Pacific	10A	10th Support Group
E1	U.S. Army Europe	10H	10th Army Air and Missile Defense Command
FC	FORSCOM	11A	1st Brigade Combat Team (SBCT), 1st Armored Division
FC	FORSCOM	11B	11th Signal Brigade
FC	FORSCOM	11C	1st Brigade Combat Team (ABCT), 1st Cavalry Division
FC	FORSCOM	11I	1st Brigade Combat Team (ABCT), 1st Infantry Division
FC	FORSCOM	11M	1st Brigade Combat Team (IBCT), 10th Mountain Division
P1	U.S. Army Pacific	125	1st Brigade Combat Team (SBCT), 25th Infantry Division
E1	U.S. Army Europe	12A	12th Combat Aviation Brigade (H)
DM	Directed Military Overstrength	12B	12th Aviation Battalion
MW	U.S. Army Military District of Washington	12B	12th Aviation Battalion
FC	FORSCOM	12I	1st Brigade Combat Team (SBCT), 2nd Infantry Division
P1	U.S. Army Pacific	130	130th Engineer Brigade
FC	FORSCOM	13C	13th Expeditionary Sustainment Command
FC	FORSCOM	13I	1st Brigade Combat Team (ABCT), 3rd Infantry Division
FC	FORSCOM	14I	1st Brigade Combat Team (SBCT), 4th Infantry Division
DM	Directed Military Overstrength	15S	U.S. Army Signal School
TC	TRADOC	15S	U.S. Army Signal School
2A	U.S. Army Cyber Command	160	160th Signal Brigade
DM	Directed Military Overstrength	165	165th Infantry Brigade (IMTCOE)
TC	TRADOC	165	165th Infantry Brigade (IMTCOE)
FC	FORSCOM	16A	16th Combat Aviation Brigade (M)

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
P1	U.S. Army Pacific	16A	16th Combat Aviation Brigade (M)
FC	FORSCOM	16M	16th Military Police Brigade
DM	Directed Military Overstrength	171	171st Infantry Brigade (IMTCOE)
TC	TRADOC	171	171st Infantry Brigade (IMTCOE)
E1	U.S. Army Europe	173	173rd Airborne Brigade Combat Team (IBCT)
FC	FORSCOM	17F	17th Fires Brigade
FC	FORSCOM	182	1st Brigade Combat Team (IBCT), 82nd Airborne Division
MC	U.S. Army Medical Command	18C	18th Medical Command
FC	FORSCOM	18F	18th Fires Brigade
FC	FORSCOM	18H	XVIII Airborne Corps Headquarters
P1	U.S. Army Pacific	18M	65th Medical Brigade
TC	TRADOC	193	193rd Infantry Brigade (IMTCOE)
DM	Directed Military Overstrength	194	194th Armor Brigade (MCOE)
TC	TRADOC	194	194th Armor Brigade (MCOE)
DM	Directed Military Overstrength	196	196th Infantry Brigade
P1	U.S. Army Pacific	196	196th Infantry Brigade
DM	Directed Military Overstrength	198	198th Infantry Brigade (MCOE)
TC	TRADOC	198	198th Infantry Brigade (MCOE)
TC	TRADOC	199	199th Infantry Brigade (MCOE)
MC	U.S. Army Medical Command	19H	U.S. Army Medical Department Activity—Fort Irwin
P1	U.S. Army Pacific	19O	19th Expeditionary Sustainment Command
FC	FORSCOM	1AB	1st Security Force Assistance Brigade
FC	FORSCOM	1AC	11th Armored Cavalry Regiment
FZ	FORSCOM First Army	1AE	First Army East
DM	Directed Military Overstrength	1AF	First Army Headquarters
FZ	FORSCOM First Army	1AF	First Army Headquarters
FZ	FORSCOM First Army	1AW	First Army West
FC	FORSCOM	1CH	I Corps Headquarters
FC	FORSCOM	1CO	I Corps Others
DM	Directed Military Overstrength	1EB	U.S. Army Engineer School
TC	TRADOC	1EB	U.S. Army Engineer School
MC	U.S. Army Medical Command	1HH	U.S. Army Landstuhl Regional Medical Center
FC	FORSCOM	1MB	1st Medical Brigade
TA	USAREC and Cadet Command	1RB	USAREC 1st Recruiting Brigade
2A	U.S. Army Cyber Command	1SB	1st Signal Brigade
3A	3rd U.S. Army Central Command	1TH	1st Theater Sustainment Command
DM	Directed Military Overstrength	1XB	Army Public Affairs Operations Group
SB	Secretariat Field Operating Agencies	1XB	Army Public Affairs Operations Group

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
FC	FORSCOM	201	2nd Brigade Combat Team (IBCT), 101st Airborne Division
AS	U.S. Army Intelligence and Security Command	207	207th Military Intelligence Brigade
FC	FORSCOM	20E	20th Engineer Brigade
FC	FORSCOM	21A	2nd Brigade Combat Team (ABCT), 1st Armored Division
FC	FORSCOM	21C	2nd Brigade Combat Team (ABCT), 1st Cavalry Division
FC	FORSCOM	21I	2nd Brigade Combat Team (ABCT), 1st Infantry Division
FC	FORSCOM	21M	2nd Brigade Combat Team (IBCT), 10th Mountain Division
P1	U.S. Army Pacific	225	2nd Brigade Combat Team (IBCT), 25th Infantry Division
FC	FORSCOM	22I	2nd Brigade Combat Team (SBCT), 2nd Infantry Division
FC	FORSCOM	23I	2nd Brigade Combat Team (ABCT), 3rd Infantry Division
DM	Directed Military Overstrength	23Q	U.S. Army Quartermaster School
TC	TRADOC	23Q	U.S. Army Quartermaster School
FC	FORSCOM	24I	2nd Brigade Combat Team (IBCT), 4th Infantry Division
FC	FORSCOM	282	2nd Brigade Combat Team (IBCT), 82nd Airborne Division
FC	FORSCOM	2AB	2nd Security Force Assistance Brigade
FC	FORSCOM	2BF	201st Expeditionary Military Intelligence Brigade
P1	U.S. Army Pacific	2FO	210th Fires Brigade
TA	USAREC and Cadet Command	2RB	USAREC 2nd Recruiting Brigade
2A	U.S. Army Cyber Command	2SB	2nd Signal Brigade
FC	FORSCOM	301	3rd Brigade Combat Team (IBCT), 101st Airborne Division
2A	U.S. Army Cyber Command	311	311th Theater Signal Command
TC	TRADOC	316	316th Cavalry Brigade (MCOE)
FC	FORSCOM	31A	3rd Brigade Combat Team (ABCT), 1st Armored Division
FA	32nd Army Air and Missile Defense Command	31B	31st Air Defense Artillery Brigade
FC	FORSCOM	31C	3rd Brigade Combat Team (ABCT), 1st Cavalry Division
FC	FORSCOM	31M	3rd Brigade Combat Team (IBCT), 10th Mountain Division
P1	U.S. Army Pacific	325	3rd Brigade Combat Team (IBCT), 25th Infantry Division
FA	32nd Army Air and Missile Defense Command	32D	32nd Army Air and Missile Defense Command

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
DM	Directed Military Overstrength	32D	32nd Army Air and Missile Defense Command
2A	U.S. Army Cyber Command	335	335th Theater Signal Command
FC	FORSCOM	33I	1st Battalion, 28th Infantry Regiment (IBTF)
FC	FORSCOM	34I	3rd Brigade Combat Team (ABCT), 4th Infantry Division
P1	U.S. Army Pacific	35A	35th Air Defense Artillery Brigade
FC	FORSCOM	35S	35th Signal Brigade
FC	FORSCOM	36E	36th Engineer Brigade
FC	FORSCOM	382	3rd Brigade Combat Team (IBCT), 82nd Airborne Division
FC	FORSCOM	3AB	3rd Security Force Assistance Brigade
TC	TRADOC	3CB	U.S. Army Chemical School
DM	Directed Military Overstrength	3CH	III Corps Headquarters
FC	FORSCOM	3CH	III Corps Headquarters
FC	FORSCOM	3CR	3d Cavalry Regiment (SBCT)
FC	FORSCOM	3CS	3rd Expeditionary Sustainment Command
CB	U.S. Army Criminal Investigation Command	3MP	3rd Military Police Group
TA	USAREC and Cadet Command	3RB	USAREC 3rd Recruiting Brigade
DM	Directed Military Overstrength	425	4th Brigade Combat Team (IBCT), 25th Infantry Division
P1	U.S. Army Pacific	425	4th Brigade Combat Team (IBCT), 25th Infantry Division
DM	Directed Military Overstrength	428	428th Field Artillery Brigade
TC	TRADOC	428	428th Field Artillery Brigade
FC	FORSCOM	42M	42nd Military Police Brigade
DM	Directed Military Overstrength	434	434th Field Artillery Brigade
TC	TRADOC	434	434th Field Artillery Brigade
FC	FORSCOM	44M	44th Medical Brigade
AS	U.S. Army Intelligence and Security Command	470	470th Military Intelligence Brigade
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	48C	48th Chemical Brigade
3A	3rd U.S. Army Central Command	4BC	4th Battlefield Coordination Detachment
SP	U.S. Army Special Operations Command	4PO	4th Military Information Support Group (Airborne)
AS	U.S. Army Intelligence and Security Command	500	500th Military Intelligence Brigade
FC	FORSCOM	504	504th Expeditionary Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	505	505th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	513	513th Military Intelligence Brigade
2A	U.S. Army Cyber Command	516	516th Signal Brigade
DM	Directed Military Overstrength	525	525th Expeditionary Military Intelligence Brigade
FC	FORSCOM	525	525th Expeditionary Military Intelligence Brigade

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	52E	52nd Explosives Ordnance Group
FC	FORSCOM	555	555th Engineer Brigade
FC	FORSCOM	593	593rd Expeditionary Sustainment Command
DM	Directed Military Overstrength	59O	U.S. Army Ordnance School
TC	TRADOC	59O	U.S. Army Ordnance School
P1	U.S. Army Pacific	5BC	5th Battlefield Coordination Detachment
TA	USAREC and Cadet Command	5RB	USAREC 5th Recruiting Brigade
2A	U.S. Army Cyber Command	5SB	5th Signal Command
SE	Field Operation Agencies Resourced by OA-22	5XS	U.S. Army Center for Army Analysis
SE	Field Operation Agencies Resourced by OA-22	5YV	U.S. Army Command and Control Support Agency
FC	FORSCOM	62M	62nd Medical Brigade
J1	U.S. Army Element Shape (Joint)	650	650th Military Intelligence Group
DM	Directed Military Overstrength	66I	66th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	66I	66th Military Intelligence Brigade
FA	32nd Army Air and Missile Defense Command	69A	69th Air Defense Artillery Brigade
DM	Directed Military Overstrength	6DB	U.S. Army Financial Management Command
SB	Secretariat Field Operating Agencies	6DB	U.S. Army Financial Management Command
DM	Directed Military Overstrength	6IS	U.S. Army Legal Services Agency
SE	Field Operation Agencies Resourced by OA-22	6IS	U.S. Army Legal Services Agency
SB	Secretariat Field Operating Agencies	6JS	U.S. Army Judge Advocate General's School
CB	U.S. Army Criminal Investigation Command	6MP	6th Military Police Group
TA	USAREC and Cadet Command	6RB	USAREC 6th Recruiting Brigade
E1	U.S. Army Europe	6SG	16th Sustainment Brigade
DM	Directed Military Overstrength	6WS	U.S. Army Combat Readiness Center
SE	Field Operation Agencies Resourced by OA-22	6WS	U.S. Army Combat Readiness Center
DM	Directed Military Overstrength	701	701st Military Police Group
CB	U.S. Army Criminal Investigation Command	701	701st Military Police Group
AS	U.S. Army Intelligence and Security Command	704	704th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	706	706th Military Intelligence Group
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	71E	71st Ordnance Group
MC	U.S. Army Medical Command	72I	U.S. Army Walter Reed Institute of Research
MC	U.S. Army Medical Command	73I	U.S. Army Institute of Surgical Research
MC	U.S. Army Medical Command	74I	U.S. Army Research Institute of Environmental Medicine
FC	FORSCOM	75F	75th Fires Brigade
MC	U.S. Army Medical Command	76I	U.S. Army Aeromedical Research Laboratory
MC	U.S. Army Medical Command	77I	U.S. Army Medical Materiel Agency

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
DF	DOD Agencies	7HJ	U.S. Army Element Army and Air Force Exchange Service
DM	Directed Military Overstrength	7IJ	U.S. Army Element Navy Activities
JA	Joint Activities	7IJ	U.S. Army Element Navy Activities
MC	U.S. Army Medical Command	7JH	U.S. Army Medical Department Activity—Japan
DF	DOD Agencies	7JJ	Defense Equal Opportunity Management Institute
MC	U.S. Army Medical Command	7KH	U.S. Army Medical Department Activity—Korea
JA	Joint Activities	7NJ	U.S. Army Element National Defense University
JA	Joint Activities	7OJ	Inter—American Defense Board
MC	U.S. Army Medical Command	7PH	Tripler Army Medical Center
FC	FORSCOM	7SB	7th Transportation Brigade
MC	U.S. Army Medical Command	7SH	U.S. Army Medical Department Activity—Alaska
2A	U.S. Army Cyber Command	7ST	7th Theater Signal Command
MC	U.S. Army Medical Command	82I	U.S. Army Element Joint Health Service Agency
FC	FORSCOM	85C	85th Civil Affairs Brigade
MC	U.S. Army Medical Command	86I	U.S. Army Medical Research Institute of Chemical Defense
FC	FORSCOM	89M	89th Military Police Brigade
P1	U.S. Army Pacific	8MP	8th Military Police Brigade
SP	U.S. Army Special Operations Command	8PO	8th Military Information Support Group (Airborne)
DM	Directed Military Overstrength	8TB	U.S. Army Transportation School
TC	TRADOC	8TB	U.S. Army Transportation School
P1	U.S. Army Pacific	8th	8th Theater Sustainment Command
AS	U.S. Army Intelligence and Security Command	902	902nd Military Intelligence Group
FC	FORSCOM	916	U.S. Army National Training Center Support Brigade
DM	Directed Military Overstrength	94H	94th Army Air and Missile Defense Command
P1	U.S. Army Pacific	94H	94th Army Air and Missile Defense Command
DM	Directed Military Overstrength	9SC	U.S. Army Network Enterprise Technology Command
2A	U.S. Army Cyber Command	9SC	U.S. Army Command
P1	U.S. Army Pacific	9TO	I Corps Tactical Command Post Forward
FC	FORSCOM	A01	101st Combat Aviation Brigade (M), 101st Airborne Division
FC	FORSCOM	A1A	Combat Aviation Brigade (H), 1st Armored Division
FC	FORSCOM	A1C	Combat Aviation Brigade (H), 1st Cavalry Division
FC	FORSCOM	A1I	Combat Aviation Brigade (M), 1st Infantry Division
FC	FORSCOM	A1M	Combat Aviation Brigade (M), 10th Mountain Division
P1	U.S. Army Pacific	A25	Combat Aviation Brigade (L), 25th Infantry Division

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
P1	U.S. Army Pacific	A2I	Combat Aviation Brigade (H), 2nd Infantry Division
FC	FORSCOM	A3I	Combat Aviation Brigade (M), 3rd Infantry Division
FC	FORSCOM	A4I	Combat Aviation Brigade (H), 4th Infantry Division
FC	FORSCOM	A82	Combat Aviation Brigade (M), 82nd Airborne Division
TC	TRADOC	AAS	U.S. Army Aeronautical Services Agency
DM	Directed Military Overstrength	ACB	780th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	ACB	780th Military Intelligence Brigade
J1	U.S. Army Element Shape (Joint)	ACO	Allied Command Operations
SA	SECARMY	ACW	Assistant Secretary of the Army for Civil Works
FA	32nd Army Air and Missile Defense Command	ADB	11th Air Defense Artillery Brigade
DM	Directed Military Overstrength	ADM	Administrative Assistant Secretary of the Army
SA	SECARMY	ADM	Administrative Assistant Secretary of the Army
DM	Directed Military Overstrength	ADS	U.S. Army Air Defense Artillery School
TC	TRADOC	ADS	U.S. Army Air Defense Artillery School
MW	U.S. Army Military District of Washington	AFB	U.S. Army Field Band
DF	DOD Agencies	AFI	U.S. Army Element Defense Media Activity
DM	Directed Military Overstrength	AFN	Regional Headquarters Allied Forces North Europe
J1	U.S. Army Element Shape (Joint)	AFN	Regional Headquarters Allied Forces North Europe
J1	U.S. Army Element Shape (Joint)	AFS	Regional Headquarters Allied Forces South Europe
AS	U.S. Army Intelligence and Security Command	AIB	Aerial Intelligence Brigade
DM	Directed Military Overstrength	AIN	U.S. Army Deputy Chief of Staff, G-2
CS	U.S. Army Chief of Staff	AIN	U.S. Army Deputy Chief of Staff, G-2
JA	Joint Activities	AJJ	U.S. Army Element Air Force Activities
JA	Joint Activities	ALC	U.S. Army Element Alaska Command
SA	SECARMY	ALT	Assistant Secretary of the Army for Acquisition, Logistics and Technology
DM	Directed Military Overstrength	ALU	U.S. Army Logistics University
TC	TRADOC	ALU	U.S. Army Logistics University
DM	Directed Military Overstrength	AMC	U.S. Army Materiel Command
DM	Directed Military Overstrength	AML	U.S. Army Materiel Command Logistics Support Activity
DM	Directed Military Overstrength	AMM	U.S. Army Aviation and Missiles Command
X1	U.S. Army Materiel Command	AMM	U.S. Army Aviation and Missiles Command
DM	Directed Military Overstrength	AMO	Program Executive Office (PEO) Ammunition
AE	U.S. Army Acquisition Support Center	AMO	PEO Ammunition
AP	U.S. Military Entrance Processing Command	AMU	U.S. Army Marksmanship Unit
AN	Arlington National Cemetery	ANC	Arlington National Cemetery
3A	3rd U.S. Army Central Command	ARA	U.S. Army Central Command Headquarters

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
HR	RA Separating to Reserve Component (Component 1 Units)	ARC	RA Support to Reserve Component
3A	3rd U.S. Army Central Command	ARF	U.S. Army Central Command Forward
5A	5th U.S. Army Northern Command	ARN	U.S. Army North
DM	Directed Military Overstrength	ARN	U.S. Army North
3A	3rd U.S. Army Central Command	ARO	U.S. Army Central Command Others
DF	DOD Agencies	ARP	U.S. Army Element Defense Advances Research Project Agency
AP	U.S. Military Entrance Processing Command	ASB	U.S. Army Accessions Mission Support Battalion
DM	Directed Military Overstrength	ASO	U.S. Army Intelligence and Security Command Headquarters
AS	U.S. Army Intelligence and Security Command	ASO	U.S. Army Intelligence and Security Command Headquarters
DM	Directed Military Overstrength	ATC	Aviation Center of Excellence
TC	TRADOC	ATC	Aviation Center of Excellence
FC	FORSCOM	ATS	U.S. Army Air Traffic Services Command
SA	SECARMY	AUD	U.S. Army Auditor General
FC	FORSCOM	AUP	Associated Unit Personnel Exchange Program
AE	U.S. Army Acquisition Support Center	AVN	PEO Aviation
DM	Directed Military Overstrength	AWC	U.S. Army War College
TW	U.S. Army War College	AWC	U.S. Army War College
TC	TRADOC	AWG	U.S. Army Asymmetric Warfare Group
DF	DOD Agencies	BID	Defense Threat Reduction Agency
AE	U.S. Army Acquisition Support Center	BIO	Joint PEO Chemical and Biological Defense
MC	U.S. Army Medical Command	BJH	U.S. Army Medical Department Activity—Bavaria
DF	DOD Agencies	C1D	U.S. Army Element Defense Information Systems Agency
DM	Directed Military Overstrength	C3T	PEO Command Control Communications—Tactical
AE	U.S. Army Acquisition Support Center	C3T	PEO Command Control Communications—Tactical
SP	U.S. Army Special Operations Command	CAB	95th Civil Affairs Brigade
DM	Directed Military Overstrength	CAC	U.S. Army Combined Arms Center
TC	TRADOC	CAC	U.S. Army Combined Arms Center
CS	U.S. Army Chief of Staff	CAR	U.S. Army Chief of Reserve
DM	Directed Military Overstrength	CAS	U.S. Army Sustainment Center of Excellence
TC	TRADOC	CAS	U.S. Army Sustainment Center of Excellence
DM	Directed Military Overstrength	CBC	U.S. Army Element Cyber Command
JA	Joint Activities	CBC	U.S. Army Element Cyber Command
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	CBH	20th Chemical Biological Radiological Nuclear Support Command
DM	Directed Military Overstrength	CBO	U.S. Army Criminal Investigation Command Headquarters

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
CB	U.S. Army Criminal Investigation Command	CBO	U.S. Army Criminal Investigation Command Headquarters
TA	USAREC and Cadet Command	CC1	U.S. Army Cadet Command 1st Brigade
DM	Directed Military Overstrength	CC2	U.S. Army Cadet Command 2nd Brigade
TA	USAREC and Cadet Command	CC2	U.S. Army Cadet Command 2nd Brigade
DM	Directed Military Overstrength	CC3	U.S. Army Cadet Command 3rd Brigade
TA	USAREC and Cadet Command	CC3	U.S. Army Cadet Command 3rd Brigade
TA	USAREC and Cadet Command	CC4	U.S. Army Cadet Command 4th Brigade
TA	USAREC and Cadet Command	CC5	U.S. Army Cadet Command 5th Brigade
TA	USAREC and Cadet Command	CC6	U.S. Army Cadet Command 6th Brigade
TA	USAREC and Cadet Command	CC7	U.S. Army Cadet Command 7th Brigade
TA	USAREC and Cadet Command	CC8	U.S. Army Cadet Command 8th Brigade
DM	Directed Military Overstrength	CCE	U.S. Army Cyber Center of Excellence Headquarters
TC	TRADOC	CCE	U.S. Army Cyber Center of Excellence Headquarters
DM	Directed Military Overstrength	CCH	U.S. Army Cadet Command Headquarters
TA	USAREC and Cadet Command	CCH	U.S. Army Cadet Command Headquarters
DM	Directed Military Overstrength	CEC	U.S. Army Communications–Electronics Command
CE	U.S. Army Corps of Engineers	CEF	U.S. Army Corps of Engineers FOAS
DM	Directed Military Overstrength	CEH	U.S. Army Corps of Engineers Headquarters
CE	U.S. Army Corps of Engineers	CEH	U.S. Army Corps of Engineers Headquarters
DM	Directed Military Overstrength	CHA	U.S. Army Chief of Chaplains
CS	U.S. Army Chief of Staff	CHA	U.S. Army Chief of Chaplains
DM	Directed Military Overstrength	CHQ	U.S. Army Element Central Command Headquarters
JA	Joint Activities	CHQ	U.S. Army Element Central Command Headquarters
TC	TRADOC	CHS	U.S. Army Chaplain School
DM	Directed Military Overstrength	CIC	U.S. Army Element Joint Intel Center Central Command
JA	Joint Activities	CIC	U.S. Army Element Joint Intel Center Central Command
DM	Directed Military Overstrength	CIO	U.S. Army Chief Information Officer, G-6
SA	SECARMY	CIO	U.S. Army Chief Information Officer, G-6
HC	U.S. Army Human Resources Command	CLF	Civil Life
DM	Directed Military Overstrength	CLL	U.S. Army Chief of Legislative Liaison
SA	SECARMY	CLL	U.S. Army Chief of Legislative Liaison
DM	Directed Military Overstrength	CMH	U.S. Army Center of Military History
SJ	SECARMY Joint Activities	CMH	U.S. Army Center of Military History
DM	Directed Military Overstrength	CMT	U.S. Army Joint Multinational Readiness Center

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
CE	U.S. Army Corps of Engineers	COE	U.S. Army Corps of Engineers Non-Headquarters
DM	Directed Military Overstrength	CPA	U.S. Army Chief of Public Affairs
SA	SECARMY	CPA	U.S. Army Chief of Public Affairs
DM	Directed Military Overstrength	CPB	Cyber Protection Brigade
2A	U.S. Army Cyber Command	CPB	Cyber Protection Brigade
E1	U.S. Army Europe	CR2	2nd Cavalry Regiment (SBCT)
DM	Directed Military Overstrength	CSA	U.S. Army Chief of Staff
CS	U.S. Army Chief of Staff	CSA	U.S. Army Chief of Staff
SA	SECARMY	CSL	U.S. Army General Counsel
DM	Directed Military Overstrength	CSS	PEO Combat Support and Combat Service Support
AE	U.S. Army Acquisition Support Center	CSS	PEO Combat Support and Combat Service Support
DM	Directed Military Overstrength	CYH	U.S. Army Cyber Command Headquarters
2A	U.S. Army Cyber Command	CYH	U.S. Army Cyber Command Headquarters
DM	Directed Military Overstrength	CYS	U.S. Army Cyber School
TC	TRADOC	CYS	U.S. Army Cyber School
MC	U.S. Army Medical Command	DAH	U.S. Army Medical Department Activity-Fort Drum
DF	DOD Agencies	DAS	Defense Attaché System
DF	DOD Agencies	DAU	Defense Acquisition University
DM	Directed Military Overstrength	DCD	U.S. Army Element Joint Chiefs of Staff
JA	Joint Activities	DCD	U.S. Army Element Joint Chiefs of Staff
DM	Directed Military Overstrength	DCL	U.S. Army Deputy Chief of Staff, G-4
CS	U.S. Army Chief of Staff	DCL	U.S. Army Deputy Chief of Staff, G-4
DF	DOD Agencies	DCM	U.S. Army Element Defense Contract Management Agency
DM	Directed Military Overstrength	DCP	U.S. Army Deputy Chief of Staff, G-8
CS	U.S. Army Chief of Staff	DCP	U.S. Army Deputy Chief of Staff, G-8
JA	Joint Activities	DCS	Defense Courier Service
DF	DOD Agencies	DGD	U.S. Army Element Defense Logistics Agency
DM	Directed Military Overstrength	DGD	U.S. Army Element Defense Logistics Agency
DF	DOD Agencies	DIG	DOD Inspector General
SE	Field Operation Agencies Resourced by OA-22	DIS	U.S. Army Corrections Command
DF	DOD Agencies	DJD	National Geospatial Intelligence Agency
TC	TRADOC	DLI	Defense Language Institute
DF	DOD Agencies	DLS	U.S. Army Element Defense Legal Services Agency
DM	Directed Military Overstrength	DMO	Directed Military Overstrength-Not in Use
JA	Joint Activities	DOD	DOD Others
DF	DOD Agencies	DSC	U.S. Army Element Defense Security Cooperation Agency

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
E1	U.S. Army Europe	E1H	U.S. Army Europe and Seventh Army
E1	U.S. Army Europe	E1O	U.S. Army Europe and Seventh Army Others
E1	U.S. Army Europe	E40	21st Theater Sustainment Command
SB	Secretariat Field Operating Agencies	ECR	U.S. Army Equal Employment Opportunity and Civil Rights Office
DM	Directed Military Overstrength	EHQ	U.S. Army Element European Command
JA	Joint Activities	EHQ	U.S. Army Element European Command
JA	Joint Activities	EIC	U.S. Army Element Joint Intel Center Europe Command
DM	Directed Military Overstrength	EIS	PEO Enterprise Information Systems
AE	U.S. Army Acquisition Support Center	EIS	PEO Enterprise Information Systems
DM	Directed Military Overstrength	ENG	U.S. Army Chief of Engineers
CS	U.S. Army Chief of Staff	ENG	U.S. Army Chief of Engineers
MC	U.S. Army Medical Command	ERD	Dental Health Command Europe
SF	Field Operating Agencies of the Army Staff	EXS	Personnel Exchange Program
SE	Field Operation Agencies Resourced by OA-22	FAB	Defense Forensics and Biometrics Agency
SJ	SECARMY Joint Activities	FAO	FOAS Others
TC	TRADOC	FCE	Fires Center of Excellence Headquarters
DM	Directed Military Overstrength	FCH	FORSCOM Headquarters
FC	FORSCOM	FCH	FORSCOM Headquarters
DM	Directed Military Overstrength	FCM	U.S. Army Capabilities Integration Center
TC	TRADOC	FCM	U.S. Army Capabilities Integration Center
FC	FORSCOM	FCO	FORSCOM—Others
CE	U.S. Army Corps of Engineers	FES	U.S. Army Corps of Engineers Forward Support Teams
JA	Joint Activities	FHQ	U.S. Army Element Africa Command
DM	Directed Military Overstrength	FIN	Assistant Secretary of the Army for Financial Management and Comptroller
SA	SECARMY	FIN	Assistant Secretary of the Army for Financial Management and Comptroller
FC	FORSCOM	FIO	Fort Irwin—Others
SE	Field Operation Agencies Resourced by OA-22	FMS	U.S. Army Force Management Support Agency
DF	DOD Agencies	FPA	U.S. Army Element DOD Pentagon Force Protection Agency
FC	FORSCOM	FPO	Fort Polk—Others
DM	Directed Military Overstrength	FSC	U.S. Army Sustainment Command
X1	U.S. Army Materiel Command	FSC	U.S. Army Sustainment Command
TC	TRADOC	FTB	First Training Brigade
JA	Joint Activities	FTN	U.S. Army Element Joint Task Force Civil Support Command
DM	Directed Military Overstrength	GCS	PEO Ground Combat Systems

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
AE	U.S. Army Acquisition Support Center	GCS	PEO Ground Combat Systems
NG	National Guard	GGB	National Guard (Component 2 Units)
AP	U.S. Military Entrance Processing Command	GKC	U.S. Army Parachute Team
SC	U.S. Army Space and Missile Defense Command	GMD	U.S. Army Missile Defense Brigade
6A	6th United States Army/South	GMO	Joint Task Force Guantanamo
CS	U.S. Army Chief of Staff	GRD	RA Support to National Guard Component
FC	FORSCOM	H01	Headquarters, 101st Airborne Division
FC	FORSCOM	H1A	Headquarters, 1st Armored Division
FC	FORSCOM	H1C	Headquarters, 1st Cavalry Division
FC	FORSCOM	H1I	Headquarters, 1st Infantry Division
FC	FORSCOM	H1M	Headquarters, 10th Mountain
P1	U.S. Army Pacific	H25	Headquarters, 25th Infantry Division
P1	U.S. Army Pacific	H2I	Headquarters, 2nd Infantry Division
DM	Directed Military Overstrength	H3I	Headquarters, 3rd Infantry Division
FC	FORSCOM	H3I	Headquarters, 3rd Infantry Division
DM	Directed Military Overstrength	H4I	Headquarters, 4th Infantry Division
FC	FORSCOM	H4I	Headquarters, 4th Infantry Division
FC	FORSCOM	H7I	Headquarters, 7th Infantry Division
FC	FORSCOM	H82	Headquarters, 82nd Airborne Division
MC	U.S. Army Medical Command	HAH	Madigan Army Medical Center
MC	U.S. Army Medical Command	HCH	William Beaumont Army Medical Center
MC	U.S. Army Medical Command	HHH	U.S. Army Medical Department Activity—Fort Huachuca
JA	Joint Activities	HIC	U.S. Army Element Joint Intel Center Pacific Command
MC	U.S. Army Medical Command	HKH	U.S. Army Medical Department Activity—Fort Leonard Wood
MC	U.S. Army Medical Command	HMH	Walter Reed Army Medical Center
MC	U.S. Army Medical Command	HNH	Brooke Army Medical Center
MC	U.S. Army Medical Command	HPH	U.S. Army Medical Department Activity—Redstone Arsenal
DM	Directed Military Overstrength	HRC	U.S. Army Human Resources Command
HC	U.S. Army Human Resources Command	HRC	U.S. Army Human Resources Command
MC	U.S. Army Medical Command	HRH	U.S. Army Medical Department Activity—U.S. Military Academy
MC	U.S. Army Medical Command	HSP	Regional Health Command Pacific
MC	U.S. Army Medical Command	HSR	U.S. Army Medical Research and Materiel Command
DM	Directed Military Overstrength	HSS	U.S. Army Medical Department Center and School
MC	U.S. Army Medical Command	HSS	U.S. Army Medical Department Center and School

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
SJ	SECARMY Joint Activities	HSV	U.S. Army Headquarters Services
MC	U.S. Army Medical Command	HVH	U.S. Army Medical Department Activity—Fort Meade
MC	U.S. Army Medical Command	HYH	U.S. Army Medical Department Activity—Fort Eustis
MC	U.S. Army Medical Command	HZH	U.S. Army Medical Department Activity—Fort Knox
DM	Directed Military Overstrength	I3H	U.S. Army Medical Command
MC	U.S. Army Medical Command	I3H	U.S. Army Medical Command
MC	U.S. Army Medical Command	IAH	U.S. Army Medical Department Activity—Fort Belvoir
JA	Joint Activities	ICA	Industrial College of the Armed Forces
MC	U.S. Army Medical Command	IDH	U.S. Army Medical Department Activity—Fort Lee
MC	U.S. Army Medical Command	IEH	U.S. Army Medical Department Activity—Fort Benning
AE	U.S. Army Acquisition Support Center	IEW	PEO Intelligence Electronic Warfare and Sensors
MC	U.S. Army Medical Command	IGH	Womack Army Medical Center
MC	U.S. Army Medical Command	IHH	U.S. Army Medical Department Activity—Fort Campbell
MC	U.S. Army Medical Command	IJH	U.S. Army Medical Department Activity—Fort Jackson
MC	U.S. Army Medical Command	IKH	U.S. Army Aeromedical Center
SA	SECARMY	ILE	Assistant Secretary of the Army Installations, Energy and Environment
DM	Directed Military Overstrength	IMH	U.S. Army Installation Management Command Headquarters
BA	U.S. Army Installation Management Command	IMH	U.S. Army Installation Management Command Headquarters
BA	U.S. Army Installation Management Command	IMN	U.S. Army Installation Management Command Training
DM	Directed Military Overstrength	IMP	U.S. Army Installation Management Command Pacific
BA	U.S. Army Installation Management Command	IMP	U.S. Army Installation Management Command Pacific
BA	U.S. Army Installation Management Command	IMR	U.S. Army Installation Management Command Readiness
DM	Directed Military Overstrength	IMS	U.S. Army Installation Management Command Sustainment
BA	U.S. Army Installation Management Command	IMS	U.S. Army Installation Management Command Sustainment
DM	Directed Military Overstrength	IMT	Initial Military Training Center of Excellence Headquarters
TC	TRADOC	IMT	Initial Military Training Center of Excellence Headquarters
BA	U.S. Army Installation Management Command	IMU	U.S. Army Installation Management Command Europe

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
MC	U.S. Army Medical Command	INH	U.S. Army Medical Department Activity—Fort Stewart
AS	U.S. Army Intelligence and Security Command	IOC	1st Information Operations Command
MC	U.S. Army Medical Command	IPH	U.S. Army Medical Department Activity—Fort Hood
MC	U.S. Army Medical Command	IQH	U.S. Army Medical Department Activity—Fort Polk
MC	U.S. Army Medical Command	IRH	U.S. Army Medical Department Activity—Fort Sill
SJ	SECARMY Joint Activities	ITA	U.S. Army Information Technology Agency
MC	U.S. Army Medical Command	ITH	U.S. Army Medical Department Activity—Fort Riley
MC	U.S. Army Medical Command	IUH	U.S. Army Medical Department Activity—Fort Carson
MC	U.S. Army Medical Command	IVH	U.S. Army Medical Department Activity—Fort Leavenworth
MC	U.S. Army Medical Command	IZH	Eisenhower Army Medical Center
AS	U.S. Army Intelligence and Security Command	J04	U.S. Army Intelligence and Security Command Joint
JA	Joint Activities	J4J	U.S. Army Element U.S. Forces Japan Headquarters
FC	FORSCOM	JAG	Judge Advocate General Detachments—FORSCOM
JA	Joint Activities	JFN	U.S. Army Element U.S. Northern Command Joint Task Force North
JA	Joint Activities	JFS	U.S. Army Element Joint Forces Staff College
JA	Joint Activities	JGJ	U.S. Army Support Outside DOD Activity
DF	DOD Agencies	JIE	U.S. Army Element Joint Improvised Explosive Device Defeat Organization
DM	Directed Military Overstrength	JIE	U.S. Army Element Joint Improvised Explosive Device Defeat Organization
DM	Directed Military Overstrength	JMC	U.S. Army Joint Munitions Command
X1	U.S. Army Materiel Command	JMC	U.S. Army Joint Munitions Command
DF	DOD Agencies	JPA	U.S. Army Element Joint Prisoner of War—Missing in Action Accounting Command
JA	Joint Activities	JQJ	U.S. Army Element Joint Intelligence Coordination Staff Central Intelligence Agency
FC	FORSCOM	JTC	U.S. Army Joint Readiness Training Center Operations Group
SE	Field Operation Agencies Resourced by OA-22	K1S	U.S. Army Logistics Innovation Agency
CS	U.S. Army Chief of Staff	LSA	U.S. Army Judge Advocate General
JA	Joint Activities	MAC	U.S. Army Element Central Command Security Assistance Offices
JA	Joint Activities	MAE	U.S. Army Element European Command Security Assistance Organizations
J1	U.S. Army Element Shape (Joint)	MAN	U.S. Army Element U.S. Delegation to the North Atlantic Treaty Organization Military Committee

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
JA	Joint Activities	MAP	U.S. Army Element Pacific Command Security Assistance Offices
JA	Joint Activities	MAS	U.S. Army Element Southern Command Security Assistance Organizations
DM	Directed Military Overstrength	MAY	U.S. Military Academy
MA	U.S. Military Academy	MAY	U.S. Military Academy
TC	TRADOC	MBL	U.S. Army Joint Modernization Command
DM	Directed Military Overstrength	MCE	U.S. Army Maneuver Center of Excellence Headquarters
TC	TRADOC	MCE	U.S. Army Maneuver Center of Excellence Headquarters
DF	DOD Agencies	MDA	U.S. Army Element Missile Defense Agency
MW	U.S. Army Military District of Washington	MDO	U.S. Army Military District of Washington Others
AP	U.S. Military Entrance Processing Command	MEP	U.S. Military Entrance Processing Command
3A	3rd U.S. Army Central Command	MFO	U.S. Army Task Force Sinai
AS	U.S. Army Intelligence and Security Command	MIB	501st Military Intelligence Brigade
DM	Directed Military Overstrength	MIS	U.S. Army Intel Center of Excellence
TC	TRADOC	MIS	U.S. Army Intel Center of Excellence
DM	Directed Military Overstrength	MLS	PEO Missiles and Space
AE	U.S. Army Acquisition Support Center	MLS	PEO Missiles and Space
MC	U.S. Army Medical Command	MMC	U.S. Army Medical Materiel Center—Europe
DM	Directed Military Overstrength	MNS	U.S. Army Maneuver Support Center of Excellence Headquarters
TC	TRADOC	MNS	U.S. Army Maneuver Support Center of Excellence Headquarters
JA	Joint Activities	MOG	U.S. Army Military Observer Group Washington
FC	FORSCOM	MPL	Military Police Internment/Resettlement Fort Leavenworth
DM	Directed Military Overstrength	MPS	U.S. Army Military Police School
TC	TRADOC	MPS	U.S. Army Military Police School
DM	Directed Military Overstrength	MRA	Assistant Secretary of the Army for Manpower and Reserve Affairs
SA	SECARMY	MRA	Assistant Secretary of the Army for Manpower and Reserve Affairs
DM	Directed Military Overstrength	MRB	Department of the Army Review Boards Agency
SB	Secretariat Field Operating Agencies	MRB	Department of the Army Review Boards Agency
J1	U.S. Army Element Shape (Joint)	MRC	Marshall Center
SB	Secretariat Field Operating Agencies	MRG	U.S. Army Marketing and Research Group
JA	Joint Activities	MSA	U.S. Army Element Joint Task Force Southwest Asia
TC	TRADOC	MTA	Military Advisor Training Academy

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
TC	TRADOC	MUS	U.S. Army School of Music
AT	U.S. Army Test and Evaluation Command	N6J	U.S. Army Element Joint Test Activities
JA	Joint Activities	NAG	U.S. Army National Assessment Group
DM	Directed Military Overstrength	NCO	NCO Academies (Others)
P1	U.S. Army Pacific	NCO	NCO Academies (Others)
TC	TRADOC	NCO	NCO Academies (Others)
JA	Joint Activities	NCR	U.S. Army Element Joint Task Force National Capital Region
GB	National Guard Bureau (Component 1 Units)	NGB	U.S. Army Element National Guard Bureau
AS	U.S. Army Intelligence and Security Command	NGI	U.S. Army National Ground Intelligence Center
JA	Joint Activities	NHQ	U.S. Army Element U.S. Northern Command Headquarters
SA	SECARMY	NMC	U.S. Army National Military Cemeteries
JA	Joint Activities	NOR	U.S. Army Element North American Aerospace Defense Command
DM	Directed Military Overstrength	NTC	U.S. Army National Training Center Operations Group
FC	FORSCOM	NTC	U.S. Army National Training Center Operations Group
DM	Directed Military Overstrength	NWB	U.S. Army Inspector General Agency
SB	Secretariat Field Operating Agencies	NWB	U.S. Army Inspector General Agency
JA	Joint Activities	NWC	U.S. Army National War College Students
DM	Directed Military Overstrength	OBT	U.S. Army Office of Business Transformation
SA	SECARMY	OBT	U.S. Army Office of Business Transformation
DM	Directed Military Overstrength	ODP	U.S. Army Deputy Chief of Staff G-3/5/7
CS	U.S. Army Chief of Staff	ODP	U.S. Army Deputy Chief of Staff G-3/5/7
SA	SECARMY	OIG	U.S. Army Inspector General
SE	Field Operation Agencies Resourced by OA-22	OPG	U.S. Army Operations and Plans Support Group G3/5/7
SA	SECARMY	OSA	Secretary of Staff Army
DF	DOD Agencies	OSD	U.S. Army Element Secretary of Defense
DM	Directed Military Overstrength	OSD	U.S. Army Element Secretary of Defense
DF	DOD Agencies	OUD	U.S. Army Element Defense Commissary Agency
DM	Directed Military Overstrength	P1H	U.S. Army Pacific Headquarters
P1	U.S. Army Pacific	P1H	U.S. Army Pacific Headquarters
P1	U.S. Army Pacific	P1O	U.S. Army Pacific Others
FC	FORSCOM	P46	FORSCOM Public Affairs Detachments
P1	U.S. Army Pacific	P8H	Eighth U.S. Army Headquarters
P1	U.S. Army Pacific	P8O	Eighth U.S. Army Others
DM	Directed Military Overstrength	PER	U.S. Army Deputy Chief of Staff G-1

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
CS	U.S. Army Chief of Staff	PER	U.S. Army Deputy Chief of Staff G-1
MC	U.S. Army Medical Command	PHA	Public Health Command Atlantic
MC	U.S. Army Medical Command	PHC	Public Health Command Central
MC	U.S. Army Medical Command	PHE	Public Health Command—Europe
MC	U.S. Army Medical Command	PHP	Public Health Command—Pacific
JA	Joint Activities	PHQ	U.S. Army Element Pacific Command Headquarters
DM	Directed Military Overstrength	PMG	U.S. Army Provost Marshal General
CS	U.S. Army Chief of Staff	PMG	U.S. Army Provost Marshal General
SE	Field Operation Agencies Resourced by OA-22	POG	U.S. Army Personnel Operations Group
DM	Directed Military Overstrength	RCH	USAREC Headquarters
TA	USAREC and Cadet Command	RCH	USAREC Headquarters
MC	U.S. Army Medical Command	RDA	Dental Health Command Atlantic
MC	U.S. Army Medical Command	RDC	Dental Health Command Central
DM	Directed Military Overstrength	RDE	U.S. Army Research, Development and Engineering Command
MC	U.S. Army Medical Command	RDP	Dental Health Command Pacific
TC	TRADOC	REF	U.S. Army Rapid Equipping Force
DM	Directed Military Overstrength	RGH	75th Ranger Regiment Headquarters
SP	U.S. Army Special Operations Command	RGH	75th Ranger Regiment Headquarters
SP	U.S. Army Special Operations Command	RGR	75th Ranger Regiment Battalions
MC	U.S. Army Medical Command	RHA	Regional Health Command Atlantic
MC	U.S. Army Medical Command	RHC	Regional Health Command Central
JA	Joint Activities	RHQ	U.S. Army Element Strategic Command Headquarters
MC	U.S. Army Medical Command	RME	Regional Health Command Europe
AR	U.S. Southern European Task Force Army Reserve Command	RRB	Reserves (Component 3 Units)
DF	DOD Agencies	RRI	U.S. Army Element Armed Forces Radiobiology Research Institute
DM	Directed Military Overstrength	RTB	U.S. Army Ranger Training Brigade
TC	TRADOC	RTB	U.S. Army Ranger Training Brigade
FC	FORSCOM	S01	101st Airborne Division Sustainment Brigade
SP	U.S. Army Special Operations Command	S03	3rd Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S05	5th Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S07	7th Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S10	10th Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S11	1st Special Forces Group 1st Battalion (Airborne)
FC	FORSCOM	S1A	1st Armored Division Sustainment Brigade
FC	FORSCOM	S1C	1st Cavalry Division Sustainment Brigade
FC	FORSCOM	S1I	1st Infantry Division Sustainment Brigade

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
FC	FORSCOM	S1M	10th Mountain Division Sustainment Brigade
P1	U.S. Army Pacific	S25	25th Infantry Division Sustainment Brigade
P1	U.S. Army Pacific	S2I	2d Infantry Division Sustainment Brigade
FC	FORSCOM	S3I	3rd Infantry Division Sustainment Brigade
DM	Directed Military Overstrength	S4I	4th Infantry Division Sustainment Brigade
FC	FORSCOM	S4I	4th Infantry Division Sustainment Brigade
FC	FORSCOM	S82	82d Airborne Division Sustainment Brigade
SP	U.S. Army Special Operations Command	SAC	U.S. Army Special Operations Aviation Command
DM	Directed Military Overstrength	SAG	U.S. Army Surgeon General
CS	U.S. Army Chief of Staff	SAG	U.S. Army Surgeon General
DM	Directed Military Overstrength	SCO	U.S. Army Space and Missile Defense Command
SC	U.S. Army Space and Missile Defense Command	SCO	U.S. Army Space and Missile Defense Command
DM	Directed Military Overstrength	SDO	U.S. Army Military Surface Deployment and Distribution Command Headquarters
X1	U.S. Army Materiel Command	SDO	U.S. Army Military Surface Deployment and Distribution Command Headquarters
AE	U.S. Army Acquisition Support Center	SDR	PEO Soldier
A1	Southern European Task Force U.S. Army Africa	SET	U.S. Army Africa/Southern European Task Force
SP	U.S. Army Special Operations Command	SFC	U.S. Army Special Forces Command (Airborne)
SJ	SECARMY Joint Activities	SHJ	U.S. Army Resources and Programs Agency
JA	Joint Activities	SHQ	U.S. Army Element U.S. Southern Command Headquarters
CS	U.S. Army Chief of Staff	SIM	U.S. Army Assistant Chief of Staff for Installation Management
AE	U.S. Army Acquisition Support Center	SJB	U.S. Army Acquisition Support Center
DM	Directed Military Overstrength	SMA	U.S. Army Sergeants Major Academy
TC	TRADOC	SMA	U.S. Army Sergeants Major Academy
AJ	Army Tactical Application Element	SMD	Unspecified Nominative Agencies
DF	DOD Agencies	SMD	Unspecified Nominative Agencies
SE	Field Operation Agencies Resourced by OA-22	SMD	Unspecified Nominative Agencies
JA	Joint Activities	SMD	Unspecified Nominative Agencies
DJ	Joint Special Operations Forces Activities	SMD	Unspecified Nominative Agencies
AS	U.S. Army Intelligence and Security Command	SMD	Unspecified Nominative Agencies
SP	U.S. Army Special Operations Command	SMD	Unspecified Nominative Agencies
SP	U.S. Army Special Operations Command	SO1	1st Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	SOA	160th Special Operations Aviation Regiment
DM	Directed Military Overstrength	SOC	Special Operations Command Central
DJ	Joint Special Operations Forces Activities	SOC	Special Operations Command Central

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
DJ	Joint Special Operations Forces Activities	SOE	Special Operations Command Europe
DJ	Joint Special Operations Forces Activities	SOF	Special Operations Command Africa
SP	U.S. Army Special Operations Command	SOG	112th Special Operations Signal Battalion
DM	Directed Military Overstrength	SOI	PEO System of Systems Integration
AE	U.S. Army Acquisition Support Center	SOI	PEO System of Systems Integration
DJ	Joint Special Operations Forces Activities	SOK	Special Operations Command Korea
DJ	Joint Special Operations Forces Activities	SOP	Special Operations Command Pacific
DJ	Joint Special Operations Forces Activities	SOS	Special Operations Command South
DJ	Joint Special Operations Forces Activities	SOT	Special Operations Command North
SC	U.S. Army Space and Missile Defense Command	SPB	1st Space Brigade
SP	U.S. Army Special Operations Command	SPH	U.S. Army Special Operations Command Headquarters
AJ	Army Tactical Application Element	SPO	U.S. Army Special Operations Command Others
SP	U.S. Army Special Operations Command	SPO	U.S. Army Special Operations Command Others
SP	U.S. Army Special Operations Command	SPT	528th Special Operations Sustainment Brigade
DM	Directed Military Overstrength	SSI	U.S. Army Soldier Support Institute
TC	TRADOC	SSI	U.S. Army Soldier Support Institute
AE	U.S. Army Acquisition Support Center	STR	PEO Simulation Training and Instrumentation
TC	TRADOC	STT	U.S. Army Student Detachment
DM	Directed Military Overstrength	SWC	U.S. Army John F. Kennedy Special Warfare Center and School
SP	U.S. Army Special Operations Command	SWC	U.S. Army John F. Kennedy Special Warfare Center and School
SP	U.S. Army Special Operations Command	SX1	10th Special Forces Group 1st Battalion (Airborne)
MW	U.S. Army Military District of Washington	TAB	U.S. Army Band
DM	Directed Military Overstrength	TAC	U.S. Army Tank–Automotive and Armaments Command
DM	Directed Military Overstrength	TCH	TRADOC Headquarters
TC	TRADOC	TCH	TRADOC Headquarters
TC	TRADOC	TCO	TRADOC Others
AT	U.S. Army Test and Evaluation Command	TEC	U.S. Army Test and Evaluation Command
6A	6th United States Army/South	TFB	Joint Task Force Bravo
JA	Joint Activities	TFS	U.S. Army Element Joint Interagency Task Force South
JA	Joint Activities	TFW	U.S. Army Element Joint Interagency Task Force West
JA	Joint Activities	THQ	U.S. Army Element U.S. Transportation Command Headquarters
TC	TRADOC	TKL	U.S. Army Mission Command Training Program
MW	U.S. Army Military District of Washington	TOG	3d Infantry Group the Old Guard

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
TC	TRADOC	TRA	TRADOC Analysis Center
MW	U.S. Army Military District of Washington	TRP	U S Army Transportation Agency White House
TC	TRADOC	TSC	U.S. Army Training Support Center
FC	FORSCOM	TTC	Transition Team Cadre
DM	Directed Military Overstrength	UAO	U.S. Army Alaska Others
P1	U.S. Army Pacific	UAO	U.S. Army Alaska Others
DF	DOD Agencies	UHS	U.S. Army Element Uniformed Services University of the Health Sciences
DM	Directed Military Overstrength	UJO	U.S. Army Japan Others
P1	U.S. Army Pacific	UJO	U.S. Army Japan Others
DM	Directed Military Overstrength	UKJ	U.S. Army Element U.S. Forces Korea
JA	Joint Activities	UKJ	U.S. Army Element U.S. Forces Korea
JA	Joint Activities	UNX	U.S. Army Element United Nations Headquarters
SA	SECARMY	USA	Deputy Under Secretary of the Army
3A	3rd U.S. Army Central Command	USM	U.S. Army Security Assistance Support Activity Saudi Arabia
6A	6th United States Army/South	USO	U.S. Army South
DM	Directed Military Overstrength	USO	U.S. Army South
MC	U.S. Army Medical Command	WCR	Warrior Transition Units Capital Region
TC	TRADOC	WHC	Western Hemisphere Institute for Security
DF	DOD Agencies	WHS	White House Support Units
TC	TRADOC	WOD	U.S. Army Warrant Officer Career College
DF	DOD Agencies	WSD	White House Communication Agency
DM	Directed Military Overstrength	WSD	White House Communication Agency
DJ	Joint Special Operations Forces Activities	XHQ	U.S. Army Element U.S. Special Operations Command Headquarters
JA	Joint Activities	Z1J	U.S. Army Element Joint Theater Air and Missile Organization
DF	DOD Agencies	Z7D	U.S. Army Element Defense Intelligence Agency
DM	Directed Military Overstrength	Z7D	U.S. Army Element Defense Intelligence Agency

Appendix C

Internal Control Evaluation

C–1. Function

The function covered by this evaluation is officer readiness and eligibility for assignments.

C–2. Purpose

The purpose of this evaluation is to assist commanders and human resource specialists in evaluating their key internal controls. It is not intended to cover all controls.

C–3. Instructions

Answers must be based on the actual testing of key internal controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

C–4. Test questions

1. Has the officer's current qualifications and ability to fill a valid requirement been part of the primary consideration for reassignment?
2. Has the officer's availability, volunteer status, TOS, and other criteria been a part of the secondary consideration when more than one officer meets the primary considerations for the same assignment?
3. Has it been determined that the reassignment requires a waiver(s) such as TOS, second PCS in the same FY (2XPCC Same FY), OCONUS tour curtailments, or post deployment stabilization?
4. Has the waiver(s) been submitted to the proper approving authority?
5. Are waivers, when required, approved before the officer's departure?
6. Has EFMP been vetted for the follow-on assignment location for medical/education support requirements via EFMP tool kit?
7. Has the appropriate documentation been submitted for an LCM?
8. Has assignment stabilization requests been processed in accordance with this regulation?

C–5. Supersession

Not applicable.

C–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–1 (HRC–OPD–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5500.

Glossary

Section I

Abbreviations

ACC

Army competitive category

ACOM

Army command

ADC

aide-de-camp

AERS

Army Educational Requirement System

AGR

Active Guard Reserve

AGS

Army General Staff

AI

assignment instruction

AMEDD

Army Medical Department

AMSP

Advanced Military Studies Program

AOASF

Advanced Operational Art Studies Fellowship

AOC

area of concentration

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

ATRRS

Army Training Requirements Resource System

AvIP

Aviation Incentive Pay

BCT

brigade combat team

BDE

brigade

BOLC

Basic Officer Leaders Course

CAR
Chief, Army Reserve

CCC
Captain's Career Course

CG
commanding general

CMAOC
Casualty and Mortuary Affairs Operations Center

CNGB
Chief, National Guard Bureau

COL
colonel

CONUS
continental United States

COT
consecutive overseas tour

CPT
Captain

CSA
Chief of Staff, Army

DA
Department of the Army

DCS
Deputy Chief of Staff

DD Form
Department of Defense form

DEROS
date eligible for return from overseas

DMSL
distribution management sublevel

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense instruction

DRU
direct reporting unit

EFM
exceptional Family member

EFMP
Exceptional Family Member Program

eMILPO
electronic military personnel office

FD
functional designation

FLEP

Funded Legal Education Program

FORSCOM

U.S. Army Forces Command

FSTE

Foreign Service tour extension

FY

fiscal year

GO

general officer

GSWT

general staff with troops

HAAP

Homebase/Advance Assignment Program

HHG

household goods

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IG

inspector general

ILE

intermediate level education

IMA

individual mobilization augmentee

IPCOT

in-place consecutive overseas tour

IRR

Individual Ready Reserve

JAGC

Judge Advocate General's Corps

JD

joint domicile

JDA

Joint duty assignment

JDAL

Joint duty assignment list

JTR

Joint Travel Regulations

LCM

low cost move

LT

lieutenant

LTC
lieutenant colonel

MACP
Married Army Couples Program

MAR2
MOS Administrative Retention Review

MDC
Movement designator code

MEL
military education level

MI
military intelligence

MOS
military occupational specialty

MPD
military personnel division

MTOE
modified table of organization and equipment

NCO
noncommissioned officer

NGB
National Guard Bureau

NGR
National Guard regulation

OCONUS
outside the continental United States

OPMD
Officer Personnel Management Directorate

OSD
Office of the Secretary of Defense

PCS
permanent change of station

PEO
Program Executive Office

PM
program manager

PME
Professional military education

RA
Regular Army

RC
Reserve Component

ROTC
Reserve Officers' Training Corps

RRS-A
Records Retention Schedule-Army

RTD

returned to duty

SAMS

School of Advanced Military Studies

SARC

sexual assault response coordinator

SC

senior commander

SCI

sensitive compartmented information

SD Form

Secretary of Defense form

SDAP

Special Duty Assignment Pay

SECARMY

Secretary of the Army

SHARP

Sexual Harassment/Assault Response Prevention Program

S-JDA

standard Joint duty assignment

SSC

senior Service college

SWO

Senior Warrant Officer

TCS

temporary change of station

TDA

table of distribution and allowances

TDY

temporary duty

TIG

The Inspector General of the Army

TJAG

The Judge Advocate General

TOS

time on station

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TRICARE

tri-service medical care

TSG

The Surgeon General

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USC

United States Code

USMA

U.S. Military Academy

VTIP

Voluntary Transfer Incentive Program

WO

warrant officer

WOCC

Warrant Officer Career College

WTU

warrior transition unit

Section II**Terms****All others tour**

The tour prescribed for officers who have Family members and elect to serve overseas in an unaccompanied status.

Army Educational Requirements System assets

Any officer who has a civilian degree in an academic discipline that supports their career field or MOS.

Assignment alert

The official notification to an officer of an impending assignment when alerted by writing, voice, email, or other medium from DA or HRC assignment officials. An assignment is finalized when an officer has been placed on orders to fill a valid requisition and provided the report date and the location.

Branch detail

Temporary detail outside one's basic branch to another branch for control and duty. The military status as a member of the branch to which assigned or in which appointed is not changed as a result of detail.

Branch immaterial position

A duty position that is not identified with or limited to one specific branch of the Army but indicates that any commissioned officer may fill the position.

Collateral misconduct

Victim misconduct that might be in time, place, or circumstance associated with the victim's sexual assault incident. Collateral misconduct by the victim of a sexual assault is one of the most significant barriers to reporting assault because of the victim's fear of punishment. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (for example, underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders).

Commissioned officer

For the purposes of this regulation an officer in the grade of O-1 or above, unless otherwise indicated.

Control branch

The branch to which an officer is assigned for accountability. The control branch is responsible for the career management and reassignment of its officers.

Department detail

Temporary detail from assignment and duty in one's Service in which appointed to another Service. Military status as a member of the Service in which appointed is not affected.

Detail

Temporary relief from assignment and duty in one's control branch and specialty and temporary assignment of duty in another branch, arm, Service, or designated duty.

Must-move status

Status of an officer requiring assignment as a result of returning from overseas or because of a PCS from a school.

Obligated Army Educational Requirement System asset

Officers who attend civil schooling under the Army Advanced Civil Schooling Program and who are required to serve a 24-month utilization tour (36 months for USMA) in a valid AERS coded position.

Partial mobilization

Expansion of the active duty Armed Forces (short of full mobilization) as a result of action by Congress or the President to mobilize RC units and/or individual Reservists to meet all or part of the requirements of a particular contingency and/or incident to hostilities.

Regimental affiliation

The close and continuous association or identification of an officer with one regiment throughout their career.

Regimental requirement

A requirement to a position at battalion level and below in an element of the regiment to which the officer is affiliated.

Sexual assault

The intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. As used in this regulation, the term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. (See DODI 6495.02.)

Slating

The process that matches those individual officers selected through the centralized command or school selection system to a specific command or school.

Utilization tour

Service in a designated AERS position to offset the officer's obligation to the Army for partially or fully funded civil or military schooling.

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