AMDR 2022

Army Mobilization and Deployment Reference

Headquarters
Department of the Army
Deputy Chief of Staff G-1
Washington, DC
12 May 2022

UNCLASSIFIED

Headquarters
Department of the Army
Washington, DC
12 May 2022

AMDR*
12 May 2022

Deputy Chief of Staff G-1

Army Mobilization and Deployment Reference

History. In November 2017, HQDA DCS G-1 replaced the Personnel Policy Guidance (PPG) with the Army Mobilization and Deployment Reference (AMDR). The most recent version can always be found on the Army G-1 Web site at http://www.army.mil/G-1 and located under the Resources Link.

Summary. This publication contains information on best business practices, "how tos", policy decisions and updates affecting current operations.

CHAPTER 1. Mobilization Process: Discusses authorities and procedures for mobilizing Reserve Component (RC) assets (individual and unit) in support of contingency operations.

CHAPTER 2. Notification and Orders: Discusses the preparation and types of orders used to mobilize/employ/deploy military and civilian personnel (including installation/unit requirements and procedures for extensions, and sources of manpower).

CHAPTER 3 . Deployment/ Redeployment: Provides guidance, business practices, and policy for all personnel deploying to and redeploying from a theater of operation. Discusses voluntary separation actions; deployment packets for deploying Soldiers, Civilians and contractors; CONUS Replacement Center (CRC) processing; the redeployment and demobilization of RC individual replacements; personnel tempo (PERSTEMPO); and the Theater Specific Individual Requirement Training (TSIRT) for each Combatant Command's area of responsibility.

CHAPTER 4. Individual Augmentation and Active Duty Support: Discusses procedures used to request, source, receive and deploy unit and individual augmentees (IA) to include individual ready reserves (IRR), retiree recall, and individual mobilized Augmentees (IMA). Global Force Management (GFM), Non-force structure requirements.

CHAPTER 5. Medical and Dental: Discusses medical and dental requirements for personnel mobilizing and/or deploying, management of line of duty responsibilities, references for incentive pay.

CHAPTER 6. Finance and Entitlements: Military and civilian entitlements to include pay, allowances, leave, benefits, and other authorizations when Soldier(s) mobilize and/ or deploy; discusses travel entitlements and military pay processing.

CHAPTER 7. Casualty Operations and Mortuary Affairs: Casualty reporting, notification, collateral reports and mortuary affairs. Provides procedures for casualty operations in theater; provides instruction on line of duty determinations; reporting prisoners of war and missing in action; escorts and funerals; and records management.

CHAPTER 8. Clothing and Equipment: Discusses how organizations execute and manage equipment functions when deploying military personnel; provides equipment per specific operation.

CHAPTER 9. Personnel Management: Personnel procedures conducted throughout mobilization and deployment. Procedures for the staffing of deploying Regular Army (RA) and RC units to include cross leveling, Soldier Readiness Processing (SRP). Includes Mobilization Force Generating Installations (MFGI) and CONUS Replacement Center (CRC) business practices and contacts for Fort Bliss Texas (FBTX) and Fort Hood, Texas (FHTX).

Suggested improvements. Users are invited to send comments and suggested improvements to the DCS G-1 Mobilization team at usarmy.pentagon.hqda-dcs-g-1.mbx.mobilization-division@army.mil

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

*This reference supersedes the AMDR dated 30 June 2020

Late Additions:
TAB L ASA M&RA Exception to Policy for the Southwest Border mission
TAB M ASA FM&C Mobilization & Deployment Funding Guidance 2019

CHAPTER 1
Mobilization Process

REFERENCES:
a. Title 10 United State Code
b. DoD Directive 1200.7 Screening the Ready Reserve, 22 January 2021
c. DoD Instruction 1235.12 Accessing the Reserve Components, Change 1, 28 February 2017
d. Army Directive 2021-07 Individual Ready Reserve Management
e. AR 135-91 Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 14 March 2016
f. AR 140-10 Assignments, Attachments, Details, and Transfers, 25 April 2018
g. AR 500-5 Army Mobilization, 16 April 2015
h. AR 601-25 Delay in Reporting For and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty, 19 October 2006
i. AR 600-8-101 Personnel Readiness Processing, 6 March 2018
j. AR 614-30 Overseas Service, 22 December 2016
k. DA PAM 600-8-101 Personnel Processing Procedures, 6 March 2016
l. HQDA EXORD 154-16 Rotational Business Rules
m. HQDA EXORD 230-16 Requesting Reserve Components (RC) Rear Detachments and Rear Detachment Operation
n. HQDA EXORD 140-17 Mobilization Command and Support Relationships and Requirements-based Demobilization Process
o. HQDA EXORD 88-19 ISO Army Mobilization Plan
p. HQDA EXORD 173-20 ISO FY 21-23 Army Manning Guidance (AMG)

Section I
Introduction

1–1. Mobilization and Deployment
This chapter focuses on Army Mobilization, which is the process of bringing the Army to a state of readiness for war, contingency, or national emergency. This encompasses the activation of individuals and units across all three Army components – Regular Army (RA), United States Army National Guard (ARNG) and the United States Army Reserve (USAR).

Section II
Army Mobilization

1–2. Authorities
a. Mobilization authority is derived from sections of United States Code (USC), Title 10 (Federal) and Title 32 (State). Law and policies are designed to differentiate between pre-mobilization options and mobilization force expansion options. Certain policies and programs which instantly increase unit resources and readiness are available only when the President authorizes the mobilization of the Reserve Component (RC) or alerts the RA concurrent with a declaration of national emergency (DNE or DoNE) or war. The President must issue an executive order or declaration of emergency to enable the use of certain mobilization authorities. Prior to the authorization of any mobilization level, the active Army can be augmented by retirees and RC volunteers to perform any operational mission. Table 1 provides a summary of the most significant authorities to access the RC.

b. The funding authority when RC units are ordered to active duty remains in formal RA

channels and is accounted for under normal procedures unless otherwise directed. RC appropriations will fund all actions between the time of alert and the time the units enter active duty. Following entry on active duty, Operation and Maintenance, Army (OMA) or Military Personnel Appropriations (MPA) funds will fund RC units while they are on federal active service. The appropriate supporting installation will provide OMA funding from the effective date of the mobilization order until the RC units depart for their mobilization stations. Thereafter, the mobilization stations provide funding primarily from OMA and MPA funds. The reserve appropriation (Operations and Maintenance, Army Reserve (OMAR); Operation and Maintenance, National Guard (OMNG); and RPA/National Guard Personnel Army (NGPA) will resume funding of RC units once they are released from active duty service.

c. AR 500-5, Army Mobilization. Army mobilization is a complex activity. The mobilization authorities prescribe the sequence of activities necessary to bring a unit or Soldier onto active duty.

d. HQDA EXORD 230-16. This document authorizes RC units slated to deploy to request a rear detachment element.

e. DoD Instruction (DoDI) 1235.12, Accessing the Reserve Components. This DoDI applies to Presidential Executive Orders, Department of Defense (DoD), and Army Policies. This document is used to activate the RC and the Individual Ready Reserve (IRR) to active duty. Examples of RC activation includes, but is not limited to, sustained operational missions, emergent operations, contingency operations, and service during national emergencies or in time of war.

f. Army Directive 2021-07, Management of the IRR. This document prioritizes and enables mobilization readiness of IRR Soldiers in support of the National Security Strategy.

1–3. Contingency Operations (CONOPS) and Named Operations

The term "contingency operation" is a statutory term that can trigger certain authorities and/or benefits under other laws. Contingency operations are created in one of two ways-by Secretarial designation, or as a result of mobilizing members of the reserve component for a national emergency. A "named operation" may or may not be a contingency operation and generally does not convey legal or fiscal authorities or responsibilities; though, there are policy and execution benefits to a "named operation."

a. In accordance with (IAW) Title 10 United States Code (USC) § 101 (a) (13) and FAR 2.101, "Contingency Operation" is a military operation that:

(1) Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force.

(2) Results in the “call”, “order to”, or “retention” on, active duty of members of the uniformed services under 10 USC sections 688, 12301(a), 12302, 12304, 12304(a), 12305, or 12406 of this title, chapter 15 of this title, section 712 of title 14.

(3) Includes any other provision of law during a war or during a national emergency declared by the President or Congress.

b. The existence of a contingency operation benefits service members through the application of other statutes. Some examples of entitlements related to a contingency operation designation include disability severance pay, combat related special compensation, the Savings Deposit Program, death gratuity, leave benefits, medical exam requirements before separation, 6 services related to death for civilians in support of contingency operations, tax requirements, and other provisions of code.

(1) Contingency Operations.

(2). Named Operations. With a few exceptions noted below, naming an operation does not have any legal consequence.

c. Statutory References:

(1) 10 USC 113, which establishes the position of Secretary of Defense, requires the development of an information operations strategy that considers, among other things, "named operations."

(2) 10 USC 482 requires congressional reports on combatant commands' assessment of their ability to execute "assigned missions", which is defined to include "named operations."

(3) 10 USC 2329 references named operations in the context of data analysis and data validation requirements.

(4) 10 USC 12304 provides for the President to mobilize reserve forces when "it is necessary to augment the active forces for any named operational mission... "

b. Other References in Law: Provisions of law, principally found in various National Defense Authorization Acts, may tie certain authorizations or funding to specific named operations. For example, the Section 582 of the FY 17 NDAA authorizes valorous awards for actions occurring in "Operation Enduring Freedom, Operation Iraqi Freedom, Operation New Dawn.... "

d. There are other non-legal implications of having an operation "named" including:

(1) Creation of expenditure code to track expenses and identify personnel and units in support of the operation,

(2) Provide name recognition for legislative affairs to seek additional funding,

(3) Provide name recognition for strategic communications purposes,

(4) Simplify interagency coordination efforts.

e. SECDEF Named Operations

(1) Joint Guardian (OJG-Kosovo)

(2) Noble Eagle (ONE-D.C.)

(3) Enduring Freedom-Horn of Africa (OEF HOA-Djbouti)

(4) Spartan Shield (OSS-Kuwait)

(5) Juniper Micron (OJM-Africa-Various Locations)

(6) Juniper Shield (OJS-AFRICOM Counter Boko Haram)

(7) Octave Shield/New Normal (ONN-Central Africa)

(8) Echo Casemate (OEC-Central African Republic)

(9) Freedom's Sentinel (OFS-Afghanistan)

(10) Inherent Resolve (OIR-Iraq)

Section III
The Mobilization Process
1–4. Process

a. The G-3/5/7 is responsible for Army mobilization and operations policy and guidance, developing priorities for mobilization of RC units, directing the activation of RC units, preparing them for deployment, and establishing, publishing, and maintaining the Army Mobilization System (AMS).

b. Based on the statutes and authorities in the table above, the Army can involuntary mobilize RC units and Soldiers in support of approved force requirements. The process outlined in this section applies to mobilization under 10 USC 12302, 12304, and 12304(b).

c. The Army mobilization process is initiated by a CCMD or service requirement. CCDRs request forces through the Joint Staff to theater support requirements. The mobilization process begins when FORSCOM mobilizes Soldiers or units. The statutory guidance outlines the timelines for involuntarily activating units and the process of bringing them onto active duty. If the Army cannot meet the statutory notification requirements, then it must request SECDEF approval to operate outside the notification threshold.

Table 1: Mobilization and Support Authority for RC Support

LEGAL AUTHORITY	PURPOSE	TYPE	CATEGORY	COORDINATION	REMARKS
10 USC 12301(a)	**Full Mobilization** [WWI, WWII]	Involuntary	Mobilization	Requires Congressional declaration of war or national emergency. Includes all Reserve categories	No number limitation. Duration of war/emergency + 6 months
10 USC 12302	**Partial Mobilization** [ONE, OEF, OIF]	Involuntary	Mobilization	Requires Presidential declaration of national emergency	Not more than 1M Ready Reserves. Up to 24 consecutive months
10 USC 12304	**Presidential Reserve Call-up** (PRC) [OUA]	Involuntary	Mobilization	Support of named operational mission. Emergency response limited to WMD or terrorist attack or disease. Not natural or manmade disaster. Congressional notification.	Not more than 200K Selected Reserves, including up to 30K IRR. No longer than consecutive 365 days.
10 USC 12304(a)	**Military Reserve Emergency Activation**	Involuntary	Mobilization	Determined by SecDef. Governor request. Response to major U.S. disasters or emergencies	No number limitation stated. No longer than 120 continuous days. USAR ONLY; does not apply to National Guard.
10 USC 12304(b)	**Combatant Commander Preplanned Missions**	Involuntary	Mobilization	Determined by Military Secretary. Augment the active forces for preplanned missions ISO CCMDs. Congressional notification.	Not more than 60K Selected Reserves. No longer than 365 days. Mission description and costs included in FY Defense Budget Materials.
32 USC 502(f)	**Operational Support/Additional duty** [CCMRF; Counter-drug (32 USC 112); SWB; Title 32 AGR)]	Voluntary/ Involuntary	Support	National Guard only. May include operations or training missions directed by President or SecDef	Full-Time National Guard Duty (FTNGD)
10 USC 331	**Insurrection** [Federal Aid for State Governments]	Involuntary	Other	Presidential order. National Guard only	Federal Service (FS); Insurrection Act
10 USC 332	**Insurrection** [Enforce Federal Laws]	Involuntary	Other	Presidential order. National Guard only	Federal Service (FS); Insurrection Act
10 USC 333	**Insurrection** [Major Public Emergencies]	Involuntary	Other	National Guard only. President determines. Congressional notification: 1) public violence beyond capabilities of state authorities; 2) condition obstructs execution of state or federal law	Federal Service (FS) to restore public order in the event of natural disaster, epidemic or other serious public health emergency, terrorist attack or incident; Insurrection Act.
10 USC 12406	**Invasion**	Involuntary	Other	Presidential order; National Guard only	Federal Service (FS); Insurrection and Rebellion

d. The Army works to provide notification to RC units as far out as practical for rotational requirements (up to 24 months in some cases) and as soon as possible for emergent requirements.

e. The DoD standard notification of an activation order under involuntary activation authorities is at least 180 days before activation date for base GFMAP, rotational, and pre-planned requirements, and 120 days for standard emergent requirements (see DoDI 1235.12).

f. The SECDEF must approve any involuntary activations when the approval date occurs less than 60 days from the activation date, except for Reserve Emergency activation under 10 USC 12304(a) (see SECDEF Memo, Subject: Delegation of Authority to Certain Involuntary Activation of Reserve Component Units).

g. The goal is to publish involuntary mobilization orders as far in advance as possible. Most RC forces receive a minimum of 30 days' notice to prepare for activation. However, a Soldier or unit can receive "same day orders" if the operational situation warrants and the SECDEF approves.

h. Under normal circumstances, unit mobilization orders are issued at least 12 months out for rotational forces, with individual Soldiers receiving orders between 1 to 6 months from the date of activation. When Soldiers are identified late for mobilization or do not meet activation standards until later, the individual mobilization orders may be issued the same day as the Soldier's report date to active duty.

1–5. Mobilization Automation Systems

There are a number of applications used in the business process to activate RC Soldiers and units. Most applications are accessible via the Mobilization Common Operating Picture (MOBCOP) suite.

a. The Department of the Army Mobilization Processing System (DAMPS) is a Secret Internet Protocol Router network (SIPRnet) hosted business process application that takes a force request for a unit mobilization from initiation, through required DA staff review, and to the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA M&RA), the Army principal delegated the authority to order units to involuntary mobilization.

b.The DAMPS orders application provides access to view individual orders. RA and RC Soldiers can view and download all orders from this site. All DAMPS orders are consolidated here. (CAC required).

c. DAMPS Overseas Contingency Operations Temporary Change of Station (OCOTCS) is used by installations, states, and USAR commands to produce individual Soldier Overseas Contingency Operation (OCO) Temporary Change of Station (TCS) orders, TDY orders and activation orders. Access is restricted to orders issuing personnel only (CAC required).

d. DAMPS Overseas Contingency Operations Individual (OCOIND) is the individual active duty orders writing system. It produces individual orders for RC Soldiers who volunteer or are involuntarily activated. It produces ADT travel orders for ROTC Cadets and EVAC orders for medical returns to CONUS. Access is restricted to orders issuing personnel only (CAC required).

e. DAMPS-Unit (DAMPS-U) provides unit orders to the mobilization station. DAMPS-U produces and maintains First Army unit mobilization orders, which provide instructions and authority for the mobilized unit to move from home station to the mob station. DA mob orders are located here as well. This is a read only site for unit research. Register for access at the DAMPS portal (CAC required).

f. The Financial Management (FM) application provides funds management capabilities within MOBCOP by uploading, validating, and accurately applying the correct account codes to MOBCOP issued orders. FM also enables commands to control, monitor, and report on funds expenditures as orders are approved and issued. Access is restricted to designated funds

managers (CAC required).

g. The Mission Analysis Readiness Resource Synchronization-NIPRNet (MARRS-N) is a scheduling application tool for RC units deployment manning and collective training. Mobilized RC units select Soldiers for individual mobilization orders. Non-mobilized RC units and commands manage planned collective training exercise coordination. For ARNG, access is restricted to State orders issuing personnel. For USAR, access is restricted to designated personnel (CAC required).

h. The Mission Analysis Readiness Resource Synchronization-SIPRNet (MARRS-S) provides the same functionality as MARRS-N but maintains additional information that is classified.

Section IV
Employment Activities

1–6. Theater Utilization of RC Forces

a. The supported commander employs the mobilized or activated RC forces. Once deployed, RC and RA forces are functionally identical as part of the theater assigned force. The unit Boots on Ground (BOG) period is determined by the SECARMY. Current BOG for the CENTCOM AOR is 270 days. RA commanders must plan for the limited RC force duration of service of the unit and Soldier's mobilization. RC forces must be released from theater in time to conduct demobilization and out-processing activities.

b. RC Units delayed in theater

(1) Coordination is required with DCS G-3/5/7 (DAMO-ODO-M) when mission requirements necessitate a delay in a unit's movement back to the MFGI. Failure to coordinate for amendments to a unit order may result in Soldiers not being able to execute benefits earned during the course of the mobilization.

c. Retention of RC Soldiers in theater

(1) RC Soldiers subject to UCMJ actions with an eye toward prosecution will be retained IAW AR 27-10. The process is covered further in Chapter 2 of this document.

(2) Extension in theater beyond the unit's redeployment date is voluntary only. The "in theater extension" process is managed by the Army Reserve Engagement Team (ARET) and volunteers are processed through MOBCOP (ToD module). All extensions are executed under USC 12301(d)

d. CONUS Mission Support. Contingency operations may require RC support at CONUS mission locations (i.e., MFGI mobilization support operations, augmentation of RA missions, or rear detachment support to deployed units, etc.).

(1) These requirements are validated yearly by the DCS G-3/5/7 and encompass involuntary unit mobilizations in support of named contingency operations and individual augmentees in a volunteer status.

e. RC Soldiers will demobilize at the location they entered active duty consistent with DoDI 1235.12. Exceptions to this must be secured through the DCS G-3/5/7.

Section V
Manning of Mobilizing Units

1–7. Manning the RA

a. The Active Component Manning Guidance (HQDA EXORD 173-20) dated 5 May 2020 sets forth the guidance for manning deploying RA units.

(1) The ACMG is the manning enterprise's brief-back to the Army's Senior Leaders on how manning resources will be distributed in the Regular Army. The ACMG is nested with the Integrated Requirements Priority List (IRPL) and ultimately aligned with the Dynamic Army Resources Priority List (DARPL) to sync personnel with Army priorities. This guidance provides flexibility to support the Army's People, Readiness, and Modernization strategies. Senior Mission Commanders will always have the final authority and responsibility for cross-leveling Soldiers within their organization to meet mission requirements.

(2) Manning of RA Deploying Force will be targeted for fill IAW Annex A (Active Component Manning Categories) of the manning guidance. Units are prioritized into categories with manning floors set based on Army priorities.

(3) Manning of rotational forces for non-hostile fire pay areas is executed in accordance with Annex C of EXORD 173-20 (Return Rules), which specifies timelines to return Soldiers to home station ahead of PCS, ETS, Retirement, and Professional Military Education (PME).

1–8. Manning the USAR and ARNG

a. USAR and ARNG are not authorized to cross-level between components. Cross-leveling between USAR mission support commands requires CG, USARC approval. Cross-leveling must be completed prior to the effective date of mobilization for the alerted RC units.

(1) Cross-leveling of Non-Alerted Units. RC units not on alert are permitted to involuntarily cross-level so long as they comply with the reasonable-commuting-distance limitations located in AR 135-91 and AR 140-10.

(2) Reasonable commuting Distance. If a RC Soldier is involuntarily cross-leveled to a unit outside of the reasonable commuting distance as defined in AR 140-10, the Soldier must be afforded the opportunity to conduct rescheduled Inactive Duty Training (IDT) within a reasonable commuting distance from his or her residence. This limitation is not applicable if the unit provides the Soldier with transportation, quarters, and subsistence during the training.

(3) Cross-leveling Non-Alerted to Alerted Units. National Guard State Adjutants General (TAGs) and the CG, USARC have the authority to cross-level RC Soldiers (voluntarily or involuntarily) from any unit within their command prior to mobilization in order to increase personnel readiness of an alerted or sourced unit.

(4) A Sourced Unit. This unit, also known as the Deployment Expeditionary Force (DEF) is used to fill theater or CCMD operational support requirements. DEF units are primarily identified during sourcing conferences (DA/FORSCOM/CENTCOM). As requirements change, other units commonly referred to as Contingency Expeditionary Force (CEF) or Ready Expeditionary Force (REF) are identified as sourced units to fill these additional requirements.

(5) Filling Units Prior to Deployment. If FORSCOM provides mobilization requirements to an RC unit, the unit will initiate the mobilization process, (EXORD 230-16, DTG 0260618Z Jan 17, Requesting Reserve Components (RC) Rear Detachment Operations). The readiness deployment criteria for RC units is deployment at Assigned Mission Manning (AMM) Level 1 (90-100%) of Mission Required Strength (MRS).

b. The MRS is normally the unit's MTOE Required Strength; however this may vary depending on specific theater requirements, which are established by the Combatant Commander, validated by the task force provider (FORSCOM, USASOC, USARPAC or USAREUR), and approved for fill by OSD.

c. Assistant Secretary of the Army Manpower & Reserve Affairs (ASA M&RA) further defines mission required strength as the approved strength of a unit mission tasking requirement, as it exists, on the approved unit mobilization packet or RA deployment order (specific to a unit identification code).

d. Voluntary Selective Continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels (LTC) and Colonels (COL) under Title 10, Section 14701.

(1) The following categories of commissioned officers are authorized automatic selective retention on the RASL:

(a) USAR and ARNG LTCs and COLs assigned to a unit or DUIC who are ordered to AD for deployment to a hostile fire or imminent danger pay (HFP/IDP) area in support of contingency operations.

(b) Title 10 and Title 32 AGR LTCs and CO's assigned to a unit DUIC alerted or mobilized for deployment to a designated HFP/IDP area in support of the GWOT.

(2) For further information and details, contact HQDA DCS G-1, Mr. Rowland Heflin at 703-695-7277 or rowland.c.heflin.civ@army.mil.

1–9. Individual Ready Reserve (IRR)

a. The IRR is a manpower pool of individuals who served in the RA or Selected Reserve. Soldiers in the IRR are either fulfilling their contractual Military Service Obligation (MSO) per Section 651 of Title 10 USC or choose to voluntarily remain. Commands must request IRR fillers as soon as possible after receipt of DA Mobilization orders, preferable within 120 days. Submitted through command channels and validated by force providing command (FORSCOM, USARPAC, and USAREUR).

b. IRR Soldiers are subject to involuntary active duty (AD) for training and fulfillment of mobilization requirements, per Sections 12301(a) and 12302 of 10 USC.

c. Per DoDI 1235.12, when deploying RC units identify shortages, the component manager will use available resources to fill the shortages to include using volunteers, task organizing at the unit level, and cross-leveling Soldiers from non-deployable units.

d. IRR Soldiers ordered to AD requesting to delay or be exempt from AD will follow the procedures outlined in AR 601-25 (Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training, and Reserve Forces Duty), chapter 4.*e.* Utilizing IRR Soldiers. The first priority for IRR Soldiers is to fill deploying units. ASA (M&RA) must approve Involuntary IRR mobilization and forward to SECDEF for notification, prior to HRC publishing mobilization orders.

f. IRR Soldiers will in-process through a Mobilization Force Generation Installation (MFGI) or an Army Training Center (ATC). Training will include:

(1) Medical/ SRP
(2) Equipment Issue
(3) Refresher Training (MOS/AOC), if required
(4) Warrior Tasks and Battle Drills
(5) Theater Specific Individual Readiness Training (TSIRT)

g. After the requesting component receives the IRR Soldiers, it must utilize them, even if additional personnel become available.

1–10. ARNG Title 32 AGR Soldiers

a. Mobilized Title 32 (ARNG) AGR. Soldiers will be released from Full-Time National Guard Duty (FTNGD) the day before mobilization. Soldiers' current AGR orders will be amended to show the new end dates of their AGR tours.

(1) Each mobilized AGR Soldier will be issued a Certificate of Release or Discharge from Active Duty (DD Form 214).

(2) The Separation Program Designator code will be "MBK", narrative will be "completion of required active service", RE code will be "1", and the authority will be the statutory authority under which the mobilization is being conducted, such as "10 USC 12302".

b. Accountability of Title 32 AGRs on mobilization date will be against the numbers of Soldiers authorized mobilization under 10 USC 12302.

c. Mobilized AGRs are counted against AGR end-strength. Upon demobilization, these

personnel will revert to a Title 32 AGR status. Soldiers will remain on the Active Army Pay System while mobilized.

d. ARNG AGR Soldiers may volunteer to transfer to a mobilizing unit, however, unit commanders and/or State Adjutants General (TAGs) must approve such requests. Generally, these requests are denied in order to preserve the quality of full-time support available to future mobilizing units.

e. Involuntary Separation Actions**.** If a Title 32 AGR Soldier is pending involuntary separation due to non-selection by the Active Service Tour Continuation Board (ASTCB) and has reached their retention control point (RCP), then the Soldier will continue with the separation process even if they started transition leave prior to publication of the unit alert order by HQDA.

1–11. ARNG Title 10 AGR Soldiers

Upon request by the Adjutant General, Title 10 AGR Soldiers (ARNG) can be ordered to mobilize and deploy with a specific unit from their home station. Title 10 AGR Soldiers will prepare a DA Form 4187 to request release from Title 10 AGR duty status in order to mobilize and deploy with a unit. Prior to demobilization, Title 10 AGR Soldiers are required to contact their designated assignment officer to begin the process for their return to Title 10 AGR duty status.

1–12. Full-Time National Guard Duty for Operational Support (FTNGD-OS) to Attend SRP

States are authorized to place ARNG Soldiers on FTNGD-OS in order to attend Soldier Readiness Processing (SRP) with their gaining unit. This will provide the requisite per diem and travel fund authorization permitted by regulation.

1–13. Inactive National Guard (ING)

a. Soldiers in the ING are members of the ARNG Ready Reserve and are subject to involuntary call-up and deployment as determined by the SECARMY under 10 USC 12302 or 10 USC 12304 and per DoD Directive 1200.7, paragraph 4.2.

(1) Soldiers will be briefed when they enter the ING program that they are subject to mobilization. Upon alert orders, commanders will contact ING Soldiers and notify them that they are being mobilized. Soldiers should return to an active (paid drill) status prior to their unit's M-Day.

(2) ING Soldiers may be involuntarily cross-leveled to any alerted unit within the State, even if their own unit is not alerted, mobilized or deployed. ING Soldiers must be placed in an active status prior to assigning them to the alerted unit. ING Soldiers cannot be assigned to the alerted unit while still in the ING.

b. RC Unit Stop Loss, when applicable, affects ING Soldiers who are assigned or cross-leveled to alerted/mobilized units.

(1) Soldiers approaching ETS: The unit will have five days in which to capture and track each Soldier's "real time" ETS/ESA/Retirement date when the unit is alerted.

(2) When RC Unit Stop Loss is in effect, IPPS-A will be "top-loaded" with the date of 31 December 2031.

1–14. Time Allocation

a. ARNG, National Guard Regulation (NGR) 600-100 (Commissioned Officers – Federal Recognition and Related Personnel Actions) and NGR 600-200 (Enlisted Personnel Management) will be used in executing assignments and reassignments during the alert phase prior to the effective date of mobilization.

b. USAR commands follow guidance in AR 140-10 (Assignments, Attachments, Details, and Transfers). Although the USAR commands will attempt to complete all cross-leveling actions early in the alert period, cross-leveling reassignments will continue after M-date until the unit achieves deployment criteria.

c. CS and CSS units in support of contingency operations will deploy at 95-100% of authorized strength.

1–15. Personnel Supplemental Fill (Passback)

Passback is the process for the RC to request RA personnel to fill RC shortages. RC deployed units should not exceed RA deployed fill rates using Passback. Requirements for shortage skills passed back from the RC to the RA are at a percentage consistent with the average for deployed RA units. For instance, if 35F NCO fill of deployed RA units is 85%, then RC units will not exceed 85% using "passback" for 35F RA Soldiers.

CHAPTER 2
Notification and Orders

REFERENCES:

a. Office of the Secretary of Defense Memorandum, Subject: Utilization of the Total Force January 19, 2007
b. DoD Instruction 1215.06, Uniform Reserve, Training, and Retirement Categories for the Reserve Components), Change 1, 19 May 2019
c. DoD Instruction 1235.12, Accessing the Reserve Components, Change 1, 28 February 2017
d. DoD Instruction 1315.18, Procedures for Military Personnel Assignments, 28 October 2015, Change 2, 23 July 2018
e. DoD Instruction 1369.07 (Management of Personnel Tempo), 28 December 2020
f. Army Directive 2021-07 Individual Ready Reserve Management
g. SECARMY Memorandum, Subject: Army Deployment Period Policy, 4 August 2011
h. ASA (M&RA) Memorandum, Subject: Policy for Reserve Component Soldiers Serving on Active Duty in Excess of 180 Days, 21 March 2011
i. DASA (MPQ) Memorandum, Per Diem Exception to Policy for Soldiers Serving in Excess of 180 Consecutive Days at One Location for Operational Deployment, 21 April 2015
j. AR 27-10 Military Justice, 20 November 2020
k. AR 40-58 Army Recovery Care Program, 12 May 2020
l .AR 500-5 Army Mobilization 16 April 2015
m. AR 600-8-101 Personnel Readiness Processing 6 March 2018
n. AR 614-30 Overseas Service 22 December 2016
o. HQDA EXORD 154-16 Rotational Business Rules
p. HQDA EXORD 230-16 Requesting Reserve Components (RC) Rear Detachments and Rear Detachment Operations

Section I
Introduction

2–1. General Guidance

This chapter outlines the types and uses of orders for mobilization and deployment. Orders are published to bring individuals onto active duty or change the status of military personnel on active duty. Regular Army (RA) personnel may be issued orders to change status from duty at a permanent duty station (PDS) location to temporary duty (TDY) at another location. United States Army Reserve (USAR) or Army National Guard (ARNG) personnel may be ordered to active duty for inactive duty training, annual training, or active duty for operational support (ADOS). Orders are also published to call up or activate USAR or ARNG units under the prescribed mobilization authorities. Table 2 provides a summary of the mobilization authorities. Civilian employees can be issued TDY orders in support of deployed forces. Contractors are not issued orders but may be authorized by the U.S. Government to deploy in support of military forces.

2–2. Notification Requirements

a. The Secretary of Defense will approve, or be notified of, all USAR and ARNG activations under Title 10 USC sections 12301(a), 12302, 12304, and 12304(b) depending on the situation. For involuntary activation authorities, formal approval and notification occurs with SECDEF/USD (P&R) concurrence as appropriate. See DoDI 1235.12, Encl 3, 6b.

b. The DoD approval standard for an activation order under involuntary activation authorities is at least 180 days before the activation date in support of base Global Force Management Allocation Plan (GFMAP), rotational, and pre-planned requirements, and 120 days before the activation date for standard emergent requirements.

(1) Minimum 30 Day advance notice: Per Public Law 110-181, Section 515, USAR and ARNG members will receive a minimum of 30 days' formal notice to prepare for activation.

(a) ADVANCE NOTICE REQUIRED. "The Secretary of a military department shall ensure that a member of a Reserve Component under the jurisdiction of that Secretary who will be called or ordered to active duty for a period of more than 30 days in support of a contingency operation (as defined in section 101(a) (13) of title 10, United States Code) receives notice in advance of the mobilization date. In so far as is practicable, the notice shall be provided not less than 30 days before the mobilization date, but with a goal of 90 days before the mobilization date."

c. In certain situations USAR and ARNG forces are required for immediate mobilization. Most USAR and ARNG forces will be given at least 30 days' formal notification to prepare for activation. However, should the operational situation warrant it, and upon approval of the Secretary of Defense, USAR and ARNG members may be ordered to active duty on the same day that their orders are approved and issued. See DoDI 1235.12, Encl 3, 6d.

(1) REDUCTION OR WAIVER OF NOTICE REQUIREMENT. *"The Secretary of Defense may waive the requirement of subsection (a), or authorize shorter notice than the minimum specified in such subsection, during a war or national emergency declared by the President or Congress or to meet mission requirements. If the waiver or reduction is made on account of mission requirements, the Secretary shall submit to Congress a report detailing the reasons for the waiver or reduction and the mission requirements at issue."* --Public Law 110-181, Section 515.

(2) Notification requirements for mobilization under § 12304(a) are exempt.

2-3. Dwell Requirement.

a. For the Regular Army (RA), SECDEF's goal for deployment-to-dwell ratio is 1:3 or greater. The deployment-to-dwell ratio threshold is 1:2.

b. RC Dwell is defined as the period of time between the release from active duty under 10 USC sections 12302, 12301(a), 12304 or 12304(b) and the reporting date for a subsequent tour of active duty under Title 10 U.S. Code 12302, 12301(a), 12304 or 12304(b).

(1) The mobilization period is calculated from the date of mobilization to the date of demobilization. SECDEF's mobilization-to-dwell goal is 1:5 or more. The mobilization-to-dwell ratio threshold is 1:4.

c. Waiver Process**.**

(1). For the RA, refer to reference n for Soldiers with a ratio 1:2 or less.

(a) PERSTEMPO rules apply as outlined in reference e. PERSTEMPO Frequently Asked Questions (FAQs). (https://www.hrc.army.mil/content/PERSTEMPO%20FAQs)

(b) Commanders must ensure that individual Soldiers are not repeatedly exposed to combat, do not experience disproportionate deployments, and do not spend extended periods of time away from their home station, unless required by operational necessity.

(2) For the RC, SECDEF approval is required to mobilize an RC unit, detachment or individuals with a ratio 1:4 or less. These ratios apply only to dwell time for Service members who have completed a deployment of 30 days or more.

(3) Per DoDI 1235.12, a RC Soldier may waive notification and/or dwell requirements on a voluntary basis and must consent to the first general officer in the chain of command of the parent organization, who may approve the waiver request for the pending deployment.

(a) Waivers documenting the request may be required by the DCS G-3/5/7 as part of the notification process through the SECDEF Orders Book Process (SDOB). (See TAB A).

d. The SECDEF may order that individual involuntarily to deploy through the SDOB.

2–4. USAR and ARNG Orders

Military Services will issue orders to USAR and ARNG members expeditiously in order to facilitate members' notification to employers and family. Below are key guidelines for mobilizing USAR and ARNG Soldiers in support of Contingency Operations:

a. Mobilization orders should be issued to Soldiers at least 30 days prior to their effective report date. Outlined below is specific guidance for drafting mobilization orders:

(1) Must include the phrase "in support of a contingency operation" for all activations under 10 USC 12302 or for specified contingencies under 10 USC 12304.

(2) The name of the supported operation (i.e., ENDURING FREEDOM).

(3) The applicable legal authority (statute) under which the member is serving, i.e., 10 USC 12301(d) for members serving voluntarily or 10 USC 12302 for members called to active duty involuntarily, and a reference to the applicable Executive Order (EO) (example: "OE 13223, dated September 14, 2001.”).

(4) The period of service under 10 USC 12302 and 12304 are exempt from the five-year limit as provided in 38 USC 4312(c)(4)(A).

(5) The SECARMY has determined periods of service under 10 USC 12301(d) for contingency operations and 12301(h) as exempt from the five-year limit as provided in 38 USC § 4312(c)(4)(B). (See TAB B).

(6) Do not state "voluntary" or “involuntary" active duty in the order.

(7) Unit and individual orders will contain the statement "Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check ESGR online if you have questions regarding your employment/reemployment rights."

b. Headquarters authorities will issue mobilization orders per AR 600-8-105 for USAR individuals, units, or derivative unit identification code (DUIC) units. The orders will include the information outlined in the above section.

2–5. The Involuntary Mobilization Orders Process

a. Individual mobilization orders are issued based on the unit, operation, authority, and dates established by the Department of the Army Mobilization Order (DA MOB Order). The DA MOB order specifies the unit, the number of personnel authorized to mobilize in the unit, the mobilization start date, the name of the operation supported, the duration of the unit's mobilization, and the authority (12302 or 12304, etc.) under which the mobilization is ordered. It also indicates the unit's home station location and the specific mobilization station. The DA MOB order triggers actions and authorizations within the Army to provide resources and support in order to increase the mobilizing unit's readiness prior to mobilization.

After the DA MOB order is issued, the designated RA supporting command responsible for command and control, training support, and validation of mission readiness prior to deployment, issues a unit mob order specifying the mob and de-mob locations and administrative instructions. This unit mobilization order, (aka the "CONUSA") may adjust the mob and de-mob locations from the DA MOB order based on changes to capacity or other issues. For USAR and ARNG forces assigned to FORSCOM, the unit order is issued by First Army or by the owning ASCC.

b. Once the Continental U.S. Army (CONUSA) order is issued, the owning USAR or ARNG headquarters can issue individual mobilization orders. Commanders identify the Soldiers required and ready for mobilization by placing them on a battle roster tied to a mission specific deployment-manning document (DMD).

(1) U.S. Army Pacific (USARPAC) assigned forces (HI ARNG, 9th MSC); USARPAC issues the unit mobilization station order.

(2) U.S. Army Europe (USAREUR) assigned forces (1st CSC); USAREUR issues the unit mobilization station order.

(3) U.S. Army Special Operations Command (USASOC) assigned forces (ARNG SOF, USACAPOC); USASOC issues the unit mob station order. Based on the CONUSA order, the unit begins coordination with the supporting command and the installation where the unit will mobilize.

c. CONUS and ASCC unit orders are processed and issued in DAMPS-U on the NIPR network, part of the MOBCOP system.

d. USAR and ARNG Soldiers' individual MOB orders under 10 USC Sections 12302, 12304, 12304(a) (USAR only) and 12304(b) activations are issued by OCOIND. NATO Travel Orders and TCS orders (where applicable) are generated through DAMPS-OCOTCS.

2–6. Voluntary Mobilization/Activation Orders

Voluntary mobilization and activation orders are processed through MOBCOP, beginning with Tour of Duty (TOD). TOD processes all voluntary requests for active duty in support of contingency and operational support missions, except for retiree recalls.

a. Voluntary Active Duty: 10 USC § 12301(d) – RC Soldiers may volunteer for active duty (when released by their owning state or command) in support of contingency operations where the force requestor has a DCS G-3/5/7 validated requirement. The Soldier may serve in CONUS, OCONUS, or in a theater.

b. Tour types and entitlements

(1) RC OCONUS tours are unaccompanied, regardless of tour length or source of funding unless prior approval is secured from the SECARMY. These tours are generally 365 days in length and do not allow for a household goods (HHG) shipment per the JTR.

(a) Soldiers may request an ETP to allow for 10% of the HHG benefit PRIOR to the order being issued. Requests received AFTER an order has begun will be returned without action. Requests are processed IAW the instructions located at TAB C of this document. Completed request packets MUST be processed through ETMS2 (formerly known as TMT) tasked directly to SAMR-MP-MPP. Allow a minimum of 30 days for processing, 60 days is optimal and preferred.

(b) Soldiers requesting and approved for 730 day OCONUS tours, will receive the full HHG shipment (less POV) but must complete the OCONUS Statement of Understanding (SOU) located at TAB C of this document and upload to their tour of duty packet.

Note: HHG entitlements are for initial OCONUS tours only and are not retroactive for continuation ADOS tours resulting in Soldier exceeding 730 days or more (e.g., an extension will not grant you additional entitlements).

(2) Generally, RC tours of 180 days or more are Permanent Change of Station (PCS), IAW 2011 ASA M&RA CONOPS Guidance (see TAB D).

(a) Tour types are determined by tour length and location unless otherwise specified by operational requirements. These tour types are: No Cost PCS [aka HOR] regardless of length; PCS (180 days or greater) CONUS or OCONUS when not in an imminent danger area (IDA) or hostile fire/combat zone location; or TDY [TCS] 179 days or less (or when deemed a rotational requirement/operational deployment).

(3) RC soldiers filling rotational or contingency requirements OCONUS may be exempt from the PCS policy IAW 2015 DASA MPQ Operational TDY policy (see TAB E).

(4) Transfer of entitlements from order to order under the same authority.

(a) Soldiers and Commands MUST be aware of the fact that some entitlements do NOT

transfer from order to order under 12301(d). For example, Soldiers assume that entitlements remain intact when moving from order to order without a break in service (BIS). PCS entitlements may be lost when a Soldier moves from an ADOS-RC to an ADOS-AC order between the orders. The original PCS entitlement that brought a Soldier to a specific location is tied to that original order and as such that entitlement may be lost if not executed at the end of the order.

c. Medical: 10 USC § 12301(h) – USAR or ARNG Soldiers with a medical condition incurred or aggravated while serving on a mobilization or active duty period greater than 30 days may consent to remain on or return to active duty for the purpose of medical evaluation and treatment. For questions, contact MEDCOM, G1: Soldiers Transition branch at usarmy.usarc.ocar.mbx.army-reserve-warrior-transition-program@army.mil. For further guidance, see AR 600-77, Administrative Management of Wounded, Ill, or Injured Soldiers and AR 40-58, Army Recovery Care Program

d. Funded reimbursable orders

(1) For military labor reimbursement, the only acceptable funds are Defense Working Capital Funds (DWCF) or Foreign Military Sales funds (FMS).

(2) Reimbursable accounts must be coordinated through the Army Budget Office (ABO) or DFAS directly through the Personnel Force Innovation (PFI) Program. (https://www.dfas.mil/PFI)

e. 18 Years Active Federal Service: Under provisions of 10 USC § 12686 (more commonly known as “sanctuary”), once a Soldier meets or exceeds 18 years but less than 20, they cannot be involuntarily separated (except by the SECARMY). AR 135-200 provides guidance for USAR and ARNG Soldiers on active duty (except for training), who meet this requirement.

(1) Once a Soldier reaches 18 years, he/she must contact the HRC Sanctuary branch and apply for Sanctuary, NLT 120 days prior to scheduled REFRAD date to ensure a duty assignment is identified and a sanctuary order issued. Sanctuary assignments are determined based on the world-wide needs of the Army.

(2) If the Soldier does not request a Sanctuary order, then the self-terminating mobilization/activation order will remove the Soldier from active duty at the end of the mobilization period.

Table 2: Active Duty for Operational Support Overview

	ADOS-AC			
	OP-ADOS	**Admin-ADOS**	**CO-ADOS**	**ADOS-RC**
Eligibility	Drilling RC and IRR	Drilling RC and IRR	Drilling RC and IRR	Drilling RC
Mission	Regular Army mission. Exceeds organic capability. Usually codified in EXORD or ASL directive. Non-Contingency missions.	Vacant Regular Army billet with no identified fill from HRC. Prioritized by ACMG	CONOPS missions. In theater extensions and CONUS support base missions ISO contingency operations.	Reserve component missions only.
Manning Document	EXORD	TDA, MTOE	MOB TDA, MTOE, JMD, WIAS	TDA/MTOE
Billet	N/A	Regular Army	Valid RC para/lin	RC para/lin
Tour Length	30-365 days*	30-365 days*	365-400 days	Varies
Tour Type	TDY, PCS	TDY, PCS	TDY, PCS	No Cost PCS (Local commuting distance) unless otherwise specified.
Submission Requirement	45 days prior	60 days prior	60 days prior	45 days prior
Funding/Approver	DCS G-3/5/7	DCS G-1	DCS G3/5/7	RC Headquarters
Pay & Allowances	MPA	MPA	MPA	RPA
Travel/Per Diem	Unit of mission assignment	Unit of mission assignment	Varies. See ABO FM Guidance	Headquarters of assignment

*Notes: *Tour length varies. Tours <180 days are TDY when mission location is not within local commuting distance. Commands are responsible for per diem on tours <180 days.*

2–7. UCMJ Retention and Recall Actions

The authority for involuntary retention and recall of Reserve Component (RC) Soldiers on Active Duty (AD) is 10 USC § 802 (UCMJ, Article 2). Costs (to include pay and allowances, and all authorized travel) associated with disciplining USAR Soldiers, when involuntarily ordered to AD or involuntarily retained on AD by a Regular Army (RA) commander, will be paid from Military Personnel, Army appropriations (see AR 27-10, para. 20-2e).

a. Retention:

(1) Retaining a USAR or ARNG Soldier on AD is performed in accordance with AR 27-10, para. 20-4, and AR 135-200, ch. 7, sec. II. The requirements of AR 27-10, para. 20-3, do not apply to retaining a RC Soldier on AD.

(2) RA General Court-Martial Convening Authority (GCMCA) may involuntarily retain a RC Soldier on Title 10 status for the purpose of completing an investigation initiated *with a view toward prosecution* before the expiration of the AD, ADT, or AT period up to the date of completion of the disciplinary action. On receipt of notification by a GCMCA of intent to retain a Soldier, the order issuing authority will issue an amended order extending the end date of the original order.

(3) The standard operating procedure for issuing these types of orders is outlined below:

(a) Mobilized RC Soldiers pending UCMJ and/or court martial whether CONUS or OCONUS will be retained involuntarily on active duty until proceedings are completed. RC Soldiers retained on UCMJ orders are not authorized to receive per diem for meals and/or lodging. RC Soldiers will draw BAH for their assigned duty location. Commanders must counsel Soldiers about this requirement to ensure that precautionary measures are taken and appropriate lodging facilities are secured to avoid financial hardships.

(b) Unit commanders must submit a complete UCMJ packet via email to the servicing MPD. For Soldiers that processed through Fort Hood MFGI, email packets to herman.toro.civ@army.mil. For Soldiers that processed through Fort Bliss MFGI, email packets to alejandra.gutierrez1.civ@army.mil. For all other installations, contact the servicing MPD for the appropriate POC to email the packets. Packets must include the following:

(1) A memorandum of endorsement from the GCMCA. If the GCMCA holds the rank of O-6, please include the appointment orders as GCMCA.

(2) Soldier's current orders (unit mobilization orders with annexes or individual orders with any amendments).

(3) A signed DA Form 4187 by the commander to include reasons/justification, projected date of demobilization, requested number of days for retention (up to 179 days on first order), unit name and UIC for Soldier during duration of the extension, and point of contact and phone number for the owning unit and Judge Advocate.

b. When the UCMJ actions are complete, the local Judge Advocate will forward a copy of the following documents (as applicable) to the Mobilization Station MPD in order to close the Soldier's case:

1. Statement of Trial Results or Recordings of Proceeding under Article 15.
2. Charge Sheet.
3. Confinement Order.
4. DD Form 214 or complete Chapter packet
5. Request for Prison Transfer
6. Request for Orders (DA Form 2446)
7. DA Form 4187 reflecting duty status change

Note: Once the trial is complete and the Soldier is sentenced to a CONUS confinement facility,

the local Judge Advocate must immediately request through the mobilization station, MPD movement orders format 405/410 using a DA Form 2446 in order for the Soldier to PCS to a CONUS confinement facility.

c. RC Soldiers who are required witnesses for court-martial proceedings cannot be involuntarily retained on active duty beyond their scheduled REFRAD date.

(4) For further information, contact IMCOM, MPD, clinton.m.fosbenner.civ@army.mil, Mobilization Support Branch, UCMJ Section at (210) 466-0335.

d. Recall:

(1) Recalling a RC Soldier to Active Duty (AD) is performed in accordance with AR 27-10, para. 20-3, and AR 135-200, ch. 7, sec. III. Any RC Soldiers, including those in a retired status, who are not serving on Active Duty (AD) are subject to UCMJ jurisdiction for offenses allegedly committed while serving in a Title 10 duty status. Involuntary recall orders may be issued for the purpose of a preliminary hearing pursuant to UCMJ, Article 32; trial by court-martial; and proceedings pursuant to UCMJ, Article 15. A Soldier may not be *recalled* to AD for the purpose of investigating an offense.

(2) The RA GCMCA may issue an order to recall a RC Soldier to AD. *No other authority is required to recall the RC Soldier.*

(3) No Soldier ordered to AD may be confined or deprived of liberty UNTIL the involuntary order to AD is approved or ratified by the Secretary of the Army or the Secretary of the Army's designee (Assistant Secretary of the Army (Manpower and Reserve Affairs)). The requesting staff judge advocate will forward requests for the recall of RC Soldiers to AD to the Office of the Judge Advocate General – Criminal Law Division (OTJAG-CLD), in accordance with AR 27-10, para. 20-3.

(4) RA GCMCAs who involuntarily order a Soldier to AD will immediately inform the ASCC and FORSCOM commanders, the state Adjutant General, the Commander, U.S. Army Reserve Command, and the Chief, National Guard Bureau, as appropriate, of the initiation of UCMJ action against the RC Soldier.

2–8. Strength Accounting and the "1825 Rule"

a. Operational Support (OS) is a category of voluntary duty that includes Active Duty for Operational Support (ADOS) (with several sub categories) and Full-Time National Guard Duty for Operational Support (FTNGD-OS). Governing policy for Operational Support is DoDI 1215.06. The FY22 NDAA made changes requiring revision to Army strength accounting procedures pertaining to Soldiers performing operational support duty under the provisions of Title 10 USC § 12301(d) and Title 32 USC § 502(f)(2).

b. RC Soldiers will refer to AR 135-200 for active duty requirements and guidance on manning and strength accounting, restriction of tour length exceeding 1,825 within 2,190 days, and the S-1 reporting requirements.

(1) Soldiers performing OS duties will count toward either the Active Duty or AGR end strength limitation of the component whose orders they are on duty for at the time their OS orders specify a period greater than five years, or if their OS service exceeds five cumulative years within the previous six year period.

(2) RC Soldiers who cross either OS duty threshold (the 1,825 days either out of the previous 2,190 days or at the beginning of a tour when the orders specify a period of AD greater than five years) will count against the AD strengths.

CHAPTER 3
Deployment / Redeployment

REFERENCES:

a. DoDI 1215.06 Uniform Reserve, Training, and Retirement Categories for the Reserve Components 11 March 2014, Change 1, Effective 19 May 2015
b. DoDI 1235.12 Accessing the Reserve Components 7 June 2016, Change 1, Effective 28 February 2017
c. Army Directive 2021-07 Individual Ready Reserve Management
d. AR 55-46 Travel Overseas 14 June 2017
e. AR 350-1 Army Training and Leader Development
f. AR 600-8-24 Officer Transfers and Discharges 8 February 2020
g. AR 600-8-101 Personnel Readiness Processing 6 March 2018
h. AR 614-30 Overseas Service 22 December 2016
i. AR 635-200 Active Duty Enlisted Separations 19 December 2016
j. AR 690-11 Department of the Army Expeditionary Civilian Workforce and Civilian Deployments, in Support of Military Contingency and Emergency Operations 8 November 2019
k. AR 715-9 Operational Contract Support Planning and Management 24 March 2017
l. EXORD 140-17 Mobilization Command and Support Relationships and Requirements-Based Demobilization Process, 3 January 18
m. EXORD 114-19, Theater Entry Pre-Deployment Training
n. HQDA EXORD 269-20 Implementation of Regionally Aligned Readiness and Modernizational Model (REARMM)

Section I
Introduction

3–1. Purpose

To provide guidance, business practices, and policies for all personnel deploying and redeploying from a theater of operation. This includes Regular Army (RA), United States Army Reserve (USAR), Army National Guard (ARNG), appropriated/non-appropriated DA Civilians, contractors, Army and Air Force Exchange Service (AAFES) civilian personnel, Red Cross volunteers, and any member of the other Services deploying or re-deploying in support of contingency operations.

3–2. Deployment Eligibility

Deployment eligibility is determined in accordance with regulations prescribed by the Secretary of the Army.

3–3. General Guidance

All military personnel must meet Soldier readiness standards per AR 600-8-101, Personnel Readiness Processing. All DA Civilians must comply with the requirements of AR 690-11, Use and Management of Civilian Personnel in Support of Contingency Operations. The deployment and redeployment of contractors authorized to accompany the force is governed by AR 715-9, Operational Contract Support Planning and Management.

Section II
Managing and Preparing for Deployment and Redeployment

3–4. Voluntary Separation Actions

a. If a Soldier is pending voluntary separation, discharge, or transfer to the Individual Ready Reserve (IRR) or the Retired Reserve, for anything other than maximum age or other disqualifying reason, the voluntary action must be effective prior to the unit/individual's mobilization date. The chain of command handles voluntary and involuntary separations on a case-by-case basis.

b. Voluntary Separation Actions include Title 32 Active Guard-Reserve (AGR) Soldiers who have been non-selected by the Active Service Tour Continuation Board (ASTCB) and who have elected to retire. They must begin transition leave prior to publication of the unit alert order by HQDA. These Soldiers will continue to process for separation.

3–5. Deployment Packets

a. All deploying personnel will have a deployment packet prepared prior to departure from home station.

(1) *RA Units and Individuals.* The home station will initiate and complete deployment packages for RA units and individuals. All packets will be filed in iPERMS, in electronic format.

(2) *RC and ARNG Units and Individuals.* RC and ARNG units will initiate the deployment packet. All ARNG packets are contained within iPERMS, in electronic format. Mobilization stations will complete packets for RC and ARNG units and individuals. Once the DA Form 7425 (Readiness and Deployment Checklist) is processed, it will be placed in iPERMS.

(3) *DoD/DA Civilians.* Supervisors of DoD/DA Civilians and Civilian Personnel Administration Center (CPAC) offices will initiate and complete deployment packets for deploying Civilians. The CONUS Replacement Center (CRC) will complete deployment packets for Civilians who are deploying. The supervisor, CPAC, and CRC will retain copies of deployment packets.

(4) *Contractors.* As part of the deployment process for contractor employees, CRC will screen contractor personnel records, conduct theater specific briefings and training, issue theater specific clothing and individual equipment, verify that medical requirements for deployment (i.e. – immunization, DNA screening, HIV testing, and dental examinations) are complete, and arrange for transportation to the theater of operations. The contracting company is responsible for ensuring its employees receive all required processing information.

b. Mobilization Station. The servicing home station Military Personnel Office (MPO)/Military Personnel Division (MPD), parent unit/agency, or MFGI will ensure all documents for movement are in iPERMS. The MFGI will review the deployment/mobilization folder within iPERMS to verify that all required documentation is contained in the Soldier's record.

(1) The following documentation is required:

(a) Mobilization packet.

(b) Relevant finance documents in iPERMS.

(c) DA Form 7425 (Readiness and Deployment Checklist).

(d) All documents required per DA Form 7425 (Readiness and Deployment Checklist) must be included with Military Packet.

(e) Individual Mobilization Packet (Civilian).

(f) MOS Administrative Retention Review (MAR2)/ Medical Duty Review Board (MDRB) determination or documentation of waiver approval by Military Medical Review Board Convening Authority (MMRBCA) for Permanent 3 or 4 PULHES physical profiles.

(g) Updated Retirement Points Statement, and if applicable, copy of 20-year letter.

(2) These documents are required in the event of an unfit finding by the Integrated Disability

Evaluation System (IDES).

(a) Mobilization Finance Packet.

(b) Mobilization orders.

(c) Form W-4 (Employees Allowance Withholding Certificate) if a change of marital status or exemptions is required or if the Soldier desires to change the amount of additional Federal Tax Withholding.

(d) Approval letter from DFAS for secondary dependency. Documents include marriage certificate, divorced decree, birth certificate(s), and child support court order.

(e) DD Form 2367 (Overseas Housing Allowance (OHA) Report, Individual) to establish OHA entitlement for Soldiers called from an OCONUS location.

(f) DA Form 4187 (Personnel Action) for CONUS and OCONUS cost of living allowance (COLA) entitlements.

(*g)* DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (FSA)) to establish Family Separation Allowance.

(h) Orders for incentive pay or special pay.

(i) Requirements for Civilian Packet (if applicable).

(j) DA Form 7425 (Readiness and Deployment Checklist).

(k) DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) or other applicable movement orders.

(l) DD Form 93 (Record of Emergency Data).

(m) DD Form 2365 (DoD Expeditionary Civilian Agreement Emergency-Essential Positions and Non-Combat Essential Positions). DA Civilians occupying emergency essential positions will bring a copy of their signed agreement to the deployment site.

(n) DD Form 2766 (Adult Preventive and Chronic Care Flow Sheet).

(o) Medical Pre-Deployment Questionnaire.

(p) Automated Employee Master Record (EMR)/printout SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

3–6. Redeployment and Demobilization of RC and ARNG Individual Replacements

a. Redeployment timeframe. Replacement Soldiers will redeploy with the unit to which they are assigned as a replacement regardless of time remaining on their mobilization orders unless the Soldier received orders to remain in theater to fill another valid requirement. The Soldier must apply for and be approved for the position through Tour of Duty (TOD).

b. CRC/mobilization station (MOBSTA) coordination. If Soldiers mobilized through a CRC or MOBSTA, the demobilization station will coordinate with the CRC/MOBSTA to transfer individual mobilization files and to reconcile OCIE accounts. When CONUS based replacements are assigned to OCONUS based units, the Soldiers will redeploy to the appropriate CONUS-based CRC/MOBSTA for demobilization processing.

c. Demobilization is conducted IAW HQDA EXORD 140-17.

3–7. Personnel Tempo (PERSTEMPO)

a. PERSTEMPO is a congressionally mandated program, directed by the Office of the Secretary of Defense (OSD). The PERSTEMPO functionality in Electronic Military Personnel Office (eMILPO) is an integrated system used by all three Army components. It is the Army's method to track and manage individual rates of deployment (time away from home), unit training events, special operations/exercises and mission support TDY(s). The integration of Component data gives the Army a consolidated view of its deployment across all components and enables Army organizations to track and report individual deployments.

b. The High Deployment Per Diem (HDPD) and General Officer Management were put on

hold due to the National Security Waiver signed 8 Oct 2001, and remains suspended until further notice. Field and headquarters organizations will continue deployment data tracking and reporting in order for the Army to accurately assess the Soldier deployment. EMILPO users will input PERSTEMPO events in a timely manner. Generally, PERSTEMPO events should be entered prior to departure on TDY, operational deployment, exercises, unit training, or hospitalization away from duty station.

c. Upon unit departure, each deployed Soldier must be reported through PERSTEMPO. Units should ensure accuracy when entering dates for deployment orders, TDY, and pay vouchers.

Section III
Theater Specific Requirements (TSIRT)

3–8. U.S. Central Command (USCENTCOM) Area of Responsibility (AOR)

All personnel will execute the below training requirements prior to deployment to CENTCOM (click here for TSIRT Requirements Sheet):

a. Pre-Certification. The first O-6 or Civilian equivalent in the rating chain may verify the training status on the pre-certifiable requirements by submitting the TSIRT Pre-certification Memorandum (instructions for completing the memo are included). The Contracting Officer's Representative (COR) will verify the training status on the pre-certifiable requirements for contractors. All are encouraged to have pre-certification complete prior to arrival at the CRC. If not complete, personal time will be limited. Individuals who arrive at the CRC without pre-certification will receive the required training at the CRC.

b. Online Training.

(1) Individuals can access online training at https://atiam.train.army.mil/ Each individual accessing this site must have an EAMS-A Login account. Once logged onto the site, click on the link labeled "What's Hot" located under the Alerts section; click on "*CONUS Replacement Center Theater Specific Individual Readiness Training (TSIRT) Requirements*". Successful completion of each block of instruction provided on this website will render the user a self-certifying completion certificate. An O-6 or Civilian equivalent in the rating chain is NOT required to verify the training status for instruction completed on this website. Individuals must bring copies of their certificates with them to the CRC.

(2) Individuals without an EAMS-A Login account will not be able to access all training modules (OPSEC, Heat Injury, EO/POSH, and Report Intel Info). The CRC must verify training completion prior to deployment.

c. Personnel Recovery Training.

(1) All personnel traveling OCONUS on leave, TDY, or a deployment must complete a Pre-OCONUS Travel File Program Survey (PRO-file): https://prmsglobal.prms.af.mil/, which creates a digital ISOPREP File in the Personnel Recovery Mission Software (PRMS) database. Soldiers and Army Civilians must review their ISOPREP within 90 days of traveling OCONUS.

(2) Theater entry requirements vary. Use the FORSCOM Pre-deployment Guidance ISO CCMDS to determine individual requirements.

(3) MFGI Commanders will validate Personal Recovery (PR) requirements for units/individuals at Force Generation Platforms (FGP) and CRC prior to deployment. For further guidance, see AR 350-1 (Army Training and Leader Development), AR 525-28 (Personnel Recovery), FM 3-50.1 (Army Personnel Recovery), and FORSCOM pre-deployment guidance.

3–9. U.S. Africa Command (USAFRICOM) AOR

a. All Soldiers, DA Civilians, and DA contractors will perform pre-deployment training and processing, to include mandatory computer-based training (CBT) requirements (see checklist TAB F) before deploying to the USAFRICOM AOR.

(1) Soldiers should make every effort to complete all mandatory training before reporting to a Mobilization Force Generation Installation (MFGI), i.e. CRC Ft Bliss, TX.

(2) Soldiers permanently assigned in Europe are eligible to conduct pre-deployment processing and CBT at home station, and TSIRT at Vilseck, Germany, in lieu of traveling to an MFGI in CONUS. TSIRT reservations are available through the Army Training Requirements and Resource System (ATRRS). Soldiers should discuss this option with their chain of command and their G-3/S-3 training section. Soldiers unable to complete all pre-deployment requirements in Germany must attend pre-deployment training at an MFGI in CONUS.

(3) Soldiers will redeploy through the same deployment site upon completion of their tour of duty. Exceptions are Soldiers redeploying with a unit to which they have been assigned or attached OCONUS. Requests to amend an order's re-deployment site must route from the IA unit through Southern European Task Force, Africa (SETAF-AF) and to First Army.

(4) Contact SETAF-AF Contingency Manpower Branch at usarmy.usag-italy.setaf-af.list.g1-individual-augmentee@army.mil or DSN 324-639-1190/1306/1400 to turn-in the CBT checklist and training certificates (required for Soldiers who do not attend an MFGI in CONUS), or otherwise inquire about TSIRT and CBT requirements.

b. Additional USAFRICOM Theater Entry Requirements.

(1) The Combatant Commander (CDR, USAFRICOM) determines the theater entry requirements for all DoD military, civilian, and contractor personnel traveling in any capacity to and within the USAFRICOM AOR.

(2) Review the Foreign Clearance Guide (FCG) for each country:

(a) Located on NIPR at: https://www.fcg.pentagon.mil/.

(b) Located on SIPR at: http://www.fcg.pentagon.smil.mil.

(3) Submit or review Electronic Isolated Personnel Report (ISOPREP) on SIPRNet PRMSGLOBAL website: SIPR at https://prmsglobal.prms.af.smil.mil or NIPR at https://prmsglobal.prms.af.mil/prmsconv/Login/Logon?HistoryStack=.

(4) MEDICAL. Travel Health Preparation.

(a) All personnel (uniformed service members, government civilian employees, volunteers, DoD contractor employees) entering the theater must be medically, dentally, and psychologically fit, and possess a current Periodic Health Assessment (PHA) or physical.

(b) Click here for more USAFRICOM health and medical information: USAFRICOM Force Health Protection Requirements and Medical Guidance.

(5) Country and Theater Clearance. Aircraft and Personnel Automated Clearance System (APACS) request at https://apacs.milcloud.mil/apacs/ or SIPRNet at https://apacs.milcloud.smil.mil.

c. For further information on USAFRICOM Theater Entry and APACS requirements and requests, visit: https://intelshare.intelink.gov/sites/usaraf-ea/DSR/SitePages/Theater%20Entry%20Main.aspx or call DSN 324-639-3259/1899/1900 or Commercial +39-0444- 109-3259/1899/1900.

d. Establish an Intelink account at https://www.intelink.gov/ if having difficulty accessing USAFRICOM or SETAF-AF sites above.

3–10. U.S. European Command (USEUCOM) Area of Responsibility AOR
All military and DoD Civilian personnel will complete all pre-deployment requirements IAW AR 600-8-101.

a. Non-unit Related Personnel (NRP). NRPs include members of the AC, USAR, ARNG, DA Civilians (appropriated and non-appropriated funded unless otherwise specified), DoD contractor personnel, AAFES employees, Red Cross workers and other service component members (Marine Corps, Navy, Air Force, and Coast Guard). Requests by other services or federal agencies for the use of Army CRCs by their personnel must also be approved by DCS G-3/5/7 (DAMO-ODO).

b. Individual Redeployment. All personnel are required to redeploy back through the same deployment site upon completion of their tour of duty, except Soldiers who are redeploying with a unit to which they have been assigned or attached OCONUS. If a Soldier redeploys with a unit serviced by another Military Personnel Office (MILPO), then that MILPO is responsible for informing the original MILPO of the Soldier‘s return and coordinate REFRAD and separation in eMILPO.

3–11. U.S. Indo-Pacific Command (USINDOPACOM) AOR
There is currently no TSIRT information for this CCMD AOR. Any future TSIRT for a theater of operations in this AOR will be posted in this paragraph.

3–12. U.S. Southern Command (USSOUTHCOM) AOR
There is currently no TSIRT information for this CCMD AOR. Any future TSIRT for a theater of operations in this AOR will be posted in this paragraph.

3–13. CONUS Replacement Center (CRC)

a. The CRC's mission is to receive and process individual non-unit related personnel (NRP), Civilians, and contractors for deployment and re-deployment from the theaters of operations. The Army currently operates one CRC at Fort Bliss, TX.

(1) Official mailing address: CONUS Replacement Center (CRC) 1733 Pleasanton Road, Building 1007, Fort Bliss, TX 79916.

(2) All individuals are required to have a reservation 30 to 45 days before the assigned deployment date. Reservation cutoff time is 1200 MST the Wednesday prior to the CRC report date. A Service Member, a Parent Organization, Department of Defense or Department of the Army Civilian are to make reservations through the CRC Management System located on the Mobilization Common Operating Picture (MOBCOP).

(3) Non-LOGCAP Contractors or other individuals requiring a reservation must make a reservation through CRC Management System.

(4) The reservation website requires a CAC and is accessible at https://mobcop.aoc.army.pentagon.mil. Click on “CRC MGMT” to request a reservation.

b. Information on report locations, times, packing list and required documents are located on the CRC website at https://home.army.mil/bliss/index.php/units-tenants/crc.

c. Non-Unit Related Personnel (NRP) deploying OCONUS will process through CRC Fort Bliss, unless an exception to policy is granted. NRPs include WIAS AC, RC, ARNG, DoD Army Civilians, DoD contractor personnel, AAFES employees, Red Cross workers, and other service component members (Air Force, Navy, Marines, Coast Guard). DCS G-3 (DAMO-ODO-M) is the approving authority for any requests to utilize the Army CRC by other service components or federal agencies.

d. The CRC website provides practical information for the NRP individual requirements prior to arrival, what is expected at CRC, and returning back to CRC from redeployment, as well as specific information for each theater of operation. The site also contains instructions on how to

prepare exception to policy (ETP) requests and a sample ETP memorandum.

(1) Individuals are encouraged to bring prescriptions for glasses.

h. Individuals should complete all required computer based training prerequisites prior to arrival.

(2) Rental vehicles are not authorized.

(3) CRC Operations - For questions or concerns relating to CRC processing.
24 hours/ 7 days a week operations: usarmy.bliss.5-ar-bde.mbx.crc-s3-op@army.mil
Desk: 915-568-6296; Alt: 915-568-6694; Alt2: 915-568-6231; DSN: 312-978-6296

e. CRC Exception to Policy:

(1) TDY in theater 30 days or less is the only exception to CRC attendance and processing. These individuals will comply with AR 55-46 (Travel Overseas), Ch. 8.

(2) TDY of 31 days or greater will follow the guidelines below and process through the CRC Fort Bliss, Texas.

f. CRC Deployment Operations

(1) Arrival. Military, Non-LOGCAP Contractors, and Department of Defense personnel arrive at CRC for In-processing no earlier than Wednesday 1000 MST and no later than Wednesday 2200 at Building 1007, Fort Bliss, Texas. See CRC Reservations ALARACT 023-2019.

(2) Deployment Concept. Deployment In-processing begins Thursday mornings at 0700 MST. Processing concept includes the following categories

(a) Readiness - IAW AR 600-8-101, Personnel Processing. Medical SRP- IAW Combatant and/or ASCC surgeon medical requirements for the AOR.

(b) Training. Individual training requirements per FORSCOM Regionally Aligned Forces training requirements, AR 350-1 DTD 2017, and EXORD 114-19, Theater Entry Pre-Deployment Training ISO GCCs.

(3) Theater Specific Individual Requirement Training (TSIRT).

g. CRC Re-Deployment Operations

(1) All personnel are required to redeploy back through the same deployment site upon completion of their tour of duty, except Soldiers who are redeploying with a unit to which they have been assigned or attached OCONUS.

(2) If a Soldier redeploys with a unit serviced by another MILPO, then that MILPO is responsible for informing the original MILPO of the Soldier‘s return and coordinate REFRAD and separation in eMILPO. See AR 600-8-101, Ch.7.

(3) All individuals shall complete required tasks IAW DA EXORD 140-17. An individual’s duration at the CRC will depend on the time it takes from him/her to complete all required tasks.

CHAPTER 4
Individual Augmentation and Active Duty Support – Requirements, Sources, and Processes

REFERENCES:
a. CJCSI 1301.01F Joint Individual Augmentation Procedures
b. DoDI 1235.12 Accessing the Reserve Components (RC), June 7, 2016, Change 1, Effective February 28, 2017
c. DoDI 1352.01 Management of Regular and Reserve Retired Military Members, December 8, 2016
d. ASA (M&RA) Memorandum, Subject: Reserve Component (RC) Army Medical Department (AMEDD) 90-Day "Boots-on-the-Ground" (BOG) Rotation Policy, 7 May 2018
e. ASA (M&RA) Memorandum, Subject: Army Medical Department (AMEDD) Reserve Component (RC) 180-Day Boots-On-Ground (BOG Rotation Policy, 8 May 2019
f. AR 40-501 Standards of Medical Fitness, 27 June 2019
g. AR 135-200 Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 20 October 2020
h. AR 140-145 Individual Mobilization Augmentation Program, 21 March 2016
i. AR 600-8-2 Suspension of Favorable Personnel Actions, 5 April 2021
j. AR 600-9 The Army Body Composition Program, 16 July 2019
k. AR 601-10 Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations, 7 June 2019
l. DA PAM 500-5-1 Individual Augmentation Management, 3 January 2008
m. HQDA EXORD 140-17 Command Support Relationships and the Requirements Based Demobilization Process
n. HQDA EXORD 166-20 Medical Provider COVID-19 Voluntary Recalls

Section I
Introduction

4–1. Purpose

a. The purpose of this chapter is to provide guidance on individual augmentation (both voluntary and involuntary) for Soldiers, military retirees, and Department of the Army Civilians to fill requirements in support of national defense. This chapter gives an overview of:

(1) Identification of requirements.

(2) Personnel sources for fill (voluntary and involuntary).

(3) The process for fills (voluntary and involuntary), including management controls and individual personnel qualifications.

b. Definition of Individual Augmentation (IA) – An IA requirement is an unfunded temporary duty position identified on a Joint Manning Document (JMD) by a supported component command to augment operations during contingencies. IA positions may be filled involuntarily or voluntarily by Regular Army, Reserve, Army National Guard, and retired personnel as an "individual augmentee." An Army Reserve Individual Mobilization Augmentee (IMA) assigned to and filling a designated IMA billet is not an IA. *IA requirements are tracked using the Requirements Sourcing Application Module (RSAM) and may be filled by individuals by an involuntary or voluntary order.*

c. Definition of Active Duty for Operational Support (ADOS) – As defined in AR 135-200, ADOS is individual voluntary support to meet the short term needs of the Army for operational

support, administrative support, or contingencies. ADOS tours must be justified in the best interest of organizations and the Army rather than interests of the Soldier. ADOS may not be used for individual training, hospitalization, or UCMJ activities. Organizations may not use ADOS as long-term personnel augmentation or to evade personnel manpower ceilings. *Tour of Duty (TOD) is the Army's system of record for ADOS.*

4–2. Identification of IA Requirements

a. Requirement building, analysis, sourcing, and tracking of IA requirements is accomplished using the Requirements Sourcing Application Module (RSAM), which is an integrated information system used throughout the augmentation life cycle. RSAM is used by supported and supporting commanders to record, manage, and track HQDA validated IA requirements. DCS G-3/5/7 uses RSAM to task Army Commands (ACOM), Army Service Component Commands (ASCC) and Direct Reporting Units (DRU) for IA requirements. (*See* DA PAM 500-5-1).

b. Force requestors will build IA requirements in the MOBCOP portal within TOD in order to seek volunteers. For approval of IA fills, ACOMs, ASCCs and DRUs must follow the procedures outlined in CJCSI 1301.01F. *Joint Individual Augmentation*, and DA Pam 500-5-1.

4-3. Involuntary Mobilization of Individual Mobilization Augmentees (IMAs)

*a***.** Army Reserve Soldiers assigned to IMA positions are subject to involuntary mobilization.

b. Units with assigned IMA Soldiers will:

(1) Manage assigned IMA Soldiers in coordination with Human Resources Command (HRC), Fort Knox, per AR 140-145.

(2) Determine the number of IMA Soldiers required for mobilization to support contingency requirements.

(3) Submit IMA mobilization requests to DCS G3/5/7 (DAMO-ODO-O) through the Department of the Army Mobilization Processing System (DAMPS) via NIPR. In DAMPS Sign and Submit Section, the force requestor should include the statement "This is an involuntary IMA mobilization".

(4) Notify those Soldiers of involuntary mobilization. For individual mobilization orders, coordinate through HRC, Reserve Mobilization Team, (AHRC-ROR-MOB), team email: usarmy.knox.hrc.mbx.rpmd-ord-ppa-mob@army.mil and team contact number is 502-613-4911.

(5) Submit requests for mobilization extensions to DCS G-3/5/7 IAW reference b.

(6) If the number of assigned IMA Soldiers is insufficient to meet mission requirements, request volunteers for CO-ADOS tours or Retiree Recalls through DCS G-3/5/7 (DAMO-ODO-M).

a. DCS G-3/5/7 (DAMO-ODO-M) will:

(1) Validate IMA Soldier mobilization requests in DAMPS.

(2) Maintain IMA mobilization strength data via DAMPS.

(3) Approve CO-ADOS requests to meet validated contingency requirements or fill IMA billets.

(4) Process extension requests IAW reference b.

(5) Contact USARMY Pentagon HQDA DCS G-3-5-7 Mailbox OD Mobilization (DAMO-ODO-M), team email: usarmy.pentagon.hqda-dcs-g-3-5-7.mbx.od-mobilization@army.mil

b. HRC will:

(1) Assign mobilizing IMA Soldiers to vacant IMA positions or positions approved for double slotting.

(2) Publish all approved IMA mobilization orders.

c. Upon completion of mobilization, IMA Soldiers will remain assigned and perform

Inactive Duty, Active Duty, and Annual Training IAW AR 140-145.

4–4. Reserve Component (RC) Army Medical Department (AMEDD) 90 Day Boots on Ground (BOG) Rotations

a. Medical Corps, Dental Corps, and 66F Nurse Corps Officers will deploy for a period not to exceed 90 days BOG in an Outside Continental United States (OCONUS) or Continental United States (CONUS) location.

b. Individual orders total length will accommodate travel, in-processing, requisite boots on ground time, out-processing, and end of tour leave in accordance with the ASA M&RA 90-day BOG policy and will be annotated with remarks that the total BOG will not exceed 90 days. This includes the necessary "right seat ride" or transfer of authority (TOA) in theater (see Tab G).

(1) Deployment and redeployment airflow will be managed to keep the total length of mobilization for RC AMEDD providers to a maximum of 120 days.

(2) OCONUS assignments: 90-day BOG time begins the day of arrival in theater and end on the day of departure from theater.

(3) CONUS assignments: 90-day BOG time begins the day after completion of Soldier Readiness Processing (SRP).

(4) Involuntary extensions beyond the maximum require ASA (M&RA) approval.

(5) Voluntary extensions do not require ASA (M&RA) notification and are processed IAW individual component policy.

c. Reassignment to another or alternate duty location does not affect the start or end of the 90-day BOG.

4–5. RC AMEDD 180 Day BOG Rotations

a. Veterinary Corps Officers, Physician Assistants, Nurse Practitioners, Clinical Psychologists and Social Workers will deploy for a period not to exceed 180 days BOG in an OCONUS or CONUS location (see Tab H).

b. Individual orders total length will accommodate travel, in-processing, requisite boots on ground time, out-processing, and end of tour leave in accordance with the ASA M&RA 180-day BOG policy. This includes the necessary "right seat ride" or transfer of authority (TOA) in theater.

(1) Deployment and redeployment airflow will be managed to keep the total length of mobilization for RC AMEDD providers to a maximum of 210 days.

(2) OCONUS assignments: 180 day BOG rotations begin the day of arrival in theater from CONUS and ends on the day of departure from theater.

(3) CONUS assignments: 180 day BOG rotations begin the day after completion of Soldier Readiness Processing (SRP) and end on the day of departure from the assigned duty station

(4) Involuntary extensions beyond the maximum require ASA (M&RA) approval.

(5) Voluntary extensions do not require ASA (M&RA) notification and are processed IAW individual component policy.

c. Reassignment to another or alternate duty location does not affect the start or end of the 180-day BOG.

4–6. RC AMEDD Leave Policy

a. Soldiers will be given every opportunity to use accrued leave within the mobilization period. The 120/210 day limit may be voluntarily extended to use ordinary and PDMRA when the failure to use leave would result in loss of days earned.

b. If the Soldier chooses not to take leave they have earned, the have the ability to cash in upon DEMOB.

4–7. RC AMEDD Stabilization

SECDEF goals for mobilization to dwell are a ratio of 1:4 (e.g. 4 months dwell to one month mobilization). To minimize impact on medical professionals and their civilian practices, rules for dwell will be adhered to with the following caveats:

a. 90 day BOG. Stabilization period is 24 months between mobilizations to the maximum extent possible, and not less than 18 months in mission critical requirements.

b. 180 day BOG. Stabilization period is 36 months between mobilizations to the maximum extent possible, and not less than 24 months in mission critical requirements.

c. Approval authority to deviate from stabilization is the ASA M&RA. Requests are submitted through the ARNG and OCAR, through the OTSG to the M&RA.

4–8. Identification of ADOS Requirements

a. Active Duty Operational Support – Reserve Component (ADOS-RC) and Full-Time National Guard Duty Operational Support (FTNGD-OS) are performed in support of the Reserve Components and consist of a requirement for RC personnel supporting RC missions above and beyond the RC unit's normal mission (such as exercises, projects, conferences, etc.). These are limited to non-contingency missions. An RC paragraph and line number must be identified for this requirement. Regular Army (RA) billets may not be used. Reserve Personnel Army (RPA) funds are used for ADOS-RC and National Guard Personnel Army (NGPA) funds are used for FTNGD-OS.

b. Active Duty Operational Support – Active Component (ADOS-AC) consists of three categories: Administrative ADOS (ADMIN–ADOS), Operational ADOS (OP–ADOS), and Contingency ADOS (CO–ADOS). Soldiers performing ADOS–AC occupy an AC positon during their AD period. ADOS–AC is by Military Personnel, Army (MPA) Appropriation (base dollars). See AR 135-200 for more information.

c. All ADOS requirements must be filled by volunteers. A description of the project or mission and the action or directive which created the need for the tour will be included in the TOD request. The request must also include a statement explaining why the project or mission is important and why currently assigned personnel cannot perform or complete it.

4–9. Validation and Approval Authorities for Title 10 USC 12301(d) Active Duty for Operation Support Requirements

a. Admin-ADOS Requirements*.* In accordance with AR 135-200, the DCS, G-1 (DAPE-MP) validates ADOS requirements for non-contingency, operational support missions funded by the MPA appropriation. The DCS, G-1 will use TOD to validate ADOS requirements and approve Soldiers for fill against ADOS requirements. The DCS, G-1 revalidates and approves extensions of all ADOS requirements; tour lengths may cross fiscal years and clear justification is required for approving a single tour that will exceed 365 days.

b. CO-ADOS Requirements*.* In accordance with AR 135-200, the DCS G-3/5/7 (DAMO-ODO) validates CO-ADOS requirements in support of contingency operations as defined in Title 10, USC, Section 101 (a) (13). The DCS G-3/5/7 validates and approves specific Soldiers for fill against validated CO-ADOS requirements, as well as revalidating and approving extensions of all CO-ADOS extension requests. The DCS G-3/5/7 will use DAMPS to validate CO-ADOS requirements and approve Soldiers for fill against CO-ADOS requirements. DAMPS information is available to HRC program managers to ensure there is an authoritative and reconcilable record of all CO-ADOS Soldiers.

c. OP-ADOS Requirements. The DCS G-3/5/7 (DAMO-ODO) validates OP-ADOS requirements for AC operational mission support above and beyond the unit's normal mission; does not include Contingency Operations.

The DCS G-3/5/7 manages and funds the Soldiers to fill these mission requirements; tour lengths are constrained to the fiscal year (FY) and will not exceed 365 days.

4–10. Retiree Recall Requirements

a. Valid military retiree requirements will be determined based on existing and projected inventories of qualified Reservists in an active status in the Ready Reserve, the Inactive National Guard, or the Standby Reserve.

b. Recall of military retirees will be used to fill Active Component shortages or to augment deployed or deploying units and activities or units in the CONUS, Alaska, and Hawaii supporting deployed units.

c. Voluntary Regular and Reserve retirees may be used as a last resort manpower source. They should be activated only after other sources are determined not available or a source for unique skills is not otherwise obtainable (*see* DoDI 1352.01 paragraph 1.2). A list of the required documents can be found at TAB I of this document.

d. Retired Soldiers voluntarily ordered to AD, in support of peacetime operations, will normally remain on AD from 1 to 2 years. Retired aviation officers are generally recalled for a minimum of two years and a maximum of three years.

e. Upon publication of Retiree Recall orders, HRC is responsible for accurate data entry in eMILPO for all Retiree Recalls. This will ensure retirees are accurately coded for entry onto Active Duty and serve to minimize issues with DEERS and issuance of a Common Access Card (CAC). For questions or issues, contact the Retiree at 502-613-4300 or usarmy.knox.hrc.mbx.g3-retiree-recall@army.mil.

f. To establish a pay account as a Retiree Recall, individuals must forward their finance documents to the Reserve Pay Team at usarmy.knox.hrc.mbx.g8-reserve-pay@army.mil. NOTE: To minimize pay issues, it is imperative that the Soldier is correctly arrived in eMILPO first.

(1) USC 688/A: recalls executed under USC 688 AND 688A shall be entered as record status = G - active and service component = R.

(2) Recalls executed under USC 12301(d) shall be entered as record status = 7 – active; and service component = V and only counted against end strength when meeting or exceeding 1825 days of active duty with 2190 days (e.g., the “1825 rule”).

g. Individuals with orders to Active Duty through the Retiree Recall Program must in-process for pay through the installation Army Military Pay Office (AMPO) and bring their waivers for retired pay and/or Veterans Administration compensation, if applicable. Supporting AMPOs and Financial Services Offices (FSO) must complete three critical paths to ensure returning soldiers are properly compensated, do not incur a debt and reduce potential interruptions in pay.

(1) Critical Path 1: Initial accession (activation). Completion of waiver form by the Soldier located in Tab J of this document. Completion of this election and contacting the Veterans Administration (VA) avoids dual compensation.

(2) Critical Path 2: Confirmation that Path 1 was successful. Compare against HRC weekly updated activation rosters (revocations, amendments, etc.) to identify those identified in the system and take corrective action.

(3) Critical path 3: Stopping the tour, release from active duty (REFRAD); separation and starting prior compensations (VA/R&A). Completion of the form located in Tab K of this document and contact with the Veterans Administration.

h. Individuals and family members must visit a DEERS office for issuance of a CAC and dependent identification cards. Once the Soldier is registered as active duty in the DEERS system, they should contact TRICARE for medical and dental benefits, as applicable (see also, 6-6).

i. Demobilization, REFRAD and Reversion.

(1) Procedures for early REFRAD are outlined in AR 601-10.

(2) Demobilization is conducted IAW EXORD 140-17 and should be executed at an Active Mobilization Force Generation Installation (MFGI).

(3) Retired Soldiers completing their tour of active duty will receive a Reversion Order (Format 620), placing them back into the retired roles.

(4) The Soldier MUST contact the VA to inform them of the REFRAD with a copy of the reversion order to restart any disability payments.

(5) All accrued leave must be used within the period of the active duty order.

4–11. Sources of Manpower (Volunteers)

a. Regular Army Soldiers may volunteer to fill IA positions by contacting their branch manager at HRC. The commander of a volunteering Soldier must agree to release the Soldier before the hqcG3/5/7 will formally task that commander's ACOM/ASCC/DRU in RSAM.

b. Reserve Component Soldiers may volunteer to fill IA or advertised ADOS positions. RC Soldiers can go to the TOD website: https://mobcop.aoc.army.pentagon.mil/ (CAC access only, must access from a "dot mil" domain) to identify and apply for ADOS positions.

c. Retired *Soldiers* who want to volunteer for recall to active duty will need to apply through HRC at (https://www.hrc.army.mil/staff/retiree%20recall). For further information, refer to AR 601-10. See Retiree Recalls, para 4-6.

e. Department *of the Army Civilian (DAC)* personnel may volunteer through "The Civilian Deployment Experience", which allows civilians to use their capabilities, experience, and knowledge as a crucial component of helping the Department of Defense accomplish its mission abroad. Individuals interested in applying their skills and experience in a unique environment can volunteer for open positions at (https://www.dcpas.osd.mil/Expeditionary/).

4–12. Soldier Qualifications for Volunteer Duty

a. This guidance covers requirements for Soldiers to serve on initial voluntary or extension of ADOS tours. When Soldiers volunteer for any ADOS-AC tour of duty, the Soldier's unit of assignment must verify the items listed below in paragraph 4-8(b). HRC will verify these items for Soldiers assigned to the Individual Ready Reserve, the Retired Reserve, and USAR IMA Soldiers. The National Guard Bureau and USARC will validate 4-8(b) for their respective Soldiers volunteering for ADOS-RC. All regulatory personnel requirements for mobilization apply without regard to a Soldier's personnel classification prior to commencement of proposed duty.

b. Per AR 135-200 (6-5), a Soldier must:

(1) Meet the medical fitness standards in AR 40–501.

(2) Meet the Army weight control standards and body composition standards in AR 600–9.

(3) Have a valid ACFT.

(4) Have a current periodic health evaluation.

(5) Have dental category 1 or 2. When SM is a category 3 or 4, MEDPROS must be updated. LHI vouchers are NOT accepted as verification.

(6) Have or be able to gain and retain the required security clearance.

(7) Meet grade and skill requirements.

(8) Not have a Suspension of Favorable Personnel Actions (Flag) per AR 600–8–2.

(9) Not attain 1,825 days of cumulative ADOS duty within the previous 2,190 days. The 2,190 day window concludes at the end of the tour being requested.

(10) Not attain 17 years of AFS during the requested period of duty. HRC is the final authority on AFS calculations. If the force requestor or SM believes there is a mistake or documentation is not present in iPERMS, they must provide documentation (DD214 or orders) that will assist in reviewing the calculation.

(11) Per AR 140-145, IMA Soldiers must have express written consent from their assigned IMA agency allowing them to perform a tour of duty outside their assigned IMA agency. This is to be part of the Force Requestor request or it will be returned without action. The IMA Soldier is subject to transfer out of their IMA agency should they inadvertently be placed on tour without their IMA agency consent. Releases are documented within TOD.

c. Exceptions to Policy (ETP) for exceeding 1,825 days and more than 17 years AFS but less than 20. In exceptional cases, (9) and (10) above may be waived by DCS G-1, DMPM. ETP requests must be signed by a General Officer (or SES equivalent), provide a compelling justification for the individual, and be included in the TOD packet. At a minimum, there must be evidence that the individual volunteer is uniquely qualified for the duty, or that other volunteers were sought but otherwise not qualified. The complete and validated packet must reach DCS G-1, DMPM with a minimum of 30 days from the requested start date to allow time for review of Soldier records, analysis, and routing for approval/disapproval.

4–13. Management Controls

a. Soldiers mobilized under 12301(a), 12302, or 12304(a) & 12304b as part of a unit will REFRAD when the unit is demobilized. Soldiers may volunteer for subsequent tours, but may not serve consecutive tours under 12302. Soldiers transitioning without a break in service from a mobilization order to fill another manpower requirement will not go through a REFRAD process until the end of their final tour of duty. Soldiers who have a break in service between these periods of Active Duty will demobilize and REFRAD with their unit of assignment described above.

b. Regardless of the duration of an ADOS-AC order, RC Soldiers remain in an RC status and commissioned officers remain on the Reserve Active Status List (RASL). RC Soldiers only move to active component management, including an officer's placement on the Active Duty List (ADL), if they apply for and are approved for accession into the RA. RC Soldiers are counted against active component end strength after they exceed 5 out of 6 years USC 12301(d) orders [e.g., ADOS] (more than 1,825 days in the previous 2,190 days) when their current order is funded from the RA MPA account.

c. Commanders are responsible to ensure Soldiers on ADOS orders REFRAD by the termination date on the orders and allow Soldiers enough time to use leave and out process. If mission is complete ahead of schedule, commanders may request early REFRAD and Soldier's orders may be curtailed. "Mission requirements" is sufficient justification for a REFRAD request.

CHAPTER 5
Medical and Dental

REFERENCES:

a. DoDI 1400.25. DoD Policy for Civilian Personnel
b. DoD Directive 6490.02 E Comprehensive Health Surveillance February, 8, 2012
c. DoD Instruction 6490.03 Deployment Health, June 19, 2019
d. DoDI 6000.11, Patient Movement, 22 June 2018
e. AR 40-58 Army Recovery Care Program 12 May 2020
f. AR 40-61 Medical Logistics Policies, 28 January 2005
g. AR 40-66 Medical Record Administration and Healthcare Documentation, 6 September 2018
h. AR 40-501 Standards of Medical Fitness, 27 June 2019
i. AR 40-502 Medical Readiness, 27 June 2019
j. AR 600-8-4 Line of Duty Policy, Procedures, and Investigations, 12 November 2020
k. ALARACT 025/2021- Line of Duty Requirements and Integrated Disability Evaluation System Referral Memorandum, 24 MAR 21
l. AR 600-8-24 Officer Transfers and Discharges, 8 February 2020
m. AR 600-8-101 Personnel Readiness Processing, 6 March 2018
n. AR 600-77 Administrative Management of Wounded, Ill and Injured Soldiers 5 March 2019
o. AR 614-30 Overseas Service, 22 December 2016
p. AR 635-8 Separation Processing and Documents, 17 September 2019
q. AR 635-40 Disability Evaluation for Retention, Retirement, or Separation, 19 January 2017
r. AR 635-200 Active Duty Enlisted Administrative Separations, 19 December 2016
s. USCENTCOM 231245Z MAR 17 MOD 13 Individual Protection and Individual-Unit Deployment Policy
t. FM 4-02.12 Army Health System Command and Control Organizations
u. HQDA EXORD 162-15 Separation History and Physical Examination (SHPE)

Section I
Introduction

5–1. Purpose

Provide medical and dental guidance for military (Regular Army, United States Army Reserve, and Army National Guard), government civilians (DA, Red Cross, AAFES,) and contractors mobilized and/or deployed in support of contingency operations. Personnel transitioning to a combatant command (CCMD) area of responsibility (AOR) who are not specifically included in the first sentence, such as senior officials or visitors conducting short oversight or informational visits should seek specific medical advice that is tailored to their individual needs and travel itinerary from their supporting Medical Treatment Facility (MTF).

5–2. General Guidance

All Soldiers will undergo a complete Soldier Readiness Processing (SRP). Prior to deployment, Soldiers will complete the pre-deployment health assessment (pre-DHA). Upon redeployment, Soldiers will complete the post deployment health assessment (PDHA). Soldiers will also complete the post deployment health reassessment (PDHRA) between 90-180 days after redeployment.

This applies to all Soldiers deploying OCONUS (i.e., operational deployments, training events, humanitarian missions, etc.) for greater than 30 days, to locations not supported by a fixed U.S. military treatment facility. Additional post deployment requirements will be determined based on CCMD guidelines (IAW AR 600-8-101).

(1) *Army National Guard (ARNG) and the United States Army Reserve (USAR).* The ARNG and the US Army Reserve Command (USARC) are responsible for medically screening their forces prior to mobilization.

(2) Soldiers who fail to meet medical retention standards IAW AR 40-501, Standards of Medical Fitness, and who have not completed the DES will not report to the mobilization station. Soldiers determined fit by the DES may be mobilized if the CCMD Surgeon approves. A DA 3349 will be generated in eProfile

(3) By SRP provider for duty limiting medical condition per AR 40-502.

(4) ARNG and USAR commanders are responsible for certifying that their Soldiers completed the pre-mobilization medical/dental screening.

(5) Separation History and Physical Examination (SHPE): All USAR and ARNG Soldiers separating from Active Duty after 30 days or more in support of contingency operations must complete a SHPE as per HQDA EXORD 162-15. Commands are highly encouraged to have Soldiers complete the DD Form 2807-1 prior to arrival at the demobilization site using the medical health assessment module https://rc.mods.army.mil/mha. Soldiers will complete SHPE immediately prior to separating from Active Duty.

a. Department of the Army Civilians (DACs).

(1) DACs deploying in support of contingency operations and other emergencies (and employees of DoD or other federal agencies deploying through the Army) will complete SRP (DA Form 7425).

(2) DACs who deploy with a unit will complete their deployment processing, including medical screening, with the deploying element (i.e., the Brigade). DACs who are not deploying with a unit will complete their medical screening at their home station MTF, prior to departing for the CONUS Replacement Center (CRC). The MTF will provide free medical screening because it is a requirement for deployment.

b. Contractors. Medical screening for contractor personnel is the responsibility of the employing company. The CRC (or other authorized deployment-processing site) will validate that the contractors' medical screening is complete.

5–3. Treatment Record Maintenance

a. Maintenance of Service Treatment Record (STR) and Civilian Employee Medical Records (CEMR) upon Mobilization STRs of deployed military members and CEMRs of deployed civilians will not accompany them to deployed areas IAW AR 40-66. DoDD 6490.2 and DoD Instruction (DoDI) 6490.3 state that, to the extent applicable, medical surveillance activities will include essential DoD civilian and contractor personnel directly supporting deployed forces, consistent with plans established under DoDI 1400.25.

b. If DD Form 2795 is used for civilians, the original form will remain in CEMR and copied into the electronic medical record (EMR) upon returning to their home station. All contractors receiving care in the MTF will have an electronic medical record.

Section II
Mobilization

5–4. Pre-Mobilization Requirements

a. Soldiers who are identified with a pre-existing medical condition that renders them non-deployable within the first 25-days on orders will be released from active duty and REFRAD back to their respective unit. A temporary DA 3349 should be generated by the medical provider in eProfile prior to REFRAD.

b. Disqualifying conditions include temporary and permanent conditions that do not meet medical retention standards (see AR 40-501). SRP sites should report all 25- day REFRADs in the MEDPROS 25-day REFRAD Module.

c. The Soldier's Command will ensure that the Soldier receives appropriate follow-up medical care upon return to home station. Medical care should result in either a Return to Duty (RTD) status or MEB/PEB processing. Upon resolution of the disqualifying medical condition, individuals are subject to a subsequent order to Active Duty.

d. Administrative processing of a REFRAD order will be completed per the guidance and directive of the Mobilization Station/CRC. This applies to the following:

(1) All RC, ARNG, and AGR Soldiers mobilized in support of contingency operations.

(2) Does not apply to AC Soldiers.

e. Soldiers on active duty for more than 30 days with a preexisting medical condition that renders them non-deployable (pre-existing or otherwise), will be retained on active duty for appropriate medical processing (IAW AR 600-77). *Also see paragraph 5-9.*

f. Medical evaluations for IRR Soldiers are completed using DA Form 7425 Readiness and Deployment Checklist. IRR Soldiers are screened for substance abuse at the Reception Battalion. Medical personnel will determine if a physical exam is required (see AR 40-502). If an IRR Soldier has a pre-existing permanent or temporary medical condition identified within the first 25- days of mobilization, he/she will REFRAD IAW the 25-day rule policy and his/her medical records will get forwarded to the HRC Surgeon's Office (AHRC-SG) for disposition. Prior to REFRAD, medical officer should generate a DA 3349 temporary profile in eProfile.

5–5. Documentation

Documenting Health Care in Medical Records: All medical issues will get documented in the individual's permanent or deployment health record while the Soldier is conducting contingency operations IAW AR 40-66.

a. All units/individual personnel must report to mobilization stations with the following:

(1) Civilian Medical and Dental records for ongoing medical issues.

(2) Proof of immunization (e.g., SF 601, Health record-immunization record; PHS 731, International Certificate of Vaccination)

(3) DD Form 2766, (Adult preventive and chronic care flow sheet or documentation from MEDPROS)

b. As part of the SRP pre-deployment process, all Soldiers will be screened for chronic maintenance medications that would preclude them from deploying as a result of a disqualifying chronic medical condition. All medications that the Soldier is currently taking will be entered into his/her Composite Health Care System (CHCS) / AHLTA (DoD's Electronic Health Record) medication profile to ensure appropriate documentation of drug therapy and to screen for and prevent potential drug interactions or duplicate drug therapy overlaps.

c. Medical and Dental Records. Units supporting CONUS operations at or near military installations with MTF/DTF will travel with individual health and dental records and coordinate for storage with supporting MTF/DTF upon arrival at the duty location.

d. Individual Soldiers will not hand-carry the Service Treatment Record (STR).

See AR 40-66, paragraph 5-27 regarding exceptions to policy.

e. Upon discharge, REFRAD, retirement, death, or transfer from USAR to ARNG, the Soldier's STR will get forwarded to the transition center. If the Soldier is separating, then the transition center will forward the STR to the Veterans Affairs Records Management Center (VARMC). If the Soldier filed a disability claim, the STR will get forwarded from the VARMC to the closest Regional Medical Center.

f. Upon arrival at the duty location, medical and dental records will get submitted to the supporting MTF/DTF for maintenance and accountability. Units will coordinate the return of health and dental records to home stations.

g. In all cases, the unit commander is responsible for routing medical and dental records to the appropriate destination. Units will retain control of medical and dental records if care is provided by non-military sources.

h. DD Form 2766 (Adult Preventive and Chronic Flow Sheet). Soldiers deploying overseas (OCONUS) will deploy with DD Form 2766. The DD Form 2766 will be used as the deployment health record. Units/Soldiers will not deploy OCONUS with medical and dental records.

(1) Medical and dental records will be returned to home station following mobilization / deployment processing.

(2) Records will be returned to the demobilization station for review during medical out-processing. Upon return from an OCONUS deployment, the DA 2766 will be integrated into the Soldier's medical record.

5–6. Line of Duty (LOD) Investigations

a. Soldiers (USAR and ARNG) returning from deployment must be evaluated by a medical provider (physician, physician's assistant, or nurse practitioner) during the completion of a Post-Deployment Health Assessment (PDHA), DD Form 2796. The LOD determination process IAW AR 600-8-4 serves as the basis for authorizing orders, medical treatment or evaluation for Soldiers in an active duty status. Regardless of the length of the active duty order (greater than 30 days), if a Soldier requires follow on care or treatment for an injury, illness or disease a LOD investigation is required prior to REFRAD. If a Soldier requires follow on medical care they will be counseled on their options and issued a profile for each condition.

b. Soldier Recovery Unit (SRU). All Soldiers arriving at demobilization station and determined by military medical authority to have an LOD wound, illness, injury, or aggravated pre-existing medical condition incurred during the current deployment requiring medical treatment and care will be evaluated for SRU placement or Remote Medical Management (RM2) (RC Soldiers only). Consolidated guidance at: www.arcp.army.mil - provides information on SRU. Once approved for SRU or RM2, MEDCOM G1 will publish 12301(h) orders. *(See 5-8 b)*

5–7. Medical Criteria and Testing

a. Medical Protection System (MEDPROS): Individual Medical Readiness (IMR) module is the HQDA designated system for documenting all aspects of Soldiers' medical readiness. MEDPROS also provides the medical readiness (including deployment health assessments) of DoD Civilians who deploy in support of operations.

b. Units will enter all appropriate data and vaccines administered to personnel participating in these operations into MEDPROS prior to arriving at the mobilization station.

5–8. Patient Movement of Army Personnel

a. IAW DoDI 6000.11, patient movement is defined as the act or process of moving a sick, injured, wounded, or other person to obtain medical and/or dental care or treatment, which include medical regulating, patient evacuation, and enroute medical care. Soldiers who are medically evacuated to a Veterans Affair (VA) hospital or MTF for the medical evaluation and/or

treatment of diseases and/or injuries incurred or aggravated while on a period of active duty and are subsequently aligned with a SRU and require a determination of medical processing time per AR 600-8-4, AR 600-77, and AR 40-58. Evacuated Soldiers are not automatically considered a SRU Soldier. The Triad of Leadership will determine if the Soldier is qualified for entry into the SRU based on the nature of the clinical status, treatment, recovery, and rehabilitation. This applies to all SRU Soldiers regardless of the means or mode of arrival.

(1) Military medical authority must determine if a Soldier, regardless of component, is expected to return to duty (RTD) from the time he or she is injured or becomes ill.

(2) Return to Duty (RTD) period: If the RTD period is less than 30 days, the Soldier will return to their organization.

b. Soldier Recovery Unit (SRU). If, during the course of a deployment, contingency mobilization or during demobilization processing, it becomes evident that a Soldier has incurred or aggravated a pre-existing condition, the Soldier may be transitioned from operational deployment/mobilization orders to SRU-E orders for evaluation into a SRU or Remote Medical Management (RM2). Eligibility criteria and application instructions are prescribed in AR 40-58.

(1) Only Soldiers who require complex medical management or for whom the lack of medical capability with a safe commuting distance deems their medical circumstances are requiring complex medical management will be will be eligible for SRU entry through packet approval routing with the Army Senior Commander as the decision authority. If approved, USAR and ARNG Soldiers will be placed on an SRU order.

(2) Non-complex RC Soldiers will be remotely managed from a duty site as close as possible to appropriate medical capability and home of record through the Remote Medical Management (RM2) program

(3) Soldiers Who Deny Entry into the SRU. Soldiers who do not elect entry into the SRU will be counseled on Incapacitation Pay (INCAP), receive an approved LOD and profile for the condition (s) requiring treatment and REFRAD.

(4) Soldiers who incurred an illness, injury, disease, or aggravated a known pre-existing medical condition during their current mobilization must be offered medical care and an approved LOD MEMORANDUM prior to REFRAD.

(5) A military medical care provider will offer VA care only to Soldiers refusing entry into SRU. If the Soldier refuses SRU, he/she must sign a declination of SRU statement and be counseled by an individual knowledgeable in INCAP and TRICARE Transitional Assistance Management Program (TAMP) benefits and will not REFRAD until they possess an approved LOD for the condition(s) that require follow on care.

5–9. Existing Medical Conditions

a. All personnel (SMs and DACs) with existing medical conditions may deploy if all of the following conditions are met AND they meet the respective CCMDs current medical deployment guidance:

(1) The condition(s) is / are not of such a nature that an unexpected worsening is likely to have a medically grave outcome.

(2) The condition(s) is / are stable; that is, currently under medical care, and reasonably anticipated by the pre-deployment medical evaluator not to worsen during the deployment under that regimen of care.

(3) Any required ongoing health care or medications must be immediately available in-theater within the military health system, and have no special handling, storage or other requirements (e.g., cold chain, electrical power required).

(4) No significant duty limitation is imposed by the medical condition (the nature of the duty limitation or restriction must be considered). The Combatant Commander or CCMD Surgeon is

the appropriate authority to evaluate the suitability of the individual regarding limitations needed in theater.

a. The Authority for Acceptability of Medical Conditions. The authority for acceptability of medical conditions and the availability of medications and required medical care in theater is the Combatant Commander or CCMD Surgeon for the respective AOR to which the deploying individual will operate.

b. The Authority for Waiver. The authority for waiver of these requirements is the Combatant Commander or CCMD Surgeon where the deploying individual will operate.

c. Exception to Policy (ETP) for Soldiers with HIV. Per AR 600-110, 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 Brigade Commander, separate Battalion Commander, or senior leader of the requesting activity and forwarded through their higher headquarters to the G1 ARD policy proponent (DAPE-ZA). The ETP process takes approximately 90 days and the waiver packet must include the following:

(1) Memorandum from physician must be from infectious disease physician or a physician managing HIV.

(2) Medical release form to authorize review (DD 2870: https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2870.pdf

(3) DA Form 4187 – describing reason and policy line item (rationale) – endorsed by commander.

(4) Any substantiating documents that would support the request and demonstrate the benefit to the organization (performance evaluations, evaluation reports, etc.).

5–10. Medical Entitlements

a. DoD civilian employees are entitled to full medical care in theater, including pharmacy support, equivalent to active duty military.

b. If the employee requires medical evacuation to CONUS, the sending MTF will assist the employee in making arrangements for transfer to a civilian facility of their choice. All costs associated with treatment and transportation of a DoD contractor to the selected Civilian facility will be the responsibility of the contractor.

5–11. Personnel Protective Equipment and Medications

a. Personnel assigned to duties in devastated urban areas where debris from damaged buildings is present and accompanied by blowing dust or fuel vapors will also have a special issue of the following item: respirator (either filtering face-piece respirators or half-face air-purifying respiratory). All issued respirators will be equipped with class 100/high efficiency particulate air (HEPA) filters and organic vapor cartridges.

b. Deployment and Mobilization Health Information. Information about staying healthy during mobilization and/or deployment will be provided to all deploying and mobilizing personnel.

c. Health threat briefing. All personnel are briefed on the health threat, including endemic diseases, environmental hazards, proper sanitation and hygiene, personal responsibility and preventive measures to maintain health. Health threat and prevention information is available from the US Army Public Health Center (USAPHC) website. The USAPHC Health Threat Briefing Resources site on AKO provides a standardized set of Core Medical Threat Briefing slides, along with a list of resources and instructions for customizing the Core slides to meet individual mission-specific needs.

d. Health information graphical training aids (GTAs). Each person deploying or mobilizing will be provided individual health information regarding health threats and personal procedures to protect themselves.

5–12. Redeployment Medical Processing
Upon redeployment from overseas locations, all individuals will undergo medical processing at the deployment platforms, mobilization stations/installations and CONUS Replacement Centers or equivalent deployment processing sites.

POINTS OF CONTACT:

For preventive medicine and medical threat information at OTSG, call the Preventive Medicine Staff Officer at DSN 761-6043, or commercial (703) 681-6043.

Express Scripts Deployment Prescription Program Team
https://militaryrx.express-scripts.com/healthcare-professionals#pharmacists
Mailing Address: Express Scripts, Inc., Box 52012 Phoenix, AZ 85072-2012

CHAPTER 6
Finance and Entitlements

REFERENCES:

a. DoD FMR 7000.14-R, Volume 7A Finance Management Regulation
b. DoD Instruction (DoDI) 1235.12 Accessing the Reserve Components, June 7, 2016, Change 1, Effective February 28, 2017
c. DoDI 1327.06 Leave and Liberty Policy and Procedures, June 16, 2009, Change 4, Effective January 15, 2021
d. DoDI 4515.13 Air Transportation Eligibility, January 22, 2016, Change 5 Effective October 23, 2020
e. Joint Travel Regulation (JTR)
f. Army Directive 2021-07 Individual Ready Reserve Management
g. Army Directive 2019-05 Army Military Parental Leave Program
h. AR 11-2 Managers' Internal Control Program, 4 January 2010
i. AR 11-6 Army Foreign Language Program, 18 February 2016
j. AR 600-8-10 Leaves and Passes, 3 June 2020
k. AR 600-8-101 Personnel Readiness Processing, 6 March 2018
l. AR 614-30 Overseas Service, 22 December 2016
m. AR 635-40 Disability Evaluation for Retention, Retirement, or Separation, 1 January 2017
n. AR 637-1 Army Compensation and Entitlements Policy, 26 July 2021
o. DA PAM 600-8-101 Personnel Processing Procedures
p. Memorandum, Assistant Secretary Of Defense (Manpower and Reserve Affairs) (SAMR), Subject: Hardship Duty Pay–Tempo (Hdp–T) 12 November 2020
q. Memorandum, Deputy Chief of Staff (DCS), G–1 (DAPE–ZA), Subject: Hardship Duty Pay–Tempo (Hdp–T), 29 December 2020

Section I
Introduction

6–1. Purpose

Provide personnel policy guidance pertaining to entitlements, allowances, and authorizations for military (Active and Reserves) and civilian (DA/DoD, Red Cross, AAFES, Contractor) personnel who are mobilized and/or deployed in support of contingency operations. Table 6 provides a comparison of allowances and entitlements.

6–2. Chapter Layout

This chapter is organized into four sections (not including this one). Section II covers pay and allowances. Section III covers group life insurance and benefits for dependents. Section IV lists and describes the various entitlement and relief programs available to Soldiers and their Families. Section V addresses travel and leave as well as the storage of household goods (HHG) and privately owned vehicles (POV).

Section II
Pay and Allowances

6–3. Military Pay

a. Basic Pay

(1) DFAS-Indianapolis will pay all Regular Army (RA) and AGR Soldiers utilizing the Defense Joint Military Pay System (DJMS-AC). Pay for mobilized Reserve Component (RC) Soldiers will remain on the RC pay system (DJMS-RC).

(2) Soldiers must use direct deposit (electronic funds transfer) in order to receive military pay and allowances. Direct deposit to a checking account rather than a savings account is preferable so members can access their pay during deployment.

b. Advance Pay

(1) An RC Soldier in receipt of orders for PCS movement (140 days or more) is entitled to advance pay per DoD FMR 7000.14-R, Vol 7a, Chapter 32. Army enlistees, with no prior service, may receive advance pay under the conditions set forth in DoD FMR 7000.14-R, Vol 7a, Chap 57, Table 32-1, rule 4.

(2) An RC Soldier, who is mobilized or recalled to AD for any period is entitled to advance pay and allowances per DoD FMR 7000.14-R, Vol 7a, Chapter 32.

(3) Soldiers must repay the Advance pay by the end of the mobilization order.

(4) In the event of an early REFRAD, the amount owed becomes a debt and a payment schedule is established before the Soldier separates, REFRADs, or is discharged.

c. Disability Severance Pay

(1) The active Army installation is responsible for the disability severance pay for mobilized RC Soldiers because that installation is processing the RC Soldier's disability discharge or separation.

(2) Severance pay is calculated in accordance with (IAW) the DoD FMR 7000.14- R, Volume 7a, Chapter 35. The RC organization is responsible for the disability severance pay for RC Soldiers who are not mobilized. See AR 635-40 and DODI 1332.38.

d. Foreign Language Proficiency Bonus (FLPB). Soldiers who qualify to receive FLPB and who are deployed within the FLPB testing period will continue to receive the FLPB until retested within 180 days after they return to their permanent duty station (PDS) IAW Title 37 Section 316a. FLPB orders must be amended or issued to cover the period of mobilization until 180 days after redeployment (see AR 11-6, 6-6a)

e. Hardship Duty Pay – Location (HDP-L). HDP-L is additional compensation paid to Soldiers at locations where living conditions are substantially below those normally found within the continental United States and to provide equity across DoD for Soldiers assigned to these locations. The locations are designated by the Assistant Secretary of Defense for Force Management Policy. Authorized rates for specific countries are listed in the DoD FMR 7000.14-R, Vol 7A, Chapter 17.

f. Hardship Duty Pay-Tempo (HDP-T). HDP-T is additional compensation for Soldiers who are deployed beyond 270 days on an operational; deployment listed in the Global Force Management Allocation Plan (GFMAP). Soldiers are eligible for HDP-T on the 271st day of consecutive deployment provided they are deployed at least 300 consecutive days and did not leave theater from more than 9 consecutive days. Payments will be calculated for each day the Soldier serves beyond 270 days. ALARACT 008/2021 provides implementation guidance.

g. Imminent Danger Pay (IDP)

(1) IDP is paid to a Soldier who is subject to the threat of physical harm or imminent danger on the basis of civil insurrection, civil war, terrorism, or wartime conditions in a foreign area.

The Assistant Secretary of Defense for Manpower and Reserve Affairs ASD (M&RA) designates IDP locations based on the relevant geographic Combatant Commander's assessment.

(2) IDP is pro-rated at $7.50 per day for a maximum amount of $225 in a calendar month. Visit the following link for more details: http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp_idp.html

(3) For a complete listing of locations authorized IDP, see DoD FMR 7000.14-R, Vol 7A, Chapter 10.

(4) IDP entitlement begins upon entry into a designated area and stops the day the Soldier departs the designated area.

(5) Special Situations:

(a) A Soldier entitled to IDP immediately before entering a status of missing, missing-in-action, interned in a foreign country, or captured by a hostile force will continue to be credited with IDP for each month while in such a status.

(b) A member entitled to IDP, who is hospitalized for a wound or injury incurred as a result of hostile action, or while in the line of duty, incurs a wound, injury, or illness in a combat operation or combat zone designated by the Secretary of Defense, and is hospitalized outside of the theater of the combat operation or the combat zone for the treatment of the wound, injury, or illness, is entitled to IDP for each month of hospitalization and continues up to an additional 3 months after the month in which the wound, injury, or illness occurred. Members may be entitled to IDP for up to 12 months from the date of hospitalization under the Pay and Allowance Continuation (PAC) Program. See DoD FMR 7000.14- R, Vol 7A, Chapter 13 for PAC entitlement eligibility.

h. Hostile Fire Pay (HFP)

(1) A RC Soldier is entitled to HFP or IDP for any month that he/she is entitled to basic pay for active duty or compensation for inactive duty. This includes instruction received or duty performed on a Sunday or holiday and duties as the Secretary concerned may prescribe. A RC Soldier is not authorized to receive concurrent payments for hostile fire and imminent danger duty.

(2) HFP is paid at the rate of $225 per month to a Soldier who:

(a) Performs duty in a hostile fire area;

(b) Is exposed to a hostile fire event;

(c) Is on duty in an area during a month in which a hostile event occurred that placed the member in grave danger of physical injury; or

(d) Is killed, injured, or wounded by a hostile fire event.

(3) Certification of Hostile Fire Event: The appropriate on-scene commander must certify that the Soldier was subjected to hostile fire, explosion of hostile mines, or other hostile action during a specific period. A death certificate or incident report documenting a Soldier's injury or wound from a hostile fire event may serve as a substitute for certification for purposes of HFP, as long as the document establishes that the cause of death, injury, or wound was due to a hostile fire event.

(a) Certification must include the name and appropriate payroll identification number of each Soldier eligible to receive HFP, a short description of the incident, and when and where it occurred.

(b) The certification will be forwarded directly to the servicing financial support office via the geographic Combatant Commander exercising operational control over the Soldier(s) at the time of the hostile fire event.

(c) The geographic Combatant Commander will retain the certification in order to respond to periodic requests from the ASD (M&RA) for summary data on HFP-related events and circumstances.

(4) Special Situations:

(a) A Soldier entitled to HFP immediately before entering a status of missing, missing-in-action, interned in a foreign country, or captured by a hostile force will continue to be credited with HFP for each month while in such a status.

(b) A Soldier entitled to HFP who is hospitalized for a wound or injury incurred as a result of hostile action, or while in the line of duty, incurs a wound, injury, or illness in a combat operation or combat zone designated by the Secretary of Defense, and is hospitalized outside of the theater of the combat operation or the combat zone for the treatment of the wound, injury, or illness, is entitled to HFP for each month hospitalization continues up to an additional 3 months after the month in which the wound, injury, or illness occurred. Soldiers may be entitled to HFP for up to 12 months from the date of hospitalization under the Pay and Allowance Continuation (PAC) Program. See DoD FMR 7000.14- R, Vol 7A, Chapter 13 for PAC entitlement eligibility.

i. Jump (Parachute) Pay. Authorized for Soldiers currently receiving jump (parachute) pay. The appropriate commander, grade O-7 or above, may waive the minimum jump requirement when a Soldier is unable to perform a jump due to combat operations or while operationally deployed.

(1) Upon returning from deployment, the Soldier must complete airborne refresher training and jump within 3 months.

(2) Commanding officers, in the pay grade of O-5 or above, may waive the jump requirement for one jump during a 12-month period when a member is unable to jump due to the non-availability of jump equipment or aircraft, attendance at military education or training of less than 179 days, or inclement weather.

(3) Members must maintain their proficiency through refresher training in lieu of jumping in order to retain eligibility for jump (parachute) duty pay during the waived period.

j. Medical Specialty Pay

(1) All ARNG Health Professions Officers (HPO) and USAR HPO Retiree Recall ordered or called to active duty greater than 30-consecutive days are eligible for Medical Specialty Pay (BCP and/or IP). Most current Health Affairs Policy and Army AC HPO Pay Plan provides pay rules, policies, and a list of qualifying professions..

(2) Medical officers must be qualified, including board certification. If inability to complete board re-certification is due to participation in the contingency operation, re-certification may be waived but must be completed within 180 days after returning from the contingency operation IAW Title 37 USC Section 303b.

(3) Required documents for determination of eligibility and authorized specialty rates, must include at least one of the following elements::

(a) Copy of mobilization/active duty orders (including amendments); unit orders should include by-name list. Documents must be forwarded by officer or officer's designated unit personnel

(b) Inter-facility Credentials Transfer Brief (ICTB), or

(c) Individual documents that capture current license, post-secondary education, highest post-graduate professional education, and professional board certification.

(4) Consolidate documentation at the unit and forward to AMEDD Special Pay Branch, Office The Surgeon General via email: usarmy.ncr.hqda-otsg.mbx.otsg-special-pay@mail.mil

(5) OTSG will forward individual HPO rates authorized to RC DFAS-IN for payment. Payments shall be released on a prorated basis starting after the first 30-consecutive days of active duty, backdated to first active duty tour date. Must receive documents at least 30 days prior to arriving at CRC.

j. Separation Pay Non-Disability (6-Year Rule)

(1) Per Title 10 USC Section 1174c, any Soldier who is discharged or released from active duty after completing more than 6 but less than 20, continuous years of active service, may be

entitled to separation pay. Soldiers involuntarily discharged or released from active duty, or not accepted for an additional tour of active duty for which he/she volunteered are not eligible for separation pay non-disability.

(a) To be eligible for separation pay non-disability, the Soldiers must receive an honorable separation, be fully qualified for retention, and agree to serve 3 additional years in the Ready Reserves.

(b) This rule includes RC Soldiers serving on mobilization or ADOS orders. Eligibility for Separation Pay Non-Disability must be annotated on DD Form 214.

(2) If a Soldier later becomes eligible for retirement and receives retired pay, the Army will recoup the separation pay, including any tax liability. See DoDI 1332.29 and DoD FMR, Vol 7A, Ch. 35, 3502.

6–4. Military Allowances

a. Basic Allowance for Housing (BAH)

(1) AC and AGR Soldiers in receipt of BAH at their PDS will continue to receive this allowance provided they retain eligibility to receive BAH and are not issued PCS orders.

(2) A RC Soldier called to active duty in support of a contingency operation is eligible to receive BAH based on his/her primary residence unless given authorization for a household good (HHG) shipment. If a HHG shipment is authorized, then the BAH is based on the duty station and not primary residence.

(3) RC Soldiers whose primary residence changes while on active duty will continue to receive BAH and per diem entitlements (if applicable) based on their primary residence at the time ordered to active duty. A mortgage or lease agreement is not required to receive BAH based on the primary residence for an RC Soldier called to active duty in support of a contingency operation.

Table 6: Allowances & Entitlements Comparison

Allowances / Entitlements	Combat Operations TDY Deployed (Contingency)	Combat Support (i.e.Kuwait) TDY Deployed (Contingency)	Rotations of Forces (USAEUR-EDI/OAR) TDY Deployed (Non-Contingency)	Rotations of Forces (USARPAC-KRF) TDY Deployed (Non-Contingency)
Basic Allowance Housing (BAH) (1)	YES	YES	YES	YES
Basic Allowance Subsistence (BAS) (2)	YES	YES	YES	YES
Hardship Duty Pay- L (HDP-L)	YES	YES	Location dependent	YES
Imminent Danger Pay (IDP)	YES	NO	NO	NO
Family Separation Allowance (FSA)	YES	YES	YES	YES
Per Diem= (lodging+meals+IE) (3)			Field Duty Status (4)	Field Duty Status (4)

Lodging	Gov't provided	Gov't provided	Gov't provided*	Gov't provided
Meals	Gov't provided	Gov't provided	Gov't provided*	Gov't provided
Incidental Expense	YES ($3.50/day)	YES ($3.50/day)	NO	NO
Assignment Incentive Pay-Deployment (5)	NO	NO	YES	YES
POV Storage (6)	YES	YES	NO	NO
Special Storage of HHG	YES	YES	NO	NO
Special Leave Accrual (SLA) (7)	YES	YES	YES	YES
Rest and Recuperation (R&R) (365- days deployment required) (8)	NO	NO	NO	NO

NOTES:

1 **BAH**: AC/AGR Soldiers retain Permanent Duty Station (PDS) rate while deployed. RC Soldiers called/ordered to active duty for more than 30 days are authorized primary residence-based BAH while deployed. (JTR, Chapter 10, para. 100906)

2 **BAS**: Soldiers retain BAS entitlement while on Temporary Duty (TDY).

3 **Per Diem:** If eligible, per diem in excess of 180 consecutive days at one location is authorized under Secretariat memo signed 20150421.

4 **Per Diem**: USARPAC, CG declared FD status effective 1Dec16; USAREUR, CG declared FD status effective 1May17. Per Diem is not authorized while on Field Duty (FD) status. Soldiers provided lodging at no cost. While on FD, Soldiers are required to pay for meals at the discounted rate. The meals deductions will appear on the Soldier's Leave and Earning Statement.

5 **AIP-OD**. USARPAC, CG authorized AIP-OD effective 1DEC16; USAREUR, CG authorized AIP-OD effective 1May17. Per DCS, G-1, DAPE-PR memorandum dated December 2018, AIP-OD monthly rate while on Field Duty is $195.

6 **POV storage**: Not authorized for non-contingency operational deployments. Storage at GOV'T expense ONLY authorized for Soldiers sent TDY for more than 30 days to a contingency operations; and humanitarian assistance or other emergency operation declared by Executive Order (JTR 5378). **Any other Army POV storage while on TDY must be at no expense to the Government**.

7 **SLA:** Special leave approved for operational deployments by the Sec Army on 20141017. Limited to Soldiers deployed (contingency/non contingency) for a continuous period of at least 120 days in a leave restricted area, **which prevents the use of ordinary leave**. ASC must publish policy declaring leave restricted area.

8 **R&R:** Granted only to Soldiers serving in areas designated as hostile fire or imminent danger areas and are deployed for 12 or more months. NCR&R (qualifying areas) when deployed for 12 or more months.

* Certain locations outside of Germany may be entitled to per diem with SNA if meals are not available. USAREUR policy.

b. **Overseas Housing Allowance (OHA)**

(1) AC and AGR Soldiers in receipt of OHA at their PDS will continue to receive this allowance provided they have housing costs (renting or owning the primary residence) and are not issued PCS orders.

(2) RC Soldiers mobilized from an overseas location will receive OHA when accessed onto active duty based on their primary residence at the time ordered to active duty unless authorized a household good (HHG) shipment. If a HHG shipment is authorized, the OHA is based on the duty station and not primary residence.

(3) In order to receive OHA, a Soldier must have a housing expense (lease or mortgage) and a certified DD Form 2367 (Individual OHA Report).

(4) In order for a Soldier to receive the correct OHA payment, he/she must provide the in-processing finance office the appropriate documents for all housing and utility costs.

c. Cost of Living Allowance (COLA)

(1) AC and AGR Soldiers located in CONUS or OCONUS locations, who are authorized CONUS or OCONUS COLA, will continue to draw COLA as determined by the area to which they are permanently assigned.

(2) RC Soldiers mobilized from an overseas location may receive OCONUS COLA based on their primary residence at the time ordered to active duty. CONUS COLA is determined by the Soldier's primary residence ZIP code.

d. Recertification of Housing Allowance

(1) Commanders are responsible to ensure Soldiers receiving BAH/OHA at the with-dependent or BAH-Differential (DIFF) rates have the required dependent documents in iPERMS.

(2) The Soldier will provide any missing documents to his/her supporting human resources specialist for immediate upload to iPERMS.

(a) BAH Required Documents. Soldiers who do not have a current DA Form 5960 in iPERMS will certify their BAH by completing a DA Form 5960. A company level commander can certify the DA Form 5960. Commanders may delegate in writing certification authority to the first commissioned officer in the Soldier's chain of command. A delegation of authority, if applicable, must accompany the DA Form 5960.

(b) OHA Required Documents. Soldiers who do not have a current DD Form 2367 (Individual OHA Report) in iPERMS will certify their OHA by completing a DD Form 2367.

(c) A lease or mortgage agreement must accompany the DD Form 2367. A company level commander can certify the DD Form 2367. Commanders may delegate in writing certification authority to the first commissioned officer in the Soldier's chain of command. The delegation of authority must accompany the DD Form 2367.

(3) Soldiers receiving BAH/OHA based on a secondary dependent (i.e. - parent, step-parent, in-law, ward of a court, etc.) must upload the approval memorandum from the Defense Finance and Accounting Service (DFAS). For deployed Soldiers, an approval memorandum from the Soldier's company level commander may be uploaded to iPERMS, stating the commander has personally reviewed the Soldier's approval in the DFAS secondary dependency claims online system and DFAS approved the Soldier's claim on DD MM YYYY (date of approval) in lieu of the DFAS approval memorandum.

(4) Deployed Soldiers have 60 days to comply with recertification requirements upon returning from post deployment leave.

(5) Soldiers who do not recertify the with-dependent housing allowance will be reduced to the current without dependent housing allowance rate. Rate protection at the old rate is lost and will not be reinstated.

e. Dependent Custody Effects on Housing Allowances

(1) Single Soldiers who are requesting to receive BAH/OHA at the with-dependent rate and/or BAH-DIFF rate based on a dependent child are required to be the custodial parent by having legal and physical custody or by paying monthly child support to the custodial parent in at least the BAH-DIFF amount for the Soldier's grade. For the purpose of housing allowances, legal custody is defined as having a court order awarding the Soldier as the custodial parent. Physical custody is defined as the child living in the same residence as the Soldier on a non-temporary basis, for a period of at least 90 consecutive days.

(2) Single Soldiers who occupy a residence with their dependent child(ren), adopted child(ren), illegitimate child(ren), and/or step child(ren) may be authorized to receive a with-dependent housing allowance. The Soldier must show proof of parentage and either submit court documents awarding the Soldier legal and physical custody for at least 90 consecutive days, or provide proof of support.

(3) Proof of parentage. Soldiers are required to provide a birth certificate(s). A properly certified DNA test or court declaration establishing proof of parentage is also acceptable if no birth certificate(s) are available.

(4) Proof of support. When paying monthly child support, a cancelled check, money order, electronic fund transfer (EFT), voluntary allotment, and involuntary allotment constitute proof of support. EFT payments made via bank account deduction or PayPal account is also acceptable. However, all transactions must reflect monthly payments to the custodial parent. The amount of support must be in an amount that is at least the current BAH-DIFF based on the Soldier's grade. In child support payment cases, a joint bank account or letter signed by the custodial parent attesting to support payments are not acceptable as proof of support. Soldiers are not authorized a housing allowance on behalf of the dependent for payments less than the BAH-DIFF.

f. Secretarial Waiver Process

(1) A housing allowance is based on the Soldier's permanent duty station. However, a Secretarial waiver may be considered when it is determined that a Soldier's assignment to a duty station, or the circumstances of that assignment, requires a dependent to reside separately.

(2) The Secretarial waiver process is used to determine reasons for a BAH or OHA waiver. The purpose of the Secretarial waiver program is to stabilize the Soldier's dependents for a relatively short period of time when circumstances require dependents to reside separately.

(3) The waiver program applies to active duty Title 10 and Title 32 Soldiers, who are authorized BAH, OHA, or COLA at the with-dependent rate. Dependents must reside with the Soldier at the previous duty station prior to departing on PCS or at a government approved designated location.

(4) To be eligible for a waiver, a Soldier's dependents must reside with them prior to PCS unless the member is serving on an unaccompanied tour. The dependents must continue to reside at the previous duty station or government-approved designated place. A previous duty station is defined as the location of the last duty station in which shipment of household goods at government expense was authorized. The government approved designated place is defined as the location to which the government authorized movement of dependents in accordance with the Joint Travel Regulation (JTR).

(a) The following circumstances qualify for consideration of a Secretarial waiver:

(b) Deployment. Soldiers who receive PCS orders to units deploying within 12 months of their arrival to the new permanent duty station, including individual Worldwide Individual Augmentation System (WIAS) taskers may be considered. Soldiers must deploy within 12 months of arrival to the unit. Waivers will be considered for single Soldiers returning from an overseas assignment who must activate their command-approved Family care plan or relocate their Family to the home of record due to the Soldier's assignment to a unit that is scheduled to deploy within 12 months of their arrival to the duty station. A copy of the individual deployment order or a memo signed by a field grade officer at the gaining command verifying the Soldier's deployment month, year, and deployment period must accompany the Soldier's request.

(c) RC Soldiers ordered to active duty for 365 days or less. RC Soldiers with dependents who want to receive BAH based on the primary residence at the time the order was issued may be considered. Soldiers must be authorized PCS allowances from their primary residence in the United States to the duty location in the United States and intend on returning to their primary residence at the conclusion of the tour of duty.

(d) RC Soldiers without dependents called to active duty overseas for 365 days or less. RC Soldiers called to active duty for an OCONUS assignment may request an OHA based on the PDS if government quarters is not available. Soldiers must be authorized PCS allowances, but not household goods, from their primary residence to the duty location and intend on returning

to their primary residence at the conclusion of the tour of duty.

(5) To request an exception. Soldiers may submit requests electronically to usarmy.pentagon.hqda-dcs-g-1.mbx.dape-prc@army.mil. Submit hardcopy requests to Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300. The following documents are required for the waiver request packet in PDF format:

(a) A signed memorandum from the Soldier requesting the waiver with a justification.

(*b)* PCS order assigning the Soldier to the new PDS. Requests for orders (RFO) are not acceptable.

(*c)* PCS order assigning the Soldier to the old PDS. RFOs are not acceptable.

(*d)* Supporting documentation: Deployment orders for AC and AGR Soldiers. RC Soldiers in OCONUS location are required to provide a lease or mortgage agreement verifying housing expenses.

(*e)* Current leave and earnings statement (LES).

(*f)* Other supporting documentation as required by HQDA.

(6) Enlisted soldiers below the grade of E-7 or officers below the grade of O-4 must have their requests endorsed with a signature by the first field grade officer in their chain of command.

(7) Requests must include a contact phone number, fax number, email address, and mailing address when sending correspondence. Notification of approval/disapproval will be sent via electronic mail to the Soldier's official email address.

(8) Soldiers must provide a copy of their approved waiver to their servicing finance and personnel offices.

(9) A waiver approved under this authority is effective on the date the request was received at HQDA, DCS G-1, or the date the waiver is approved. Waivers will expire as specified in the approval memo. Waivers may be extended on a case-by-case basis based on the merits of the request.

g. Basic Allowance for Subsistence (BAS)

(1) BAS partially offsets the costs of a Soldier’s meals. All Soldier’s entitled to basic pay are also entitled to full BAS except when they are undergoing Basic Military Training, including initial officer training (Officer Candidate School, Officer Training School) and have no continuous prior enlisted service (active or reserve).

(2) While receiving BAS, Soldier’s will pay for any meals received from the Government, or provided on behalf of the Government.

(3) The Army will collect the discount meal rate, using mandatory pay account collections, from all members assigned to Essential Station Messing (ESM), Essential Unit Messing (EUM), field duty, sea duty, or group travel regardless if the meals are eaten or not.

(4) Contingency Operation Deployments: Soldier’s permanently assigned to live in single government quarters assigned in a routine TDY status to a contingency operation (commonly referred to as a TCS) will have their mandatory pay account collections stopped for the duration of the deployment. Mandatory pay account collections will restart within 30 days of arrival/redeployment to home station. All TCS Soldiers receive the incidental rate of per diem.

(5) Soldiers residing on government installations with dining facilities must use the dining facilities. If Soldiers live off the installation, then there is no requirement to return to the installation to obtain a meal when not on duty. The same rule applies to Soldiers in a TCS status who are preparing to mobilize or deploy into theater.

(6) Soldiers authorized full per diem must pay for any meal received at the dining facility at the standard meal rate. Soldiers not authorized per diem must pay the discount meal rate for any meal received at the dining facility.

(7) Dining facilities will use headcount sheets specifically for contingency operations "when Point of Sale (POS) systems are down" to capture the meals received for the breakfast-lunch-

dinner (B-L-D) reports to enable the ACOMs, ASCCs, DRUs, or COCOMs to receive reimbursement for mess usage. When government meals are not available, the installation commander will make the determination of mess availability and issue a Statement of Non-Availability (SNA), if applicable.

(8) Issuing a Statement of Non-Availability (SNA). When issuing a SNA, installations will include the following items:

(a) Soldier's name

(b) Unit orders listing unit personnel

(c) Unit assigned/attached

(d) TCS Location

(*e)* If lodging is not available, the dates of non-availability

(f) If meals are not available, provide dates meals were not available

(g) Periods of Proportional Meal Rate (PMR)

(h) Days meals are provided to the Soldier (Soldiers must annotate the number of deductible meals on their accrual voucher).

h. Family Separation Allowance (FSA). Soldiers in a TCS status may be authorized FSA at the rate of $250 per month, IAW Chapter 27, DoD FMR 7000.14-R, Vol 7A, when a Soldier is away from their primary duty station (for mobilized RC personnel this is their principal residence) continuously for a period of 30 days or more and

(1) the Soldier's dependents are not residing at or near the TCS station.

(2) Army/Soldier married couples who were living together prior to and immediately before the deployment

(3) or single Soldiers with authorized primary dependents are also authorized FSA.

h. FSA is payable to both married members when they reside together with their dependents immediately before being simultaneously assigned to duty assignments as prescribed in subparagraphs 270103.A.1 through 3. The dual allowance shall continue until one of the members is no longer assigned to one of those duty assignments. The other member shall continue to receive the allowance until no longer assigned to one of those duty assignments.

Section III
Benefits

6–5. Life Insurance

a. Servicemembers' Group Life Insurance (SGLI)

(1) SGLI coverage for AC and RC Soldiers is available in $50,000 increments up to the maximum of $400,000.

(2) Soldier's must complete the SGLV Form 8286 online via milConnect in order to increase or decrease coverage, decline coverage, or designate beneficiaries.

b. Family Servicemembers Group Life Insurance (FSGLI)

(1) FSGLI coverage was implemented IAW Public Law 107-14, Veterans Survivor Benefits Improvement Act of 2001. This law revised FSGLI provisions to: (1) permit members to purchase a maximum of $100,000 in SGLI coverage for their spouses; and (2) automatically extend $10,000 to Soldiers' children. Enrollment in FSGLI is automatic and FSGLI premiums are mandatory, unless the Soldier opted out of the FSGLI program.

(2) To decline FSGLI, a Soldier must fill out VA Form 8286a online via milConnect. Dual military couples must decline coverage in writing by completing the same form.

(3) RC Soldiers changing from drilling to mobilized active duty status and back again must update their FSGLI status during their status change online via milConnect.

(4) Additional information and download of forms (https://www.benefits.va.gov/insurance).

6–6. RC Soldier Dependents Benefits

a. Eligible dependents of RC Soldiers ordered to active duty for more than 30 days are eligible for the same benefits (i.e.,- healthcare benefits, commissary/exchange privileges, legal assistance, access to MWR facilities, etc.) as dependents of active Army Soldiers.

b. Dependent access to Dental Treatment Facilities is limited and enrollment in the TRICARE Dental Program is encouraged for eligible dependents.

c. Eligible dependents can receive a DD Form 1173S (privilege card), an active duty dependent ID card, or may continue to use their DD Form 1173-1S (Reserve dependent ID card) along with a copy of the Soldier's active duty orders in order to use facilities and receive benefits.

6–7. ARNG Eligibility for Post-9/11 GI Bill Educational Benefits

a. National Guard Soldiers supporting the Southwest Border Security Mission under Title 32, U.S.C., section 502(f) are eligible for the Post-9/11 GI bill educational benefits (see Secretary of Defense Memorandum, dated 12 December 2019).

Table 6-2: Benefits By Authority

Benefits	- INVOLUNTARY -				- VOLUNTARY -
	12302	**12304**	**12304a (Fed DSCA)**	**12304b (Pre-planned)**	**12301(d)**
Pre-Mobilization Health Care (10 USC 1074(d))	Yes, > 30 days	Yes, > 30 days	Yes > 30 days	Yes, > 30 days	Yes > 30 days*
TAMP Transitional HC (10 USC 1145(a)(2)(B))	Yes > 30 days	Yes > 30 days	Yes > 30 days	Yes > 30 days	Yes > 30 days*
Reduced Age for Retirement (10 USC 12731)	Yes	Yes	Yes	Yes	Yes
Post 911 GI Bill (38 USC 3301)	Yes	Yes	Yes***	Yes***	Yes
Reserve Income Replacement (37 USC 910)	Yes	Yes	Yes	Yes	No
Federal Civilian Differential Pay (5 USC 5538)	Yes	Yes	Yes	Yes	No**
USERRA (38 USC 3301)	Yes	Yes	Yes	Yes	Yes
SCRA (50 USC App. §§501-597b)	Yes	Yes	Yes	Yes	Yes
Employee Leave Entitlement (5 USC 6361)	Yes	Yes	No	No	No
Education Assist Protections (10 USC 16131)	Yes	Yes	No	No	Yes

Training and Rehab Benefit Protections (38 USC 3103)	Yes	Yes	Yes	Yes	Yes
High Deployment Allowance (37 USC 436)	Yes	Yes	Yes	Yes	No
Contracts for Medical Care (10 USC 1079)	Yes	Yes	Yes	Yes	Yes
Vol Sep Recoup Protection (10 USC 1175a)	Yes	Yes	Yes	Yes	Yes, <180 days

Notes:
* If in support of a contingency operation
** Subject of dispute due to various federal agencies' different interpretations
*** Some benefits begin on 01 Aug 2018 or after, see https://www.benefits.va.gov/GIBILL/docs/factsheets/FGIBSections.pdf

Section IV
Support and Relief Programs

6–8. Savings Deposit Program (SDP)

Per Title 10 USC 1035, and DoD FMR 7000.14- R, Vol 7a, Chapter 51, Soldiers earn 10 percent interest on money they deposit into the SDP. Soldiers must be serving in an assignment outside the United States or its possessions in an area that has been designated as a combat zone (CZ) or while qualified to receive HFP/IDP while serving in a Qualified Hazardous Duty Area (QHDA); or designated direct support area of a CZ. Qualified Soldiers can deposit up to $10,000.00 of their pay and allowances into the program. SDP is authorized for each Soldier serving 30 consecutive days or at least 1 day in each of 3 consecutive months in a qualifying location.

6–9. Combat Zone Tax Exclusion (CZTE)

a. A member is entitled to the CZTE for any period during a calendar month the member performs active service in:

(1) A CZ designated by the President in an executive order. Such executive order shall be listed in DoD FMR 7000.14- R, Vol 7a, Chapter 44, Figure 44-2

(2) A QHDA designated by Congress is treated as if it were a CZ provided a member is also entitled to HFP or IDP. See DoD FMR 7000.14- R, Vol 7a, Chapter 44, Figure 44-3 for a list of QHDA locations; or

(*a)* An area outside the CZ or QHDA when the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD P&R) certifies that such military service is in direct support of military operations in a CZ or QHDA, as applicable, and the member is entitled to HFP/IDP. The HFP/IDP entitlement must be directly related to military operations in the CZ or QHDA. See DoD FMR 7000.14- R, Vol 7a, Chapter 44, Figure 44-1 for a list of designated direct support areas.

b. Soldiers serving in a designated combat zone for any part of a month will have all their military pay received for that month excluded from their gross income. Commissioned officer's monthly CZTE is capped at the highest enlisted pay, plus any HF or ID pay received. RC Soldiers will have taxes withheld during the current month and receive a refund of the taxes and an adjustment of their taxable income for the month in the following month.

c. A Soldier will continue to be eligible for CZTE when he/she is hospitalized or re-hospitalized in any location as a result of wounds, disease, or injury incurred while serving in a CZ or QHDA or a designated direct support area. A Soldier is considered hospitalized or re-hospitalized until he/she is discharged from the hospital. CZ or QHDA tax exclusion will not apply to any months beginning more than 2 years after the date specified by the President in an Executive order as the date of the termination of combatant activities in the CZ.

6–10. Tax Filing Extension

Any Soldier serving one or more days in a CZ automatically receives an extension to file taxes by filing an Internal Revenue Service (IRS) Form 4868, Application for Automatic Extension of Time to File U.S. Individual Tax Return. The length of the extension equals 180 days + the number of days served in the CZ during the tax filing season (January through April) + the number of days of any hospitalization resulting from injury in the CZ. The extension of time to file begins on the day the Soldier returns home.

6–11. Thrift Savings Plan (TSP)

The TSP is a federal government-sponsored retirement savings and investment plan. Soldiers serving on active duty, or as members of the Ready Reserve or National Guard in any pay status are eligible to participate in TSP. Soldiers can sign up by going to their S1/G1 office to fill out a TSP-U-1 election form, by using the DFAS MyPay (https://mypay.dfas.mil/), or (http://www.tsp.gov).

6–12. Soldiers Civil Relief Act (SCRA)

a. Provides protection of rights, privileges, immunities, and benefits to Soldiers while serving on active duty. These benefits include protection against paying taxes in both the home of record and the state in which Soldiers are stationed, exemption from personal property taxes when stationed in a state which is not their domicile, the ability to have civil court cases delayed, and special treatment of certain financial obligations. Soldiers may also qualify for lowering their interest rates to six percent for obligations incurred prior to entering active service.

b. For more information go to http://usmilitary.about.com/od/sscra/l/blscramenu.htm or see a legal assistance attorney. Mobilized Soldiers can also receive finance support and information from their local servicing finance office or Defense Military Pay Office.

6–13. Exceptional Family Member Program (EFMP)

Unit commanders will interview Soldiers to determine if they have Family members with special medical or educational needs and refer them for screening and enrollment, if appropriate, per AR 608-75, Chapter 3. The MTF EFMP point of contact will assist the Family in obtaining the necessary evaluations to determine diagnosis and treatment needs. The Soldier will ensure a physician completes DD Forms 2792 and 2792-1 for each Family member with an eligible condition. A Family Care Plan is required by AR 600-20, for any Soldier whose spouse or Family member is incapable of self-care or otherwise physically, emotionally, developmentally, or intellectually disabled so as to require special care or assistance.

6–14. Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

a. USERRA is a Federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserve, National Guard, or other uniformed Services: (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service. The law is intended to encourage non-career uniform Soldiers to continue serving so the Army can maintain a qualified staff, while

balancing the needs of private and public employers who also depend on these same individuals.

b. For more information on USERRA (https://www.esgr.mil/USERRA/Frequently-Asked-Questions).

c. For assistance on USERRA, Contact Employer Support of the Guard and Reserve (ESGR). ESGR, a Department of Defense program, was established in 1972 to promote cooperation and understanding between Reserve Component Soldiers and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment. ESGR is supported by a network of more than 3,750 volunteers in 54 committees located across all 50 states, the District of Columbia, Guam-CNMI (Commonwealth of the Northern Mariana Islands), Puerto Rico, and the U.S. Virgin Islands (https://www.esgr.mil/).

d. Violations of USERRA: Many violations occur because employers do not know about USERRA. The same is true for Soldiers. Some members who believe their reemployment rights were violated may not understand their legal rights and protections. Visit (https://www.dol.gov/vets/programs/userra/fileaclaim.htm) to determine if you have a valid USERRA claim.

6–15. Pay and Allowances Continuation (PAC) Program. PAC provides financial assistance to Soldiers by continuing their pay and allowances that would otherwise be discontinued at the time of the Soldier's hospitalization. Continued pay/allowances are authorized per Title 37, Chapter 5, USC Section 372.

Section V
Travel, Authorized Absences, and Leave

6–16. Travel

Check the DFAS Travel website for latest information (http://www.dfas.mil/militarymembers/travelpay/customerservice.html)

a. Per Diem. On 15 August 2007, the per diem policy was modified to account for the current conflict. Soldiers will either PCS to enduring positions or get assigned in a TDY status at a reduced per diem rate, as opposed to continuing in an extended TCS/TDY status at full per diem. For any TCS/TDY assignment lasting longer than 180 days, a waiver from the ASA (M&RA) is required for full per diem.

b. Logistics Support. The duty station installation is responsible to house, mess, transport, and provide administrative support to personnel mobilized/deployed in support of contingency operations.

c. Amount of per diem. Soldiers in a TDY status who are authorized per diem will receive the incidental portion at a rate of $5.00 per day in CONUS or $3.50 per day OCONUS. The payment of per diem is based on the Soldier's TDY location. Per diem will not accrue while a Soldier is in a leave status (e.g., ordinary, emergency or convalescent) per the JTR.

d. Dual Lodging. If a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day, the authorizing/order issuing official (AO) may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler's control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.

See the dual lodging computation sheet in JTR Table 2-16.

(1) Long-term reimbursement for dual lodging is not permitted and an authorization/order may not contain such a provision. Send formal requests for exception to policy for periods exceeding 7 days via memorandum to HQDA G-1 Compensation/Entitlements. Justification at a minimum must include impact on mission, cost/benefit analysis, endorsement from AO, related orders, or other supporting documents from the chain of command and/or requestor to support your request.

e. Within commuting distance. Soldiers residing within commuting distance to their TDY location are not authorized per diem. The established installation local commuting area will determine if the Soldier receives per diem. Payment of per diem is based on the Soldier's TDY location, not the actual lodging location.

f. Installation Facilities. The maximum use of installation facilities is the primary method of support in all cases. If use of installation facilities is not feasible, then the use of centrally-contracted quarters and multi-passenger vehicles should be used. When government or government-contracted quarters are not available, as determined by the installation commander or the commander's designated representative, Soldiers will receive a SNA (DD Form 1351-5) for both lodging and meals to authorize increased per diem (separate SNAs are required for lodging and meals). Soldiers authorized to procure commercial quarters may consider the use of a long-term lease with a commercial lodging facility.

6–17. RC Travel Pay

a. RC Soldiers mobilized in support of contingency operations are entitled to travel pay from their principal residence to the mobilization station for processing to active duty status and ultimate deployment. Soldiers are entitled to travel pay at the end of the period of active duty, from the demobilization station to return to their principal residence.

b. RC Soldiers in a TDY status will receive reimbursement for lodging, meals, and incidental expenses, at the daily rate prescribed for the operation area. Reimbursement will be reduced when government quarters and mess are available.

(1) Accrual travel voucher DD Form 1351-2 must be filed every 30 days (See Chapter 8, DOD FMR 7000.14-R, Volume 9).

(2) Soldiers paying for commercial lodging while on leave may be reimbursed per diem.

(3) Soldiers ordered to active duty at a CONUS or OCONUS location outside the local commuting area of their primary residence for a period of 180 days or less are entitled to travel pay from the principal residence to the duty station and then back to the principal residence upon completion of the active duty tour.

(a) These Soldiers are also authorized per diem during the entire period of active duty.

(b) Per diem is reduced when government quarters and mess are available.

c. PCS

(1) RC Soldiers ordered to active duty for a period of 181 days or more within the local commuting area of their primary residence are entitled to travel pay to their duty station on the first day and from the duty station to their residence upon REFRAD on the last day. They are not authorized per diem or mileage during the remainder of the active duty tour.

(2) When RC Soldiers are ordered to active duty for a period of 181 consecutive days at any one location (with No Break in Service) and do not commute, it becomes a PCS (see JTR Chapter 5 Standard PCS allowances). Per Diem is not payable at the PCS location.

(3) Reimbursement for HHG movement prior to the order start date cannot be authorized.

d. Travel Vouchers: Soldiers will submit monthly accrual travel vouchers to their travel support activity. The accrual voucher must include legible copies of all orders (mobilization and TDY), legible receipts for lodging, commercial travel, and expenses over $75.00, a DA Form 31, and an SNA for meals and lodging, if applicable. The traveler must sign and date the vouchers

in block 20a and 20b. Block 20 will get reviewed by an individual familiar with travel entitlements and travel vouchers. The reviewer must sign and date the voucher in blocks 20d and 20e.

(1) Upload the travel voucher and supporting documents online! Travel Voucher Direct is available for all travel claims computed and paid by DFAS. **Note:** ***Not for those using DTS (Defense Travel System) for their travel vouchers***.

(2) Where to submit your Travel Claim. If you are not using Travel Voucher Direct to submit your voucher, find the appropriate email address for your type of travel (fax numbers provided if available).

(a) AMC/Defense Agency Claims: DFAS-AMC-DA-TRAVEL@mail.mil
(b) Active Component
(1) Advances: DFAS-TRAVELADVANCE@MAIL.MIL
(2) VIP Claims: dfas.rome.jft.mbx.tdy-vip@mail.mil
(3) Settlement Claims: dfas.rome.jft.mbx.army-travel@mail.mil
(c) Military PCS
(1) Claims: DFAS-MILPCS@mail.mil
(2) Advance Claims: DFAS-MILPCSADVANCE@mail.mil
(d) Contingency
(1) Advances: DFAS-ContingencyTravel@mail.mil - Fax: (317) 275-0122
(2) Settlement Claims: DFAS-ContingencyTravel@mail.mil - Fax: (317) 275-0332
(e) Reserve Component
(1) Advances: DFAS-ReserveTravel@mail.mil - Fax: (317) 275-0336
(2) Settlement Claims: DFAS-ReserveTravel@mail.mil - Fax: (317) 275-0334
(f) DLA/Navy TDY: DFAS-NavyDLA@mail.mil - Fax: (317) 275-0150

6–18. Defense Travel System (DTS) Procedures for Deployed/Deploying Soldiers

Soldiers on a TCS deployment order to a CZ, or to a QHDA, will not use DTS to create deployment orders or to file deployment settlement vouchers. Orders are generated via legacy techniques, and final settlement vouchers are filed using the legacy travel voucher processing system through DFAS-IN. As an exception to this policy, USASOC who is resourced by Major Force Program 11, may generate orders utilizing DTS.

6–19. Defense Travel System (DTS) Procedures for CONUS Soldiers

a. General. Installation Management Command (IMCOM) OCO-TCS Management Office manages funding for all IMCOM OCO-TCS Contingency Travel authorization orders and vouchers processed in DTS.

(1) As an exception to this policy, USASOC, resourced by Major Force Program 11, can generate orders utilizing DTS.

(2) DTS will ensure the proper obligation of funds and facilitate rapid payment to Soldiers. Soldiers must self-register in DTS.

(3) Commands/units will input IMCOM OCO-TCS orders into DTS for their assigned Soldiers and route to Command reviewers and approving officials for approval.

(a) reviewers and approving officials will establish internal controls consistent with AR 11-2 (Management Control).

(b) provide guidance for filing, reviewing, and approving TCS vouchers.

b. Documentation. Commands/units will ensure Soldiers' supporting documents (a copy of the orders and amended order, waiver, Statement of Non-Availability (SNA), lease agreement, and receipts for items over $75.00) are included with the voucher prior to command approval for payment. Command/units will approve the voucher and submit to DTS travel. Soldiers will receive payment from DFAS within 3 to 5 business days.

6–20. Storage of Household Goods

a. General Rules. General Rules Governing Funding for Household Goods (HHG) Storage and Temporary Duty (TDY) HHG Weight Allowance Transportation:

(1) Army installations are responsible for funding deployment storage of HHG and transportation of TDY HHG allowance. Installations are required to obtain and obligate funds to pay for all eligible deployment storage for AC and RC Soldiers.

(2) The resource management office (RMO) will provide a specified line of accounting (LOA) to the Installation Transportation Officer (ITO) for deployment HHG storage, and TDY HHG allowance transportation.

(3) The ITO will forward this LOA through IMCOM channels to the HQDA transportation account code (TAC) Coordinator to obtain a unique TAC for all installation storage needs.

(4) Future deployment storage obligations are tracked by each ITO. When a garrison RMO does not have sufficient funding, he/she must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

b. TDY HHG Weight Allowance. Soldiers supporting contingency operations in an active duty TCS status for more than 31 days are authorized HHG weight allowance per JTR, excluding those serving in designated HF/ID Pay areas. OCONUS shipments must be processed through the ITO. Shipment of TDY HHG weight allowance is authorized back to final duty locations.

c. Special Storage of HHG. Special storage of HHG is authorized for single Soldiers (active duty and mobilized RC)

(1) Soldiers married to another Soldier when both are deployed;

(2) Soldiers married to another Soldier residing at different permanent duty stations;

(3) Soldiers who are single parents with a childcare plan that requires the dependent to leave the residence.

d. Qualified individuals may store HHG at government expense for the period of the contingency operation. RC Members: Special storage funding for RC Soldiers is based on the mobilization order.

6–21. Privately Owned Vehicle (POV)

a. POV Storage Authorization.

(1) POV storage is not an automatic entitlement. All Soldiers must possess proper authorization prior to seeking POV storage.

(2) Soldiers may be authorized storage of one POV when deploying in support of contingency operations. POVs will be stored in accordance with instructions provided by the local ITO. RC personnel on TCS orders in support of contingency operations may be authorized storage at home station.

(3) RC Soldiers may only be authorized POV transportation from their home station or residence to the assigned mob station and/or duty location (per JTR, para. 5376, 5378) when use of POV is the most advantageous to the government and when home station does not have a POV storage option.

(4) There is no authorization for payment of in-and-around mileage.

b. General Rules Governing Funding for POV Storage.

(1) Army installations are responsible for funding storage of POVs. Installations are required to obtain and obligate funds to pay for all eligible deployment storage for RA and RC Soldiers.

(2) The garrison RMO will provide a specified LOA to the ITO for deployment POV storage.

(3) The ITO forwards the LOA through IMCOM channels to the HQDA TAC coordinator to obtain one unique TAC for all installation storage needs.

(4) Each ITO will track storage obligations for future deployment storage purposes. When a garrison RMO does not receive sufficient funding, he/she must request assistance through the Region RM to HQ IMCOM G-8 to obtain the funding.

6–22. Post Deployment/Mobilization Respite Absence (PDMRA)

a. This guidance for the PDMRA program simplifies the accrual rate and eliminates a need for the PDMRA calculator. See DoDI 1327.06, Enclosure 4 for further information.

b. RA and AGR Soldiers.

(1) *Any RA Soldier (including AGR) deployed to qualifying areas, for more than 12 months out of the preceding 36 months, accrues 2 PDMRA days per month (i.e., for every full month in excess of 12 months, the Soldier earns 2 PDMRA days).*

(2) *Any RA Soldier (including AGR) deployed for an excess of 12 months out of the last 36 months to a CZTE area designated by the Secretary of the Army as a 1-day per month PDMRA accrual location, accrues 1 PDMRA day per month (i.e., for every full month in excess of 12 months, the Soldier earns 1 PDMRA day). Currently, no CZTE areas are designated for 1-day per month PDMRA accrual.*

c. USAR and ARNG Soldiers.

(1) Any USAR or ARNG Soldier deployed to *qualifying areas* in excess of 12 months out of the last 72 months, accrues 2 PDMRA days per month (i.e., for every full month in excess of 12 months, the Soldier earns 2 PDMRA days).

(2) Any USAR or ARNG Soldier deployed to a CZTE area designated as a 1-day per month PDMRA accrual location by the Secretary of the Army for more than 12 months out of the previous 72 months, accrues 1 PDMRA day per month. Currently, no CZTE areas are designated for 1-day per month PDMRA accrual. 72 months begins from the effective/REFRAD date of the last DD214.

d. All Soldiers must meet PDMRA eligibility for at least 30 consecutive days in order to begin accruing PDMRA days.

e. PDMRA benefits cannot be transferred to another activation or deployment. Orders will not be extended solely to use PDMRA, unless specifically authorized by the Secretary concerned.

f. USAR and ARNG Soldiers can elect to receive payment, known as Assignment Incentive Pay (AIP), in lieu of taking leave for PDMRA days. However, the Soldier must elect the AIP prior to earning PDMRA days.

6–23. Leave

a. Accrued Annual Leave. Soldiers accrue 2.5 days of annual leave per month while serving on active duty. Commanders and Soldiers are directed to develop a leave plan, at their TCS location, to ensure leave is taken when available, per AR 600-8-10, para 2-2, Leaves and Passes.

(1) All mobilized RC Soldiers are encouraged to take leave *during the period of active duty* or *as part of the REFRAD process*. Soldiers WILL NOT be extended beyond the end date of their mobilization order for purposes of leave.

(2) Sell Back Cap of 60 Days. If military requirements limit taking leave during the period, the RC Soldier mobilized for a contingency operation may cash in all accrued leave prior to REFRAD without impacting their career sell back cap of 60 days. See AR 600-8-10, Chapter 2.

(3) Leave periods. Soldiers will annotate leave periods when submitting accrual travel vouchers to prevent overpayment and to provide the Defense Network Operations (DNO) section with accurate information on used leave.

(4) The following procedures will be implemented for RC Soldiers on AD:

(a) Mobilization/demobilization station will brief Soldiers on the requirement to annotate leave taken on the travel voucher.

(b) Attach a copy of their Request and Authority for Leave document (DA Form 31) to the final settlement voucher when it is filed.

(c) Units will create a Soldier Management Individual File (SMIF), IAW AR 25-50, on all Soldiers who TCS to their location.

(d) A copy of all leave forms will be placed in this file for return to the unit along with a completed Leave Verification Form signed by the unit commander.

(e) When the Soldier departs the TCS location the SMIF file will accompany the Soldier to the next duty location.

(f) Soldiers will attach a copy of the DA Form 31 to their final settlement voucher upon completion of mobilization.

(5) Accrued Leave: RC Soldiers transitioning from mobilized or CO-ADOS status who are being immediately converted to another active duty status (e.g. ADOS, AGR, etc.) retain any unused leave from one order to the next.

(a) Commanders should allow Soldiers the opportunity to use accrued leave during the mobilization period, within operational constraints.

(b) Commanders in theater will ensure individual Soldiers' Boots On Ground does not impinge on the time necessary for RC Soldiers to complete the demobilization process which includes travel time from theater, days required at the demobilization station and home station, and time to expend accrued regular leave.

(c) There is no authority to extend a RC Soldier for the sole purpose of expending ordinary leave, the exception is the BOG policy for medical providers.

(6) Special Leave Accrual (SLA): Soldiers located in hostile fire/imminent danger pay areas for a continuous period of 120 days or more, are authorized to accrue up to 120 days of SLA (60 days normal leave carry over and 45 days of SLA).

(a) Soldiers are authorized to retain such leave until the end of the fourth successive fiscal year. Per AR 600-8-10, Chapter 3, a commander in the grade of O5 or higher is the approval authority for Soldiers who serve at least 120 continuous days in an area in which the Soldier is entitled to hostile fire and imminent danger pay.

(b) Commanders will not approve SLA until after the fiscal year (FY), when it becomes known how much leave the Soldier will lose. SLA entitlements are discussed further in Title 10 USC para 701.

(c) An additional one-time SLA sell back is authorized for enlisted Soldiers (not applicable to officers). Under this provision, an enlisted Soldier may elect a one-time leave sell back of up to 30 days that is in excess of the 120 day SLA limitation. Such leave sell back ***counts against*** the 60-day leave sell back limitation during a Soldier's military career. SLA will not be used as a means to authorize the accumulation of leave in excess of 60 days, which is improper leave management, or for reasons listed in AR 600-8-10.

b. Emergency Leave. Emergency leave is chargeable leave granted for personal or Family emergencies. It must be approved by the unit commander. This type of leave is normally granted to Soldiers for Family emergencies involving members of their household, their immediate Family, or a sole surviving relative whenever the circumstances warrant and the military situation permits. The DA Form 31 will be used as the emergency leave order per AR 600-8-10 and the JTR.

(1) Although immediate action on emergency leave requests is essential, the commander must confirm that an emergency does exist and that the Soldier's presence can resolve or alleviate the situation. Emergency leave may be appropriate when:

(a) A member of the household or immediate Family has died.

(b) The Soldier's presence would contribute to the welfare of a dying member of the household or the immediate Family.

(c) Serious illness of a member of the household or the immediate Family imposes a demand

on the Soldier that must be met immediately and cannot be accomplished from the duty station or by any other means.

(d) The Soldier's failure to return home places a severe or unusual hardship on the spouse, his or her household, or the immediate Family.

(2) Soldiers will not be granted emergency leave for reasons such as the normal pregnancy of a spouse, delivery of a baby, or resolution of marital or financial problems.

(3) If emergency leave is verified and granted, commanders typically authorize up to thirty days of *chargeable* leave for the Soldier.

(a) If the Soldier needs an extension while on emergency leave, he or she must contact the unit commander for approval. If granted emergency leave, Soldiers may be eligible to receive emergency leave travel in government-owned or controlled aircraft.

(b) If a Soldier is granted emergency leave, he/she may want to check the availability of funding for travel or space-available military flights.

(4) Red Cross personnel will notify and assist Soldiers as needed.

(a) Soldiers are authorized government funded transportation only from TCS/deployment location to Home Station/PDS (JTR Table 4-3. and Table 4-4).

(b) Air Mobility Command (AMC) space required travel via Patriot Express or other government transportation will be used to the greatest extent possible.

(c) Any additional travel to the emergency leave destination is at the Soldier's expense.

(5) Although verification of the emergency by the American Red Cross or the host country's equivalent agency is not usually necessary, it does help the unit commander confirm that the request for leave is valid.

c. Convalescent Leave. Soldiers who are granted convalescent leave for illness or injury incurred in the line of duty while eligible to receive hostile fire pay and imminent danger pay are entitled to funded transportation per JTR. Convalescent Leave Transportation Allowances are funded by the supporting MTF. See AR 600-8-10, Chapter 5 for additional information concerning convalescent leave.

d. Army Military Parental Leave Program (MPLP)

(1) MPLP provides an authorized non-chargeable absence due to a qualifying birth for Regular Army Soldiers or Reserve Component Soldiers serving on active duty in excess of 365 days, without a break in service; (see Army Directive 2019-05 Army Military Parental Leave Program).

(2) There are 3 types of authorized absences.

(a) Maternity convalescent leave is authorized to the birthparent Soldier after giving birth. The Soldier is authorized up to 6 weeks of non-chargeable leave, which may be extended by a physician recommendation and command approval.

(b) Primary caregiver leave is authorized to a Soldier who is identified as the primary caregiver by the birth parent. This Soldier is authorized up to 6 weeks of non-chargeable leave, taken in one block within 1 year of the birth.

(c) Secondary caregiver leave is authorized to a Soldier who is identified as the secondary caregiver by the birth parent. This Soldier is authorized up to 3 weeks of non-chargeable leave, taken in one block within 1 year of the birth.

(3) Limitations of MPLP

(a) Soldiers who adopt a child qualify for Primary/Secondary caregiver leave but do not qualify for maternity convalescent leave.

(b) Any unused Primary/Secondary caregiver leave will be forfeited within one year of the qualifying event or at the time of separation from active duty.

(c) Soldiers cannot use MPLP in conjunction with transitional leave (end of tour leave).

(d) Any unused leave under MPLP for qualified Reserve Soldiers will be forfeited at the end of their orders. A Reserve Soldier's orders may not be extended in order to allow the Soldier to

take the remainder of this leave.

(e) Soldiers are not authorized to act as surrogates. A covered Soldier whose spouse serves as a surrogate is not entitled to Primary/Secondary care giver leave.

e. United States Central Command R&R Leave Program

(1) USARCENT is the USCENTCOM Service Component Command tasked as the Rest and Recuperation (R&R) and Non-Chargeable Rest and Recuperation (NCR&R) Leave Program Manager IAW USCENTCOM Regulation 600-21.

(2) As conditions in the theater are continually changing, the most up to date information for Soldier and Department of Defense Civilian leave and R&R in the CENTCOM theater can be obtained by contacting usarmy.shaw.usarcent.list.g1-plans-and-operations-division@army.mil

f. United States Army Europe Kosovo R&R leave Program

The United States Army Europe (USAREUR) also has an R&R leave program for Soldiers and Department of the Army (DA) civilians who are serving in the Kosovo area of operation, providing up to fifteen days (including travel time) of chargeable leave away from the area of operation. To be eligible for the program, Soldiers must be projected to remain in Kosovo for 270 days or more, must have served at least sixty consecutive days in Kosovo prior to taking R&R leave, and must commence travel no later than sixty days prior to unit transfer out of Kosovo. Eligible DA civilians must be projected to remain in Kosovo for 180 days or more, must have served at least sixty consecutive days in Kosovo prior to taking R&R leave, and must commence travel no later than sixty days prior to transfer out of Kosovo.

6–24. Personnel Assistance Points (PAP)

PAPs help Soldiers check in to flights and process leave forms, and can provide Soldiers and their Families with additional assistance as needed.

As a Soldier goes through the R&R process, he/she will go through the Gateway in Kuwait, and a Personnel Assistance Point (PAP) in Europe (if they are stationed in Europe), or in the United States at Hartsfield-Jackson International Airport in Atlanta or Dallas-Fort Worth International Airport. For more information on the CENTCOM R&R leave program or the USAREUR Kosovo R&R leave program, please contact the appropriate PAP office.

Atlanta PAP	
Hours of Operation	0500-0200 daily
Commercial Phone	1-404-464-4254 1-404-464-4255
Defense Switch Network (DSN) Phone (within the continental United States (CONUS))	367-4254 367-4255
Toll-Free Phone	1-800-276-5809

Dallas-Fort Worth PAP	
Hours of Operation	24 hours daily
Commercial Phone	1-972-574-0388 1-972-574-0389 1-972-574-0390 1-972-574-0391
DSN Phone	739-5018 (CONUS) 312-739-5018 (Outside CONUS (OCONUS))
Toll-Free Phone	1-800-770-5580
USAREUR R&R Support Team	
Hours of Operation	24 hours daily
Commercial Phone	06221-57-6468 (in Germany) 49-6221-57-6468 (outside Germany)
DSN Phone	314-370-6468
Toll-Free Phone	0800-USAREUR (in Europe) (0800-872-7387)
AL-SHAMEL (Kuwait) PAP	
Hours of Operation	AL-SHAMEL (Kuwait) PAPs can notify the Al-Shamel in Kuwait to change tickets. Please do not contact Carlson-Wagonlit or any other Sato number in CONUS. Use only the numbers below to change R&R tickets.
DSN Phone	318-442-0024 318-442-0026
Commercial Phone	011-965-2297-6003 (from CONUS)
Email address	Sato@alshamel.com

Non-Chargeable R&R is located in DoDI 1327.06, paragraph 1j (10).
Paternity Leave: Married Soldiers serving on active duty whose wife gives birth to a child are authorized up to 21 days non-chargeable administrative absence. Paternity leave must be taken consecutively and within 45 days after the birth of a child. Paternity leave cannot be combined with R&R leave. Deployed Soldiers have 60 days after returning from deployment to utilize the 21 days of paternity leave.

CHAPTER 7
Casualty Operations and Mortuary Affairs

REFERENCES:
a. DoDD 1300.22 Mortuary Affairs Policy, October 30, 2015, Change 1, Effective December 8, 2017
b. DoDI 1300.15 Military Funeral Support, December 27, 2017, Change 1, April 9, 2021
c. DoDI 1300.29, Mortuary Affairs Program June 28, 2021
d. Army Directive 2020-16 (Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers)
e. AR 15-6 Procedures for Administrative Investigations and Boards of Officers, 1 April 2016
f. AR 360-1 The Army Public Affairs Program, 8 October 2020
g. AR 600-8-4 Line of Duty Policy, Procedures, and Investigations, 12 November 2020
h. AR 638-2 Army Mortuary Affairs Program, 13 July 2021
i. AR 638-34, Army Fatal Incident Family Brief Program February 19, 2015
j. AR 638-8 Army Casualty Program, 7 June 2019
k. ATP 4-46 Contingency Fatality Operations, 17 December 2014
l. DA PAM 638-2 Procedures for The Army Mortuary Affairs Program, 23 June 2015
m. DA PAM 638-8 Procedures for The Army Casualty Program, 23 June 2015
n. DA Form 2173 Statement of Medical Examination and Duty Status

Section I
Introduction

7–1. Purpose
This chapter provides guidance for conducting casualty operations and mortuary affairs missions while mobilized/deployed to a theater and/or an operational environment.

7–2. Overview
a. Casualty operations include casualty reporting, casualty notification, assisting family members and beneficiaries with any associated benefits and entitlements, and working in conjunction with the Army Mortuary Affairs Program. It is a critical part of the Army's philosophy of taking care of Soldiers and family members.

b. Mortuary Affairs operations include the search for, recovery, tentative identification, preparation, and disposition of remains and assistance to eligible Family members of persons for whom the Army is responsible by statute ; and sets policies and responsibilities for the disposition of personal effects (PE).

c. Casualty and Mortuary Affairs Operations Division. The Casualty and Mortuary Affairs Operations Division (CMAOD) of The Adjutant General Directorate at the U.S. Army Human Resources Command (HRC) at Fort Knox, KY executes the full spectrum of Army casualty and mortuary affairs. CMAOD's mission is to lead, develop, and execute Army Casualty and Mortuary Affairs programs to support Department of Defense (DoD)-directed missions and the Total Army Family for present and past conflicts. CMAOD serves as lead agent for the Defense Casualty Information Processing System (DCIPS) and maintains a homepage website at: (https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD)).

This website also includes direct links to:

(1) Our Mission and Vision

(2) Family Benefits and Entitlements.

(3) General Officer FAQs.

d. Army Casualty Assistance Centers. Casualty Assistance Centers (CACs) are located throughout the U.S. and in Germany, Korea, Puerto Rico, Japan and a contingency CAC in Qatar– they can be contacted to provide information specific to their assigned location.

e. Governing Publications. AR 638-2 (Army Mortuary Affairs Program), AR 638-8 (Army Casualty Program), DA PAM 638-2 (Procedures for the Army Mortuary Affairs Program) and DA PAM 638-8 (Procedures for The Army Casualty Program) are the four publications that govern the Army's program for reporting and managing its casualties. These four publications collectively prescribes policies, procedures and mandated tasks for U.S. Army casualty operations, to include casualty reporting, casualty notification, mortuary affairs and casualty assistance. These four publications also provide information to CACs and to Soldiers designated to perform the duties of a casualty notification officer or casualty assistance officer, escort of remains, Summary Courts-Martial Officer (SCMO) as well as information pertaining to casualty related documentation. A copy of these four publications can be viewed and/or obtained online from HQDA's Army Publishing Directorate (APD) (https://armypubs.army.mil/).

f. DD Form 93 Record of Emergency Data (RED). The Army Casualty Program depends upon the DD Form 93 having accurate, up–to–date information. This extremely important form designates beneficiaries for certain benefits in the event of a Soldier's death. It is a guide for the disposition of that Soldier's pay and allowances if captured, missing, or interned. It also indicates the name and address of the persons the Soldier desires to be notified in case of emergency or death.

(1) The DD Form 93 is one of the most important documents a Soldier will complete. If a Soldier is unable to speak for themselves, the DD Form 93 becomes their voice. Should a Soldier become a casualty, it establishes their wishes for the next of kin notification and the distribution of applicable entitlements. It also identifies the person responsible for making funeral arrangements in the event of their death.

(2) Not having current and accurate information could result in issues such as:

(a) Delayed Notification.

(b) Delay in payment to beneficiary and/or beneficiaries.

(c) Payment to un-intended beneficiary (i.e. ex-spouse).

(d) Family disputes for benefits.

(e) Family not transported in a timely manner to the Soldier's bedside.

(3) Regular Army (RA) Soldiers must update the DD Form 93 at the following times:

(a) During out-processing for a permanent change of station (PCS) and/or pre-separation processing.

(b) When a Soldier arrives at a new duty station.

(c) During any record audit.

(d) In conjunction with the Soldier Readiness Program (SRP).

(e) Whenever the status of any family member changes (i.e. change of address, marriage, divorce, the birth of a child, or the death of a family member).

(4) Army Reserve or Army National Guard Soldiers must review the DD Form 93:

(a) During in-processing to a new troop program unit.

(b) In conjunction with a nationwide deployment or mobilization readiness exercise.

(c) Annual birth month audits.

(d) Whenever the status of any family member changes (i.e. change of address,

marriage, divorce, the birth of a child, or the death of a family member).

Section II
Casualty Operations

7–3. Reportable Casualties
AR 638-8, provides a complete list of the types of personnel requiring casualty reporting during wartime. Units will report all casualties found on the battlefield to include the following:

a. All deceased or missing military personnel.

b. All deceased or missing DoD civilian employees and DoD contractors, OCONUS, who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field and for all CONUS casualties as a result of hostile action.

(1) During wartime, units will immediately report all suspected or confirmed incidents of friendly fire.

(2) AR 360–1 provides guidelines for public release of casualty information. Casualty information will not be released to the public until 24 hours after the Army notifies all appropriate Next Of Kin (NOK).

7–4. Responsibilities of Commanders
Army Service Component Commanders (ASCC) and other theater commanders will promulgate casualty reporting processes to their subordinate commanders. When a Human Resource Sustainment Center (HRSC) or equivalent organization has responsibility for the theater casualty reporting they will use the Defense Casualty Information Processing System (DCIPS) to the maximum extent possible given battlefield conditions and circumstances. The HRSC will coordinate with the DCIPS support team to configure DCIPS for the area of responsibility.

a. Brigade Commanders (Before Deployment). Brigade commanders will ensure that their subordinate units complete the following actions prior to deployment:

(1) Appoint a Summary Court-Martial Officer (SCMO) for the Area of Operations (AO) and for the Rear Detachment to process the personal effects (PE) of a deceased Soldier in coordination with the S-4. Coordinate the SCMO appointments with the command's servicing judge advocate.

(2) Ensure that all deploying Soldiers and their Family members view the Casualty preparedness video prior to deployment.

(3) Brief Soldiers on the importance of updating wills and require each Soldier to update DD Form 93 (Record of Emergency Data), SGLI-8286 (Service members' Group Life Insurance) Election and Certificate, Traumatic Service members Group Life Insurance, and Family Service members Group Life Insurance.

b. Commanders and Staffs.

(1) Commanders and their staff must ensure casualty reporting, the completion of collateral investigations, and the presentation of investigation results to the next of kin within established timelines.

(2) Use the public affairs (PA) officer and NCO to assist in media talking points for special interest or special categories of casualty cases that may generate media attention.

(3) If a subsequent investigation of the casualty reveals additional information that clarifies or changes the circumstances originally reported, commanders will report the change through casualty channels, as soon as the circumstances are known.

c. Battalion Commanders. The battalion commander, or his/her battalion-level field grade designee, must verify the accuracy of the casualty circumstances. If a subsequent investigation

of the casualty reveals additional information that clarifies or changes the circumstances originally reported, commanders must report the change through casualty channels, as soon as the circumstances are known.

d. Unit Commanders. Local commanders will support the notification and assistance missions along with the other requirements IAW AR 638-8, paragraph 1-35.

7–5. Casualty and Mortuary Affairs Operations Division

a. The Casualty and Mortuary Affairs Operations Division (CMAOD) provides policy and oversight of daily Army mortuary affairs and casualty assistance operations.

b. The CMAOD coordinates notification to authorized NOK for all Army reportable casualties, tracks the movement of remains and oversees all transactions associated with deceased Soldiers, supports the relative needs of Surviving Family members, and provides technical guidance to Casualty Assistance Centers (CACs) concerning casualty and mortuary support. The CMAOD provides government funded travel for eligible relatives dignified transfer, unit memorial and interment and designated individuals for bedside.

7–6. Defense Casualty Information Processing System

a. The Defense Casualty Information Processing System (DCIPS) is the single authorized system for casualty reporting in the Department of Defense.

b. DCIPS is typically used by the HRSC, which is specifically designed to deploy to theatre and primarily responsible for casualty reporting. DCIPS-CF (DCIPS Forward) is obsolete and no longer supported.

c. The DCIPS web addresses are:

(1) https://dcsa.hrc.army.mil.
(2) https://dcsb.hrc.army.mil.
(3) https://dcsc.hrc.army.mil.
(4) https://dcsd.hrc.army.mil.

d. Information about DCIPS may be found on the DCIPS MilSuite (https://www.milsuite.mil/book/groups/defense-casualty-information-processing-system-dcips).

e. Do not contact DCIPS for policy questions on reporting requirements. Policy questions should be directed to CMAOD (usarmy.knox.hrc.mbx.casualty-mortuary-policy@army.mil).

7–7. Submitting a Casualty Report

Commanders will submit a casualty report to explain what is known about the circumstances and confirm that a collateral and accident investigation has been initiated. Commanders will also contact the Combat Readiness/Safety Center and the local Criminal Investigation Division (CID) to review the incident for safety and/or criminal aspects. If suspicion of friendly fire emerges during an initial death investigation, commanders will submit a supplemental casualty report, with the same battalion-level field grade review, to update information previously reported.

7–8. Reporting Procedures for Missing Soldiers

a. When a reportable individual's whereabouts are unknown for more than 24 hours and NLT 48 hours, and the responsible Commander has reason to believe that the absence is not voluntary, then the commander must document the situational circumstances surrounding the Soldier that is unaccounted for and inform the chain of command of his/her intent to report a Soldier as Duty Status Whereabouts Unknown (DUSTWUN).

b. The Commander will submit a DCIPS-CR casualty report through casualty reporting channels to the Theater CAC. The casualty report must detail the circumstances surrounding the Soldiers disappearance as well as all actions taken to verify the Soldier's duty status. Upon receipt, the Theater CAC will coordinate with CMAOD for final instructions and approval prior to submitting the DUSTWUN report. CMAOD will work with the CAC and Unit to provide guidance to Commanders regarding Soldiers that are unaccounted for.

c. If a Soldier's DUSTWUN status is approved, then the Commander will initiate a DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Person) and an investigation under the provisions of AR 15-6. Within 10 days, the Commander will forward the DD Form 2812 and the informal investigation with his/her findings and recommendations through the Theater CAC to the CMAOD with a recommended duty status for the Soldier. In the event an extension is required, it will be requested and approved only through CMAOD.

d. In the event that a duty status cannot be positively determined by the evidence contained in the aforementioned AR 15-6 investigation, the SECARMY or designee appoints a board of inquiry (including a legal advisor who provides counsel to the board and counsel for the missing person or persons), reviews the board's findings, and makes a status determination.

e. Upon receipt of an initial casualty report for a deceased or missing Soldier, organizations holding medical and dental records should scan them immediately to Dover.ArmyMort@dover.af.mil for use by the Army liaison officer at the USAF Port Mortuary, Dover AFB.

f. AR 638-8 (Army Casualty Program) and DoDI 2310.5 (Accounting for Missing Personnel) provide detailed guidance on the handling of missing Soldiers.

7–9. Collateral Reporting Requirements

a. Hostile Deaths and Fatal Training/Operational accidents. The General Court Martial Convening Authority will initiate a death investigation under the provisions of AR 15-6 (Procedures for Administrative Investigations and Boards of Officers). Commanders will report the investigation initiation through casualty reporting channels to allow the deceased Soldier's family to be notified that an investigation is underway. Commanders will also provide monthly status updates and a copy of the completed investigation to the CMAOD through casualty channels.

b. Suspected *Criminality*. If any criminality is suspected during the course of an investigation, commanders will immediately notify CID who will initiate a CID report of investigation.

7–10. Line of Duty Investigations

a. Line of Duty (LOD) investigations are initiated by the Unit Commander in order to determine the circumstances surrounding the injury, illness, disease or death incurred by a Soldier. LOD investigations must focus on whether the injury, illness, disease, or death was the result of misconduct or negligence. Ensure DA Form 2173 is initiated at the initial point of care when Soldiers are treated for a condition(s) requiring an LOD by the unit commander.

b. LOD determinations are required for all death cases. However, an LOD investigation is not required for all death cases. AHRC takes final action on all death investigations as well as non-fatal investigations that result in an adverse Not in Line of Duty determinations. Injuries so slight as to be of no lasting significance (i.e. superficial lacerations, abrasions, or mild heat injuries) and injury, illness and disease that does not require follow-on care do NOT require an LOD investigation.

c. LOD investigations are conducted to determine whether misconduct or negligence was involved in the disease, illness, injury, or death and, if so, to what degree. Depending on the circumstances of the case, an LOD investigation may or may not be required to make this determination. AHRC is the only organization authorized to render a presumptive in line of duty (PILD) finding in the following situations:

(1) In the case of injury or death clearly incurred as a result of enemy action or attack by terrorists.

(2) In the case of death due to natural causes.

(3) Injury or death as a passenger in a common commercial carrier or military aircraft or vehicle.

d. There are two types of Investigations: Formal and Informal. Investigations can be conducted informally by the chain of command where no misconduct or negligence is indicated, or formally where an investigating officer is appointed to conduct an investigation into suspected misconduct or negligence. A formal investigation must be conducted under the following circumstances:

(1) Injury, illness, disease, or death that occurs under strange or doubtful circumstances or is apparently due to misconduct or gross negligence.

(2) Injury, illness, or death involving the abuse of alcohol or other drugs.

(3) Self-inflicted injuries or suspected suicide.

(4) Injury, illness, or death incurred while AWOL.

(5) Injury or death that occurs while an individual was enroute to final acceptance in the Army.

(6) When a RC Soldier, serving on orders for less than 30 days, becomes disabled due to injury, illness, disease, or death.

(7) When directed by higher authority (AHRC, approval authority, or appointing authority).

(8) Conditions that the MTF commander or other medical provider determine existed prior to service (EPTS).

(9) Injury or death of a RC Soldier while traveling to or from authorized training or duty.

(10) Death of a RC Soldier while participating in authorized training or duty.

(11) Under any circumstances the commander believes should be fully investigated.

e. An Investigating Officer (IO) will be a commissioned (no less than O2) or warrant officer (no less than CW2) who is senior in rank to the Soldier being investigated. Commanders will not assign chaplains as IOs, members, or advisors to investigative boards of officers. The IO will be familiar with the Investigating Officers Guide in Appendix C of AR 15-6. A legal advisor to the IO will be assigned in the appointment order. Once appointed, the IO will complete the investigation and forward it to the appointing authority.

f. AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations) provide detailed guidance on the procedures of Line of Duty investigations.

7–11. Casualty Notification for Civilians

CMAOD's Notification Section will facilitate notification with the Assistant G-1, Civilian Personnel (AG1-CP) for DA Civilians, and with the parent contract agency for contractor personnel. Civilian Personnel Advisory Centers (CPACs) are responsible for providing casualty assistance to the next of kin (NOK) of deceased civilians.

7–12. Invitational Travel Authorizations (ITAs)

a. Travel to the Bedside of a Soldier. Up to three designated individuals are permitted to be issued ITAs to travel to the bedside of a Soldier or DA Civilian who is classified as very seriously

ill (VSI), seriously ill (SI) or not seriously injured/ill (NSI) IAW DoDI 1300.18 (Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures).

(1) The hospital staff must first complete a DA Form 2984 (Very Seriously Ill/Seriously Ill/Special Category Patient Report), signed by the attending physician or hospital commander and the Patient Administration Division (PAD) of the hospital, requesting the Family's presence at the bedside.

(2) CMAOD will not extend an ITA to Family members to facilitate travel into the theater of operations.

b. Travel to Dover Air Force Base. ITAs will be allowed for the PNOK and two other eligible Family members of the PNOK's choosing to travel to Dover Air Force Base in Dover, Delaware. This allows Family members to witness the dignified transfer of deceased Soldiers and Department of Defense Civilians arriving from the theater of operation. If desired, the Contracting Agency will coordinate for families of contracted personnel.

c. Authorized Per Diem. CMAOD may extend ITAs to Family members related to casualties from current contingency operations.

(1) Family may be authorized per diem.

(2) NOK should not travel before an ITA is available. Commanders are responsible for ensuring that Family members know this information.

(3) Travel without an ITA is not reimbursable.

Section III
Mortuary Affairs

7–13. Introduction

This section provides guidance on the search and recovery of remains, collection of identification, media, personal effects (PE) processing, and escort of remains.

7–14. Governing Publications

AR 638-2 (Army Mortuary Affairs Program) and DA PAM 638-2 (Procedures for The Army Mortuary Affairs Program) are the two publications that govern the Army's program for mortuary affairs.

a. AR 638-2 contains Army policy for the Army Mortuary Affairs Program; sets policies and responsibilities for operating the Army Mortuary Affairs Program worldwide; covers tentative identification, preparation, and disposition of remains and assistance to eligible Family members of persons for whom the Army is responsible by statutes; and sets policies and responsibilities for the disposition of PE.

b. DA PAM 638-2 provides practical guidance and procedures for unit commanders, Casualty Assistance Centers (CACs), Casualty Assistance Officers (CAOs), and Summary Courts-Martial Officers (SCMO) charged with the care and disposition of remains and/or disposition of PE.

c. A copy of these two publications can be viewed and/or obtained online from HQDA's Army Publishing Directorate (APD) (https://armypubs.army.mil/).

7–15. Mortuary Affairs Guidance

a. Search and Recovery. Commanders will take appropriate action to search for and recover remains of their Soldiers, DA Civilians, and contractor personnel. The ATP 4-46 (Contingency Fatality Operations) provides procedures for search and recovery of remains.

b. Identification. Remains will be processed for identification in accordance with AR 638-2. Definitive identification occurs only when there is a favorable comparison between ante-mortem and post-mortem dental, fingerprint, and/or DNA records.

c. Media. Information concerning identification or shipment of remains will not be released to news media before:

(1) Establishment of a final identification determination for all remains.

(2) Notification to the PADD.

d. Personal Effects (PE). The PE belonging to the Soldier will be inventoried and evacuated with the remains through theater mortuary affairs evacuation channels to the preparing mortuary. The PE of deceased persons found in the unit's operational area will be inventoried by a SCMO appointed within theater and forwarded to the TPED for disposition. The PE will be transferred from the TPED to the joint personal effects depot (JPED) in the United States for processing.

e. Military Escorts. Commanders in the Area of Operations (AO) will not appoint an escort from the AO forces to accompany the remains of deceased Soldiers or DA Civilian employees, unless they receive a by-name request from the Soldier's Family. CMAOD will approve all requests prior to commanders in the AO appointing an escort. If escorts from the AO accompany remains without prior CMAOD approval, the preparing mortuary will return unauthorized escort(s) to the place of origin or home station (as appropriate).

7–16. Honors

Unless specifically denied honors by the Secretary of the Army or his designee, it is the Department of the Army's policy to render full military funeral honors for all fallen active duty Soldiers.

7–17. Interactive Casualty Training

a. CMAOD Interactive Casualty Training (EAMS-A LoginRequired).

b. All Casualty Notification Officers (CNOs) and Casualty Assistance Officers (CAOs) are required to be recertified every year. This recertification training is to be taken no later than twelve months after the initial certification training date. This recertification is good for twelve months. To maintain the recertification, CNOs/CAOs may take the recertification again no later than twelve months after initial recertification.

c. The rank requirements for CNO and CAO are as follows:

(1) For Commissioned Officers: Captain (CPT) or above.

(2) For Commissioned Warrant Officers: Chief Warrant Officer two (CW2) or above.

(3) For Noncommissioned Officers: Sergeant First Class (SFC) or above.

d. Recertification training will NOT certify a Soldier to serve as a CNO or CAO if that individual does not meet the above rank requirements OR if that same individual does not complete the initial classroom training within the past year.

CHAPTER 8
Clothing and Individual Equipment

REFERENCES:
a. DoDI 1235.12 Accessing the Reserve Components June 7, 2016, Change 1, Effective February 28, 2017
b. DoDI 4161.02 Accountability and Management of Government Contract Property, Effective April 27, 2012
c. Army Directive 2021-07 Individual Ready Reserve Management
d. AR 700-146 Individual Chemical Equipment Management Program, 18 March 2014
e. AR 710-2 Supply Policy Below the National Level, 28 March 2008
f. AR 735-5 Property Accountability Policies, 9 November 2016
g. CTA 50-900 Clothing and Individual Equipment, 20 November 2008
h. CTA 50-909 Field and Garrison Furnishings and Equipment, 1 August 1993
i. DA PAM 710-2-1 Using Unit Supply System (Manual Procedures), 1 December 2016

Section I
Introduction

8–1. Purpose
Provide equipment guidance for all personnel who are deploying and/or deployed in support of contingency operations and peacekeeping missions.

8–2. General
a. Clothing and Individual Equipment (CIE) is provided to members of the Regular Army (RA), United States Army Reserve (USAR), and Army National Guard (ARNG); authorized DoD Civilians; Red Cross; Army Air Force Exchange Services (AAFES); and contractors, when required for deployment in support of contingency operations and peacekeeping missions. AR 710-2 supports contingency operations and inventory management of Army equipment. RA and RC units are responsible for issuing Organizational Clothing and Individual Equipment (OCIE) for deploying Soldiers at home station using Operations and Maintenance Army (OMA)/ Operations and Maintenance Army Reserve (OMAR) funds. If funds are not available, U.S. Army Forces Command (FORSCOM) will assist units with funding requirements.

b. RC filler/replacement personnel assigned to Troop Program Units (TPU) deploying as individuals, with the exception of the Push and Pull Soldiers being treated as Non-Unit Related Personnel (NRP), will report to the Force Generation Platform (FGP) (installations that deploy one or more brigades) and/or Continental United States (CONUS) Replacement Center (CRC) with authorized personal clothing and OCIE in serviceable condition. Military personnel will deploy with Military Occupational Specialty (MOS) specific OCIE items (e.g. combat vehicle crew member coveralls, Army aircrew combat uniform, mechanics coveralls, fuel handler coveralls, etc.).

c. All Soldiers will report to the mobilization station or CRC with their authorized personal clothing and OCIE in serviceable condition.

d. RC units with unresolved OCIE shortages. RC units alerted for mobilization will submit a list of their unresolved deployment OCIE shortages through their chain of command to the mobilization station Central Issue Facility (CIF). The mobilization station CIF will requisition and issue all shortages of deployment/theater specific OCIE using Contingency Operations (CONOPS) funding. All requisitions will include the Operational Project Code.

Upon redeployment, Soldiers will turn-in all issued recoverable non-unit fielded OCIE to the demobilization station CIF before returning to home station.

e. Theater specific uniforms and OCIE. Rapid Fielding Initiative (RFI) sites at mobilization station will issue theater specific OCIE and equipment. Operational Camouflage Pattern (OCP) uniforms and OCIE will be issued to personnel and enablers who are attached to specific theater missions. HQDA G3 determines which theater and mission is authorized OCP OCIE. If issued, the unit must forward a list of names for Soldiers arriving to the mobilization station not later than 30 days prior to arrival for production of OCP nametapes at the RFI fielding site.

(1) Travel uniform: All personnel traveling in and out of CENTCOM will wear either civilian clothing or OCP as required by CENTCOM commander. DoD Civilians are not permitted to wear military uniforms in the Iraq Joint Operations Area (JOA).

(2) Contractors: Contractors Authorized to Accompany the Force (CAAF) will not wear military uniforms except for specific OCIE items required for safety or security or when permitted by approved exceptions to policy and negotiated contracts. CRC will ensure personnel have negotiated required OCIE on hand prior to departure from CONUS. Government Furnished Equipment (GFE) issued to deploying personnel will be returned to the control of the U.S. Government in accordance with reference b and the applicable contracts. Equipment leaving the area of operations must meet all environmental and customs requirements for final destination.

(a) The contractor and the employee are liable for the cost and replacement of lost, theft, damage, and destruction of GFE and clothing.

(b) The contracting officer is responsible for enforcing the terms of the contract and ensuring that the contractor employee complies with applicable policies and regulations.

(c) The contracting officer ensures the government issued protective clothing, uniforms, and OCIE are recovered and returned to the government as stipulated in the contract.

f. Non-unit Related Personnel (NRP) OCIE. The CRC will process all non-unit related personnel designated for deployment OCONUS as fillers and replacement personnel to include IMA Soldiers, IRR Soldiers, and Regular Army and Reserve Component personnel.

(1) Individuals processing and deploying from the CRC will get issued an individual weapon, mask, and authorized OCIE.

(2) The CRC will ensure all personnel receive the required OCIE for their assigned theater of operations.

(3) IRR Soldiers deploying as unit augments will receive required equipment at the mobilization station.

g. Deployment/Redeployment platforms. All Federal Government personnel will deploy and redeploy through facilities operated by Third US Army (Forward) in Kuwait. The Installation Support Module-Central Issue Facility (ISM-CIF) is the system of record authorized to in-process and laterally transfer all OCIE. The Global Combat Support System-Army (GCCS-A) account is used to laterally transfer non-OCIE items from the CRC to the gaining unit. Non-OCIE items include, but are not limited to masks and weapons. The masks and weapons issued at CRC in support of mission must be returned to the CRC and do not get laterally transferred. The individual is held responsible and liable for any equipment not returned.

8–3. Organizational Clothing and Individual Equipment (OCIE)

a. All deploying personnel will have at a minimum the required items listed below in their possession prior to demobilization (Table A - All OCIE issued by the CRC, CIF, and/or RFI will be captured in ISM-CIF on individual clothing records).

Table A: ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT GUIDANCE		
LIN	**Equipment Description**	**UI**
B15825	Bag Waterproof	1
B13907	Bag, Barracks	1
B15825	Bag, Duffel	1
HA4084	Ballistic Spectacles	1
C96536	Canteen Plastic 1QT(w/M1 NBC Cap)	2
DA6545	Carrier, Entrenching Tool	1
DA155N	Cover Helmet, ACH (OCP)	1
F54817	Cup Canteen w/Handle	1
DA658P	Elbow / Knee Pad Set OCP	1
MC20CH	Entrenching Tool	1
L58428	Field Pack Large, Complete	1
DA1581	Glove, Combat	1
H5317 5	Helmet, Advanced Combat Helmet, Complete	1
DA6584	Hydration System (Complete), Component of Rifleman Set)	1
DA7098	Improved Outer Tactical Vest GEN Ill or IV	1
NA4578	Individual First Aid Kit (IFAK), OCP (Complete)	1
M24944	inflatable Sleeping Mat or	1
G39744	MAT Sleeping (SGI)	1
G39744	Neck Gaiter (Brown)	1
R05015	Rifleman set OCP w/TAP Complete	1
DA150J	Extended Cold Weather Clothing System (ECWCS) GEN III OCP, Complete (Top Kit)	
U31387	Component LIN DA150J - Undershirt, Lightweight Cold Weather (Layer 1)	2
S08535	Component LIN DA150J - Shirt, Midweight Cold Weather (Layer 2)	1
E95281	Component LIN DA150J - Jacket, Fleece, CW, FG, ECWCS Gen Ill (Layer 3)	1
E95531	Component LIN DA150J- Jacket, Wind, Lightweight, OCP, ECWCS Gen Ill (Layer 4)	1
F05008	Component LIN DA150J - Jacket, CW, Mid Weight (Soft Shell), OCP (Layer 5)	1
E42924	Component LIN DA150J - Jacket, Wet /Cold Weather, OCP, Gen Ill (Layer 6)	1
P05881	Component LIN DA150J -Parka, Extreme Cold Weather (Layer 7)	0
DA153J	ECWCS GEN III OCP, Complete (Bottom Kit)	
D74128	Component LIN DA153J - Drawers, Lightweight Cold Weather (Layer 1)	2
D74812	Component LIN DA153J - Drawers, Midweight Cold Weather (Layer 2)	1
F05009	Component LIN DA153J - Trousers, CW Mid Weight (Soft Shell), OCP ECWCS Gen Ill (Layer 5)	1
E43367	Component LIN DA153J - Trousers, Wet/Cold Weather, OCP, Gen Ill (Layer 6)	1
M60733	Modular Sleeping System Universal Camouflage Pattern (UCP) 5 Piece Complete	
DA658R	Component LIN M60733 - Cover, Bivy	1
DA653U	Component LIN M60733 - Stuff Sack, Small	1
DA659E	Component LIN M60733 - Stuff Sack, Large	1
DA654N	Component LIN M60733 - Sleeping Bag, Urban Gray	1
DA658Z	Component LIN M60733 - Sleeping Bag, Foilage Green	1

NOTE: The items listed are subject to modernization and will change over time.

b. Commanders will ensure personnel deploy with correct equipment and clothing sizes and that all OCIE and personal clothing items are on hand and serviceable. The RFI issuing point will continue to issue Soldiers Flame Resistant Army Combat Uniforms (FRACU).

Table B: Fiscal Year (FY) 20 Rapid Fielding Initiative (RFI) Lis	
Soldier Equipment	**Basis of Issue (B01)**
Army Aircrew Combat Uniform (A2CU)	3 set, per Aviation Soldier
Army Combat Pants (ACP)	2 pairs, per Soldier (BCT INF, BN/RSTA/EN Co. & AT Co. SBCT; 1 per in BSB/BSTB & enablers)
Army Combat Shirt (ACS)	4 each, per Soldier
Combat Vehicle Crewman (CVC)/ Aviation Boots, Fire Resistant (FR) Hot Weather	1 pair per CVC, Aviation Soldier/92F and or 88Ms deploying to OFS
CVC/Aviation Fire Resistant Environment Ensemble (FREE)	1 set per CVC/Aviation Soldier and/or 12M, 92F, 921 when assigned to aviation units
Gloves, Army Flyer's FR	1 pair per Aviator
Flame Resistant Army Combat Uniform (FRACU)	4 sets per Soldier
Fuel Handlers Coveralls FR	2 pairs, per Soldier in MOS: 92F, 92L88K, 88L
Improved CVC (iCVC) Coverall	4 pairs, CVC
Lightweight Performance Hood, FR	1 ea., except CVC/AV when issued FREE
Gloves, Army combat	2 pair per Soldier
Eyewear, Ballistic and Accessories	1 set per Soldier
Ear plugs, Combat	1 set per Soldier
Gauze, Combat	1 per Soldier
Ballistic Head Protection	1 per (OFS deployers only)
Ballistic Soft Protection	1 ea., per Soldier
ECWCS	1 set per (if not previously issued OCP)
Female Urinary Delivery Device (FUDD)	1 per female Soldier
Bra, Moisture Wicking	4 ea., per female Soldier
MOLLE Hydration Bladder	1 kit per Soldier
MOLLE Hydration Cleaning Kit	1 kit per Soldier
MOLLE Medium or Large Ruck	1 ea., per Soldier (MED or LG)
MOLLE Rifleman Set	1 set per Soldier
Mountain Combat Boots (MCB)	2 pr. per Soldier (1 pr hot weather & 1 pr temperate-OFS deployers only)
Ballistic Pelvic Protection	1 set per Soldier. 2 Sets per EOD Soldiers
Gloves, Winter	1 pr. Per Soldier
Improved First Aid Kit (IFAK) w/contents	1 kit per Soldier
Knee and Elbow Pads	1 set per Soldier
Unit Equipment	**BOI**
Infrared (IR) Strobe, Large	1 per 5 Soldiers (BCT)
IR strobe, Small	1 per Soldier
MOLLE Grenadier Accessories	1 per grenade launcher operator (M203 or M320
MOLLE Medic Accessories	1 per Medic
MOLLE SAW Gunner Accessories	1 per M249 gunner

c. Commanders may authorize Soldiers with 60 days or less with PCS orders or a separation date to turn in their OCIE at CIF in theater. The commander will validate orders and sign a memorandum for record authorizing Soldiers to turn in equipment. The commander must ensure all supporting documents and equipment are submitted to the CIF for turn in. All OCIE must be clean prior to turn-in. If OCIE is damaged, a memorandum of record is required. CIF will process a turn in transaction and the individual will receive a copy for his/her records.

8-4. Army Direct Ordering

a. The Army Direct Ordering (ADO) Program is a USARCENT program established to provide a sustainment of clothing bag items and limited OCIE (i.e. coveralls, eyewear, balaclava, etc) to deployed military personnel in support of a contingency mission. Individual Air Force/Navy personnel assigned to or embedded within Army units supporting a contingency operation are authorized the ADO for sustainment. Only the Army can establish an ADO account to order clothing. The unit may set-up an account through Operational Sustainment (1st Theater Sustainment Command).

b. ADO funds will be activated within 30 days for OCIE and 45 days for clothing bag items. It is strongly advised to wait until "Boots on Ground" and the unit has a confirmed mailing address so items are not shipped to the wrong address or lost. Soldiers may order by size via the Kentucky Logistics Operations Center (KYLOC) website (https://army.kyloc.com). If internet access is limited, the unit supply sergeant can order items for Soldiers. If OCIE items are not listed on the Soldier's clothing records, the request will be denied and the unit supply sergeant will not be authorized to approve the item for ordering.

8–5. Individual Protective Equipment

a. Individual Protective Equipment (IPE) refers to a specific compilation of protective clothing, personal decontamination and detection equipment used for Chemical Biological Radiological Nuclear (CBRN) protection. Personnel will be issued IPE in accordance with the most current Standardized Individual Soldiers Basic Load (SISBL) and Common Table of Allowances for IPE authorizations in accordance with AR 700-146. All deploying personnel will have required IPE in their possession prior to departure from mobilization site or home station.

b. All personnel requiring IPE for deployments must request CBRN IPE in accordance with instructions contained in the Deployment Order or by standard pre-deployment procedures at the Conus Replacement Center (CRC) as prescribed in the SISBL.

(1) All personnel will maintain IPE in their possession until redeployment and properly turn-in equipment if not consumed during event. TPU, RC, and National Guard, if deploying from designated MFGI and Power Projection Platforms, will be issued IPE based on deployment order specifications. Units will account for IPE on an individual hand receipt in accordance with AR 735-5. It is the hand receipt holder's responsibility to account for the property until turn-in.

(2) All non-unit related personnel and contractors are issued IPE at the CRC based on theater level requirements. The CRC will issue equipment on Army's Approved System of Record that maintains record of individuals' issues. It is the responsibility of the individual receiving IPE to maintain equipment until consumed or property turn-in following duty in theater. It is the hand receipt holders' responsibility to account for the property until properly relieved.

(3) Upon redeployment, IPE turn-in for TPU, RC, and NG will occur at the demobilization site or home station. IPE turn-in for non-unit related personnel and contractors, will occur at the CRC.

(4) If items were issued from Bluegrass Army Depot via Individual Chemical Equipment Management Program (ICEMP), turn-in must be coordinated with the TACOM – ICEMP. If items were issued at a designated MFGI/PPP, ensure turn-in and zero-out of property book record occurs at that responsible location.

If items were issued from CRC, the items must be turned-in to CRC. MFGI/PPP locations and CRC will work with representatives within ICEMP to coordinate returns back to the Army's designated program for inspection and potential reutilization or training.

c. Commanders are responsible for ensuring all Soldiers deploy with required IPE. All personnel are required to deploy with their issued OCIE/IPE as To Accompany Troops (TAT) and not leave it in CONUS.

d. Any IPE consumed or expired during deployment will require units to order materiel directly from source of supply. If unit neglects to take their equipment as TAT, unit will be responsible for ordering replacement materiel or coordinate with their home station to ship materiel that was drawn and left behind.

8–6. Weapons Accountability

a. Upon deployment, Soldiers will bring weapons from their parent unit to the Fort Bliss CRC. A supporting command/agency that does not have organic weapons will coordinate with their supporting installation for weapons issue to Soldiers before departing home station. For Non-unit Related Personnel (NRP) without parent units, weapons will be issued by the Fort Bliss Logistics Readiness Center Property Book Officer (LRC PBO). The LRC PBO will issue weapons through the TACOM-Unique Logistics Support Applications (TULSA) portal to NRP, aligning personal responsibility for issued weapons to NRP.

(1) Civilians/contractors are generally not issued weapons. In the rare case a weapon is required/approved for a civilian/contractor, the weapon will be laterally transferred directly from the CRC to an Army property book account.

(2) Following weapons issue by the LRC PBO, NRP are responsible for logging into the TULSA portal (https://tulsa.tacom.army.mil/index.cfm) monthly (no later than the 25th of each month) to validate and resign for weapons. NRP failure to validate and re-sign in the TULSA portal monthly will result in a notification to the NRP's Commander to enforce this policy.

(3) The monthly validation will serve as the monthly sensitive items check for weapons issued to NRP in theater until re-deployment and return to the LRC PBO to close out NRP hand receipts. The following steps describe the process for issue and accountability of weapons from the LRC PBO to NRP:

(a) The LRC PBO will assist deploying NRP to establish accountability for weapons using DA Form 2062 (primary hand-receipt) through TULSA. The LRC PBO will also provide NRP an information sheet that describes monthly responsibilities to validate and re-sign for weapons through TULSA.

(b) NRP who sign a DA Form 2062 are the primary hand receipt holders (PHRHs) for the weapons. In doing so, they indicate they have received the property and accept personal responsibility for the weapons.

(c) NRP PHRHs agree to exercise reasonable and prudent actions to properly use, care for, safeguard, and return issued weapons in the same condition as originally issued (minus reasonable wear and tear). Failure to do so may subject the NRP PHRHs to financial liability unless a preponderance of the evidence indicates loss or damage was not the result of negligence or willful misconduct. DA Pam 710–2–1, chapters 5 and 6 contain information about managing hand receipts.

(d) NRP will report damaged or missing weapons in a timely manner in TULSA to the LRC PBO. NRP are responsible for storing weapons in a secure area. NRP will report any indications of theft or break-in to their immediate supervisor, unit commander, or first sergeant.

(e) All NRP PHRHs must conduct the required inventories and provide a written statement to the LRC PBO of the results of that inventory. This process is conducted through the TULSA portal monthly (NLT 25th of each month).

(f) Mission commanders are responsible for ensuring that NRP PHRHs assigned to their organization meet the monthly TULSA validation (re-signing for their weapons).

b. Upon redeployment, it is the NRP PHRH's responsibility to coordinate with the LRC PBO to return their weapon and close out their account and the TULSA account. When NRP personnel are medically evacuated or depart theater under special circumstances, the NRP's deployed unit or medical facility will secure the weapon and coordinate with the supporting Theater Property Book Officer (TPBO) to arrange the return of the NRP's weapon to Fort Bliss CRC and close the NRP's hand receipt in TULSA.

8–7. Authorized Baggage

a. Deployment / Redeployment-AMC / Contracted Military / Commercial Flights / deployment to theater. Soldiers are authorized 4 total duffel bags (to include 1 personal duffel bag). Each duffel bag must not exceed 70lbs and up to 62 linear inches (the sum of the length, plus the width plus the height) in sizes. The personal duffel, which is considered a carry-on bag, must meet commercial airline standards (24.5x16.5 x11.5) with a maximum weight of 50lbs.

b. DA/DoD and other federal civilians. DA/DoD and other federal civilians are authorized 3 total duffel bags (to include 1 personal duffel bag). Each duffel bag must not exceed 70lbs and must be either 25x42 or 15x10x22. The personal duffel, which is considered a carry-on bag, must meet commercial airline standards (24.5x16.5 x11.5) with a maximum weight of 50lbs.

c. Contractor personnel. Contractor personnel are authorized 2 total duffel bags (to include 1 personal duffel bag). This is the maximum quantity of authorized baggage. Each duffel bag must not exceed 70lbs and must be either 25x42 or 15x10x22. The personal duffel, which is considered a carry-on bag, must meet commercial airline standards (24.5x16.5 x11.5) with a maximum weight of 50lbs.

d. Footlockers or commercial suitcases are not authorize for movement. The personnel assistance point (PAP) commander will make final determination on waiver requests for exception to policy on authorized baggage limits based on mission requirements and aircraft capacity for loading AMC/contracted aircraft.

e. Excess baggage is authorized at no cost for Soldiers flying on commercial aircraft. Soldiers are authorized to ship 4 duffel bags and 1 carry-on bag as prescribed in paragraph 8-7a, above. Normally, commercial airlines (depending on each airline's policy) allow the traveler 2 checked bags and 1 carry-on bag before excess baggage costs are charged to the traveler.

f. All personnel (Soldiers, Contractors, and Civilians) are required to return with all issued OCIE.

8–8. Medical Logistics

a. The Installation Medical Supply Account (IMSA) will support all customers in their Area of Support Region or as directed in the case of contingency operations (i.e. Defense Support of Civil Authorities (DSCA) support). Customer accounts will be established at the supporting IMSA. MEDLOG support will also be provided to other governmental agencies as directed. All transactions for supplies, equipment, and services will be coordinated through the local Regular Army (RA) Medical Logistics Company (MEDLOG) or RC regional supporting medical command, 90-days prior to reporting to the mobilization station. In instances where there is no Medical Logistics Company, all support for supplies, equipment, and services will be coordinated through the IMSA.

CHAPTER 9
Personnel Management

REFERENCES:
a**.** Title 10, United States Code
b. DoD 7000.14-R (Financial Management Regulation (FMR)), Volume 7A, Chapter 10
c**.** ASA FM&C, Department of the Army Financial Management Guidance for Mobilization and Deployments, 4 October 2019
d**.** AR 135-155 Promotion of Commissioned Officers and Warrant Officers Other Than General Officers, 13 July 2004
e**.** AR 600-8-2 Favorable Personnel Actions, 5 April 2021
f**.** AR 600-8-19 Enlisted Promotions and Reductions, 16 May 2019
g**.** AR 600-8-22 Military Awards, 5 March 2019
h**.** AR 600-8-29 Officer Promotions, 9 September 2009
i**.** AR 600-9 Army Body Composition Program, 16 July 2019
j**.** AR 600-20 Command Policy, 24 July 2020
k**.** AR 623-3 Evaluations, 14 June 2019
l**.** AR 690-11 Use and Management of Civilian Personnel in Support of Military Contingency Operations, 8 November 2019
m**.** DA PAM 623-3 Evaluation Reporting System, 27 September 2019
n**.** FM 1-0 Human Resources Support, 1 April 2014

Section I
General

9–1. Purpose
Unless otherwise specifically stated, current Army regulations and policies remain the primary sources for instruction on topics within this chapter. The purpose of this chapter is to highlight unique personnel management circumstances under mobilization, deployment, contingency operations, and redeployment conditions.

Section II
Promotions

9–2. Commissioned Officer Promotions
All Components. The Army manages and executes Officer Promotions in accordance with (IAW) AR 600-8-29 and AR 135-155.

a. Baccalaureate Degree Requirement.

(1) Title 10, United States Code (USC), Section 12205 (10 USC 12205) requires a Baccalaureate Degree for appointment to the grade of 1LT or higher in the United States Army Reserve (USAR).

(2) Regular Army (RA) officers may not be promoted to Captain unless awarded a Baccalaureate Degree by an accredited educational institution. See DoDI 1215.17, encl 2 and AR 135-175.

(3) Effective 29 May 05, the Secretary of the Army (SA) delegated waiver authority of the statutory education requirements for Captains to the CG, HRC, to allow officers who have demonstrated substantial progress towards completion of degree requirements to be promoted to Captain. Prior to promotion, officers must submit a detailed degree completion plan within 24 months of the requested waiver.

(4) In accordance with section 512 of the National Defense Authorization Act (NDAA) for FY02, the SA may, on a case-by-case basis, waive the baccalaureate degree requirement of 10 USC 12205 (a) for any officer who was commissioned through the Army Officer Candidate School. The waiver may be in effect for no more than 2 years after the waiver is granted. Upon completion of the Baccalaureate degree, officers must provide documented proof to their branch assignment officer.

(5) Documented proof of a baccalaureate degree must be an official transcript. Officers who have not earned a baccalaureate degree at the end of the period in which the waiver was granted are subject to discharge from active duty. The new waiver authority has no expiration date and is now codified as 10 USC 12205(d). (https://www.hrc.army.mil/TAGD/Updated%20Baccalaureate%20Degree%20Education%20Requirements%20for%20Officers%20Commissioned%20Through%20Army%20Officer%20Candidate%20School)

b. Two-Time Non-Select Officers

(1) Commissioned officers below the grade of LTC who were non-selected twice for promotion and scheduled to separate during the period of alert/mobilization will be transferred/separated from the unit prior to mobilization.

(2) Officers passed over twice for promotion will continue to mobilize, provided they have enough time remaining on their (20 years commissioned service for CPT and 24 years commissioned service for MAJ) MRD to serve the period of mobilization plus 90 days.

(3) The Army will separate a mobilized commissioned officer (as law requires), retained on active duty for the unit's mobilization period, after receiving a two-time non-select notification and who is not selectively continued. See 10 USC, Chapter 1407.

(4) First Lieutenants on the Reserve Active-Status List (RASL) not selected for promotion to the next higher grade for the second time and who are not on a recommended promotion list to the next higher grade, shall be separated IAW 10 USC Section 14513 no later than the first day of the seventh month after the month in which the president approves the report of the board which considered the officer for the second time.

(a) However, an exception allows in the case of an officer retained to meet planned mobilization needs for a period not in excess of 24 months beginning with the date on which the President approves the report of the selection board which resulted in the second failure, or as provided in 10 USC Section 12646 or 12686. This provision applies to 1LTs assigned to and on the DMD of units alerted for mobilization or mobilized under 12302.

(b) Retention is for the period of mobilization plus 90 days not to exceed 24 months from board approval date. If the unit alert is cancelled, Soldier's removal date will be adjusted to allow 30 days for out-processing (see 10 USC 14504(a)).

9–3. Warrant Officer Promotions

All Components. The Army uses the same standard to promote mobilized and non-mobilized Warrant Officers. See AR 600-8-19 and AR 135-155.

9–4. Enlisted Promotions

The Army manages and executes Enlisted Promotions per AR 600-8-19.

a. Temporary Promotions, all Components. Due to OPTEMPO, Commanders or Soldiers can request an exception to policy (ETP) for promotion of a deployed promotable Soldier by using the template posted to the Army Human Resources Command (AHRC) website (https://www.hrc.army.mil/content/19278). The template is mandatory and must be completed in its entirety. AHRC will establish and announce ETP-based cutoff scores and sequence numbers for each MOS/grade combination. The purpose of the ETP-based cutoff score/sequence number is to identify and limit ETP eligibility to deployed soldiers who, had it not been for a PME requirement, would have been otherwise selected for promotion.

(1) ETP to AR 600-8-19 may be considered when Soldiers:

(a) Are fully qualified for promotion (except for PME).

(b) Are operationally deployed. Applicable to Soldiers in units while deployed to named operational deployments in an imminent danger/ hostile fire area (ref b.) where there is no training opportunity otherwise available.

(c) Must not have any record within the Army Training resource and reservation system (ATRRS) of being a no-show or failing to attend (without proper authority) the requisite PME course.

(d) Are otherwise fully eligible to attend PME.

(e) Possess the skills required of the next grade.

(f) RA and USAR (AGR): Meet/exceed an ETP-based cutoff score (for promotion to SGT or SSG) or meet/exceed an ETP-based sequence number (for promotion to SFC or MSG) while deployed.

(g) USAR (TPU) and ARNG Soldiers: Must be selected for or serving in the next higher graded position vacancy.

(h) Commander verifies Soldier has the capacity to serve at the higher grade.

(i) Commander verifies they will prioritize PME training to affected Soldier upon redeployment.

b. Regular Army

(1) Requests must be processed though the chain of command and must include processing through the ACOM/ASCC, through AHRC to the approval authority.

c. USAR

(1) ETP for Deployed Soldier Promotion. USAR troop program unit (TPU) Soldiers will use the checklist located in the USAR personnel action guide (PAG), action T-6-E-4, and submit the request through the electronic personnel actions tracker (ePAT).

(2) Convening authorities will consider all eligible mobilized USAR Soldiers for promotion. Mobilized Soldiers will not demobilize to accept a promotion in a non-mobilized unit as long as the position is still valid. The promotion authority will maintain a list and effect their reassignments within 90 days of redeployment. Promotion orders will include gaining unit information in the additional instructions. Army Reserve Drill Sergeants selected for promotion, while deployed in a Drill Sergeant capacity, may decline the promotion. The Soldier will remain on the selection list, and promotion will be effective upon release from active duty (REFRAD) with a date of rank of the original promotion eligibility date.

(3) The selected Soldier, however, REFRAD only if the deployed chain of command determines there is sufficient combined support to allow the Soldier to redeploy and to accept the promotion without compromising the mission.

(4) Selected Soldiers are not required to REFRAD. A Soldier's promotion is effective as soon as mission permits and the Soldier assumes new duties upon promotion.

(5) Active Duty for Operational Support (ADOS)

(a) USAR TPU Soldiers entering on ADOS will be considered for promotion under the provisions of AR 600-8-19, Chapter 3 or 5. The promotion and orders-issuing authority for TPU Soldiers on ADOS is CDR, Readiness Division.

(b) IMA and IRR Soldiers entering on ADOS are considered for promotion under the provisions of AR 600-8-19, Chapter 6. The HRC Commanding General is the promotion and orders-issuing authority for all IRR and IMA Soldiers.

(c) When a position vacancy is otherwise required for promotion, USAR Soldiers on an ADOS tour must be selected for promotion against a valid position vacancy in the promotable rank prior to promotion. Soldiers on an ADOS tour must REFRAD within 90 days to accept the promotion predicated on a TPU vacancy. The gaining TPU CDR may waive this requirement. Soldiers serving on ADOS will remain on the promotion authority promotion list, unless promoted, the list expires, or the Soldier (USAR only) declines to REFRAD and accept a promotion and

reassignment to a unit position that is within a reasonable commuting distance (as defined in AR 140–10) or elected mileage, at which time they will be administratively removed.
See AR 600-8-19, para 1-32.

c. Army National Guard (ARNG)

(1) IAW AR 600-8-19, Chapter 7, the ARNG is authorized to advance, promote, laterally appoint, and reduce Soldiers called or ordered to active federal service under 10 USC 12301(d) in support of contingency operations pursuant to 10 USC 12302 and 12304.

(2) Soldiers who enter on ADOS from the ARNG will be considered for promotion under the provisions of chapter 7.

(3) The States remain the promotion and orders-issuing authority for all ARNG Soldiers.

d. Enlisted Soldiers on sanctuary orders are not eligible for promotion in accordance with provisions of AR 600-8-19.

e. Approval Authorities

(1) Regular Army and US Army Reserve (AGR): DCS, G-1 (DMPM), ATTN: DAPE-MPE-PD, 300 Army Pentagon, Washington, DC 20310.

(2) USAR (less Active Guard Reserve): Commander, US Army Reserve Command, G-1, ATTN: AFRC-PRP, 4710 Knox Street, Ft Bragg, NC 28310.

(3) ARNG: Director, Army National Guard Bureau, ATTN: ARNG-HRH-E, Arlington, VA 22204.

Section III
Evaluations

9–5. Evaluation Reports

a. All Components.

(1) During periods of mobilization (i.e., temporary duty station (TDY), ADOS, ADOS- RC, or CO–ADOS), USAR and ARNG Soldiers will follow RA rules for evaluation reports. When an entire unit mobilizes, and rating officials remain intact, an evaluation report is not required at the time of mobilization unless otherwise required under AR 623-3, Chapter 3 (i.e., “Change of Rater” or “Change of Duty”). Soldiers mobilizing individually will receive an evaluation report (i.e., “Annual,” “Change of Rater,” or “Change of Duty”) per this chapter if minimum rater qualifications are met. See AR 623-3, appendixes G and H for USAR and ARNG-specific evaluation reporting requirements.

(2) Detailed information and instructions on processing evaluations for Units Deployed in Support of Contingency Operations.
(https://www.hrc.army.mil/content/Evaluation%20from%20Deployed)

(3) Change of Rater. The losing chain of command will complete a Change of Rater evaluation for an officer or NCO reassigned due to deployment, as long as the rating officials meet the minimum qualifications.

(5) Retiree Recalls. Retirees are not eligible for promotions or career development during mobilization or deployment. Evaluations are not required for retirees due to this fact. Commanders will counsel the retiree in accordance with AR 623-3, on the requirements and performance standards of the position to which they are assigned. Commanders may use the support forms when conducting counseling.

b. Army Reserve. Army Reserve Commanders that are deployed will use the electronic USAR Form 148-R (Notice of Rating Chain Assignment or Change), dated 1 Feb 2011 to document rating chains and rating chain changes. CONUS-based Army Reserve Commanders are encouraged but not required to use this form.

c. Army National Guard. Use of the Promotable (P) designator for Officer Evaluations is subject to ARNG Personnel Policy Operations Message (PPOM) 14-017, (Use of Promotable (P) Designation for National Guard Officers on the Officer Evaluation Report (OER) – Department of

the Army (DA) Form 67-10 (PPOM 14-017), 16 Oct 2014).

Section IV
Personnel Records Management

9–6. Personnel Records

a. USAR

(1) USAR units mobilized through Mobilization Force Generation Installation (MFGI), will bring Soldier's military personnel file (MPF), medical, dental, and finance records to the MFGI to for the deployment packet. USAR units mobilized at home station or at a Mob Station will have a designated support installation. The RC unit commander is responsible for providing appropriate records to the supporting installation to create a deployment packet. In addition, the supporting MILPO will make a copy of the last DD Form 214 issued and any other document that records active duty service after the date of the DD Form 214. Documents to ensure a correct DD Form 214 upon Soldier's REFRAD are critical.

(2) The MFGI will return the MPF, medical, and dental records to RC control in order to support administrative actions during deployment/employment periods. Units will return records to the MFGI in order to expedite the REFRAD process upon demobilization.

b. ARNG

(1) The State Adjutant General will provide MPF, medical, and dental records to the MFGI to support deployment packet development. The MPF, medical, and dental records will be returned to State control upon completion of processing to support RC administrative actions during the duration of deployment. States will initiate preparation of deployment packets, coordinating with each Mobilization Force Generation Installation (MFGI) to determine what information the State(s) must provide. The State and MFGI will prepare and complete two deployment packets per Soldier. MFGI's will retain one packet and provide the second deployment packet to the gaining organization. Do not send original personnel, medical, or dental records to the deployment area of operations (AO).

(2) In order to populate an accurate DD Form 214 (Certificate of Release or Discharge from Active Duty) upon the Soldier's REFRAD, units will provide a copy of the Soldier's latest DD Form 214 (if applicable) and current Statement of Retirement Point Credit (NGB Form 23) to the supporting installation. Forward the statement to the custodian of the Soldier's deployment packet or e-mail to the installation transition point. Military personnel officers will verify that eSRB, section IX, shows all federal military personnel awards, decorations, badges, and tabs as of the day before order to active duty to ensure accurate preparation of DD Form 214.

Section V
Personnel Actions

9–7. Awards, Decorations, and Tour Credit

a. The Army Awards Policy is governed by AR 600-8-22, in conjunction with DoDI 1348.33 and DoDM 1348.33 Volumes 1-4 (https://prhome.defense.gov/M-RA/Inside-M-RA/MPP/OEPM/)

b. Wartime Awards Approval and Delegation. The delegation of wartime awards approval authority allows the Army to meet the demand and expedite recognition of combat deeds. The authority is delegated to commanders based on level of command. See AR 600-8-22, Table 3–5.

c. NATO Medal Request. Fill out the NATO Medal Request Form. Send NATO Medal Requests directly to USNMR at SHAPE Belgium, email: js.shape.us-mil-del.mbx.usnmr@army.mil.

d. Unit Awards. HQDA will announce and confirm all approved unit awards in Headquarters, Department of the Army General Orders (AGO). During wartime, commanders authorized to approve unit awards will announce awards in permanent orders of their headquarters and forward

a copy of each order to Commander, USAHRC, ATTN: AHRC–PDP-A, Dept 480, Fort Knox, KY 40122-5408. A copy of the permanent orders will be sent to the U.S. Army Center of Military History, ATTN: DAMH–FPO, 103 Third Avenue, Fort McNair, DC 20319–5058. Permanent Orders published to announce the award of a unit decoration will contain the citation of the award, official designation of the unit or units, and inclusive dates. AGO will confirm these awards.

e. For more information, please refer to the Army Human Resource Command, Awards and Decorations Branch. (https://www.hrc.army.mil/content/Awards%20and%20Decorations%20Branch)

f. Forward questions regarding awards to the Military Awards Branch via telephone at (502) 613-9126; or email at usarmy.knox.hrc.mbx.tagd-awards@army.mil or usarmy.knox.hrc.mbx.tagd-awards-current-ops@army.mil.

9–8. Professional Military Education (PME)

a. PME generally is prohibited while activated and/or deployed for contingency operations or in an ADOS status. IAW ASA FM Guidance, mobilization funding will not be used for expenses related to military schooling that is normally considered part of an officer, warrant officer, or non-commissioned officer's professional development (i.e. Basic Officer Leadership Course, Captains Career Course, Sergeant Major Academy, etc.)

(1) These expenses include military pay and allowances for RC Soldiers as well as temporary duty and other associated costs for all Soldiers. All professional development courses and their associated expenses will be funded with base budget dollars.

(2) An exception to this rule applies when the course is conducted in the combat theater of operations and it is needed for mission necessity or Soldier readiness reasons.

b. Soldiers on sanctuary orders will not attend Noncommissioned Officer Education System or Officer Development Courses that require an active duty service obligation.

c. Where individuals must complete previously scheduled Professional Military Education (PME) (e.g., Sergeants Major Academy, Senior Service College, CAPSTONE, etc.) without breaking their mobilization orders, services/components will reimburse with the appropriate base funding source(s) so that all associated costs for such PME are funded in the base program.

(1) USAR and ARNG will provide funds to reimburse the MPA account by citing base RPA/NGPA funding for PME funding and follow-up monthly by providing documentation (e.g., soldier name, rank, and duration of training and travel time) for purposes of drawing down the reimbursable funding.

(2) Soldier’s TDY costs should be funded with base appropriation to which they are permanently assigned (i.e. OMAR for USAR Soldiers, OMNG for ARNG Soldiers, and OMA for AC Soldiers).

9–9. Favorable Personnel Actions

Units will process all Favorable Personnel Actions utilizing the appropriate system of record and IAW directed policies and procedures. HR Clerks will document USAR and ARNG personnel actions that require eMILPO transactions, in the Integrated Personnel and Pay System - Army (IPPS-A) and Regional Level Application Software (RLAS). Submit appropriate copies of supporting documentation to appropriate personnel managers.

Section VI
Family Programs

9–10. Family Readiness

a. AR 600-20, paragraph 5-10, authorizes and encourages Soldiers, family members, and DA Civilians to attend briefings, training, counseling, and other Deployment Cycle Support (DCS) process identified services.

b. Families new to military benefits can find available information, from discounts on travel, sporting events, day trips, movie tickets, and more at Military OneSource.

9–11. Family Support

a. All Components.

(1) Military One Source/Army One Source. As part of Family Readiness, commanders will ensure that, at a minimum, every Soldier and Family member is trained on accessing and using Military One Source. Unit bulletin boards, Family Readiness Groups (FRG), and websites should contain the Military One Source 1-800 number and website address information. (https://www.militaryonesource.mil/ and www.myarmyonesource.com)

(2) FRG Website. The Virtual Family Readiness Group (vFRG) (www.armyfrg.org) provides all of the functionality of a traditional FRG in an online setting to meet the needs of geographically dispersed units and Families across all components of the Army. Soldiers, Families, commanders, volunteers and other designated personnel can use this controlled access web system to facilitate the exchange of information.

(3) Service Member Early Return due to Family Issues. When a service member returns due to Family problems, ensure that the deployed unit and rear detachment coordinate to assess what assistance the service member and their Family member(s) require.

(4) Reunion Programs. Since some Family problems do not emerge immediately after return, military units should ensure that they maintain high levels of support and outreach to assist service members and their Families as they reintegrate into Family life and into their communities.

(5) Rear detachment commanders (RDC). RDCs will complete RDC training within 30 days of appointment as RDC. Training is available through Army Community Services or online. The training is available on-line (http://myarmyonesource.com/About/Training/default.aspx).

b. Army Reserve. (https://www.usar.army.mil/ARFP/)

(1) Virtual FRG. A website is another means of providing general information. There are many safety and security issues involved with websites. The Army has created the Virtual FRG that allows units and FRGs to create a safe and secure website (www.armyfrg.org); (see USAR 608-1, para 4-4c).

(2) Funding. Army Reserve Family Programs receives appropriated funds to support various programs that are prioritized in the annual funding guidance. These funds are appropriated by Congress. The two types of funding are Operation and Maintenance Army Reserve (OMAR) and Reserve Personnel Army (RPA). See USAR 608-1, Chapter 6.

Section VII
Other

9–12. Non-Citizen Military Personnel & Family Members

All Components

a. DoD collaborated with U.S. Citizenship and Immigration Services (USCIS) to assist non-citizen military personnel with their citizenship applications. The goal is to expedite the processing of Soldier's applications.

b. The Department of the Army has directed its Battalion (BN) and Brigade (BDE) S-1s, Military Personnel Divisions (MPD), and Military Personnel Offices (MILPO) to assist Soldiers with their

applications for citizenship and to coordinate with HRC as necessary, to assist with procedural guidance and information.

c. For further information, Soldier's should visit U.S. Citizenship and Immigration Services. Although some information on their website is helpful for a Soldier's Family members, applications for citizenship submitted by the Soldier's Family members are not part of the Soldier's Citizenship Application Program. Soldiers' Family members needing assistance with their citizenship applications should contact their local Army Community Services (ACS) Center or Legal Assistance Office.
(https://www.hrc.army.mil/content/Citizenship%20information%20for%20Soldiers)

Section VIII
Mobilization Force Generation Installation (MFGI)

9–13. Pre-Mobilization
USAR and ARNG.

a. Communication begins at the Multi-Component Joint Assessment Conference (MCJAC). A representative from the MFGI attends and provides an information disc to attending unit representatives. While at the MCJAC, MFGI reps schedule a Fort Bliss site visit with all the mobilization enterprise partners and units. After the site visit, units are encouraged to schedule teleconferences with each MFGI enterprise partner to initiate communication for required documents and arrival coordination. Unit requirements vary depending on deployment location. OCONUS deployment requirements are outlined below.

b. During the teleconferences, the Ft. Bliss Directorate of Plans, Training, Mobilization, and Security (DPTMS) S-1, requests units to provide them with following:

(1) NLT 30 days prior to arrival: (CONUS can request depending on their mission)

(a) Submit TORCH/ADVON PAX request with date range for movement to theater.

1. Flights utilizing port calls are first come first served, and are booked weeks in advance.

2. Ensure personnel chosen are those the unit needs/wants to go forward.

(2) NLT 20 days prior to arrival: (Both OCONUS and CONUS must complete)

(a) The Deployment Manning Document (DMD) – a template is provided. The unit must identify all AGR, Rear Detachment Title 10, late arrivals, In-Theater-Extension (ITE), Tour of Duty (TOD), and Pass-Backs, if applicable.

(b) Individual Soldiers' mobilization orders, to include amendments and/or revocations, require substantiated documents to request Rank or Name changes.

(c) The Unit Manning Report (UMR) should have mobilizing Soldiers slotted in their respective positions. (OCONUS only)

(d) All OCONUS mobilizing personnel must complete Isolated Personnel Report (ISOPREP). Unit commanders must sign a memo certifying all pre-mobilization ISOPREP.

c. Additional helpful mobilization information:

(1) Units should read their Force Tracking Number (FTN) for MOS/GRADE waiver(s), passport and visas, security clearance(s), and APACS information requirements, if applicable.

(2) All Soldiers are required to complete their SGLI via milConnect (https://milconnect-pki.dmdc.osd.mil/milconnect/). Non-completion, prior to arrival, will delay SRP processing.

(3) Soldiers must hand-carry their medical and finance records to the SRPC site. Soldiers should have 10 copies of their individual mobilization order, 3 copies of their individual SGLI (completed within 30 days), and any finance documents. Soldiers must know their CAC pin number.

(4) Soldiers should complete the DA Form 4187 to rollover leave from a previous deployment. The DPTMS S-1 clerk will provide the template.

(5) Soldiers' ID Tags must have their DoD ID number instead of their SSN. Soldiers that need ID Tags will coordinate with DPTMS, MaD Personnel Section S-1 to request one set upon arrival.

9–13. Rear Detachment

a. A rear detachment is authorized when a single UIC/DUIC has 80 or more Soldiers assigned and is deploying greater than 80% of the required strength. HQDA EXORD 230-16

(1) Rear Detachment Soldiers (RDS) must live within 50 miles of the unit's home station.

(a) Must report to the MFGI with the mobilizing unit or after unit mobilization.

(b) Not authorized to train with mobilizing unit.

(c) Not authorized to move with mobilizing unit, for any reason.

(d) Must meet all deployment requirements (MRC 1 or 2).

Section IX

9–14. Fort Bliss MFGI

a. Once on ground at the MFGI, units must identify the TORCH/ADVON personnel, by name, in the request to theater memo. The memo will be routed to the unit's Task Force for final approval by the 5th AR BDE CDR.

b. MFGI must medically clear and validate all TORCH/ADVON personnel prior to leaving Fort. Bliss, Texas (FBTX).

c. Upon arrival to the MFGI, Mobilization Unit In-Processing Center (MUIC), schedules meeting with White Cell or ADVON to verify information, discuss pending documents, and complete due outs.

(1) Unit receives MRSOI schedule that provides SRP briefing and processing timelines (medical, dental, hearing, AG, Finance), CFI/RFI, and briefings (safety, SHARP, SFL-TAP).

(2) DPTMS-MaD Personnel Section S-1 accounts for and tracks all Soldiers that mobilize with the unit.

(3) MFGI verifies completed and turned-in pre-MOB documents and requirements.

(a) MFGI maintains accountability by utilizing the Individual Soldier's mobilization orders and the unit scan-in roster. While the unit processes through MRSOI, the assigned clerk will track all holds (medical, legal, and administrative). The MFGI will not clear Soldiers who do fail any medical requirements and who have follow-up appointments. Soldiers may get cleared after visiting Case Management and once the S-1 receives an updated roster.

d. DPTMS-MaD Personnel Section S-1 track and process early REFRADs. An early REFRAD is a service member assigned to USAR or ARNG mobilizing units identified at the MFGI or becomes non-deployable while deployed. The categories for early REFRADs are medical, administrative, or hardship. Units will receive instructions on the REFRAD process from the DPTMS S-1.

9–15. Early REFRAD Procedures

a. Early REFRAD identified in under 30 days from the start of mobilization orders:

(1) Soldiers serving less than 30 days on OCONUS mobilization orders need to complete the DD Form 220 process through the DPTMS S-1 utilizing the CONUS Replacement Center (CRC).

(2) Soldiers serving less than 30 days on orders to CONUS need to complete the DD Form 220 process through the DPTMS-MaD Personnel Section S-1. The DD Form 220 process will not require Soldiers to go through the full demobilization process.

(b) Required documents for Soldiers not medically cleared:

1. DD Form 2795 stating non-deployable status

2. Memo from Case Manager stating the Soldier is a REFRAD

3. Soldier's individual mobilization orders

4. A REFRAD memo signed by the unit commander (template is provided by MFGI)

(c) Required documents for Soldiers identified as ADMIN REFRADs:

1. Soldier's individual mobilization orders

2. A REFRAD memo signed by the unit commander (template 9 is provided by MFGI)

(2) Early REFRAD identified after 31 days on OCONUS mobilization orders:

(a) Soldiers serving more than 31 days on orders will coordinate with the DPTMS S-1 through the CRC to complete the DD Form 214 process. The process does not require the Soldier to complete the full demobilization process (R-SRP, all required briefings, and CFI/RFI turn in).

(b) Required documents are:

1. Soldier's individual mobilization orders

2. An O-6 or higher REFRAD memo (template is provided by MFGI)

3. Theater Command Release memo.

4. If there was a UCMJ action, the MFGI must receive all documents.

5. If the unit requests a Chapter Separation, the MGFI requires a copy of the packet.

6. If under a Red Cross Message, the unit must provide the message to the Soldier or send it to the MFGI.

9–16. Validation and Deployment

a. After the unit completes training, the 5th AR BDE will validate and certify the unit for deployment. The DPTMS S-1 will publish TCS orders based on the validation roster and schedule a scrub and pick-up, by an E-5 or above, with the unit. DPTMS S-1 will inform Units with TORCH/ADVON when identified Soldiers need to report in order to pick-up itineraries, port calls, TCS orders, and to sign-out.

b. DPTMS S-1 provides a manifest template to the unit to identify all chalks leaving Ft. Bliss. The unit must completed and turn-in the manifest to the DPTMS S-1 clerk NLT 120 business hours prior to wheels up. The manifest requires CAC expiration dates, next of kin information, and DoD ID numbers.

c. All females are required to take a second pregnancy test if their unit is at the mobilization station for greater than 30 days. Females who fail to take a second pregnancy test, prior to wheels up, are not medically cleared and cannot deploy. The DPTMS S-1 will schedule the second pregnancy test.

d. During mobilization, Soldiers are tracked by CAC swipe-in or physical sign-in and individual mobilization orders. DPTMS S-1 tracks Soldiers as they go through the MRSOI process. If a Soldier is identified as pending any medical, dental, security clearance, passport, or legal issue, they are put into a hold status. Early REFRADs are always tracked, regardless of reason (medical, dental, admin, or hardship). Red Cross messages and emergency leave are also tracked. All leave forms are submitted to finance for processing after the leave is complete.

9–17. Demobilization Process

a. For demobilization, the MFGI conducts teleconferences with the units at D-90, D-60, D-30. To facilitate these teleconferences, the units are given workbooks to build the required rosters utilized during the demobilization process.

b. The MFGI:

(1) Tracks the same information as the under the mobilization process, except potential Soldier Recovery Unit (SRU) candidates are added to the trackers.

(2) Facilitates individual ticket requests to SATO.

(3) Collects and consolidates indi (i.e., leave form (DA Form 31), awards, MOB orders, and TCS orders).

(4) Collaborates with transitions to provide Soldiers with a DD Form 214 or End of Tour (EOT) credit.

(a) The required packet checklist is available upon request.

k. DPTMS S-1 is not a typical S-1 element. It does not process awards, promotion packets, promotions, finance issues, evaluations, iPERMS uploads, or any other unit-based personnel management function. Unit S-1's must process those types of actions for their Soldiers.

l. Please contact the MFGI team for assistance or with any questions.

Fort Bliss MFGI
SRPC Nurse Case Manager IOC
BLDG 60 Doniphan Rd.
Fort Bliss, TX 79916
Office: (915) 742-7229

9–18. Fort Hood MFGI

a. The Deployment Readiness Center (DRC) services all Soldiers and other services members assigned or attached to III Corps and Fort Hood, Texas (FHTX) and all Soldiers that are mobilizing and demobilizing through the Fort Hood Mobilization Force Generation Installation (MFGI).

b. All Soldiers and/or units, upon notification of deployment or redeployment, will coordinate with their G1/S1 to call the scheduling section in DRC to schedule a date and time to process no later than 120 days prior to latest arrival date.

(1) If there is a mission change, the unit point of contact must coordinate with scheduling accordingly. Walk-ins may or may not be accommodated depending upon daily mission processing and or feasibility.

(2) Soldiers must have their CAC card in order to process through the DRC and arrive 30 minutes prior to their scheduled processing time.

c. The DRC is located in the Building 36000 on 58th street and Darnell Loop. Customer service hours are 0700-1630, Monday – Friday.

d. For questions regarding mobilization and demobilization, call 254-285-5883/5899. For scheduling, call 254-285-6574. To reach the front desk, call 254-553-3090.

9–19. Pre-Deployment/Mobilization

a. RA Soldiers

(1) Units will identify a Liaison NCO/Officer to liaise between the DRC and Soldiers to allow the DRC to process the units in a more efficient manner.

(2) Prior to arrival at Fort Hood, RA units will conduct SRP at the company and battalion level, IAW DA PAM 600-8-101 & AR 600-8-101.

(3) RA Soldiers processing for deployment/redeployment will receive the processing packet during the preliminary briefing. Afterwards, they will rotate through the site and process each station to verify that they are deployable.

(4) Units should ensure that Soldiers bring a black ink pen and know their CAC PIN when they process through the site.

(5) DRC is designed to be the final check and validation for Soldiers who are deploying.

(6) Family members are not allowed at the processing site.

b. USAR and ARNG Soldiers

(1) Units are required to coordinate with the Hood Mobilization Brigade (HMB) to conduct a site visit and meet with Installation support agencies. During the site visit, all the DRC installation support agencies provide handouts outlining key tasks that must be completed prior to arriving at the MFGI.

(2) At M-60, the unit will participate in weekly teleconference IPRs with HMB and Installation Support agencies.

(3) At M-30, the unit will participate in another weekly teleconference IPR. The unit will transfer all unit level I & II SRP results from their Mobilization Planning Data Viewer system (MPDV) to the FORSCOM Deployment and Reconstitution Tracking System (DARTS), which the DRC will validate. The unit will also forward medical and dental records, finance documents, and individual mobilization orders to the mobilization section in order to mobilize Soldiers onto the Fort Hood Data Base.

(4) Once units/Soldiers arrive at the MFGI, they will receive a welcome brief and a finance brief before they begin processing through the DRC.

(5) Soldiers will receive the processing packet during the preliminary briefing. Afterwards, they will rotate through the site and process each station to verify that they are deployable.

(6) Units should ensure that Soldiers bring a black ink pen and know their CAC PIN when they process through the site.

(7) DRC is designed to be the final check and validation for Soldiers who are deploying.

(8) Family members are not allowed at the processing site.

9–20. REFRAD Procedures

a. 25-Day Rule for RC Soldiers with Pre-existing Medical Conditions. Disqualifying pre-existing medical conditions must be identified within the first 25-days of mobilization. Clock starts when a Soldier reports to home station (Mobilization Date or M date). Disqualifying pre-existing medical conditions are identified by medical personnel at either the Home Station or the MFGI.

(1) This rule applies to all RC and Title 32 Army National Guard AGR Soldiers mobilized in support of contingency operations.

(2) This rule does not apply to RA Soldiers assigned to RC units, AGR Soldiers in Title 10 Status, and RC Soldiers injured in the line of duty after mobilization.

(a) If pre-existing medical conditions are identified at home station, then unit commanders will submit a request for revocation of mobilization orders through DAMPS, out-process the Soldier, and return him/her to Reserve status.

(b) If pre-existing medical conditions are identified at the MFGI, then the MFGI will REFRAD and out-process the Soldier, publish DA Form 220, REFRAD orders, and return Soldier to Reserve status for appropriate medical care and follow-up at home station.

(4) Pre-existing conditions include temporary and permanent conditions that do not meet medical retention standards, per AR 40-501, Chapter 3. Soldiers identified with pre-existing medical conditions will REFRAD immediately.

(5) Administrative processing of REFRAD orders, Soldier out-processing, and returning to their home of record (HOR) must be completed NLT 30 days from Soldier's M-date.

(6) Soldiers on active duty for more than 30-days with pre-existing medical conditions that do not meet medical retention standards, will be released back to their units to undergo a non-duty related Medical Evaluation Board/ Physical Evaluation Board (MEB/PEB) processing.

(a) Under certain circumstances, Soldiers can be placed in Soldier Recovery Units (SRUs), receive treatment, and return to duty, or process through the Individual Disability Evaluation System (IDES).

b. Early REFRAD identified after 31 days on OCONUS mobilization orders:

(1) Soldiers serving more than 31 days on orders will coordinate with the S-1 through the MOBSTA to complete the DD Form 214 process. The DD Form 214 process does not require the Soldier to complete the full demobilization process (Reverse-SRP, all required briefings, and CFI/RFI turn in).

(a) Required documents are:

1. Soldier's individual mobilization orders

2. An O-6 or higher REFRAD memo (template is provided by MFGI)

3. Theater Command Release memo.

4. If there was a UCMJ action, the MFGI must receive all documents.

5. If the unit requests a Chapter Separation, the MGFI requires a copy of the packet.

6. If under a Red Cross Message, the unit must provide the message to the Soldier or send it to the MFGI.

9–21. Demobilization Process

a. Unit IPRs are coordinated through the HMB and start eight weeks prior to the unit's return date. The IPRs provide guidance and support in preparation for the Soldiers' return.

b. Unit representatives/deployment support cell must contact the DRC Team to review the demobilization schedule and address any discrepancies or actions needed.

c. Units must ensure all OER/NCOERs are completed prior to arrival to ensure they are reflected in each Soldier's DD 214.

d. Units must provide ALPHA rosters identifying the status of each Soldier (early REFRAD, assigned to SRU, pending UCMJ, etc.)

e. Soldiers must bring hard copies of all documents from the current mobilization that need to be reflected on their DD Form 214, in the event they are not posted in iPERMS.

f. Additional demobilization requirements can be found in HQDA EXORD 140-17 (Command Support Relationships and the Requirements Based Demobilization Process)