

We the People

insure domestic Tranquility, provide for the common defence and our Posterity, All Laws shall have the same Force and establish this Constitution

*Article I
Section 1
All legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.
Section 2
The House of Representatives shall be composed of Members chosen every second Year by the People of the several States, and the Electors in each State shall have the Qualifications requisite for Electors of the most numerous Branch of the State Legislature.
No Person shall be a Representative who shall not, when elected, be seven Years old and 14 Years a Citizen of the United States, and 7 Years a Citizen of that State in which he shall be elected, and who shall not, when elected, be an Inhabitant of that State in which he shall be elected.
Representatives and direct Taxes shall be apportioned among the several States which shall be determined by adding to the whole Number of free Persons, including Indians bound to Service, three fifths of all other Persons. The actual Enumeration shall be made every third Year, after the first Enumeration, and in every subsequent Term of Years. But no Representative shall sit, unless he shall, when elected, have been 7 Years a Citizen of the United States, and 7 Years a Citizen of that State in which he shall be elected, and who shall not, when elected, be an Inhabitant of that State in which he shall be elected.*

THE ARMY CASEWORK GUIDE

119TH
CONGRESS



U.S. ARMY

We the People of the United States, in order to insure domestic Tranquility, provide for the common defence, promote the general Welfare, and our Posterity, do ordain and establish this Constitution

Article I



January 2025

Dear Congressional Staff Member:

I am pleased to provide you with the Army's Casework Guide for the 119th Congress. This publication provides current information on key Army policies and procedures to assist Members of Congress and their staff in responding to constituent casework. This guide discusses a wide range of casework topics such as recruiting, military health care, pay and allowances, military awards, personnel and medical records, as well as many other topics. An electronic version of this publication is available on our home page: www.army.mil/ocll under the resources tab.

Our team is committed to providing timely and accurate responses to your Congressional inquiries. In our efforts to be responsive and timely, we will send an electronic acknowledgement letter upon receipt of Congressional inquiries with the name and contact information for the Army's assigned action officer. Our goal is to respond to Congressional inquiries within 30 days; however, we will provide your office an interim update if we cannot meet this timeline while we continue to finalize your inquiry.

My staff and I encourage you to contact us for assistance on any casework matter involving the Army. The Army Legislative Liaison's staff of Soldiers and Department of Army Civilians look forward to working with you during the 119th Congress.

Sincerely,

Scott D. Wilkinson
Brigadier General, U.S. Army
Chief, Legislative Liaison



[illegible]

INTRODUCTION

The Office, Chief of Legislative Liaison provides liaison between the Army and Congress. Our Congressional Inquiry Division, located in the Pentagon, processes your constituent inquiries. You may send your inquiries to us by mail or electronic mail. Should you need to contact our office by telephone, please call (703) 614-9582 (states west of the Mississippi River), (703) 697-9687 (states east of the Mississippi River), or the Congressional Inquiry Division's main line at (703) 697-8381.

Please address written constituent inquiries to:

Mail:

Office, Chief of Legislative Liaison
ATTN: Congressional Inquiry Division
1600 Army Pentagon
Washington, DC 20310-1600

EMAIL:

usarmy.pentagon.hqda-ocll.mbx.congressional-inquiries@army.mil

(Be sure to include your contact information and any specific guidance in the body of the email or in a cover letter from your office.)

Constituent requests should include the following information: Authorization for release of information in accordance with the Privacy Act, Full Name, Social Security Number, Current Military Address, and Specific Assistance Desired. Additionally, a DD Form 2870, Authorization for Disclosure of Medical or Dental Information, is required for the release of medical or dental information.

Classified documents

Please do not send our office any classified documents (such as Secret or Top Secret). If you have a case that has these documents in it, please call the numbers listed above to determine an appropriate way to get them to us.

Our House and Senate Liaison Divisions, located on Capitol Hill, are available to facilitate briefings, visits to Army installations, and Army General Officer engagements that the Member of Congress may wish to pursue. Please note they do not work casework issues.

House

Room 2024
Rayburn Building
(202) 685-2676

Senate

Room SR-183
Russell Building
(202) 224-2881



TABLE OF CONTENTS

List of Forms	1
Recruiting Program	3
United States Military Academy	13
Assignments	17
Soldier and Family Readiness Programs	21
Donations for Soldiers	26
Inspector General Action Process	29
Medical and Health Care	31
Army Recovery Care Program	34
Emergency Situations	37
Legal Assistance	40
Military Justice.....	43
Identification and Privilege Card	48
Personnel Security Program	50
Employer Support of the Guard and Reserves	53
Servicemembers Civil Relief Act	55
Financial and Other Benefits	57
Separations	67
Disability Evaluation System	77
Official Military Personnel Files.....	83
National Personnel Records Center	85
Awards and Decorations.....	93
Army Review Board	101
Casualty/Internment.....	115
Publications	123
Army Community Outreach.....	125
Procurement	137
Surplus and Official Property	141
Acronyms	143



List of Forms

DD Form 2870	33
Authorization for Disclosure of Medical or Dental Information	
One page	
SF 180	88
Request Pertaining to Military Records	
Three pages	
DA Form 638	97
Recommendation for Award	
Three pages	
DD Form 293	104
Application for the Review of Discharge	
Four pages	
DD Form 149	108
Application for Correction of Military Record	
Three pages	
DD Form 294	111
Application for a Review by the Physical Disability Board of Review	
(PDBR) of the Rating Awarded Accompanying a Medical Separation	
Three pages	
DD Form 2535	130
Request for Military Aerial Support	
Four pages	
DD Form 2536	134
Request for Armed Forces Participation in Public Events (Non-Aviation)	
Two pages	



Recruiting Program

U.S. Army Recruiting Command (USAREC) is responsible for recruiting America's best volunteer applicants and determining their eligibility and qualifications for enlistment. Enlistment is permitted after applicants have met established Department of Defense and Army qualification standards. Applicants are not permitted to enlist if any doubts about their qualifications cannot be resolved. The enlistment criteria listed in this section are subject to change and should only be used as general guidelines.

Enlistment Agreement

Soldiers sign an enlistment contract when they enlist or reenlist. The enlistment agreement ensures that guarantees promised by the Army are upheld in return for service rendered by the soldier. These guarantees include options such as training of choice and enlistment incentives (education and monetary bonuses). The Army recruiter explains the nature and availability of enlistment options to an applicant so that the applicant is aware of what the commitment involves. The availability of enlistment options is dependent on current Army requirements and is subject to change at any time. The Army guidance counselor, located at the Military Entrance Processing Station (MEPS), determines whether the applicant is qualified for the desired enlistment option. Enlistment eligibility of the applicant is based upon aptitude test scores, education level, conduct (legal) qualifications, and a medical examination. The enlistment agreement is completed and signed if the applicant is determined to be qualified for service.

Non-Prior Service Enlistment Standards

The basic enlistment criteria are defined in Army Regulation 601-210, Regular Army and Reserve Components Enlistment Program, and U.S. Army Recruiting Command Regulation 601-210, Enlistment and Accessions Processing. The eligibility criteria for Non-Prior Service (NPS) applicants are as follows:

Age:

- (1) 17 years of age but has not reached his or her 35th birthday.
- (2) Applicants not less than 17 years of age and that have not reached their 18th birthday require parental or guardian consent for enlistment through completion of appropriate sections of DD Form 1966 (Record of Military Processing-Armed Forces of the United States).
- (3) All NPS Regular Army applicants must depart for training no later than their 35th birthday. All NPS Reserve Component applicants must access (swear in) no later than their 35th birthday.

Citizenship:

- (1) Citizen of the United States.
- (2) Legal Permanent Resident.
- (3) National of the United States.

Test:

Achieve a qualifying score on the Armed Services Vocational Aptitude Battery (ASVAB), which includes the Armed Forces Qualification Test (AFQT) and line scores. This test will determine basic eligibility to enlist and specific options/training available to an individual. Testing Score-Category (TSC) below is used to determine enlistment.

- (1) TSC-I (AFQT) 93-99.
- (2) TSC-II (AFQT) 65-92.
- (3) TSC-IIIA (AFQT) 50-64.
- (4) TSC-IIIB (AFQT) 31-49.
- (5) TSC-IVA (AFQT) 16-30.
- (6) TSC-IVB (AFQT) 10-15) Not currently accepted.
- (7) TSC-V (AFQT) 0-9) Not eligible to enlist

Education:

The Army's recruiting and enlistment policies seek to provide the Army with the best quality soldier, in the most cost-effective manner, by enlisting those men and women who have the most significant aptitude for military service and the highest probability of fulfilling their enlistment successfully. Soldiers who are not high school graduates (including those who possess GED certificates) fail to complete their initial term of military service at a rate nearly twice that of high school graduates.

Applicants must be one of the following:

Applicants must be one of the following:

- (1) High school diploma graduate.
- (2) College graduate.
- (3) High school senior.
- (4) Home study diploma, Alternate/Adult high school credentials, Job Corps, Correspondence school diploma. Credits are accepted from any institution accredited by one of the accrediting organizations recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. All questionable or unaccredited programs undergo a verification process by the USAREC battalion education specialist.
- (5) General Equivalency Diploma (GED) and completing the National Guard Youth Challenge. (There are limited openings for non-high school graduate credential holders.)
- (6) Currently in High School, alternate training for Army Reserve only.
- (7) High school diploma graduates via semester, quarter or clock hours. Has completed 15 semester hours of college credit or 22 quarter hours of college credit or 675 clock hours of classroom instruction from an accredited post-secondary institution.

Medical Qualifications (Physicals):

- (1) An applicant is eligible for enlistment if they meets procurement physical fitness standards of Army Regulation 40-501, Department of Defense Instruction 6130.03, and added requirements of specific option for which enlisting. NPS applicants who have not been awarded a Military Occupation Specialty (MOS) must meet procurement physical fitness standards of AR 40-501.
- (2) Waivers may be requested for medical defects, provided the applicant is not under the care of a physician or taking medication for the defect.
- (3) Waivers are not authorized for confirmed positive results for the presence of human immunodeficiency virus (HIV) or antibody (AR 40-501 and AR 600-110).
- (4) Applicants are tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized).
 - (a) Applicant is eligible if drug and alcohol tests are negative.
 - (b) Applicant is authorized enlistment in the Delayed Entry Program (DEP)/ delayed status/ Delayed Training Program (DTP) pending drug test results, except applicants who previously tested positive for drugs that require a waiver.
 - (c) Applicants will be advised that they will be discharged if they test positive (laboratory-confirmed) for drugs.

Dependents:

Allowable categories for enlistment by NPS applicants:

- (1) Without a spouse and with no dependents.
- (2) Married, and in addition to the spouse, has two or fewer dependents.
- (3) Without a spouse and does not have custody of dependents.
- (4) Without a spouse and required to pay child support for two or fewer dependents by court order.
- (5) The responsible approval authority may consider waivers for additional dependent categories pending further screening by recruiting officials.

Conduct (legal):

Applicants may be eligible for enlistment with or without a waiver for conduct as indicated in each enlistment contract. Applicants may have a waiting period if they have been on parole, probation, or have been incarcerated. No applicants will be allowed to enlist or ship without a signed DD Form 369 (Police Record Check) in their enlistment packet that authorizes police records checks in case this action is required during processing at MEPS or the reception battalion. Recruiting NCOs will interview applicants on any records of arrest, charges, juvenile court adjudications, traffic violations, probation periods, dismissed or pending charges, or convictions, including those that have been expunged or sealed, to determine eligibility. While waivers may be considered in some cases, applicants who are concealing or withholding information during the background checks will be released from the DEP/DTP/DS and incur a six-month waiting period to reapply for enlistment.

Applicants who do not meet established enlistment standards for conduct are not eligible for enlistment unless a waiver is approved by U.S. Army Recruiting Command officials. The burden is on the applicant to prove to waiver authorities that they have overcome their disqualifications for enlistment and that their acceptance would be in the best interests of the Army. Waiver authorities apply the “whole person” concept when considering waiver applications

Tattoo policy:

Tattoos/brands are prohibited on the head, face (except for permanent makeup), neck (anything above the t-shirt neckline to include on/inside the eyelids, mouth, and ears), wrist, and hands, except soldiers may have one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm) of the finger. Regardless of location on the body, tattoos/brands that are extremist, indecent, sexist, or racist are prohibited, as they are prejudicial to good order and discipline within Army units. Exceptions to policy can be considered, but not all are favorably granted.

Physical Assessment Test:

Occupational Physical Assessment Test (OPAT) is required to ship to basic combat training. The OPAT is a battery of four physical fitness test events (long jump, seated power throw, strength deadlift, and interval aerobic run) that assess an individual’s physical capabilities to engage in physically demanding Army tasks.

Prior Service Enlistment Standards

Persons applying for enlistment in the Regular Army or Army Reserve must meet eligibility criteria. Prior Service applicants must also meet the requirements for the MOS they are enlisting. Prior Service definitions for Regular Army and Army Reserve are as follows:

- (1) For persons enlisting in the Regular Army, applicants must have 180 days or more of active-duty service.
- (2) For persons enlisting into the Army Reserve, applicants must have served 180 days or more on active duty as a member of the U.S. Armed Forces. Applicants who are Military Occupational Specialty (MOS) qualified are considered as prior service regardless of the time on active duty.

These rules are also applicable to non-prior service applicants unless otherwise specified. These definitions do not change the fact that an applicant has served in the military. Any applicant with one or more days in any component of a military Service has had prior military service. All references to the basic pay entry date, basic active service date, time in grade, and time in service apply, regardless of the above definitions of “Enlistment.” An applicant is eligible for enlistment if the applicant qualifies for exemption from enlistment requirements.

Age:

- (1) An applicant is eligible for enlistment on active duty if the applicant’s age, when subtracting prior honorable active service completed in any military service, is no more than 35.
- (2) Applicant is eligible for enlistment in the USAR or ARNG if he or she is not less than 18 years of age and can qualify for retired pay by age 60.
- (3) An applicant is exempt from the age criteria outlined above if he or she can qualify for retirement by age 62, does not have 20 or more years of active service, and is a former Service member who was awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

Citizenship:

- (1) Citizen of the United States
- (2) Legal Permanent Resident
- (3) National of the United States

Test:

Applicants are eligible for enlistment if they have a qualifying aptitude score for the MOS in which they are enlisting. AFQT is not required for eligibility. All applicants must have Armed Services Vocational Aptitude Battery (ASVAB) scores to enlist. ASVAB results (most recent), regardless of the test date, may be used, provided all line scores are present.

Education:

Possess a high school diploma, GED Certificate, or higher.

Medical:

Meet retention standards in accordance with Army Regulation 40-501, Chapter 3, if enlisting within 6 months of release from active duty. Current members of the Army Reserve, Army National Guard, or active duty having a physical that is within 2 years of application for enlistment will be processed as “NO Medical required.” These soldiers will submit their original physical, Periodic Health Assessment (PHA), and Individual Medical Readiness (IMR) prior to approval. Current members of the Army Reserve or Army National Guard having a physical older than 2 years of application for enlistment will be processed as “NO Medical required.” The soldier’s PHA and IMR will be submitted for review prior to approval.

Dependents:

- (1) Regardless of the number of dependents, a waiver is not required for enlistment in the Regular Army or Army Reserve for an applicant who is married, whose entry pay grade will be E-4 or higher.
- (2) If the entry pay grade is E-3 and the applicant is married, the applicant is eligible if there are three or fewer dependents.
- (3) If the entry pay grade is E-2 or below and the applicant is married, waivers may be considered if there are two or fewer dependents.
- (4) An applicant is eligible if there is no spouse and is required by court order to pay child support for two or fewer dependents, regardless of grade.

All other applicants must have their eligibility determined by recruiting officials. Any applicant for the Army Reserve who previously served in the U.S. Armed Forces on active duty and became a single parent while on active duty will not be disqualified for enlistment based on this fact if the person is otherwise qualified for enlistment and the person’s status as a single parent was not a factor in the discharge or release from active duty.

Reentry Eligibility Code (RE Code)

Enlisted personnel separated from any Regular Component of the Services (Army, Navy, Marines, or Air Force) and those separated from the Reserve and National Guard Components are assigned RE codes to indicate their eligibility to reenter the branch of service from which they separated. The Army cannot change or explain why another Service assigns a particular code. Questions concerning the assignment of an RE code should be addressed to the discharging service. The Army has three types of RE codes: fully qualifying, disqualifying (can be waived), and disqualifying (cannot be waived).

Delayed Entry/Training Program (DEP/DTP)/Future Soldier

The Delayed Entry Program (DEP) is for individuals joining the Active Army and provides for up to 365 days before the actual entry on active-duty date. However, an individual enlisting into the U.S. Army Reserve (USAR) immediately becomes a member of the Army Reserve via the Delayed Training Program (DTP). Enlistment in the Army’s DEP/DTP constitutes a legally binding contract between the Army and the individual. However, members of the DEP/DTP may be discharged for exceptional reasons such as family hardship, acceptance of a college scholarship, or failure to remain qualified for enlistment. To be considered for discharge from the DEP/DTP, applicants must submit a U.S. Army Recruiting Command Form 601.210.21 through their recruiting NCO, who will forward it to the approval authority with their narrative reason for discharge.

Waivers to Enlist

Recruiting personnel are responsible for initially determining whether an individual meets enlistment criteria and if waiver consideration is appropriate. The individual should contact the nearest Army recruiting station for assistance in determining his/her current eligibility for enlistment in the Army.

No action on a request for a waiver can be taken unless submitted by a recruiting official. Recruiting NCOs have been delegated the authority to determine, from personal interview and examination, in accordance with current regulatory guidance, whether an individual is qualified for enlistment and whether a case is sufficiently meritorious to be considered for a waiver. Any Prior Service applicant enlisting from any Service with a separation or RE code requiring a waiver (waiting period not otherwise covered in AR 601-210, chapter 4) may not be processed until the 90 days to 24-months waiting period has elapsed from the separation date or discharged from any component of the Armed Forces.

Direct Appointment

Direct Appointment is primarily used to access highly qualified professionals such as those with health care, legal, cyber, and chaplain specialties into the Army. An individual must have completed an advanced academic degree in a field needed by the Army. Grade/rank of appointment will depend upon the experience and education of the individual. For information contact:

Health Services Directorate (to include Cyber):

H.Q., U.S. Army Recruiting Command ATTN: RCHS
1307 Third Avenue Fort Knox, KY 40121 (502) 626-0367/0373
<https://www.goarmy.com/careers-and-jobs/specialty-careers/health-care.html>

Judge Advocate:

Department of the Army
Judge Advocate Recruiting Office 9275 Gunston Road, Suite 4400 Fort Belvoir, VA 22060-5546 (866) ARMY JAG (276-9524)
<https://www.goarmy.com/careers-and-jobs/specialty-careers/law.html>

Chaplain:

Chaplain Recruiting Division
1889 Old Ironsides Ave
Fort Knox, KY 40121-2726 (502) 626-0722
<https://www.goarmy.com/careers-and-jobs/specialty-careers/chaplain.html>

Army Health Professions Scholarship Program

The Army Health Professions Scholarship Program offers financial support to students in the health professions who are commissioned as an officer in the Army Reserve. While completing school, the recipient receives tuition, books, and a stipend for ten and one-half months each year, plus the pay and allowances of a second lieutenant during an annual 45-day active duty for the training period. Upon graduation, the students are promoted to the rank of captain in the Regular Army. Medical school graduates will be placed on active duty if matched for residency in a military or civilian hospital. For information contact:

H.Q., U.S. Army Recruiting Command ATTN: RCHS-OP

1307 Third Avenue
Fort Knox, KY 40121-2726 (502) 626-0367
<https://www.goarmy.com/careers-and-jobs/specialty-careers/health-care/amedd-scholarship.html>

Warrant Officer Appointments

Warrant officers are appointed through a combination of in-service programs and civilian recruitment based on the Army's needs. All technical specialists (non-aviation specialties) are selected from within the Army's enlisted ranks. Aviation warrant officers are selected from approximately 60 percent in-service and 40 percent civilian enlistments. The U.S. Army Recruiting Command has responsibility for warrant officer recruiting, except for U.S. Army Reserve Technical Warrant Officer positions. These positions are handled by the Office of the Chief, Army Reserve.

Warrant officer candidates must attend a six-week Warrant Officer Candidate School (WOCS) at Fort Rucker, Alabama. Upon completion of WOCS, the individual is appointed a warrant officer, grade WO1, then sent to attend a Warrant Officer Basic Course for his/her particular specialty. This course provides functional training and reinforces the leadership training provided in WOCS.

Warrant Officer Flight Training applicants must be at least high school diploma graduates and preferably have two years of college. They must undergo a complete Class I flight physical and must not be over 76 inches or less than 63 inches in height (sitting height not to exceed 40 inches). Additionally, they must complete all aptitude tests. The Army Recruiting Command review board must evaluate applicants prior to their 29th birthday. Waivers are considered on a case-by-case basis.

Officer Accessions

The Deputy Chief of Staff for Personnel is responsible for the accession of Army officers onto active duty. The Commander, U.S. Army Human Resources Command, is responsible for the management of officer accession programs, except for Medical, Judge Advocate General, and Chaplain's Corps.

United States Military Academy (USMA)

The mission of the United States Military Academy at West Point is "to educate, train, and inspire the Corps of Cadets so that each graduate is a commissioned leader of character committed to the values of Duty, Honor, and Country and is prepared for a career of professional excellence and service to the nation as an officer in the United States Army."

The fully funded, world-class education empowers cadets to achieve their best as scholars, athletes, and leaders. Graduates depart from USMA after four years with both a Bachelor of Science degree and a commission as a second lieutenant in the U.S. Army with a service obligation of five years on active duty and three years in the Reserve component for a total of eight years of military service. The reserve component commitment may be fulfilled in the Individual Ready Reserve (IRR), U.S. Army Reserve, or Army National Guard.

To receive an offer of admission to USMA, candidates must meet the basic requirements for admission, including being academically, medically, and physically qualified. Candidates must also be nominated, compete, and then be selected for a vacancy in the class

Basic Requirements:

The applicant must be a citizen of the United States, at least 17, and not yet 23 years of age on July 1st of the year of admission to USMA. The 2011 National Defense Authorization Act established an age waiver mechanism for up to five soldiers per year who either served in Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF) and who exceeded age 23 at the time of admission. Eligible soldiers may not exceed their 26th birthday by July 1st of the year of admission to USMA. The applicant must not be married, pregnant, or have any legal obligation to support a child or children.

Academic Qualifications:

The applicant must provide complete scholastic transcripts (including college, if applicable) and extracurricular records, the results of ACTs (including the optional writing section, which is required) or SATs, and the recommendations of high school faculty members. Leadership, community, extracurricular, and athletic involvement are also considered in the overall evaluation.

Medical Qualifications:

The applicant must complete a Department of Defense qualifying medical examination administered by the Department of Defense Medical Examination Review Board (DODMERB). Once a candidate has scheduled a medical examination through DODMERB, the candidate can verify his/her status by visiting the following website: <https://dodmerb.tricare.osd.mil/ApplicationCheck.aspx>

Physical Fitness Qualifications:

A Candidate Fitness Assessment is required to determine physical fitness qualifications. The exam consists of a basketball throw from the kneeling position, pull-ups for males/flexed-arm hang for females, a shuttle run, crunches, push-ups, and a 1-mile run.

National Waiting List

Nominees found fully qualified for admission but not selected for the specified vacancy for which they were originally nominated are placed on a national waiting list. The candidates on that list compete for several hundred “additional appointee” or “qualified alternate” vacancies.

Vacancy winners are selected from the pool of fully qualified nominees based on a “whole person” assessment that takes into account academics, leadership, physical fitness, moral/ethical character, admissions interviews, and other factors. Additionally, each year a select number of candidates not offered direct admission will be given the opportunity to attend the United States Military Academy Preparatory School or equivalent junior military college through the West Point Preparatory Scholarship Program. Applicants are automatically considered for prep programs without having to reapply to the specific school(s). These programs often provide the most benefit to currently serving soldiers and recruited athletes, though all files can be considered.

Admissions files, including nominations, must be completed by the last working day in February of the year of application. USMA’s rolling admissions process; however, ensures applicants’ files are reviewed and evaluated as soon as their records become complete, so early file completion provides candidates with a significant advantage. Candidates may begin the application process in December of their junior year of high school. The incoming class usually reports on the last Monday in June. Interested parties may obtain more information by visiting the West Point Admissions home page: <https://www.westpoint.edu/admissions/steps-to-admission> or by contacting:

Directorate of Admissions
606 Thayer Road
West Point, NY 10996-1797
(845) 938-4041

U. S. Army Senior Reserve Officers’ Training Corps (ROTC)

Army ROTC offers a program of instruction at 274 colleges and universities throughout the United States and its territories. The Army ROTC program allows students from an additional 654 colleges and universities to participate in Army ROTC through a partnership/affiliation program. The Army ROTC program parallels the academic instruction at the university, and upon completion of a baccalaureate degree, and all Army ROTC requirements, the student receives a commission in the U.S. Army. Not all Army ROTC commissioned officers will access to active duty. About 40% of ROTC commissions will access into the Reserve Components as Army National Guard or U.S. Army Reserve Officers.

The Army ROTC Scholarship Program awards scholarships for two, three, and four years. Scholarship recipients receive either full tuition and fees or room and board, along with a monthly stipend and annual allowance of \$1,200 for the purchase of books, supplies, and equipment.

High school seniors who plan to attend college full-time and current first-year college students in five-year degree programs may compete for four-year ROTC scholarships. Selection is based on a whole person score comprised of the points awarded for the student’s College Board scores, leadership, extracurricular and athletic activities, a physical fitness assessment, a propensity test called the Cadet Background and Experience Form, and results of a personal interview conducted by the Professor of Military Science (PMS) and a National Selection Board.

Advancing first-year college students, sophomores, and qualifying graduate students may compete for Two and three-year ROTC scholarships. Selection is based on factors such as college academic achievement, extracurricular and athletic activities, individual interview results, and selection board conducted by the PMS. For additional information, constituents can find information at www.armyrotc.com or may contact:

Headquarters, Cadet Command
1st Cavalry Regiment Road, Building 1002 Fort Knox, KY 40121-5123
(502) 624-7046/7371

Qualified enlisted active-duty soldiers may also compete for Army ROTC scholarships through the “Green to Gold” program. Additional information about this program can be found at http://www.goarmy.com/rotc/enlisted_soldiers.jsp.

During the Basic Course (freshman and sophomore years), any student may take Army ROTC as an elective academic course. To participate in the Advanced Course (junior and senior years), qualified applicants must contract with Army ROTC and pass a medical examination. Students can also contract with Army ROTC as a non-scholarship Cadet during their sophomore year.

Three and four-year scholarship recipients must pass a medical examination, an Army Physical Fitness Test, and successfully complete the Basic Course. Advanced Course students who did not complete the Basic Course must attend a four-week summer training exercise, if not otherwise qualified from attendance at Basic Combat Training or participation in JROTC while in high school. All contracted Cadets (scholarship and non-scholarship) receive a monthly stipend after contracting.

Officer Candidate School (OCS)

OCS is a 14-week officers training program taught at Fort Benning, Georgia. It is primarily designed to provide a means for highly qualified active-duty soldiers to receive a commission; however, up to 500 civilian personnel a year may be recruited for the OCS College Option Program. The College Option Program enables civilians with a four-year degree to enlist in the Army for OCS. Selectees must complete basic training prior to attending OCS.

Uniformed Services University of the Health Sciences

The Uniformed Services University of the Health Sciences (USUHS) is the nation’s health professions academy, similar to the three Service academies but educates and trains all services. Additionally, like the academies, students are not charged tuition; they repay the nation for their education through service. Medical students are commissioned as junior officers in their chosen service — Army, Navy, Air Force, or U.S. Public Health Service. They are on active duty throughout their education and are compensated as such. Upon completing their education (including residency), they owe the nation seven years of service. More information can be found on their website: <https://www.usuhs.edu/>

REENTRY CODES

The following RE codes are used for administrative purposes only. Applicants should be advised that these codes are not to be considered derogatory in nature; they simply are codes used for identification of an enlistment processing procedure.

Code	Applies To Persons	Eligibility for Reenlistment
RE-1	Fully qualified when last separated	Qualified for enlistment if all other criteria are met.
RE-1A	Soldier separated prior to the effective date of this regulation. These codes will not be used.	Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.
RE-1B		
RE-1C		
RE-2		
RE-2B		
RE-2C		
RE-2A	Soldiers separated prior to the effective date of this regulation but did not meet reentry criteria at time of separation.	Ineligible unless a waiver is granted.
RE-3	Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable.	Ineligible unless a waiver is granted.
RE-3A	Soldiers separated prior to the effective date of this regulation but did not meet reentry criteria at time of separation.	Ineligible unless a waiver is granted.
RE-3B		
RE-3C		
RE-3D		
RE-3E		
RE-3S		
RE-3V		
RE-4	Person separated from last period of service with a nonwaivable Disqualification. This includes anyone with a Department of the Army imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more years AFS.	Ineligible for enlistment.
RE-4R	A person who retired for length of service with 15 or more years AFS.	Ineligible for enlistment
RE-4A	Soldier separated prior to the effective date of this regulation. These codes will not be used.	Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.



United States Military Academy

The mission of the United States Military Academy at West Point is “to educate, train, and inspire the Corps of Cadets so that each graduate is a commissioned leader of character committed to the values of Duty, Honor, and Country and is prepared for a career of professional excellence and service to the nation as an officer in the United States Army.”

The fully funded, world-class education empowers cadets to achieve their best as scholars, athletes, and leaders. Graduates depart USMA after four years with both a Bachelor of Science degree and a commission as a second lieutenant in the U.S. Army. Commissioned graduates also incur a service obligation of five years active service and three years in the reserve component for a total of eight years military service. The reserve component commitment may be fulfilled in the Individual Ready Reserve (IRR), U.S. Army Reserve, or Army National Guard.

To receive an offer of admission to USMA, cadet candidates must meet basic requirements for admission, to include being academically, medically, and physically qualified. Candidates must also be nominated, compete, and then be selected for a vacancy in the class.

Basic Requirements:

Candidates must be a citizen of the United States, at least 17, and not yet 23 years of age on July 1st of the year of admission to USMA. The 2011 National Defense Authorization Act established an age waiver mechanism for up to five soldiers per year who either served in Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF) and who exceeded age 23 at the time of admission. These eligible soldiers may not exceed their 26th birthday by July 1st of the year of admission to USMA. Additionally, all candidates may not be married, pregnant, or have any existing legal obligation to support a child or children.

Academic Qualifications:

Candidates must provide complete scholastic transcripts (including college, if applicable) and extracurricular records, ACT) or SAT results, and the recommendations of high school faculty members. Leadership in community, extracurricular, and athletic activities is also considered in the overall evaluation. Applicants should also note that the writing section of the ACT is required by USMA.

Medical Qualifications:

Candidates must complete a Department of Defense qualifying medical examination administered by the Department of Defense Medical Examination Review Board (DODMERB). Once a medical examination is scheduled through DODMERB, candidates can verify their status by visiting the following website: <https://dodmerb.tricare.osd.mil/ApplicationCheck.aspx>

Physical Fitness Qualifications:

A Candidate Fitness Assessment is required to determine physical fitness qualifications. The exam consists of a basketball throw from the kneeling position, pull-ups for males/flexed-arm hang for females, a shuttle run, crunches, push-ups, and a 1-mile run.

Nominations to USMA

A nomination is the legal authority for the military academy to consider a candidate for admission. Nominations fall under two general categories: Congressional and service-connected. Candidates may receive more than one nomination and should apply for nominations from every possible source, including their Congressional district representative, both U.S. Senators, the Vice President, and any service-connected nominations for which they are eligible.

Congressional Nominations

There are approximately 550 Congressional vacancies in each incoming class. Each nominating authority may have five enrolled cadets at USMA at one time. They may nominate up to 10 candidates to compete for each vacancy. Those authorized to nominate individuals for Appointment to USMA include:

- The Vice President
- U.S. Senators
- U.S. House of Representatives members, including the delegate from Washington, D.C.
- The resident representative of The Northern Mariana Islands
- The Commissioners/Governors of Puerto Rico, Guam, and the Virgin Islands

Service-Connected Nominations

Approximately 350 vacancies are available to nominees in the categories listed below. Detailed instructions for requesting service-connected nominations may be found on the USMA Admissions website.

- Sons and daughters of career military personnel deceased or 100 percent disabled veterans, and Medal of Honor awardees. The President is the nominating authority.
- Soldiers of the Regular Army, Army Reserve, or Army National Guard. The Soldier's commanding officer is the nominating authority.
- Applicants currently enrolled in an Army Junior Reserve Officers' Training Corps (JROTC) program, and applicants currently enrolled in a sister service JROTC program that is currently designated an "honor unit." The senior instructor is the nominating authority.
- Applicants currently enrolled in an Army Senior ROTC program. The Professor of Military Science is the nominating authority.

National Waiting List

Nominees found fully qualified for admission but not selected for the specified vacancy for which they were originally nominated are placed on a national waiting list. The candidates on that list compete for several hundred "additional appointee" or "qualified alternate" vacancies.

Vacancy winners are selected from the pool of fully qualified nominees based on a "whole person" assessment that takes into account academics, leadership, physical fitness, moral/ethical character, admissions interviews, and other factors. Additionally, each year a select number of candidates not offered direct admission will be given the opportunity to attend the United States Military Academy Preparatory School or equivalent junior military college through the West Point Preparatory Scholarship Program. Applicants are automatically considered for prep programs without having to reapply to the specific school(s). These programs often provide the most benefit to soldiers currently serving and recruited athletes, though all files can be considered.

Admissions files, including nominations, must be completed by the last working day in February of the year of application. USMA's rolling admissions process; however, ensures applicants' files are reviewed and evaluated as soon as their records become complete, so early file completion provides candidates with a significant advantage. Candidates may begin the application process in December of their junior year of high school. The incoming class usually reports on the last Monday in June. Interested parties may obtain more information by visiting the West Point Admissions home page: <http://admissions.westpoint.edu> or by contacting:

Directorate of Admissions
606 Thayer Road
West Point, NY 10996-1797
(845) 938-4041





Assignments

The Army assigns soldiers to meet the operational needs of the Army and to meet the requisite professional development and training needs of the individual. The Army also attempts to support individual Soldier preferences when possible. There are a number of considerations personal to each Soldier that impact each individual assignment decision.

Compassionate Requests for PCS Moves

When illness, death, or extreme and unusual circumstances necessitate a Soldier's enduring presence with his/her family and no other possibility exists for resolution of family difficulties without the Soldier's presence, the Soldier may be authorized worldwide reassignment to the installation nearest his/her family, provided a valid grade/military occupational specialty requirement exists there. The installation Commander or the General Court-Martial Convening Authority may disapprove requests when they do not meet the prerequisites for reassignment. However, final approval authority for reassignment when extreme family problems are a factor rests with the U.S. Army Human Resources Command (HRC).

If the circumstances requiring the Soldier's presence involve a relative, the relative must meet the definition of "family member." A "family member" includes a Soldier's spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the Soldier. HRC may consider other persons, including parents-in-law, provided they are documented as authorized family members and there are no other family members of the spouse's family to help resolve the situation. Approval is not granted to those requests where:

- The conditions existed at the time of the Soldier's latest entry on active duty;
- If the problem is chronic in nature and cannot be resolved within a reasonable period of time (normally a year); or
- If the problem can be resolved through the use of leave, correspondence, power of attorney, or through the help of family members or other parties.

Familial circumstances leading to compassionate reassignments must normally be resolvable within one year. The following conditions normally warrant consideration:

- Recent death of the Soldier's spouse or child.
- Terminal illness of a family member (life expectancy less than one year).
- Prolonged hospitalization of a family member (90 days or more).
- Severe psychotic condition involving temporary hospitalization of a spouse or child.
- Adoption cases with completed home study and the child is scheduled to be placed in the Soldier's home within 90 days. Normally, the Soldier must initiate adoption prior to assignment instructions receipt.
- Court order making Soldier's minor children wards of the court, or placed in an orphanage or foster home as a result of family separation.
- A spouse or child being a victim of a serious crime by an individual at the current installation. The reassignment must be in the best interest of the family and the Government in the event of ongoing court proceedings.

The following familial circumstances do not normally warrant compassionate reassignment approval:

- Death of a family member other than spouse or child.
- Divorce or separation resulting from family separation because of military service.
- Psychoneurosis of a family member resulting from family separation due to military requirements.
- Pregnancies involving threatened miscarriage, breech birth, cesarean section, or RH incompatibility.
- Minor allergies of family members due to climatic conditions.
- Problems relating to home ownership.
- The Soldier recently being awarded custody of a dependent child/children under terms of a divorce or legal separation by temporary or permanent court order.

- Problems relating to home ownership.
- Financial problems resulting from mismanagement.
- Chronic problems relating to parents or parents-in-law.

Automatic Stabilization

Soldiers who experience the death of a spouse are automatically stabilized for a period of not less than twelve months.

- Soldiers will automatically be stabilized for 12 months upon HRC, Casualty and Mortuary Affairs Operations Division (CMAOD) notification to enlisted personnel management and officer personnel management directorates within HRC, of the death of a Soldier's spouse.
- Stabilization actions should be completed no later than 30 days after the receipt from CMAOD.
- Once stabilized, a Soldier may submit DA Form 4187 to request or extend their stabilization period to 24 months through their chain of command to Commander, HRC.
- Soldiers may request, at anytime, to terminate their stabilization by submitting a DA Form 4187 through their chain of command who will submit the request to HRC. If approved, the soldier will then become immediately available for worldwide assignment.
- Soldiers may request a compassionate reassignment rather than stabilize at their current location as explained under, "Compassionate Requests for PCS Moves."

Married Army Couples Program (MACP)

Married Army couples desiring joint assignment to establish a common household or joint domicile (JD) must request such assignment by enrolling in the MACP. While enrollment guarantees JD assignment consideration, it does not guarantee that the couple will be assigned together at the same location/area and/or at the same time. Favorable consideration for JD assignment will depend on a valid requisition/requirement existing in the same location/area where both soldiers' career progression is not adversely affected, and both soldiers' retain reassignment eligibility. Provisions of this program apply to active-duty service members in the following categories: RA, RC, USAR AGR and 10 USC ANGUS AGR soldiers married to members of the RA, RCs, other active-duty U.S. military Services, USAR AGR and Title 10 ANGUS. Soldiers married to civilians, non-active-duty members of the Army or other military services, are not included.

Single Parents

Single parents or dual-service couples with children are considered deployable and are expected to be available for duty as assigned. Soldiers with these family circumstances must plan for the care of their family in the event of their absence and must have a command approved certified Family Care Plan. A Soldier may be involuntarily separated from the Army if he/she is unable to perform prescribed duties, is repeatedly absent from work, or is not available for worldwide assignment because of parenthood.

Homebase/Advance Assignment Program

Soldiers on assignment to a dependent-restricted short-tour (12 months) area or when command sponsorship of family accompaniment is denied should be notified of their homebase/advance assignment prior to departure from their current duty station. This applies to all soldiers in the rank of specialist/corporal (promotable), or specialists/corporals on a second or subsequent enlistment through the rank of master sergeant, as well as officers up to the rank of lieutenant colonel. Changes in Homebase/Advance Assignment Program assignments are kept to a minimum and will be made only after notifying the Soldier of the circumstances requiring the change.

Exceptional Family Member Program (EFMP)

This program enables the Army to recognize exceptional family members, with special educational and medical needs, of soldiers and consider their special needs during assignment selection. If soldiers have family members who meet the requirements in Army Regulation 608-75, enrollment is mandatory and must be revalidated every three years. When a Soldier becomes eligible for an assignment overseas, each family member will be reviewed to ensure the Army can provide the appropriate level of care and attention to the specific needs to all family members.

The Army will consider an alternate assignment, based on existing Army assignment priorities, when the needed educations and/or medical services are not available at the gaining command. Enrollment in the program,

however, does not guarantee a Soldier will always receive an assignment compatible with the special needs of his/her family members. HRC maintains information provided on the EFMP questionnaires in a secure manner and assignment managers only know that the Soldier has an EFMP consideration and not the specific educational/medical needs of the family.

Overseas Travel of Family Members

All soldiers on assignment to an overseas area where family members are authorized to reside may apply for concurrent travel and command sponsorship of their family members. Normally, the Soldier must apply immediately after notification of reassignment. Overseas commanders control the entry of family members into their commands. They authorize travel of family members to their commands either on a concurrent or deferred travel basis depending upon the availability of Government or economy housing.

Soldiers who bring their family members into an overseas command with command sponsorship serve a “With Dependents” tour. Those electing to serve overseas without their family members serve an “All Others” tour which is shorter in length, for example, 24 months rather than 36 months (except Hawaii and Alaska). Those required to serve an unaccompanied tour serve a “Restricted” tour which are normally 12 months.

Passports

All soldiers and Department of the Army civilians traveling overseas on official business to a country requiring a passport, and all command-sponsored family members, must obtain separate no-fee passports when specified for.

A no-fee passport identifies the bearer as an official traveler, is issued for a specific purpose, and is normally issued for no longer than five years. A no-fee passport may not be used for personal travel from the United States to a foreign country. Procuring passports as early as possible is extremely important. To avoid delays, soldiers must follow the procedures outlined by their military personnel office and passport agent. Passport/visa applications must be completed in accordance with Department of Defense Regulation 1000.21, Passport and Passport Agent Service Regulation, and the Department of State’s Passport Agent’s Manual. Soldiers whose family members are foreign nationals are personally responsible for obtaining and maintaining their family members’ passports. The Army is not able to assist in procuring foreign passports or United States passports for foreign nationals. The Department of State is the approval authority for all passport applications.

High School Senior Stabilization

Soldiers with children who are high school seniors may request for stabilization to provide stability to soldiers with family members in their senior year of high school. To the maximum extent possible, HRC will approve High School Senior Stabilization requests and not place soldiers on assignment prior to the approved stabilization termination date (Soldiers may be required to serve a dependent restricted tour during stabilization). To ensure soldiers requests for High School Senior Stabilization are processed in time, soldiers should apply no earlier than March 1 of the student’s freshman year and no later than the start of the student’s sophomore year (apply between March 1 and September 1).

Assignment to duty in Designated Hostile-Fire/imminent-danger areas

If a Soldier’s parent, sibling, spouse, or child is killed or dies when serving in a designated hostile–fire area, they may request to be exempt from serving in designated hostile–fire areas. If already serving in such an area they can request to be reassigned out of the area. This exemption also applies to family members of those soldiers who are in a captured or missing status or who have been determined by the Department of Veterans Affairs (VA) or another Military Service to be 100 percent physically or mentally disabled



Soldier and Family Readiness Programs

Family readiness is the state of being prepared to effectively navigate the challenges of daily living in the unique context of military service. The Army invests in a wide array of soldier, family, and school programs to meet its family readiness needs. These programs are an investment in the Army's most valuable asset – our people. The Army remains committed to sustaining the full spectrum of programs and services that help soldiers and families meet the challenges of a mobile military lifestyle, while being good stewards of taxpayer dollars. The Army continuously reviews these programs to ensure the most efficient delivery of service.

Soldier And Family Programs

Army Community Service (ACS)

ACS equips individuals with the skills, tools, and education they need to face the challenges of military life now and into the future. ACS supports mission and family readiness by helping soldiers and families who need information and referrals, financial assistance, employment services, crisis intervention, and deployment or relocation support. ACS representatives stand ready to help soldiers and family members with these services and more. Below are some ACS programs at Army installations worldwide.

- **Army Family Action Plan (AFAP).** Unique among the Services, AFAP is an Army-wide initiative that provides Active and Reserve Component soldiers, Department of the Army civilians, family members, survivors, and retirees a voice by providing an avenue to identify their quality of life concerns for Army Senior Leadership consideration and resolution. AFAP comments can be submitted through local ACS offices or through an online portal.
- **Army Family Team Building (AFTB).** AFTB is a voluntary resilience and readiness training program that provides new Army families a better understanding of military culture and information about Army programs so they can access needed resources and services. AFTB curriculum is available online and in classrooms at some installations, depending on need.
- **Army Volunteer Corps (AVC) Program.** Volunteers are important to the Army and a vital factor to overall soldier, family, and mission readiness. AVC recruits, tracks, places, and oversees volunteers in various installation organizations and agencies. These volunteers help Army families become more connected and better able to manage deployment, separations, and Army life, while allowing soldiers to stay focused on the mission.
- **Community Information Services (CIS).** CIS provides commanders, soldiers, and families with timely comprehensive information on both military and community resources to help meet basic needs and improve quality of life. Additionally, DoD's Military OneSource website (www.militaryonesource.mil) provides an electronic information network to support soldiers and families regardless of their component or geographic location.
- **Mobilization, Deployment and Stability Support Operations (MD&SSO).** MD&SSO supports Active and Reserve Component soldiers and families during short- and long-term deployments/rotations, mobilizations, and reintegration. Available training modules and other resources are specially designed to help soldiers and their families cope with the personal, family, and financial demands of deployment. Emergency Family Assistance Centers, Soldier and Family Readiness Groups, and rear detachment units help families by coordinating with state and local agencies, identifying families requiring support, and providing orientations for Reserve Component units.
- **Employment Readiness Program (ERP).** ERP helps spouses, retirees, civilians, and family members acquire skills, networks, and resources that prepare them to participate in the civilian workforce and develop career/work plans. ERP provides a listing of local resources such as employment and volunteer opportunities, support services to help customers make informed decisions, and education resources (scholarships, grants, student aid, tuition assistance, education partners, and job fairs). Classes, workshops, seminars, and/or

individual sessions are available to assist job seekers with effective searches. Skills classes include writing workshops for resumes, applications, and cover letters; interview preparation; dressing for success; salary negotiation; career exploration; goal setting; federal employment process; portable careers; and licensing and certification information. ERP also works with the Military Spouse Employment Partnership, which is a DoD partnership that benefits both the Army and corporate America by enhancing career opportunities through the creation of partnerships with DoD, other federal agencies, nonprofits, and private corporations. Partner companies have pledged to increase employment and career opportunities for military spouses.

Exceptional Family Member Program (EFMP). EFMP is a mandatory enrollment program that works with military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, legal, and personnel services to families with special needs. Soldiers on active duty enroll in the program when they have a family member with a physical, emotional, developmental, or intellectual disorder requiring specialized services so their needs can be considered during the military personnel assignment process.

Family Advocacy Program (FAP). FAP is designed to help soldiers and families with the complex challenges related to domestic abuse, child abuse, and neglect, and problematic sexual behavior in children and youth. FAP focuses on prevention, education, prompt reporting, investigation, intervention, and treatment. FAP provides a wide array of evidence-informed services to strengthen Army families, enhance resilience and relationship skills and to improve the overall quality of life. Reports of abuse are reviewed by a multidisciplinary committee chaired by the Garrison Commander to determine if the reported incident meets DoD criteria for abuse in the Army Central Registry. FAP also offers 24/7 victim advocacy services for victims of abuse, and evidence-based clinical assessment and treatment for all involved.

The Domestic Abuse and Victim Advocacy Program (DAVA). DAVA Program a subset of FAP, promotes early identification and intervention in incidents of domestic violence and coordinates community responses. DAVA also provides assistance in securing medical treatment, when needed; ongoing safety planning; information on legal rights and proceedings; referrals to military and civilian shelters; and other resources.

New Parent Support Program (NPSP). NPSP is a FAP component committed to helping military parents, including expectant parents, transition into parenthood and provide a nurturing environment for their children. NPSP has licensed, professional social workers and nurses who offer supportive services to high-risk families with children from birth to age three. Through a variety of programs, including home visits and parenting classes, NPSP provides opportunities to learn how to cope with stress, isolation, post-deployment, reunions, and everyday parenthood demands.

Financial Readiness Program (FRP). FRP provides proactive, comprehensive, personal financial education and counseling services that give Soldiers and families the tools and information to develop strategies to achieve their financial goals. Services include education and counseling programs in topics such as: indebtedness, consumer advocacy and protection, money management, credit, financial planning, insurance, retirement, investments, and consumer issues. Other services include financial training for various milestones along the career spectrum, including relocation, deployment, promotion, marriage, divorce, and birth of first child.

Army Emergency Relief (AER). Although AER is a private, nonprofit corporation, it is, in effect, the U.S. Army's own emergency financial assistance organization. AER provides commanders a valuable asset in accomplishing basic command responsibility for the morale and welfare of Soldiers and families. Funds are made available to commanders to provide emergency financial assistance to Soldiers, retirees, and their families when there is a valid need.

Relocation Readiness Program (RRP). RRP helps soldiers and families with problems that may arise due to frequent moves. RRP assists by arranging overseas relocation briefings, assessments, and counseling. Specialized programs and services include assessment and relocation counseling, pre-arrival information, overseas relocation briefings, post-move orientations, lending closet, multicultural programs for families with foreign-born spouses, and "Hearts Apart" activities for families with deployed soldiers. RRP also provides liaison assistance to families seeking guidance for citizenship and residency applications.

Survivor Outreach Services (SOS). SOS provides support and services to families of the fallen closest to where they reside and for as long as the family desires. SOS serves Active, Guard and Reserve Component Families, regardless of the cause of death, by providing continuing support that promotes the resilience needed to navigate grief journeys, adjust to loss, and rebuild lives. SOS provides services through case management, advocacy, outreach events, benefit management, counseling, information and referral, and partnerships with community and non-governmental organizations. Services are available in every state and territory, Europe, and the Pacific.

Other Key Soldier and Family Programs and Services

Military and Family Life Counselors (MFLC). MFLCs on Army installations, and in some public schools that have a high percentage of military dependents, offer non-clinical, short-term counseling to adults and children, financial planning, and military-related briefings to soldiers and families. These counselors help soldiers and families resolve challenges associated with military life. MFLCs possess at least a master's level degree in a mental health field and are licensed clinicians.

Personal Financial Counselors (PFC). PFCs augment the direct service capabilities of the Financial Readiness Program to support total force readiness. PFC services include education and counseling to assist service members and families achieve financial goals and maintain financial well-being.

Soldier and Family Assistance Center (SFAC). SFACs provide tailored, integrated support in centralized, one-stop locations to support soldiers in Soldier Recovery Units (SRU) and their families, helping with medical care and rehabilitation. SFACs are located near SRUs in campus-like settings and provide specific services and information to address the needs and goals of wounded, ill, and injured soldiers. SRU soldiers design and implement their own comprehensive transition plan goals to ensure they successfully return to duty or to civilian life.

Soldier and Family Readiness Groups (SFRG). Commanders establish SFRGs and rear detachment units to link soldiers, family members, and their units. The primary goals and expectations for SFRGs are to act as extensions of unit commands in providing official and accurate information to soldiers and families, connect soldiers and families to the chain of command, provide support between commands and SFRG members, connect SFRG members to on- and off-post community resources, and offer networks of mutual support. ACS staff help commanders establish SFRGs by providing expertise, classes, training, and support. During deployments, SFRGs, in conjunction with rear detachment units, act as conduits for information and can refer families to community services, when necessary. Virtual SFRGs meet the needs of geographically dispersed units and families on controlled-access websites to exchange information and provide a sense of community.

Child, Youth, and School (CYS) Services. Army CYS Services provide a continuum of care for children four weeks to 18 years of age for Active and Reserve Component military and Department of Defense (DoD) civilian families. Child Development, Family Child Care, School Age, Youth Programs, and School Support Services are inspected annually and certified to operate by DoD. Child care can be requested on-line through www.militarychildcare.com and placement is based on DoD priorities for child care. Child care fees are standard across the military services and based on total family income. Facility-based child development programs are required by statute to meet national accreditation standards. Meals and snacks are in accordance with USDA nutritional guidelines. Staff, Family Child Care providers, contract instructors and volunteer coaches undergo background checks and training prior to working with children.

Child Development Centers (CDCs). CDCs serve children six weeks to five years of age in on-post facilities that are typically open 12 hours per day or longer, depending on unique installation mission requirements. They provide full-day, part-day, and hourly care, special openings, and extended hours services. Army Child Development Centers are accredited by the National Association for the Education of Young Children.

School Age Care (SAC). SAC programs serve children six to 12 years of age in on-post facilities during non-school hours, including before and after school and school breaks. Programs are available on a regularly scheduled or drop-in basis to accommodate both short-term child care and recreational use or child care for working parents. Army school age programs are affiliate members of Boys & Girls Clubs of America to provide a program that meets

the developmental needs of youth. Core program areas include: character development and leadership; education support and career development; health and life skills; the arts; and sports, fitness, and recreation. School Age Care programs are nationally accredited by the Council on Accreditation.

Family Child Care (FCC). FCC serves children four weeks to 12 years of age in government-owned, leased quarters, or privatized housing. FCC providers receive oversight from the CYS Services program but operate as independent contractors. FCC homes offer full-day, part-time, and hourly care in addition to providing extended duty day, evening, weekend, overnight care, and extended care. FCC providers receive subsidies as incentives to offset parent fees and meet professional development and installation child care goals. Professional management staff and trainers provide oversight and training to ensure program quality. A lending library provides supplies and equipment to help providers set up child care in their home. FCC homes are inspected annually by installation staff and are certified to operate by the Garrison Commander.

Community-Based Child Care (also known as Army Fee Assistance). Army Fee Assistance helps families locate and pay for civilian child care when installation care is not available due to long wait lists or geographic location. Child care providers must be state licensed, inspected annually, and nationally accredited by a DoD approved accrediting agency. Army fee assistance mitigates the higher cost of civilian child care for children from birth to 12 years of age who use full time, part time, before and after school, and school break or summer camp care. The program operates in all 50 states and is managed by a third party administrator.

School Support Services. School support programs ease the transition of Army school age children as they move between “sending and receiving” school systems. Army School Liaison Officers are assigned at each garrison to: advise garrison command staff on matters related to schools; assist families with school issues and transitions; communicate information and support services to families and schools; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts; increase school transition predictability for Army Families; and provide support for home school and youth sponsorship programs.

Youth Sports and Fitness. Youth Sports and Fitness Programs serve children three to 18 years of age through a variety of team and individual sports, skill building clinics, fitness activities, instructional programs, and developmental sports for young children. Professional youth sports administrators certify volunteer coaches for each sport.

Deployment Support Services. Deployment support services help ease the stress of parental separation when a Soldier is deployed. Fee reductions provide relief from additional child care expenses. No-cost respite child care, bereavement child care, outreach and wounded warrior services allow parents/guardians to take time to attend to personal needs and attend medical appointments and counseling.

Parent & Outreach Services. Parent & Outreach Services is a centralized location to provide access to CYS Services programs and services including annual CYS Services registration, program enrollments and payments, special needs screening and accommodation, wait list management, parent advisory council and parent education opportunities, and short-term on-site child care for special activities.

Morale, Welfare, and Recreation (MWR). MWR is a portfolio of quality of life programs that directly support and foster soldier, family, and unit readiness by providing a variety of community, soldier, and family support programs, activities, and services. These programs include social, fitness, recreational, educational, and other activities that generally provide a working and living environment that attracts and retains quality soldiers.

Community Recreation Programs. Recreation Centers serve as a social interaction hub for family members by providing a variety of directed and self-directed activities and services. Warrior Zones are hybrid MWR facilities dedicated to military personnel, and take the Recreation Center concept to an advanced level for social recreation opportunities in a soldier-only environment, especially for high-tech and online gaming activities.

Intramural Sports Programs / Outdoor Sports Fields and Complexes. Year-round installation sports programs encourage unit participation and build cohesion, camaraderie, and esprit de corps. These programs

offer opportunities in both team and individual sports based on soldier interest, installation requirements, facility availability, mission requirements, and local climate. Intramural leagues emphasize sports that promote group participation with a wide appeal, e.g., softball, volleyball, flag football, basketball, and soccer.

Better Opportunities for Single Soldiers (BOSS). Provides opportunities for active-duty soldiers, with emphasis on the single, unaccompanied, and single parent soldiers, to participate in physical, self-development, leisure, educational, and community service opportunities.

Warrior Adventure Quest (WAQ). Combines high-adventure, high-adrenaline outdoor recreation activities with leader-driven discussions in an interactive environment to support soldiers returning from deployment by connecting the activities to challenges they may be experiencing in daily life..

Library and Information Services. Supports patrons with access to traditional and online information resources for education support and recreation purposes, including borrowing library books and using internet connect computer terminals, consistent with library standards and practices established by DoD, Army, and the American Library Association.

Automotive Skills. Provides equipment, technical instruction, and skilled assistance with auto repair and maintenance to promote skill development in maintaining personal vehicles. Includes space for basic automotive service and cleaning operations by vehicle owners. Activities include car clinics, safety inspections, demonstrations, and competitions. Building space supports instructional programs, club meetings, administrative tasks, tool issuance and storage, and some parts sales.

Arts and Crafts. Provides a wide range of skill development activities to promote and enhance coping skills, self-reliance, personal creativity, cultural awareness, and fine motor skills.

Entertainment Programs. Provides demand-driven activities in the creative arts for individuals or groups. Includes theatrical plays, song and dance, concerts, and variety shows that sometimes include public performances and live commercial entertainment. The program has grown to include electronic gaming, allowing soldiers to compete globally, supporting recruitment via participation in national competitions.

Leisure Travel Services. Provides local and national opportunities for discounted tickets to sporting events, theme parks, concerts, movies, theaters, museums, sightseeing tours, etc. Offers reduced-priced lodging, cruises, and packaged vacations. Also include online booking options to expand program availability to patrons not living near military installations.

Recreational Swimming. Offers swimming lessons and skill-development classes for youth and adults. Recreational opportunities for the entire Army family at pools include family parties, outdoor movies, swim competitions, scuba lessons, etc.

Bowling. Bowling centers offer services such as open and league bowling, bowling tournaments, food and beverage services, social events, bowling lessons, and bowling equipment sales and rentals.

Food, Beverage, and Entertainment. Includes themed venues, catering, snack bars, restaurants, name-brand casual dining, and meeting/conference type operations.

Golf. Offers open play, tournaments, and services, including instruction, golf equipment sales and rentals, food and beverage, and hosted events year around. Courses range from 9 to 36 holes.

Bingo. Both traditional and electronic bingo is played on installations in the United States and overseas when not prohibited by host-country laws or agreements. Bingo also provides revenue to MWR operations.

Armed Forces Recreation Centers (AFRC). AFRCs are centrally managed, Army-operated joint service resort facilities providing quality and affordable family-oriented vacation opportunities to authorized DoD patrons. The Army operates the Edelweiss Lodge and Resort in Garmisch, Germany; Hale Koa Hotel in Honolulu, Hawaii; Dragon Hill Lodge in Seoul, Korea; and Shades of Green in Orlando, Florida.

Donations for Soldiers

Gifts to DoD Personnel

General Rule: DoD personnel (including their families) may not directly or indirectly accept or solicit for gifts given:

- (1) Because of their official position; or
- (2) Offered by a “prohibited source.”

A prohibited source is any person who seeks official action from the employee’s agency, does or seeks to do business with the employee’s agency, conducts activities regulated by the employee’s agency, or has interests that may be substantially affected by the individual employee. Title 5, Code of Federal Regulations, Section 2635.203(d).

Exemptions and Exceptions

If an exemption or an exception applies, DoD personnel (including their families) may accept unsolicited gifts, other than cash.

- (1) Exemptions. Title 5, Code of Federal Regulations, Section 2635.203(b). The following are examples of items not considered “gifts”:
 - o Modest items of food and non-alcoholic refreshments, such as soft drinks, coffee and donuts, not part of a meal.
 - o Greeting cards and items of little intrinsic value, such as trophies, intended solely for presentation.
 - o Loans from banks and other financial institutions on terms generally available to the public.
 - o Opportunities and benefits, including favorable rates and commercial discounts available to the public, or large groups like all uniformed military personnel even if restricted geographically.
 - o Rewards and prizes given to competitors in contests and events, like random drawings open to the public.
- (2) Exceptions. Title 5, Code of Federal Regulations, Section 2635.204(a)-(l). The following are examples of gifts acceptable under an exception:
 - o Gifts, other than cash, valued at \$20 or less from one source, per occasion, not to exceed \$50 in a calendar year. Section 2635.204(a)
 - o Bona fide awards for meritorious public service offered by non-Federal entities, including prohibited sources, except for those whose interests may be substantially affected by the individual gift recipient. Section 2635.204(d). Some awards may require written determinations by DoD ethics counselors.
 - o Gifts motivated by a family or personal relationship. Section 2635.204(b)
 - o For Groups. Gifts offered from other than prohibited sources to a group of personnel that does not distinguish on the basis of official position, pay, or rank. Examples would include all members in a particular unit; all personnel who responded to a particular disaster; and all personnel injured in a particular disaster or event. Section 2635.204(c)(2)(iii)
 - o Gifts permitted under specific statutory authority. Section 2635.204(l). For example, certain DoD personnel and their families are permitted to accept gifts under Title 10, United States Code, Section 2601a, if certain conditions are met under the Joint Ethics Regulation (DoD 5500.7-R). This gift acceptance authority (the Wounded Warrior Assistance Act) is not subject to the above rules.

General Guidance to Donors

Monetary gifts to DoD personnel, such as victims of war and their families, should be made directly to private relief organizations that are providing assistance to affected personnel. Donations made to charitable organizations with 501(c)(3) tax-exempt status are deductible for those who itemize deductions on their tax returns.

Listed below are several relief organizations that provide support for our soldiers and families in need. This list may not be complete and does not constitute an endorsement of any particular organization. All of the organizations listed below are “501(c)(3)” organizations under the Internal Revenue Code. As such, contributions to these funds may provide tax benefits as permitted by law for donors who itemizes expenses for income tax reporting purposes.

The Army Emergency Relief (AER) Society

200 Stovall Street
Alexandria, VA 22332-0600
www.aerhq.org

The Federal Employee Education & Assistance Fund

3333 S. Wadsworth Boulevard, Suite 300
Lakewood, CO 80227
www.feea.org

Armed Services YMCA

7405 Alban Station Court, Suite B215
Springfield, VA 22150-2318
www.asymca.org/

American Red Cross

2025 E Street NW
Washington, DC 20006
Armed Forces Emergency Services
www.redcross.org/services/

United Service Organizations (USO)

2111 Wilson Boulevard, Suite 1200
Arlington, VA 22201
www.uso.org

Gifts for Deployed Personnel

Gifts for deployed personnel are discouraged since they overload the transportation and distribution systems and offer a threat of bio-terrorism to deployed personnel. DOD urges the public not to send unsolicited mail, care packages, or donations to service members unless they are family members or personal friends.

Mail to Deployed Personnel

On October 30, 2002, DOD suspended “Operation Dear Abby” and “Any Servicemember” mail programs because of the above concerns.



Inspector General

Active-duty, Army Reserve, Army National Guard soldiers, retired soldiers, Department of the Army civilian personnel, and family members have the right to submit complaints or seek the assistance of an Inspector General (IG). United States Code and Army regulations strictly prohibit any type of disciplinary or other adverse action against an individual for submitting a lawful complaint or cooperating with an IG.

In accordance with Army Regulation 20-1, Inspector General Activities and Procedures, IGs use the seven-step Inspector General Action Process (IGAP) to address all matters presented or referred to the IG for action. A complaint, allegation, or request for assistance may be submitted directly to any Army IG concerning matters of Army interest. Submitting a complaint, however, does not stop or prohibit any ongoing personnel actions. By policy, IGs do not circumvent the chain of command or intervene in grievances if applicable redress procedures are available.

Individuals frequently seek relief from adverse legal and administrative action for which a specific means of redress or remedy is otherwise provided by law or regulation. In such cases, Army IGs will not intervene until the individual has first attempted to resolve the matter by the means provided by law or regulation, but an IG may provide teaching and training for the individual on the appropriate redress procedures. Additionally, IGs do not normally conduct duplicate or redundant investigations or intervene in matters where an appropriate resolution action is ongoing but incomplete. If, after using and exhausting the appropriate redress procedures, an individual still desires IG assistance, then an IG will examine the procedures and actions accomplished to ensure the individual was afforded due process and that the individual's rights were protected as intended by law and regulation.

Matters for which specific redress, remedy, or appeal procedures exist include, but are not limited to, the following:

- Courts-martial actions, including trial-related appeals.
- Non-judicial punishment proceedings ("Article 15s").
- Officer and non-commissioned officer (NCO) evaluation reports.
- Enlisted reductions.
- Pending or requested discharges.
- Financial liability investigations of property loss ("FLIPL").
- Relief-for-cause actions.
- Adverse information filed in personnel records in accordance with AR 600-37 (except for allegations of reprisal).
- Claims.
- Requests for redress or other complaints submitted and accepted for processing under Article 138, UCMJ.
- Medical credentialing.
- Claims comprised of civilian financial liability issues, landlord-tenant disputes, alleged breaches of contracts, installment sales, and / or other torts / civil disputes.
- Decisions, results, or conclusions related to Human Resource Command (HRC) retention or show-cause boards.
- Medical Evaluation Board determinations, disability ratings, and disapproval of requests for Continuation on Active Duty.
- Issues related to the enforcement of alleged violations of Federal, state, or local traffic and vehicle codes on military installations, or issues related to potential appearances before a Federal magistrate.
- Issues related to semi-privatized housing landlord-tenant disputes (except for issues or allegations involving alleged excessive charges for fair wear and tear).
- Issues involving release from active-duty decisions.



Medical and Health Care

The Joint Health Service Enterprise (JHSE) is composed of the health care resources of the uniformed services, including military treatment facilities (MTFs) and the civilian contractors who comprise the TRICARE program. The JHSE provides networks of healthcare providers, institutions, pharmacies, and suppliers who work together to provide access to high-quality health care services globally. The combination of the DoD Services' MTFs and the contractors who make up the TRICARE program allow the JHSE to provide the statutory medical and dental entitlements for Servicemembers.

The TRICARE program is statutorily mandated and is further defined through Title 32, Code of Federal Regulations - Part 199, DoD Directives/Instructions (DoDD/DoDI), and Defense Health Affairs policies. TRICARE serves approximately 9.4 million beneficiaries worldwide, comprising of full-time active duty soldiers, activated National Guard and Reserves, military retirees and their families, Medal of Honor recipients, and certain former spouses.

The official TRICARE website (www.tricare.mil) provides customized education tools which allow beneficiaries to focus their questions based on their status and location. Additionally, Congressional Offices may contact and send casework directly to TRICARE at (703) 681-5990 or dha.ncr.admin-mgt.mbx.dha-cco@mail.mil.

Eligible Beneficiaries

The primary beneficiary category that the JHSE is charged to serve is full-time active duty service members. When mobilized to active duty for more than 30 consecutive days, National Guard and Reserve soldiers and their eligible dependents are eligible for full TRICARE coverage. Reserve Component (RC) service members must check with their Service's personnel department to determine the full scope of their benefit including benefits, if any, after demobilization from full-time active duty service. As the active duty status of RC members change, they must ensure that their eligibility status is documented in the Defense Enrollment Eligibility Reporting System (DEERS).

Other statutorily eligible beneficiaries include:

- Medal of Honor recipients and their family members
- Surviving family members whose sponsors have passed away on active duty
- Widows/widowers and children whose sponsors have passed away after retiring
- Transitional compensation recipients for victims of dependent abuse offenses
- Eligible former spouses who have not remarried
- Service members with approved Line of Duty (LOD) determinations

Additionally, there are special categories of beneficiaries that have limited MTF access, but not full access to TRICARE. Eligibility for MTF-only care can be driven by either statute or DoD policy. These unique categories and situations have caused significant confusion for many government and civilian stakeholders, as well as the special category beneficiaries. Confusion arises because there is an assumption that if these special category populations receive care in an MTF, then additional or follow-on care can be received in the TRICARE civilian network. The categories listed below are not exhaustive but are some of the authorized MTF-only care categories that are not authorized TRICARE funded healthcare in the civilian sector.

Special Beneficiary Categories, eligible for MTF-only care:

- Dependent parents/parents-in-law
- Secretarial designees
- DoD civilians for illness or injury that is job-related
- DoD/Federal civilian employees for deployment related healthcare – pre- and post- deployment
- Foreign Officers and their dependents: TRICARE eligibility differs by the status of a Reciprocal Health Care Agreements, Status of Forces Agreement (SOFA), or North Atlantic Treaty Organization (NATO) agreement

Registering Eligibility

All statutorily eligible beneficiaries for full TRICARE benefits, must be validated for TRICARE coverage by the Services' personnel office in accordance with Army Regulation 600-8-14, Identification Cards for Members of the Uniformed Services, their Family Members, and Other Eligible Personnel, and then registered in DEERS. Proper registration in DEERS is essential to accessing timely and effective medical and dental care under the TRICARE program. DEERS is a worldwide electronic database used by all seven uniformed services and contractors to verify eligibility for military benefits, including TRICARE.

Sponsors, or dependents of deceased sponsors, are responsible for ensuring that all family members (dependents) are properly validated and registered in DEERS and that their information and eligibility status is kept up to date. Eligibility concerns must be addressed through the sponsor's Service's personnel office or at any installation ID card issuing facility. In addition, beneficiaries can use the milConnect portal at <http://milconnect.dmdc.mil> to update and view DEERS information. Inaccurate information in DEERS can negatively impact global access to military healthcare benefits.

The closest ID card issuing facility can be found at: <http://www.dmdc.osd.mil/rsl>.

Line of Duty (LOD) Care

LOD applies to all National Guard and Reserve service members when they are on orders of 30 days or less or upon demobilization from full-time active duty. While on orders of 30 days or less, National Guard and Reserve soldiers are covered for injury, illness, or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty. This LOD coverage is available within both MTFs and the TRICARE civilian network.

To ensure coverage, proper military orders are required as DEERS will not show eligibility for duty time of fewer than 30 days. To continue to receive DOD funded health care for injury or illness after the active duty period is complete, the National Guard and Reserve service member's unit must issue a LOD determination. This LOD documentation is used to establish, manage, and authorize health care for the specific injury, illness, or disease. National Guard and Reserve service members can be issued a LOD for illness and injury incurred or exacerbated while on full-time active duty. This enables the service member to return home and seek care at home for injuries and illnesses that occurred on active duty.

Transitional Assistance Management Program (TAMP)

TAMP provides 180 days of transitional health care benefits to help certain Servicemembers and their families transition from active duty to civilian life. Even though a full-time active duty service member could qualify for TAMP on separating from the service, the majority of all TAMP eligible soldiers are in the National Guard or Reserves when they are separating from contingency orders. The soldiers and their eligible family members may be covered for health benefits under TAMP if the sponsor's separation meets one of the following criteria:

- Involuntarily separating from active duty under honorable conditions
- Members who receive a voluntary separation incentive (VSI) or voluntary separation pay (VSP) and who are not entitled to retired or retainer pay upon separation
- A National Guard or Reserve soldier separating from a period of active duty that was more than 30 consecutive days in support of a contingency operation
- Separating from active duty following involuntary retention (stop-loss) in support of a contingency operation
- Separating from active duty following a voluntary agreement to stay on active duty for less than one year in support of a contingency operation
- Receiving a sole survivorship discharge
- Separating from active duty and agree to become a member of the Selected Reserve of the Ready Reserve of a Reserve Component

AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), the notice informs you of the purpose of the form and how it will be used. Please read it carefully.

AUTHORITY: Public Law 104-191; E.O. 9397 (SSAN); DoD 6025.18-R.

PRINCIPAL PURPOSE(S): This form is to provide the Military Treatment Facility/Dental Treatment Facility/TRICARE Health Plan with a means to request the use and/or disclosure of an individual's protected health information.

ROUTINE USE(S): To any third party or the individual upon authorization for the disclosure from the individual for: personal use; insurance; continued medical care; school; legal; retirement/separation; or other reasons.

DISCLOSURE: Voluntary. Failure to sign the authorization form will result in the non-release of the protected health information.

This form will not be used for the authorization to disclose alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program. In addition, any use as an authorization to use or disclose psychotherapy notes may not be combined with another authorization except one to use or disclose psychotherapy notes.

SECTION I - PATIENT DATA

1. NAME (Last, First, Middle Initial)	2. DATE OF BIRTH (YYYYMMDD)	3. SOCIAL SECURITY NUMBER
4. PERIOD OF TREATMENT: FROM - TO (YYYYMMDD)	5. TYPE OF TREATMENT (X one) <input type="checkbox"/> OUTPATIENT <input type="checkbox"/> INPATIENT <input type="checkbox"/> BOTH	

SECTION II - DISCLOSURE

6. I AUTHORIZE _____ TO RELEASE MY PATIENT INFORMATION TO: (Name of Facility/TRICARE Health Plan)	
a. NAME OF PHYSICIAN, FACILITY, OR TRICARE HEALTH PLAN	b. ADDRESS (Street, City, State and ZIP Code)
c. TELEPHONE (Include Area Code)	d. FAX (Include Area Code)
7. REASON FOR REQUEST/USE OF MEDICAL INFORMATION (X as applicable) <input type="checkbox"/> PERSONAL USE <input type="checkbox"/> CONTINUED MEDICAL CARE <input type="checkbox"/> SCHOOL <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> INSURANCE <input type="checkbox"/> RETIREMENT/SEPARATION <input type="checkbox"/> LEGAL	
8. INFORMATION TO BE RELEASED	
9. AUTHORIZATION START DATE (YYYYMMDD)	10. AUTHORIZATION EXPIRATION <input type="checkbox"/> DATE (YYYYMMDD) <input type="checkbox"/> ACTION COMPLETED

SECTION III - RELEASE AUTHORIZATION

I understand that:

a. I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my medical records are kept or to the TMA Privacy Officer if this is an authorization for information possessed by the TRICARE Health Plan rather than an MTF or DTF. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and/or disclosed my protected information on the basis of this authorization.

b. If I authorize my protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected.

c. I have a right to inspect and receive a copy of my own protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR § 164.524.

d. The Military Health System (which includes the TRICARE Health Plan) may not condition treatment in MTFs/DTFs, payment by the TRICARE Health Plan, enrollment in the TRICARE Health Plan or eligibility for TRICARE Health Plan benefits on failure to obtain this authorization.

I request and authorize the named provider/treatment facility/TRICARE Health Plan to release the information described above to the named individual/organization indicated.

11. SIGNATURE OF PATIENT/PARENT/LEGAL REPRESENTATIVE	12. RELATIONSHIP TO PATIENT (If applicable)	13. DATE (YYYYMMDD)
--	--	---------------------

SECTION IV - FOR STAFF USE ONLY (To be completed only upon receipt of written revocation)

14. X IF APPLICABLE: <input type="checkbox"/> AUTHORIZATION REVOKED	15. REVOCATION COMPLETED BY	16. DATE (YYYYMMDD)
17. IMPRINT OF PATIENT IDENTIFICATION PLATE WHEN AVAILABLE		SPONSOR NAME: SPONSOR RANK: FMP/SPONSOR SSN: BRANCH OF SERVICE: PHONE NUMBER:

Army Recovery Care Program

The mission of the U.S. Army Recovery Care Program (ARCP), formerly called the Warrior Care and Transition Program (WCTP), is to evaluate and treat wounded, ill, and injured soldiers through a comprehensive soldier-centric process of medical care, rehabilitation, professional development, and achievement of personal goals.

In 2019, the Army restructured the WCTP to update policy and procedures that simplified entry criteria, streamlined processes, and focused resources to serve individual soldiers' unique needs. The requirements for entry into the ARCP were standardized, creating the same entry criteria for all components - Active Duty, Army Reserve, and Army National Guard - based on the soldier's need for complex case management.

Wounded, Ill, and Injured Care

The ARCP includes 14 Soldier Recovery Units (SRUs) - formerly Warrior Transition Units (WTUs) - on Army installations throughout the United States, as well as a Recovery Care Coordination element. Soldiers with complex medical conditions that require extensive case management shall be referred for assignment or attachment to an SRU. The objective of assignment to the SRU is to enhance care and improve the transition of wounded, ill, and injured soldiers back into military duty. When continued service in the Army is not an option, the SRU facilitates reintegration into civilian society and the civilian workforce.

Soldiers are eligible for the ARCP when the Triad of Leadership (TOL), which is comprised of the installation commander or designee (but no lower than an O-6), the designated military treatment facility TOL representative, and the SRU commander, reviews their medical cases for complex case management determination. Complex case management is based on a soldier who has or is anticipated to receive a profile of more than six-month duration with duty limitations that preclude the soldier from training or contributing to unit mission accomplishment. Soldiers may also be eligible if the complexity of the Soldier's condition requires either medical case management or the soldier's psychological condition is evaluated by a qualified licensed medical or behavioral health provider as posing a substantial danger to self or others if the soldier remains in the parent unit.

The Surgeon General defines Complex Care as: "A medical professional aggregate assessment based upon the severity of illness, degree of impairment, the required level of comprehensive care management, and commitments of time and resources." The definition allows medical professionals to make assessments based on each soldier's overall medical situation, treatment needs, and the availability of care in geographically dispersed locations.

Reserve Component soldiers not in Active Guard Reserve status who do not meet the eligibility for complex case management but who are otherwise qualified to remain on active duty for medical evaluation and treatment, and have a duty-limited profile condition expected to require more than 30 days but less than six months for recovery, are managed remotely utilizing the Remote Medical Management (RM2) Program while attached to a SRU. These soldiers will receive care in their home communities but will still receive case management oversight to ensure the soldiers' care meets Army and TRICARE standards. The SRU commander is the approval authority for entry into RM2 with input from the component. Soldiers in the RM2 Program are mainly managed by their nurse case manager, squad leader, and recovery care coordinator..

ARCP has established a "triad of care" for soldiers in the SRUs: a physician, a nurse case manager, and a squad leader. Additionally, each soldier is assigned a recovery care coordinator. They are at the top of the list for quarters to ensure they get high-quality housing that accommodates their needs and is close to the services they need with minimal delay.

An integral part of ARCP is the Comprehensive Recovery Plan (CRP). The CRP establishes the course of treatment and goals to be accomplished in each soldier's care, education and training. It fosters a holistic approach to a soldier's rehabilitation and transition. The CRP is the soldier's plan; it does not belong to the chain of command or the healthcare providers. While soldiers are accountable for meeting their goals, their chain of command and healthcare providers provide support and counseling to assist them in meeting their goals. Each soldier determined

to require complex care is required to begin his or her CRP within the first 45 days of assignment to an SRU. Adaptive Reconditioning (AR), a core tenant of the ARCP, consists of physical fitness, adaptive sports, and therapeutic activity designed to facilitate the healing and recovery of wounded, ill, and injured soldiers across the SRUs. AR utilizes a wide variety of moderate intensity and recreational activities designed to increase soldiers' mental, emotional, and physical wellness which builds resilience and facilitates maximum functional return. On average, nearly 700 soldiers participate in AR across the ARCP enterprise each month, with the SRUs offering a large variety of approximately 70 therapeutic and moderate intensity activities. In addition, AR includes large-scale military adaptive sporting events including the Army Trials, DoD Warrior Games, and Invictus Games.

Soldiers in a SRU have access to Career and Education Readiness (CER) programs. The CER program provides a disciplined, purposeful approach that prepares soldiers for success in a long-term career that is personally meaningful and rewarding while enabling the soldier to achieve self-determination and financial independence. These CER activities support both return to duty and transition from the Army. Soldiers have access to be placed in federal and non-federal worksites, and have access to education, credentialing and licensure programs. At any given time, approximately 50 percent of the SRU population is eligible for, and participating in, CER.

Eligible Active, Army Reserve and National Guard soldiers, under the NDAA's of 2006 and 2008, are supported under Recovery Care Coordination and paired with a Recovery Care Coordinator (RCC) for non-medical case management, who guides them and their Families/Caregivers throughout their recovery and transition process. They continually collaborate to set goals to meet the needs and abilities of the individual soldier and their Family, then monitor and adjust as needed to promote a successful transition from the Army and a dedicated hand-off to the Department of Veterans Affairs. All assigned/attached SRU soldiers, as well as eligible seriously/severely impacted soldiers outside of the SRU, are assigned an RCC.

Inside the SRU, the RCC is integrated with the SRU leadership, Triad of Care, and interdisciplinary teams in the development and management of the soldiers CRP. The RCC will provides non-medical support throughout the soldiers process and eventual transition from the SRU.

Upon transition, eligible soldiers, to include those placed on the Temporary Disability Retired List (TDRL), are transferred to a regional RCC to link them with the Department of Veterans Affairs and other Federal, State, and local agencies. They will continue to receive support and services until they have been placed on the Permanent Disability Retired List (PDRL), are considered fully transitioned, and meet the criteria to become Alumni where they can reach back for support, if necessary.

Services are not limited by geography or physical locations. RCCs are embedded in major Army installations, Military Treatment Facilities (MTFs), SRUs, VA Medical Centers, VA clinics, and VA Polytrauma Rehabilitation Centers (Tampa, FL, Richmond, VA, Minneapolis, MN, Palo Alto, CA, and San Antonio, TX) as well as National Guard and Army Reserve centers providing coverage for all 50 states, four US territories and Europe.



Emergency Situations

Soldier Casualty

Notification

In the event of a soldier casualty (death or qualifying injury/illness) while in an active status, the Army will initiate its casualty notification procedures. A casualty notification officer (CNO) will notify a soldier's primary next of kin (PNOK) as identified on his/her Department of Defense (DD) Form 93, Record of Emergency Data, in a timely, professional, and dignified manner.

The method of notification varies depending on the type of casualty and circumstances surrounding the incident. Notification is made in person by a uniformed soldier for deceased, missing, and duty status whereabouts unknown (DUSTWUN) soldiers. Notification is made telephonically for injured or illness casualties. If there is a chance that the PNOK may learn of the casualty outside of official sources, the Chief, Casualty Mortuary Affairs Operations Division (CMAOD) may approve notification by the quickest means possible, normally by telephone.

If a soldier is hospitalized (Very Seriously Ill or Injured [VSI] or Seriously Ill or Injured [SI]) in the continental United States (CONUS) and the PNOK resides in CONUS or both the casualty and the PNOK are in the same overseas area, the hospital commander or attending physician may notify the PNOK.

Next of Kin Travel Authorization for Hospitalized Soldiers

For VSI/SI patients, travel and transportation orders (T&TO) may be issued and paid for by the DoD, if the attending physician views a "Designated Individual" is necessary for the soldier's health and welfare. The soldier may select who the Designated Individuals are; however, if the Service member is medically unable to make a selection, then the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individuals. In accordance with Joint Travel Regulation (JTR) paragraph 0332, up to three "Designated Individuals" of a soldier who is VSI/SI may travel. In accordance with Title 37, United States Code, Section 481h, travel expenses may include transportation costs, lodging, meals, and incidentals for not more than three "Designated Individuals." When a soldier is determined to be VSI or SI, initial T&TO will not extend beyond 30 days unless approved by CMAOD.

Travel may also be provided for up to three "Designated Individuals" of a Not Seriously Injured (NSI) soldier who is injured while in a combat operation or zone; and who is hospitalized once the soldier arrives in the United States (including Alaska, Hawaii, and US territories and protectorates); and the attending physician requests the family or "Designated Individual[s]" to visit. This travel is not to exceed 30 days.

Support to PNOK for Dead/Missing Soldiers

Upon a soldier's death or when a soldier is listed as DUSTWUN or determined to be missing, the Army appoints a Casualty Assistance Officer (CAO) to help the PNOK by providing guidance and assistance. For a missing or DUSTWUN soldier this may include informational updates and other special assistance. In the case of a deceased soldier this may include assistance with memorial services/burial arrangements, claims for dependent benefits, and any special financial or legal problems for families of deceased soldiers. Assistance can vary from case to case depending on the needs of the family.

Family Emergencies

Emergency Leave

Soldiers may be authorized emergency leave up to 30 days for emergency situations within the immediate family or for an individual who claims "in loco parentis" status. The immediate family includes the following family members of either the soldier or the soldier's spouse: parents (including stepparents); spouse; children (including stepchildren); sisters (including stepsisters); brothers (including stepbrothers); or, an only living blood relative.

A person with “in loco parentis” status is defined as an individual who stood in place of a parent to the soldier or the soldier’s spouse for 24 hours a day, for a five-year period before the soldier or the soldier’s spouse became 21 years of age. A person claiming “in loco parentis” status must also have provided a home, food, clothing, medical care, and other necessities, as well as furnished moral and disciplinary guidance and affection. A grandparent or other person is not normally able to claim “in loco parentis” status when the parent also lived at the same residence. A person is not considered in “in loco parentis” for performing baby-sitting or providing day care services. For a soldier to claim a person in “in loco parentis” status, the soldier must sign a statement verifying this designation.

Soldiers Stationed Overseas

A soldier granted emergency leave while stationed outside the continental United States (OCONUS) is authorized “space required” travel on military-owned or chartered aircraft at Government expense between the overseas military departure terminal and the air terminal of entry into the United States, and then return to the overseas command. The soldier’s spouse traveling for such an emergency is also authorized to travel on a “space required” basis. Roundtrip commercial transportation is granted when the installation transportation officer determines that “space required” Government-procured transportation is not reasonably available. All expenses incident to travel from the air terminal of entry into the United States to the leave destination must be borne by the soldier.

Soldiers Stationed in the United States

Soldiers granted emergency leave while stationed in CONUS are authorized travel by military aircraft on a “space available” basis to help defray expenses, but this method of travel is generally unpredictable and often involves long waiting periods at military air terminals with no assurance of eventual flights. Soldiers are also authorized to travel by commercial means at their own expense.

For a soldier who is granted emergency leave and must travel outside CONUS, “space required” government-procured transportation is provided, if available. If the location for the soldier’s emergency leave is outside CONUS, round-trip commercial transportation is provided when “space required” government procured transportation is not reasonably available.

Spouses and other family members are not authorized “space available” travel in CONUS. However, they are authorized “space available” transportation to an area outside CONUS. Spouses and other family members are authorized “space required” government-procured transportation, or funded commercial transportation if “space required” transportation is not reasonably available.

Red Cross Assistance

When a death or serious illness occurs, a member of the soldier’s family should contact the local Red Cross or the nearest Army recruiting station immediately. The Red Cross will assist in confirming the requirement for emergency leave. However, Red Cross verification of an emergency condition is not a mandatory requirement for the commander to grant emergency leave. Upon notification of an emergency condition, the commander will acknowledge the soldier’s intentions, including estimated departure and arrival times, as appropriate.

Leave Extensions and Travel Assistance Center

When a soldier requires additional leave, an extension of his/her original leave must be approved by the soldier’s commander. If time is of the essence, the soldier should contact the Travel Assistance Center at 888-435-7146. This center is available to all Department of Defense (DoD) travelers 24 hours a day, seven days a week, (after hour calls will be returned the next duty day) and is staffed by a team of representatives trained on the full spectrum of DoD travel.



ARMY
EMERGENCY RELIEF

RAMIREZ

U.S. ARMY

FT. STOWELL ASSIGNED SUMMARY

B2320000A34

Legal Assistance

The Army Legal Assistance mission is to assist those eligible for legal assistance in a timely and professional manner by providing information on personal legal matters and helping to resolve personal legal problems. Services provided include no cost access to attorneys for advice and assistance with estate planning, family law, contracts, consumer protection, landlord tenant issues, adverse administrative actions, evaluations, imposition of financial liability, immigration, special education law, powers of attorney, taxes, and numerous other issues. The Army provides legal assistance concerning personal legal affairs to eligible clients under Title 10, United States Code, Section 1044 and Army Regulation 27-3.

Legal assistance attorneys operate independently from the chain of command and have an ethical duty to maintain confidentiality and zealously advocate for their clients, even when their clients' interests may not align with the command or the government of the United States. The legal assistance office is ordinarily located within or near an installation's Office of the Staff Judge Advocate.

Powers of Attorney

One of the services provided by legal assistance attorneys is to draft and notarize Powers of Attorney (POA), which allows an individual to authorize another person to act on their behalf. No one can be forced to accept a POA, and many financial institutions require use of their own POA format. A POA is characterized as either "General" or "Special." A general POA gives the designated representative the authority to conduct any transaction on the soldier's behalf. The benefit to a general power of attorney is that the representative can use the power to handle any unforeseen issues that may arise. The danger of a general POA is that the Servicemember is legally bound by any decisions the representative makes to include selling personal possessions and acquiring new possessions using the soldier's credit. A special POA grants the designated representative the authority to act only on specific matters. For example, a special POA may be used to manage all transactions associated with moving (housing, transportation, and closing accounts). Another example is a specific POA that authorizes the representative to get medical treatment for eligible family members and make medical decisions for those family members who are minors.

No POA will remain effective after the death of the person granting the POA. Most POAs become invalid once the person granting the POA becomes incompetent to manage their own affairs (i.e., are in a coma or suffering from dementia); however, a Durable POA will continue to remain in effect in those situations until the individual dies or the POA terminates.

Most POAs have a beginning and an ending date. If during the period of the POA, the soldier wishes to terminate the POA, they can revoke the POA; however, this revocation may not be effective unless it is communicated to the person who accepts and relies upon the POA.

Special Victims' Counsel

Special Victims' Counsel (SVC) are legal assistance attorneys who have received special training and are certified by The Judge Advocate General to represent victims of an alleged sex-related offense. SVCs may represent victims of offenses in violation of Articles 120, 120b, 120c, 130, and attempts thereof under Article 80 of the Uniform Code of Military Justice (UCMJ). Eligibility for an SVC is defined in Title 10, United States Code, Section 1044e. A person's eligibility for an SVC may depend on whether or not that person is eligible for legal assistance under Title 10, United States Code, Section 1044. As with other legal assistance attorneys, SVC operate independently from the chain of command and have an ethical duty to maintain confidentiality and zealously advocate for their clients, even when their clients' interests may not align with those of the command or the government of the United States. SVC provide the following services to victims:

- Legal consultation regarding collateral misconduct and the victim's right to seek defense counsel;
- Legal consultation regarding the Victim Witness Assistance Program (VWAP);
- Legal consultation regarding responsibilities and support provided by the Sexual Assault Response Coordinator and Victim Advocate;



- Legal consultation regarding the potential for civil litigation against parties other than the United States;
- Legal consultation regarding the military justice system;
- Representing the victim at any proceedings in connection with the reporting, military investigation, and military prosecution of the offense;
- Legal consultation regarding eligibility and requirements for services available for medical and mental health services;
- Legal consultation regarding any proceedings of the military justice process in which a victim can participate as a witness or other party, in filing for Military Protective Orders and Civilian Protective Orders, and in understanding and obtaining military and veteran benefits, such as transitional compensation.
- Legal consultation and assistance with complaints against the Government including Inspector General and Equal Opportunity complaints, FOIA requests, and communication with Congress.



Military Justice

A military criminal case begins when a soldier is suspected or accused of violating a punitive article of the Uniform Code of Military Justice (UCMJ). Most misconduct is investigated by Military Police or the U.S. Army Criminal Investigation Division (CID). Investigative responsibility for criminal offenses is outlined in Army Regulation 195-2, Appendix B. In some cases (depending on the allegation), a commander may initiate his or her own investigation, which is completed in accordance with Army Regulation 15-6 or Rules for Courts-Martial (RCM) 303 and subject to legal review. In all cases, commanders and investigators have access to judge advocates for advice related to investigations and potential prosecutions.

As part of the FY22 National Defense Authorization Act, beginning December 28, 2023, prosecution decisions for 13 “covered” offenses will fall outside of the military chain of command, with disposition vested in the newly created Office of Special Trial Counsel (OSTC). These 13 covered offenses include rape and sexual assault, homicide, domestic violence, certain crimes related to children, and other serious matters. OSTC will gain exclusive authority over allegations of formal and substantiated complaints of sexual harassment on 1 January 2025. The Army’s OSTC reports directly to the Secretary of the Army.

Nonjudicial Punishment

Article 15 of the UCMJ authorizes a commander to impose non-judicial punishment upon a soldier for minor offenses. Intended to be primarily corrective in nature, authorized Article 15 punishments include a soldier’s restriction to specified limits, reduction in grade, limited forfeiture of pay, the performance of extra duties, and an admonition or reprimand. In general, available punishments may differ based on the rank of the imposing commander and soldier involved in the proceeding.

Although a command may choose to pursue an Article 15 concerning suspected misconduct, a soldier must elect to participate in the Article 15 or—alternatively—demand trial by court-martial. The choice to accept Article 15 proceedings is a “choice of forum,” and a soldier may plead guilty or not guilty at the Article 15 hearing. Only after a soldier is found guilty will the imposing commander determine an appropriate and authorized punishment. Soldiers may also appeal Article 15 decisions to their next higher commander.

Although an Article 15 is not a court-martial conviction, note that the record of punishment may be placed in the soldier’s Army Military Human Resource Record (AMHRR) and be used to assess the character of service for purposes of promotion, reenlistment, and any subsequent administrative proceeding or court-martial.

In addition to formal Article 15 proceedings, summarized proceedings may be used in cases of very minor misconduct by enlisted personnel. Punishments in these proceedings are limited to the performance of extra duties for 14 days, restriction for 14 days, an oral reprimand, or any combination thereof. While the recipient of a formal Article 15 must be given the opportunity to consult with legal counsel before being punished, a soldier has no right to legal assistance when offered a summarized Article 15 (though, such assistance is often provided). The records of summarized Article 15 proceedings are also maintained locally and destroyed after two years or upon a soldier’s transfer to a different parent unit.

Courts-Martial

Charges over which a special trial counsel exercises authority and has not deferred.

All reports of covered offenses shall be forwarded promptly to a special trial counsel. A special trial counsel shall have the authority to determine whether a reported offense is a “covered”, “known”, or “related offense”. Beginning December 28, 2023, OSTC will make a binding referral decision for “covered offenses” enumerated by statute. Covered offenses include alleged violations of the following UCMJ articles: 117a (wrongful broadcast), 118 (murder), 119 (manslaughter), 119a (death of an unborn child), 120a (mailing obscene material), 120 (rape and sexual assault), 120b (sexual assault of a child), 120c (other sexual misconduct), 125 (kidnapping), 128b (domestic violence), 130 (stalking), 132 (retaliation), 134 (child pornography) and 134 (formal, substantiated

cases of sexual harassment effective January 1, 2025). If a special trial counsel determines a reported offense is a covered offense, the special trial counsel shall exercise authority over the covered offense. If a special trial counsel exercises authority over a covered offense, the special trial counsel may also exercise authority over a “known offense”, defined as any offense or charge alleged to have been committed by the suspect of the covered offense. Additionally, if a special trial counsel exercises authority over a covered offense, the special trial counsel may also exercise authority over a “related offense”, defined as any reported offense or charge related to a covered offense, whether alleged to have been committed by the suspect of the covered offense or anyone subject to the UCMJ.

Once a special trial counsel has exercised authority over an offense (regardless of whether it is a covered, known, or related offense), only a special trial counsel may dispose of that offense. The special trial counsel may dispose of the offense by either preferring a charge or specification, or deferring the offense (declines to prefer charges for an offense). If a special trial counsel defers a covered offense back to a commander or convening authority, that commander or convening authority can take no action, take administrative action, or administer nonjudicial punishment, but they cannot refer a covered offense to a special or general court-martial.

If a special trial counsel has exercised authority, the special trial counsel shall determine whether a preliminary hearing is required under Article 32, UCMJ. Upon completion of the preliminary hearing, the preliminary hearing officer shall deliver the nonbinding report to the special trial counsel for consideration on a referral decision. Special trial counsel can dispose of the preferred specifications by referring, dismissing, or deferring any charge or specification. Again, once a special trial counsel defers a charge or specification back to the commander or convening authority, that commander or convening authority can take actions stated in the above paragraph.

Although special trial counsel do not convene cases, the determination of a special trial counsel to refer charges and specifications to a court-martial for trial shall be binding on any applicable convening authority of the referral of such charges and specifications.

For each general and special court-martial for which charges and specifications were referred by special trial counsel, a special trial counsel shall be detailed as trial counsel on the case.

Charges over which a special trial counsel defers or does not exercise authority.

Officers in command perform a quasi-judicial function in administering military justice. If the commander concludes that trial by court-martial is appropriate, formal charges, supporting documents, and the commander’s recommendation are forwarded through the chain of command to the appropriate convening authority. At echelon, higher commanders review the charges and supporting documents and make an independent recommendation as to the appropriate disposition of the case. During this process, all commanders have the benefit of legal advisors available to provide counsel and advice. Ultimately, the discretionary decision whether to prosecute is vested in the court-martial convening authority, who is designated by statute or other authority and receives legal advice from a senior judge advocate prior to exercising that discretion. Superior commanders and/or authorities may not interfere with a subordinate commander’s exercise of discretion to refer a case to court-martial for trial. Again, under no circumstances may a commander or convening authority refer a covered offense to a special or general court-martial. Each type of court-martial is described below.

Pretrial Confinement

There is no “bail” in the military justice system. Soldiers pending court-martial ordinarily remain on duty in their unit of assignment. In some cases, pretrial confinement of a soldier pending trial may be ordered when a commander has reasonable grounds to believe that confinement is necessary, either to ensure the soldier’s presence at trial or if it is foreseeable that the soldier will engage in additional serious criminal misconduct. The commander must also determine that less severe forms of restraint are inadequate, such as ordering a soldier to be restricted to the installation. Two separate reviews of the adequacy of probable cause to continue pretrial confinement are conducted by neutral and detached officers within seven days of the imposition of pretrial confinement. One of the independent confinement reviews is conducted by a judge advocate serving as a military magistrate under the supervision and training of a military judge. These reviewing officers are empowered to direct the release of soldiers from pretrial confinement. The confined soldier is entitled to a military counsel for consultation and

representation during the review of the pretrial confinement order. Once charges have been referred to court-martial or in a pre-referral proceeding, a military judge, upon motion, may review the legality of pretrial confinement and order release as warranted.

Defense Counsel

Soldiers are entitled to consultation and representation by a military counsel from the Trial Defense Service (TDS) at no expense to the soldier for courts-martial, formal Article 15 proceedings, and administrative separation proceedings (see below). Additionally, soldiers may hire civilian counsel at their own expense.

Summary Court-Martial

This is the lowest level of court-martial and is similar to non-judicial punishment in that the soldier can turn down the proceedings and demand trial by court-martial. Only enlisted soldiers may be tried by a summary courts-martial. A summary court-martial is composed of one commissioned officer, who acts as a judge but need not be an attorney, and there is no panel. While soldiers are afforded the opportunity to consult with a military TDS counsel when facing a summary court-martial, there is no entitlement to representation by a military TDS counsel at the summary court-martial. Authorized punishments for junior enlisted soldiers may include confinement for up to 30 days, forfeiture of two-thirds pay per month for one month, and reduction to the lowest pay grade or any intermediate grade. For soldiers above the fourth enlisted pay grade, summary courts-martial may not adjudge confinement or reduction except to the next lower grade. Unless directed by the convening authority, a verbatim record of the proceeding is not required. A conviction at a summary court-martial is not considered a criminal conviction for crime records reporting purposes, although the record of punishment may be placed in the soldier's AMHRR and used to assess the character of the soldier's service for purposes of promotion, reenlistment, and any subsequent administrative proceeding or court-martial.

Special Court-Martial

A special court-martial is very similar to misdemeanor civilian criminal proceedings. It is composed of a military judge, who is usually a Colonel or Lieutenant Colonel Judge Advocate, and no fewer than four members (panel members). An enlisted soldier may request enlisted members to serve on the court-martial panel, in which case at least one-third of the members must be enlisted. The soldier may also request trial by military judge alone. The maximum penalty at a special court-martial is confinement for one year, hard labor without confinement for no more than three months, forfeiture of two-thirds pay per month for up to 12 months, and a bad-conduct discharge.

In 2019, Congress established a new Military Judge Alone Special Court-Martial for more minor offenses. A case referred to this type of Special Court-Martial is tried before a military judge, and the accused cannot elect members. The maximum sentence that can be adjudged is confinement for six months, hard labor without confinement for no more than three months, and forfeiture of two-thirds pay per month for 6 months. Penetrative sexual assault offenses may not be referred to any Special Court-Martial.

Any soldier, regardless of rank, may be tried by special court-martial. However, a special court-martial cannot reduce and officer in rank, or dismiss an officer from the service. Thus, commissioned and warrant officers are, in most cases, tried by a general court-martial.

Soldiers are entitled to representation at court by TDS counsel at no expense to the soldier, or the soldier may hire civilian counsel at their own expense.

General Court-Martial

The general court-martial is the highest level of military court and is composed of a military judge and six, seven, or eight members, including at least one-third enlisted members if an enlisted accused so requests. A soldier may request trial by military judge alone. Soldiers are entitled to a representation by a military TDS counsel at no expense to the soldier or may hire civilian counsel at no expense to the Government.

A preliminary hearing, pursuant to Article 32, UCMJ, is required before any case can be referred to a general court-martial, unless waived by the accused. For charges and specifications over which a special trial counsel

has exercised authority, the special trial counsel shall determine whether a preliminary hearing is required. The purpose of the preliminary hearing is to ensure the referral authority has adequate information before making a decision about whether to refer a case to a general court-martial. After conducting a preliminary review of the Government's evidence, the preliminary hearing officer provides an opinion on whether probable cause exists to show an offense has been committed and the accused committed it; the convening authority has jurisdiction over the accused; and, the form of the charges. The preliminary hearing officer also makes a non-binding disposition recommendation. The hearing officer is usually a judge advocate in the rank of captain or major.

General courts-martial are authorized to impose the full range of punishments as defined by the President of the United States. Potential punishments vary by offense, and include death; confinement for periods up to life, with or without parole; a dishonorable or bad conduct discharge (enlisted), or dismissal (officer); forfeiture of all pay and allowances; a fine; or any combination of these punishments.

Sentencing

Unlike civilian criminal justice systems, a military court-martial moves immediately from findings to sentencing. During sentencing, the Government presents matters in aggravation related to the offenses and the defense presents matters in extenuation and mitigation. At the conclusion of sentencing evidence, each side presents a sentencing argument in favor of their position. Under current law, sentencing is by either a panel or military judge alone. Beginning in December 2023, all sentencing will be by military judge alone except in capital cases.

Convening Authority Review and Entry of Judgment

After the trial is complete, the Statement of Trial Results is forwarded to the convening authority (CA) who directed the court-martial. The CA may never increase the severity of the sentence, but may under very limited circumstances, authorized by statute, modify, suspend, or reduce certain parts of the sentence. Certain sex offenses are excluded from substantive clemency authority and carry mandatory discharge requirements. The CA may set aside a guilty finding by the court-martial only for minor offenses established by statute. The CA consults with his or her staff judge advocate or legal advisor before taking any action. Prior to CA review, the convicted soldier has an opportunity to provide matters for the CA's consideration. Victims also have the opportunity to provide matters to the CA. In practice, all special and general courts-martial resulting in a conviction are subject to these same post-trial requirements. After considering the complete record and all matters submitted by the soldier or his counsel, the CA takes whatever actions are permitted before the case is forwarded to the military judge for Entry of Judgment.

Appellate Review

After a judgment, every case is reviewed to ensure that the findings and sentence are supported by law. Only an appellate authority listed below has the power to overturn a court-martial conviction. The soldier and appellate defense counsel are the proper persons to bring any legal issues to the attention of the appellate courts.

If the sentence includes a punitive discharge or confinement for two years or more, and the soldier has not waived or withdrawn appellate review, the Army Court of Criminal Appeals (ACCA) will automatically review the case. Additionally, soldiers may petition ACCA for all convictions at GCMs and SPCMs not eligible for automatic review. ACCA is composed of expertly trained military judges. If ACCA affirms any portion of the sentence, a soldier may petition the Court of Appeals for the Armed Forces (CAAF) for relief. CAAF is composed of five civilian judges. If CAAF considers a case but denies relief, the soldier may petition the U.S. Supreme Court (SCOTUS). Review by either CAAF or SCOTUS is within the discretion of the court.

Cases not automatically eligible for review by ACCA are reviewed by attorneys appointed by The Judge Advocate General for legal errors. Under current law, The Judge Advocate General may vacate or modify the findings or sentence, or both, of a court-martial under this type of review.

Other Review and Clemency Actions

Within three years after entry of judgment, a soldier may petition The Judge Advocate General for a new trial on the grounds of newly discovered evidence or fraud on the court. Further, at any time after action by the convening authority, the soldier may petition the Secretary of the Army for clemency on the unexecuted portion of the sentence under Article 74, UCMJ. TDS attorneys are available on a case-by-case basis to assist the soldier with these actions.

Army Clemency and Parole Board

The Army Clemency and Parole Board (ACPB) automatically reviews all court-martial cases involving confinement exceeding 12 months. The ACPB considers eligible individuals for clemency no later than a date set by regulation depending upon the length of the approved sentence and at least annually thereafter. The review is conducted to determine whether parole or sentence reduction and other forms of clemency are appropriate.

General Officer Memorandum of Reprimand

A General Officer Memorandum of Reprimand (GOMOR) is a non-punitive form of adverse administrative action. Governed by Army Regulation 600-37, it is a written memorandum issued by a general officer to a soldier memorializing that soldier's misconduct or shortcomings. The issuing general officer has the option to file the GOMOR in the soldier's local file or AMHRR. If the general officer who issues it considers filing it in the soldier's AMHRR, the soldier will receive notice and have an opportunity to respond, in writing, to the factual information contained in the GOMOR prior to the issuing authority's filing decision. The issuing authority may also elect to destroy the GOMOR, instead of filing it. GOMORs filed in a soldier's AMHRR often remain for the rest of the soldier's career unless the soldier successfully appeals for the GOMOR to be removed.

Involuntary Administrative Separations

Involuntary administrative separations are command-initiated actions to separate a soldier prior to the expiration of the soldier's term of service. Separation actions may be based for a variety of situations including, but not limited to, misconduct, unsatisfactory performance, or a substance abuse disorder. Separations may lead to a characterization of service of Honorable, General (Under Honorable Conditions), or Under Other Than Honorable Conditions, depending on the basis for the separation. In some circumstances, an Entry Level Status (Uncharacterized) separation may be issued to soldiers who are in their first 180 days of creditable service. In some instances, Army policy also requires commanders to initiate an involuntary separation action, such as when soldiers have been convicted of certain sexual offenses. Soldiers, in certain situations, are entitled to have their separation action heard by an administrative separation board. These situations include those in which a characterization of Under Other Than Honorable Conditions is recommended by the initiating commander, separation actions involving officers and enlisted soldiers with more than six years in service, or separation actions for warrant officers with more than three years of service since their original appointment.

Identification and Privilege Card

The Department of Defense (DoD) issues the Uniformed Services Identification and Privilege (ID) Card to identify individuals eligible for benefits and privileges administered by the military (i.e., medical care, commissary, exchange, and recreational services). It is the responsibility of the soldier to apply for family member ID cards using the application form, DD Form 1172-2, which is available online or in an ID office. The application form serves to enroll or update eligible beneficiaries in the Defense Enrollment Eligibility Reporting System (DEERS). This allows soldiers and their families to receive proper medical care at all DoD medical facilities when qualified. In situations where DEERS eligibility is initially established or the individual is not yet enrolled in DEERS, soldiers are responsible for providing documentation to receive care. This may include marriage certificates, divorce decrees, and/or birth certificates of beneficiaries. Only certified originals, court-certified copies, or certified photocopies that reflect the corresponding file number will be accepted. Verifying officials may request additional documentation if the validity of the documents provided is in question.

Individuals Eligible for ID Cards

1. Spouses and former spouses

- a. Lawful spouse including common-law spouse.
- b. Un-remarried former spouse of a soldier or soldiers in receipt of retired pay.
 - i. 20-20-20 Rule (for healthcare and other benefit eligibility): The un-remarried former spouse must have been married to the soldier or former soldier for a period of at least 20 years; and the soldier or former soldier performed at least 20 years of service creditable for retired pay; and the period of the marriage and creditable service must overlap by at least 20 years.
 - ii. 20-20-15 Rule (for healthcare eligibility): The un-remarried former spouse must have been married at least 20 years to the soldier who performed at least 20 years of creditable service in determining eligibility for retired pay; and the overlap of marriage and service was at least 15 years.
 - iii. 10-20-10 Rule (abused spouse/former spouse): Married at least 10 years to a service member who performed at least 20 years of creditable service with overlapping marriage and service of at least 10 years. This authority for an ID card requires an approved DD Form 2698, Application for Transitional Compensation.
- c. Surviving spouse of a Reserve Component soldier who died after September 30, 1985, from an injury or illness incurred or aggravated while on active duty for a period of 30 days or less, on active duty for training, or on inactive duty training, or while traveling to or from the place of duty.
- d. Surviving spouse of a retired Reserve Component soldier, who at the time of his/her death, was eligible for retired pay, but died before reaching age 60.

2. Children

Eligibility includes children, including children born outside of a marital relationship, adopted children, stepchildren, and wards that are 10 years of age but not more than 21 years of age, and unmarried. Children under 10 years of age who reside with a guardian, divorced parent, or other person not eligible for military medical care or other privileges should have an ID card of their own. Children under age 21 who previously married but are presently single because of annulment, divorce, or death may resume eligibility. Adopted children, stepchildren, or wards who are 21 years of age or over and unmarried, are dependent for over half of their support from the sponsor, and one of the following:

- a. Incapable of self-support because of a mental or physical handicap that existed before their 21st birthday, or before their 23rd birthday if they were enrolled as a full-time student and verified after Oct 23, 1992, and who are unmarried. A dependency determination must be executed by the Defense Finance and Accounting Service (DFAS) upon initial application.

- b. Have not passed their 23rd birthday and are enrolled in, and attending, class in a full-time course of study at an accredited institution of higher learning (towards an associate's degree or higher), with a letter provided by the institution.
- c. Wards of active duty and retired soldiers are entitled if dependency and residency requirements are met. The basic requirements are that the ward must be an unmarried child, to include a foster child or child to whom a managing conservator has been designated, who has been placed in legal custody of a soldier or former soldier as a result of an order by a court of competent jurisdiction in the United States (or territory or possession of the United States). The court order must stipulate that the child will be in the care and custody of the sponsor-soldier for no less than 12 consecutive months (by length of age, time, or permanency) and dependent on the soldier or former soldier for over 50 percent of their support while residing with the soldier (unless separated by necessity of military service or to receive institutional care as a result of disability or incapacitation). The ward cannot be a dependent of a soldier or former soldier under any other category.
- d. Foster children who are placed in a soldier's or former soldier's custody by a placement agency (with no intent to adopt) and without a court order, are entitled to access the commissary, exchange, and MWR, but medical care is not authorized.
- e. Children of deceased soldiers who died while on active duty or in a paid retired status are entitled if they are unmarried, either adopted or natural born, and who are under the age of 21, or over 21 if enrolled in a full-time course of study for a degree producing program. The surviving children must have been dependents of the soldier for over half of their support at the time of death of the parent(s) soldier.
- f. Unmarried young adult children ages 23-26 who are enrolled in college full-time and who are enrolled in the TRICARE Young Adult Program are entitled to medical care. The ID card is issued for medical and pharmacy benefits only. The TRICARE Young Adult Program allows qualified adult children to purchase TRICARE coverage after eligibility for "regular" TRICARE coverage ends at age 21 or 23. Further information can be found in the Medical and Health Care Section

3. Parents

Parents, including fathers, mothers, fathers-in-law, mothers-in-law, stepparents, and parents by adoption who depend on the sponsor for over half their support and who reside in a household maintained by or for the military sponsor. A dependency determination from DFAS must be executed upon the initial application and each subsequent card renewal.

4. Others

- a. Recipients of the Medal of Honor and their eligible family members.
- b. Honorably discharged veterans with a 100 percent service-connected disability certified by the Department of Veterans Affairs and their eligible family members

Personnel Security Program

The Army Personnel Security Program applies to all military members of the Active Army, Army National Guard, and Army Reserve, as well as Department of the Army civilians. It also applies to Army contractors who require access to classified information in the performance of their duties. The term “Security Clearance” is best understood as being composed of two separate parts; the “eligibility” to work with national security information and the actual need to “access” the information. An individual is granted security clearance eligibility by the appropriate adjudicative entity and then provided access to the material by the cognizant Security Management Office (SMO) with security oversight of the individual.

Personnel Security Investigations

An individual must undergo a Personnel Security Investigation (PSI) in order to be granted security clearance eligibility. A PSI is any investigation required for the purpose of determining the eligibility of DoD military and civilian personnel, contractor employees, consultants, and other persons affiliated with the DoD, for access to classified information; acceptance or retention in the Armed Forces; assignment to or retention in sensitive duties; or other designated duties requiring such an investigation. The investigative requirements for various types of PSIs differ, but may include, though not limited to, checks of national records; credit checks; law enforcement records checks; a personal interview of the individual; interviews with persons who know the individual; and employment checks.

A request for a PSI is submitted for an individual once it is determined that his or her duty position requires access to national security information. The individual’s SMO will ask him or her to complete a Standard Form 86, electronic Questionnaire for Investigations Processing (e-QIP) to provide personal details on their background. The e-QIP will then be submitted to the appropriate Investigative Service Provider (ISP), such as the Defense Counterintelligence and Security Agency (DCSA), by an approved U.S. Army entity, e.g. the U.S. Army Center of Security Excellence. In the case of National Industrial Security Program (NISP) contractors, investigative requests are generally submitted directly to the DCSA by the individual’s employer.

The Adjudicative Process

Once the PSI is completed, it is then forwarded to the Consolidated Adjudication Services (CAS), a component of the DCSA, where certified adjudicators will review it and render a fair and informed security clearance eligibility determination.

The adjudicative process for U.S. Army affiliated individuals is governed by Executive Order 12968 and DoDM 5200.02. Additional governance for contractors falls under DoDD 5220.06. Adjudicative determinations on individuals requiring eligibility for Sensitive Compartmented Information are governed by ICD 704. Adjudicative determinations are based on the facts and merits of each case, ensuring all available records are considered in the determination. Standard disqualifying and mitigating factors of the National Security Adjudicative Guidelines are applied to ensure a fair personnel security determination is rendered.

The adjudication process utilizes the whole person concept, weighing both favorable and unfavorable factors against the National Security Adjudicative Guidelines. In all adjudications, the protection of national security is the paramount determinant.

The CAS may render an unfavorable adjudication if derogatory information is developed during the conduct of the PSI or otherwise becomes available to the CAS. The CAS may also request the ISP to conduct additional investigative inquiries or request information directly from the individual through the cognizant SMO.

If the CAS makes a preliminary determination to deny or revoke security clearance eligibility, the affected individual will be afforded due process. The individual will be furnished a Letter of Intent (LOI), through the cognizant SMO, advising the individual of the CAS’s intended action with an enclosed Statement of Reasons (SOR) detailing the security concerns. The LOI will offer the individual an opportunity to submit a written response to the

security concerns and to provide additional information and supporting documentation to explain, refute, or mitigate those concerns. Failure to submit a timely response may result in the denial/revocation of eligibility and the refusal to submit a response may result in forfeiture of appeal rights with regard to the final unfavorable action.

Should the individual's response fail to mitigate the security concerns, the CAS will issue the person a Letter of Revocation (LOR) or Letter of Denial (LOD) advising him or her of the CAS's final determination. The LOR/LOD will notify the individual of his or her appeal rights in the matter. Soldiers and Army civilian employees may appeal the final unfavorable action in either of two ways.

The first option is for the individual to notify the U.S. Army Personnel Security Appeals Board (PSAB), within 10 calendar days after receipt of the CAS's final action, of their intent to appeal directly to the PSAB. The individual must then provide the PSAB, within the following 30 calendar days, with any supporting material as to why they believe the determination should be overturned. If this occurs, the CAS will forward the individual's case file, including all information supplied, directly to the PSAB for consideration.

The other option is for the individual to request a personal appearance before a Defense Office of Hearings and Appeals (DOHA) Administrative Judge with a subsequent review by the PSAB. Upon the conclusion of the personal appearance, the Administrative Judge will make a recommendation that the PSAB sustain or overturn the decision by the CAS. The Administrative Judge will then forward all case materials to the PSAB for a final decision.

In either case the PSAB will then consider all the information available to them and will either uphold or overturn the CAS's final determination. The PSAB constitutes the final level of appeal available to the individual. Should the PSAB elect to sustain the CAS's determination, the individual may not be submitted for reconsideration for a period of twelve months from the effective date of the PSAB decision. A reconsideration request must be submitted by the cognizant SMO, contain persuasive information mitigating the security concerns, and be endorsed by the commander.

Suspension of Access to Classified Information

Generally speaking, although the CAS is authorized to suspend access to classified materials upon the receipt of adverse information on soldiers and civilian employees, this action is normally the responsibility of the individual's commander's authority. However, upon the issuance of a LOI/SOR, the CAS will advise the individual that his or her access to classified material is suspended pending the final adjudicative outcome. The Director, DCSA exercises the authority to suspend the security clearance eligibility of NISP contractor personnel.

Current Types of PSIs Utilized for Adjudication of Security Clearance Eligibility

- **Tier 3 (T3) and Tier 3 Reinvestigation (T3R)** – For consideration of new or continued eligibility for access to Secret information.
- **Tier 5 (T5) and Tier 5 Reinvestigation (T5R)** - For consideration of new or continued eligibility for access to Top Secret and/or SCI information.

It is important to note that the submission of a request for a T3R/T5R does not necessarily mean the reinvestigation will be conducted. In support of the DoD's ongoing transition to Trusted Workforce 2.0/Continuous Evaluation/Continuous Vetting, reinvestigation requests may be screened using a risk management approach that permits deferment of the investigation where screening results are favorable and mitigation activities are in place. The individual is then enrolled into the Department's continuous evaluation program (CEP).

Additionally, it is DoD policy that security clearance eligibility does not expire as long as an individual remains sponsored by a DoD affiliated entity. Individuals with current eligibility in the Defense Information System for Security (DISS) should not be denied access to classified information based solely on an overdue reinvestigation. Further, when the DISS contains unresolved security concerns, but the security clearance eligibility is still valid, access to classified information may continue at the discretion of the cognizant Command and/or SMO.



Employer Support of the Guard and Reserve (ESGR)

Employer Support of the Guard and Reserve (ESGR) was established in 1972 and is a program within the Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs. ESGR's vision is to promote cooperation and understanding between Reserve Component service members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment.

ESGR understands the unique talents and skill set members of the National Guard and Reserve can bring to the civilian workforce. To make this arrangement work, both parties must be aware of their rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act (USERRA). With an ESGR committee in each state, territory, and the District of Columbia, there is an ESGR representative able to help soldiers forge a stronger bond with their employer by providing a greater understanding of military service. ESGR offers employer programs, briefings, and job fairs that provide insight into the duties performed by employees that also serve in the National Guard and Reserve. ESGR also offers awards programs to nominate supportive supervisors and employers for support that goes above and beyond what is required by law.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA provides employment protection and other benefits for veterans and employees who perform military service. It clarifies the rights and responsibilities of National Guard and Reserve members, as well as their civilian employers. USERRA applies almost universally to all employers-including the Federal Government-regardless of the size of their business. One of the primary goals of USERRA is to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service under specific or certain conditions. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of past, present, and application for membership in the armed services.

The Department of Labor (DOL) is the cognizant owner of the USERRA statute, with investigative authority and subpoena power for records. DOL is the formal authority for all complaints dealing with violations of the law.



Service members Civil Relief Act

The Servicemembers Civil Relief Act (SCRA), codified at Title 50, United States Code, Sections 3901 through 4043, provides a wide range of benefits and protections to military Servicemembers. The SCRA includes protections for Servicemembers who have difficulty meeting their personal financial and legal obligations because of their military service. It is intended to postpone or suspend certain civil obligations to enable Service members to devote their full attention to military duty. The SCRA also provides certain benefits and protections to Servicemember dependents, and in certain instances, to those who co-signed a loan for, or took out a loan with, a Servicemember. The term “dependent” includes a Servicemember’s spouse, children, and any other person for whom the Servicemember has provided more than half of their financial support for the past 180 days.

The Act applies to the United States, the states, the District of Columbia, all U.S. territories, and in all courts therein. The SCRA does not apply to criminal proceedings. The SCRA definition of those in military service includes: 1) full-time active duty members of the military; 2) Reservists on federal active duty; and 3) members of the National Guard on federal orders for a period of more than 30 days. The protection begins on the date a Servicemember enters active duty, or when a reservist receives certain military orders, and generally terminates within 30 to 90 days after the date of discharge from active duty. Violation of the SCRA provisions are enforceable by the Civil Rights Division within the Department of Justice or by private right of action.

Some areas covered under the SCRA are termination of leases, eviction proceedings, installment contracts (real or personal property), mortgage foreclosures, stay of proceedings, maximum rates of interest, and portability of professional licenses of Servicemembers and their spouses. Several recent changes to SCRA provisions apply to lease termination protections. These changes ensure families of Servicemembers killed or catastrophically injured while in military service will now have a statutory right to terminate the Servicemember’s lease upon their death or injury, without a termination penalty. Additionally, Servicemembers will now have a statutory right to terminate their leases pursuant to retirement or separation orders without penalty. Previously, Servicemembers could only terminate their leases upon receipt of Permanent Change of Station orders.

Other recent changes include protection against mandatory arbitration. The National Defense Authorization Act of 2022 prohibits businesses from requiring a Servicemember to go to arbitration in order to resolve a dispute under a contract. Instead, the Servicemember must be given the opportunity to either resolve the dispute in court or via arbitration. Finally, a Servicemember may waive their rights under the SCRA but only under specific conditions. A Servicemember cannot be required to waive prospectively – a waiver is only valid if a dispute has arisen and the waiver identifies the dispute. This ensures the Servicemember understands and appreciates the right she is waiving.



Financial and Other Benefits

There are several types of pay and allowances that a Soldier may receive, and other financial matters that may affect a Soldier. Some of the more common finance related matters are listed below.

Pay and Tax Benefits

- **Basic Pay**

Basic Pay is the base salary for a soldier and comprises the majority of a soldier's total military income. The amount received depends on the length of service as well as rank. Basic Pay is electronically distributed on the 1st and 15th of every month. Basic pay tables may be found on the Defense Finance and Accounting Service site at <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/>.

- **Drill Pay**

Drill Pay is part of the total compensation available members of the National Guard and Army Reserve performing monthly unit training and annual field training exercises. Drill Pay for a National Guard or Reserve soldier depends on the soldier's length of service and rank.

- **Incentive and Special Pay**

Special pay is an additional monthly and/or annual pay given to eligible soldiers who perform certain specific duties, serve in specific geographic locations, occupy specific MOS, are given certain specific assignments, or maintain eligibility for specialized skills.

- **Assignment Incentive Pay (AIP)**

An Active Duty soldier may be paid AIP for performing service in select assignments designated by the Secretary of the Army.

- **Hazardous Duty Incentive Pay (HDIP)**

Soldiers who perform hazardous duties such as flying duty, parachute duty, demolition duty, or toxic fuel handling may be entitled to HDIP.

- **Combat Zone Tax Exclusion (CZTE)**

Soldiers who serve in a combat zone can exclude certain pay from their taxable income. CZTE is unlimited for enlisted members and warrant officers. Certain caps apply to CZTE for Army officers.

Bonuses

There are other opportunities for a soldier to earn money in the Army in addition to basic pay. Bonuses may be available for those who select specific Army jobs, following completion of special training, upon assumption of extra responsibilities, or to those soldiers with prior military service.

- **Active Army Enlistment Bonus**

Qualified active duty recruits may be eligible for a combination of bonuses totaling up to \$40,000. The maximum bonus for a three, four, five, or six-year contract is based on periodic updates and is subject to change.

- **Civilian Acquired Skills Bonus (CASB)**

Applicants with already acquired skills who enlist for five or more years in certain designated, high-demand specialties may qualify for additional bonuses up to \$40,000.

- **Written Bonus Agreement (WBA) (Formerly Critical Skills Retention Bonus)**

The Written Bonus Agreement (WBA) under the Selective Retention Bonus (SRB) Program is the principal monetary incentive to retain Soldiers in a particular career fields. It is available to soldiers who have already reenlisted for an indefinite period and intended to mitigate projected end strength shortages. The WBA was designed to replace the Critical Skills Retention Bonus (CSRB) program. The WBA—with a lower approval authority than the CSRB—gives the Army more flexibility to offer

retention incentives to soldiers in selected specialties. The WBA is available to soldiers with less than 24 years of service. The WBA allows a maximum bonus of \$25,000 per year with the total incentive not to exceed \$100,000 per soldier.

- **Warrant Officer Accession/Retention Bonus (WOAB/WORB)**

The Warrant Officer Accession Bonus (WOAB) is a monetary incentive to encourage the commission or appointment of warrant officers. The Warrant Officer Retention Bonus (WORB) is the principal monetary incentive to encourage the retention or transfer between the military services of warrant officers in designated military career fields, skills, units, grades, or under other conditions of service.. A maximum of \$60,000 is offered for appointment as a Warrant Officer for a six-year service obligation. A maximum of \$25,000 a year is offered for Warrant Officers with more than 19 years of Active Federal Service and who agree to serve for a minimum of three years of additional service.

- **Aviation Bonus**

The Aviation Bonus (AvB) is the principal monetary incentive to encourage rated Army aviation officers to remain on active duty or in an active status in aviation service. It is available to those officer who have completed their Initial Entry Rotary Wing (IERW) obligation and have either less than 14 years of active federal service, or more than 19 years of active federal service with less than 22 years of aviation service. A maximum of \$35,000 per year is offered for a minimum of three years of additional service.

- **Reenlistment Bonus**

A soldier currently serving in the Army may be eligible for a reenlistment bonus. The bonus to be paid may not exceed \$25,000 for each year of additional service obligation. The maximum amount for a reenlistment bonus is \$100,000.

- **Reserve Component Enlistment Bonus**

Non-prior service recruits enlisting in the Army National Guard or Army Reserve for six years in a critical skill specialty may be eligible for a combination of bonuses totaling \$20,000.

- **Reserve Component Retention Bonus**

A soldier currently serving the Army National Guard or Army Reserve may be eligible for a reenlistment bonus. The bonus may not exceed \$10,000 for each year of additional service obligation. The maximum amount for a reenlistment bonus is \$40,000.

- **Reserve Component Enlisted Affiliation Bonus**

A soldier currently serving in the Active Army, or who served in the Active Army and was honorably separated, who then affiliates with the Army National Guard or Army Reserve may qualify for an affiliation bonus. The bonus amount to be paid may not exceed \$20,000 for a minimum two-year period of obligated service.

- **Reserve Component Officer Accession Bonus**

A current officer or civilian who accepts a commission or appointment in the Army National Guard or Army Reserve may be eligible for an Officer Accession Bonus. The bonus to be paid may not exceed \$60,000 for a minimum four-year service obligation.

- **Reserve Component Officer Affiliation Bonus**

An active duty officer from another military service, who affiliates with the Army National Guard or Army Reserve by executing an agreement to serve in a critical skill position, may qualify for an Officer Affiliation Bonus. The bonus amount may not exceed \$10,000 for a minimum three-year service obligation.

- **Reserve Chaplain Bonus**

Individuals who enter the Army Reserve or Army National Guard to serve six years as an Army Chaplain may be eligible for a bonus of up to \$10,000. The bonus is payable following the completion of the Chaplain Officer Basic Course, which must be completed within 36 months of commissioning.

- **Prior Service Enlisted Bonus**

Prior service individuals from any military service who in the Army Reserve for a period of three or six years, in a critical military skill, may be eligible for a prior service enlistment bonus.

- **Continuation Pay (CP)**

CP is a one-time bonus available to every soldier between eight and twelve years of service at a specific point determined by each military department. It applies to those who are part of the Blended Retirement System. CP will vary between 2.5 and 13 times an active duty member's monthly base pay, and between 0.5 and 6 times a Reserve Component member's base pay. The bonus requires an additional commitment of at least three more years of service. Annually, each Service will announce the CP amounts and service commitments for their members for the next calendar year.

- **Pay Allowance Continuation (PAC)**

PAC is special pay for soldiers during period of hospitalization and rehabilitation resulting from wounds, injuries, and illness incurred while on duty in a combat operation or combat zone

Education Benefits

- **Active Duty Loan Repayment Program (RA LRP)**

The RA LRP is an incentive program only available to initial entry Regular Army (RA) recruits without prior military service. A soldier cannot become eligible for the RA LRP after their enlistment. For the RA LRP benefit, the Soldier must have the program listed on their initial entry enlistment contract (Department of the Army Form 3286, Annex B).

RA soldiers must meet the qualifications specified in Army Regulation 621-202, in that they must have contracted in a selected enlisted Military Occupational Specialty (MOS) set by the Army G1, and remain qualified in that MOS for at least five years. (Note: RA LRP eligible MOSs are subject to change based on the U.S. Army recruiting requirements). Covered loans must have been made, insured, or guaranteed prior to entry on active duty. Loans that qualify for repayment include the following: (1) any loan made, insured, or guaranteed under part B of title IV of the Higher Education Act of 1965 (Title 20, United States Code, Section 1071 et seq.); (2) any loan made under part D of such title (the William D. Ford Federal Direct Loan Program, Title 20, United States Code, Section 1087a et seq.); (3) any loan made under part E of such title (Title 20, United States Code, Section 1087aa et seq.); or, (4) any loan incurred for educational purposes made by an agency or instrumentality of a state, a financial or credit institution (including an insurance company) subject to examination and supervision by an agency of the United States or any state, or from a pension fund or a non-profit private entity (subject to case-by-case review and approval).

RA soldiers in the program earn their first loan repayment after completion of a full year's active duty service. The additional two payments follow each full year thereafter. The U.S. Army may repay up to 33 and one third percent or \$1,500 (less tax), whichever is greater, toward the remaining original unpaid principal balance on a soldier's qualifying student loan(s) after each completed year of active duty, for up to three years. The maximum total combined loan repayment limit is \$65,000 before taxes. Authorized RA LRP payments are considered taxable income in the year they are made and are initiated when the soldier's lender returns a completed Department of Defense (DD) Form 2475 to HRC's Education Incentives Branch (EIB). The EIB, after validating the loan through a detailed review process, will authorize Defense Finance and Accounting Services (DFAS) to disburse appropriate payment to the loan holder(s). DFAS, in turn, will send the Soldier a W-2 Form separate from the W-2 Form received for military pay. A percentage of the RA LRP payment will be withheld; therefore, it is important that the soldier file income taxes with this W-2. Since payments are considered income, this withholding will deter a large tax bill at the end of the year.

The U.S. Army does not assume loans and soldiers remain responsible for the favorable status of the loan. Therefore, soldiers must keep the EIB RA LRP Team informed of any changes to the loan (e.g., lender address, new lender because of loan sale, or changes in loan status) because the lender does not

supply information to the Army. Additionally, Army Regulation 621-202 directs principal-only payments and precludes any payments made towards interest, loans in default, or reimbursements back to the soldier for payments made directly to the lender.

- **Reenlistment Student Loan Repayment Program (SLRP)**

This program allows current USAR/ARNG soldiers who are reenlisting for at least six years to receive educational loan payments up to \$50,000.

- **Post 9/11 GI Bill**

Soldiers earn the Post 9/11 GI Bill benefit for their use after serving 90 cumulative days of qualifying Active Duty service or 30 consecutive days of Active Duty service with a documented service-connected disability and an honorable discharge on or after 11 September 2001. Approved education training under the Post 9/11 GI Bill includes up to 36 months of benefits for graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. Soldiers and veterans who convert from the Montgomery GI Bill to the Post 9/11 GI Bill must apply to use their benefits through the Department of Veterans Affairs (VA). This decision to convert to the Post 9/11 GI Bill is irrevocable and the soldier should thoroughly understand their current benefit's rules (i.e., tuition reimbursement rate, transferability) and compare these benefits with those under the Post 9/11 GI Bill. Soldiers who are discharged from active duty with a service-connected disability after 30 days may qualify for the Post 9/11 GI Bill; however, their discharge must be honorable to be eligible for the program.

Soldiers desiring to transfer their benefits to their eligible dependent(s) must have earned the Post 9/11 GI Bill benefit, have at least six years of total qualifying military service (Active Duty and/or Selected Reserve service), have no negative action flags, and commit to an additional four years of service. All military service counts toward the six-year requirement except service in the Individual Ready Reserves (IRR). The Post 9/11 GI Bill Transfer of Education Benefits (TEB) program requires the fulfillment of a four-year active duty service obligation (ADSO). Failure to complete this ADSO will result in the soldier losing the benefit. Soldiers who fail to complete the required four-year ADSO will incur an "overpayment" debt if a dependent begins using the TEB incentive. The four-year TEB ADSO is a one-time requirement and, once complete, the soldier has met the program's ADSO requirement. The only approved exception to the four-year TEB ADSO, are Purple Heart recipients on Active Duty or in Selected Reserve status after August 31, 2018, may transfer unused Post 9/11 GI Bill education benefits to their eligible dependents regardless of years of service and without incurring a service obligation.

While the DoD determines eligibility for TEB, the Department of Veterans Affairs (VA) pays tuition or fees to the school, a housing stipend for students who attend more than half-time, and books or supplies to dependents. For additional information on benefits, eligibility requirements, or to request to TEB, soldiers should visit <https://milconnect.dmdc.osd.mil/milconnect/>. Note that educational benefits must be transferred prior to the Soldier's separation or retirement from service.

Prior to January 1, 2013, soldiers and their approved dependents have 15 years from their separation date to use the Post 9/11 GI Bill education benefit before it expires. Since January 1, 2013, soldiers and TEB approved dependents have no delimiting date to use the Post 9/11 GI Bill TEB incentive. This change in the Post 9/11 GI Bill TEB law and subsequent policy is marketed as the "Forever GI Bill." With this change, a soldier's dependent children are eligible to begin using TEB after 10 years of service and a dependent child reaches age 18 or receives a secondary school diploma or equivalency certificate (whichever comes first). Soldiers must transfer their Post 9/11 GI Bill education benefits to their dependent children prior to reaching the child's 21st birthday. Dependents can apply to the VA for a "Certificate of Eligibility," via the www.vets.gov website and are encouraged to use an installation's VA support office to facilitate this process. If enrolled in school more than half-time and regardless if the soldier is receiving a BAH stipend, the child will receive a Post 9/11 GI Bill housing stipend at the E-5 married with dependents BAH national average equivalent rate. Finally, soldiers' dependent children

will “age out” of the Post 9/11 GI Bill TEB incentive program on their 26th birthday, so dependent children must complete all usage before this date.

- **Montgomery GI Bill—Active Duty (MGIB-AD)**

If a soldier chooses to accept this education benefit, they must agree to this benefit by making an election on DD Form 2366, MGIB Basic Enrollment within the first three working days of active duty and must agree to a pre-tax reduction in pay of \$1,200 (\$100 each month for the first 12 months). This reduction in pay is a requirement by law for each of the first 12 months of active duty. The law also stipulates the amount is non-refundable. Soldiers consent to the reduction in pay when they sign the DD Form 2366, MGIB Basic Enrollment. To receive the benefit soldiers must complete their initial term of service with an honorable characterization of service. DoD determines service time; while the VA pays a monthly amount to the soldier once the benefits are claimed. The MGIB-AD it is not transferable to eligible dependents.

- **Montgomery GI Bill—Selected Reserve (MGIB-SR)**

MGIB-SR is offered to soldiers who entered the Selected Reserve after July 1, 1985, under an initial six-year contract. Reduction in pay is not required for this benefit. Completion of Initial Active Duty for Training (IADT) and a high school diploma is required prior to being eligible to use the benefit. If a soldier does not fulfill the six-year contract, a recoupment action may incur on unfulfilled months of service. DoD determines service time; while the VA pays a monthly amount to soldier once the benefits are claimed. The MGIB-SR is not transferable to eligible dependents.

- **Army College Fund (ACF)**

On March 1, 2012, the ACF program was suspended. The ACF provided additional money (also known as a “kicker”) added to the basic Montgomery GI Bill (MGIB) or the Veterans Educational Assistance Program (VEAP). Soldiers who received the ACF along with MGIB, and who choose to convert to the Post 9/11 GI Bill, will continue to receive the ACF. MGIB and VEAP are educational entitlements earned by soldiers who serve on active duty, but the ACF, which is linked to these GI Bills, is an enlistment incentive option which must be included in a soldier’s initial enlistment agreement. The ACF is not a program for which an individual becomes eligible after entry on active duty.

Soldiers offered the ACF as an incentive to enlist should have received documentation verifying entitlement to ACF on Department of Army (DA) Form 3286-66 as part of the enlistment contract. Only certain MOS are authorized the ACF, which is available for those serving two to seven-year enlistments.

ACF must be earned, as it is not an automatic benefit. It accrues monthly as long as the soldier obtains and remains qualified for the MOS for which he originally enlisted. As with the MGIB and VEAP, the ACF will expire ten years after the soldier’s last discharge or release from active duty. If a soldier converted to the Post 9/11 GI Bill, the ACF will expire fifteen years after the Soldier’s last discharge or release from active duty if the soldier’s discharge or REFRAD is before January 1, 2013.

Allowances

In addition to basic pay and bonuses, the Army provides allowances to offset the cost of living. These allowances are provided for specific needs, such as food or housing, when the government does not provide for that specific need. Most allowances are not taxable, which is an additional benefit. Soldiers stationed outside the continental United States (OCONUS) receive additional allowances to help defray housing and living expenses in high cost areas. These allowances include: Temporary Lodging Allowance; Overseas Housing Allowance; Cost of Living Allowance; and Interim Housing Allowance. Similar entitlements are paid to soldiers stationed in the United States, Alaska, and Hawaii in the form of Temporary Lodging Expenses, Basic Allowance for Housing, and CONUS Cost of Living Allowance. A brief description of each allowance is provided below.

- **Basic Allowance for Housing (BAH)**

BAH offsets the cost of housing when soldiers live off base or in privatized housing. BAH rates are based on the soldier’s geographic duty location, pay grade, and dependency status. A soldier may

request an advance of his BAH, which must be approved by the unit commander and is usually limited to three months BAH in CONUS and 12 months OCONUS.

- **Basic Allowance for Subsistence (BAS)**

BAS is meant to offset costs for a soldier's meals. This allowance is based on the historic practice of the military providing room and board (or rations) as part of a member's pay. This allowance is not intended to offset the costs of meals for family members. Because BAS is intended to provide meals for the soldier, its level is linked to the price of food. Each year it is adjusted based upon the increase of the price of food as measured by the USDA food cost index.

- **Family Separation Allowance (FSA)**

FSA is payable to soldiers with qualifying dependent family members when the soldier is serving a dependent restricted tour or is required to be away from his or her permanent duty station for more than 30 continuous days in a temporary duty (TDY) status.

- **Cost of Living Allowance (COLA)**

Soldiers assigned to certain locations in the US or outside of CONUS may be paid a COLA. It is intended to provide compensation for variations in the higher costs of food, transportation, clothing, and other non-housing items. The overseas COLA is a supplement designed to equalize purchasing power between soldiers overseas and their CONUS-based counterparts. COLA rates are based on the soldier's rank, duty location, and dependent status. Unlike other allowances, COLA is considered taxable.

- **Clothing Allowance**

Enlisted personnel are issued a standard set of uniforms when they enter active duty and a clothing replacement allowance on their service anniversary month. The replacement allowance is paid at the "basic" rate for members with less than three years of service, and after that at the "standard" rate. There are three types of clothing allowances to cover both initial allowances and replacements: (1) Initial Clothing Allowances; (2) Cash Clothing Replacement Allowances; and (3) Extra Clothing Allowances. Officers do not receive an annual clothing allowance as they receive a one-time payment after commissioning to buy military uniforms.

- **Overseas Housing Allowance (OHA)**

OHA is used to offset housing expenses incurred while stationed overseas. Allowance rates are periodically updated based on new cost data and reviews of currency fluctuations. OHA can be advanced (typically up to 12 months) against any projected OHA to cover the difference between the cost of non-base rental housing and BAH. OHA is comprised of three components:

- o Rental ceilings
- o Utility/recurring maintenance allowance
- o Move-In Housing Allowance (MIHA)

- **Dislocation Allowance (DLA)**

DLA is intended as partial reimbursement for miscellaneous moving expenses. DLA is not authorized for an initial PCS (unless soldiers are moving with dependents), the last PCS (separation or retirement), to soldiers without dependents assigned to government quarters, or when the movement of household goods is not otherwise authorized.

- **Move-In Housing Allowance (MIHA)**

MIHA reimburses Service members for overseas costs associated with living in privately-owned or privately-leased quarters. The allowance focuses on one-time rent related expenses, modification of homes for security protection, and the initial cost of making a home habitable. Rates vary with currency fluctuations and location.

- **Per Diem Allowance**

The per diem allowance is a daily amount designed to partially reimburse soldiers for Lodging, meal, and incidental expenses during permanent change of station moves or temporary duty travel.

For travel by personally owned vehicles (POV), per diem for the soldier is a standard flat CONUS rate. Per diem for dependents is three-fourths the member's applicable rate for each dependent age 12 or older, and half the member's rate for each dependent under age 12. The military uses 350 miles per day as the standard one-day travel distance. In computing per diem days, take the Official Government Mileage between duty stations and divide by 350. An additional day is allowed with a remainder greater than 50.

- **Temporary Lodging Allowance (TLA)**

TLA is intended to help cover the cost of temporary housing and meals incurred while awaiting permanent lodging. TLA is calculated according to the member's pay grade, number of family members, actual quarters cost, availability of cooking facilities, and the local per diem rate.

- **Monetary Allowance in Lieu of Transportation (MALT)**

MALT is the mileage reimbursement paid when a soldier or family drive to their new duty station. It is based on the Official Military Table of Distances. MALT rates may be paid for up to two vehicles and may be advanced 80 percent prior to move (and paid by).

Retirement/Seperation Benefits and Programs

- **Savings Deposit Program (SDP)**

The SDP was established to provide a place to deposit money for savings purposes to soldiers in designated combat zones. Soldiers deployed in combat zones, a qualified hazardous duty area, or in support of contingency operations outside of the US, are eligible to participate in the SDP. The soldier must serve in the designated area for more than 30 days.

- **Thrift Savings Plan (TSP)**

The TSP is a retirement plan for soldiers and federal employees that is designed to closely resemble a civilian 401K plan. Soldiers are permitted to make contributions from their basic pay as well as from incentive, special, or bonus pay up to \$18,000 annually. The TSP offers significant benefits to its participants, including pre-tax contributions, multiple investment options, and significantly lower fees than comparable financial institutions. The TSP is administered by the Federal Retirement Thrift Investment Board. For soldiers retiring under the Blended Retirement System, the federal government will make automatic and matching contributions to the soldier's TSP account.

- **Retired Pay**

In most cases, soldiers who have completed 20 years of active service are eligible to receive retired pay at the end of their career. A Reserve Component soldier, who completes 20 qualifying years of service and meets all eligibility requirements, will receive retirement pay upon reaching the age of eligibility (usually age 60, unless eligible for Reduced Age Retirement). Eligibility for reduced age will be calculated in 90-day increments, for qualifying periods of service within a fiscal year on or after January 29, 2008. Reduced age retirement may not be reduced below age 50.

The retired pay amount and related requirements depend on which of the four retirement systems a soldier falls under. These systems are based on a soldier's Date of Initial Entry into Military Service (DIEMS). The Blended Retirement System, which started on January 1, 2018, combines a smaller traditional retired pay annuity with an investment in the Federal Thrift Savings Plan (TSP). Members must still serve 20 years to receive the defined benefit, but may keep all TSP funds if they serve at least two years, even if they do not retire from the military. Members under BRS may also elect a lump sum payment at retirement in return for receiving a reduced monthly retired paycheck until their 67th birthday. Members retiring under BRS may also receive Continuation Pay.

- **Combat-Related Special Compensation (CRSC)**

CRSC provides military retirees a monthly compensation that is intended to replace some or all of the retired pay that is withheld due to the receipt of VA compensation. CRSC is payable for disabilities that are found to be related to combat, including disabilities that were incurred in actual combat, while

engaged in hazardous service, in the performance of duty simulating war, while training for combat, or as a result of an instrumentality of war. The amount of CRSC payable is directly related to the evaluation(s) assigned to combat-related disabilities, but cannot exceed the amount of withheld retired pay. Retirees cannot receive benefits simultaneously under both the CRSC and the Concurrent Retirement and Disability Payments (CRDP) programs.

- **Concurrent Retirement and Disability Payments (CRDP)**

Title 10, United States Code, Section 1414, contains a provision to restore the retired pay deducted from retirees' accounts due to the receipt of Department of Veterans Affairs (VA) Disability Compensation, if they have a VA disability rating of 50% or more and have served at least 20 years or retired under the Temporary Early Retirement Authority. Retirees who are entitled to CRDP will receive both full military retired pay and full VA disability pay without offset.

- **Separation Pay/Involuntary Separation Pay**

This pay is meant to provide a lump-sum payment to eligible active and reserve soldiers who have completed at least six, but fewer than twenty, years of active service immediately before being involuntarily discharged or denied continuation of service for which they volunteered, short of retirement eligibility. A soldier must receive an involuntary separation that is characterized as either Honorable or General and agree to serve in the Ready Reserve (Selected Reserve or Individual Ready Reserve) of a Reserve Component for a period of not less than 3 years following the soldier's discharge or release from active duty. This obligation is in addition to any other service obligation of the soldier. A soldier who receives this pay and later qualifies for retired pay, retainer pay, or disability compensation (from the Department of Veterans Affairs) will have their retired pay, retainer pay, or disability compensation reduced until the total amount deducted is equal to the total amount of ISP received. Separation pay must be listed on the separation documents (DD Form 214 and orders) to be paid.

- **Lump Sum at Retirement**

Soldiers retiring under the Blended Retirement System may elect to receive a taxable 25% or 50% lump sum within 60 days of retiring in return for accepting a reduced amount of monthly retired pay up until their 67th birthday. Accepting this lump sum will affect the soldier's receipt of VA Disability Compensation if the member is rated 40% or less disabled by the VA. The lump sum received is calculated according to projected retired pay and cost of living adjustments. It is then discounted to convert the payments to current dollars. Soldiers may elect to receive no lump sum at retirement.

Leave

- **Annual Leave**

Active duty soldiers earn 2.5 days of annual leave (vacation) for each month of service, for a total of 30 days per year. Soldiers can accrue up to 60 days of leave and any additional days above 60 days are forfeited at the beginning of the next fiscal year (October 1st), except as noted in the Special Leave Accrual portion of a monthly leave and earnings statement.

- **Special Leave Accrual**

Personnel serving in hostile fire or imminent danger pay areas (combat zones) for 120 days or more can carry up to 120 days of annual leave into the next fiscal year.

- **Rest & Recuperation (R&R)**

Soldiers serving in hostile fire or imminent danger areas may be eligible for one 15-day R&R trip per 12-month deployment period. R&R is a chargeable leave program that authorizes use of ordinary leave and may not be combined with other absences. Soldiers must meet certain requirements to be eligible for R&R leave. Travel to and from leave destinations is not charged to the leave.

- **Post-Deployment/Mobilization Respite Absence (PDMRA) Leave**

PDMRA was established to recognize members who are required to mobilize or deploy with a frequency beyond established rotation policy goals.

- **Sick Leave**

Soldiers who fall ill for a short period and expect to return to duty within 72 hours are classified as Sick-in-Quarters. During this period, the soldier may be excused from duty for treatment or for medically directed self-treatment. For periods longer than 72 hours, or if hospitalization is required, a soldier is classified as Sick-in-Hospital. As with Sick-in-Quarters, the soldier is excused from duty during the period of convalescence.

- **Unused leave**

Soldiers with a positive leave balance of 60 days or less at the time of discharge or reenlistment may be entitled to sell back leave. The leave is paid at the same rate as the soldier's basic pay; each day of leave is worth a day of pay. A soldier may not sell back any leave that is carried over to a new enlistment, but may receive payment for any leave not carried over to a new enlistment. Unused leave may not be sold back if a soldier is discharged for the purpose of accepting a commission or a warrant officer position in any uniformed service.

Financial Programs

- **Financial Readiness**

Financial Readiness Programs and Consumer Advocacy Services are available at every installation. These Army Community Service (ACS) programs offer a variety of education and counseling services to help soldiers and families increase personal readiness and reduce financial stressors.

- **Indebtedness**

DFAS garnishment operations process all court ordered garnishments for child support, alimony, commercial debts, and bankruptcy for military members, military retirees, and all DOD civilian employees, plus court ordered divisions of military retired pay under the Uniformed Services Former Spouses' Protection Act.

- **Survivor Benefit Plan (SBP)**

Retired pay stops upon death of the retired Soldier. SBP was established so that retiring soldiers could elect to provide the continuation of a portion of their retired pay to designated beneficiaries. Retirees pay for SBP coverage with a percentage of their retired pay. Because the SBP payment is deducted from retired pay before the retired pay is taxed, the SBP annuity is taxed as unearned income/A surviving spouse loses SBP eligibility upon remarriage prior to age 55, but may regain SBP eligibility if that marriage ends.

- **Nonsupport**

Army Regulation 608-99, Family Support, Child Custody, and Paternity, outlines Army policy regarding the obligation of soldiers to support their family members. The regulation generally provides that, unless there is a court order or agreement, a soldier separated from his or her family members will provide a monthly amount equivalent to the Basic Allowance for Housing II at the "With Dependents" rate. The requirement exists as long as the supported family members are not living in government housing. Certain exceptions may apply to dual-military couples, in circumstances involving children from other relationships, in cases of abuse, or situations of disparate income.

Commanders are responsible for enforcing Army Regulation 608-99. Portions of the regulation are punitive, meaning that a soldier can be punished for violating its requirements. A commander can order a soldier to pay any current monthly support due their family members, but may not order payment of arrearages. For this reason, family members seeking financial support from soldiers should enter into a support agreement or obtain a court order, whenever possible.

- **Army Emergency Relief (AER)**

AER (www.aerhq.org) is a private, nonprofit organization that was created to help soldiers, retired soldiers, and their family members with financial emergencies. AER provides funds to assist soldiers with immediate financial needs including rent, utilities, and emergency travel. AER also provides emergency funds to orphans and widows as well as offers undergraduate scholarships to spouses and children of both active and retired soldiers.



Separations

Enlisted Separations

Army enlisted separations policy, as set forth in Army Regulation (AR) 635-200, promotes the readiness of the U.S. Army by providing an orderly means to determine a soldier's suitability for continued service in the Army. The regulation governs the procedures for the administrative separation of soldiers in a variety of circumstances while providing soldiers the appropriate due process protections. The determination to separate a soldier from service is made on the basis of a soldier's conduct and ability to meet required standards of duty performance and discipline.

Army separation policy is designed to strengthen the concept that military service is a calling different from any other occupation. Soldiers who do not conform to required standards of discipline and performance, or who do not demonstrate potential for further military service, should be separated in order to avoid degradation of morale and substandard mission performance. Summaries of key separation provisions in AR 635-200 are provided below.

Separation for Convenience of the Government (Chapters 5, 6, 8, and 16)

Unless the reason for separation requires a specific characterization, a soldier being separated for the convenience of the Government will be awarded a character of service of honorable, general under honorable conditions, or an uncharacterized description of service if in entry-level status. The next eight separation types are convenience of the Government separations.

Secretarial Plenary Authority (Paragraph 15)

Separation under this paragraph is the prerogative of the Secretary of the Army. This authority is exercised sparingly and seldom delegated. Ordinarily, it is used when no other provision of the regulation applies, and separation is clearly in the best interest of the Army. This authority is normally exercised on a case-by-case basis. Separation may be voluntary or involuntary. Each case is judged on its own merits and must be fully supported by substantiating documentation. Separations under this chapter are effective only if approved in writing by the Secretary of the Army or the Secretary's approved designee as announced in updated memoranda.

Surviving Sons or Daughters (Paragraph 5-4 to 5-7)

A soldier who qualifies as a surviving family member may request separation except during a period of war or national emergency declared by Congress. A surviving family member is any son or daughter in a family whose parent, or one or more sons or daughters, served in the Armed Forces of the United States, and:

- Was killed in action.
- Died in the line of duty as a result of wounds, accident, or disease.
- Is in a captured or missing-in-action status.
- Is 100-percent physically disabled (to include 100-percent mental disability) due to service connection as determined by the Department of Veterans Affairs or one of the military Services.
- Pursuant to the Hubbard Act (Public Law 110-317), under certain circumstances a soldier separated under this paragraph who is the only surviving child in a family in which the father or mother, or one or more siblings, while serving in the Armed Forces, was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently disabled may be entitled to certain benefits, such as separation pay, transitional health care, or transitional commissary and exchange benefits, and will not be required to repay the unearned portion of any bonus, incentive pay, or similar benefit previously paid to the soldier. Commanders must consult their servicing judge advocate for advice on the precise implications of the Hubbard Act.

Involuntary Separation Due to Parenthood (Paragraph 5-7)

Soldiers will be considered for involuntary separation when parental obligations interfere with fulfillment of military responsibilities. Specific reasons for this separation include: inability to perform prescribed duties

satisfactorily, repeated absenteeism, repeated tardiness, inability to participate in field training exercises or perform special duties, or non-availability for worldwide assignment or deployment according to the needs of the Army. Separation processing may not be initiated until the Soldier has been adequately counseled concerning deficiencies and has been afforded the opportunity to overcome them. Prior to initiation of separation, the unit commander will document efforts made to assist the Soldier in overcoming his/her deficiencies

Separation for Medical Conditions Which Existed Prior to Service (Paragraph 5-10)

If the Army discovers, within the first six months of enlistment, that a soldier is not medically qualified due to failure to meet medical standards, he/she may be administratively separated. Medical proceedings must establish that a medical condition was identified within six months of the soldier's initial entrance on active duty or active duty for training which:

- Would have permanently disqualified the individual for entry into the Army had it been detected at that time.
- Does not disqualify him/her for retention in the Army under retention medical standards. Service will normally be described as uncharacterized.

Other Designated Physical or Mental Conditions (Paragraph 5-14)

Soldiers who have been on active duty for less than 24 months may be separated for a personality disorder that interferes with the ability to assign them or have them perform their military duties. (A personality disorder that amounts to a disability is handled in accordance with AR 635-40, Disability Evaluation for Retention, Retirement, or Separation.) The personality disorder must be a deeply ingrained maladaptive pattern of behavior of long duration that interferes with the Soldier's ability to perform duty.

If a Soldier is within the first 24 months of service but served in, or is currently serving in, an imminent danger pay area, the diagnosis of the disorder for separation under this paragraph must be corroborated by the Military Treatment Facility's Chief of Behavioral Health or equivalent official. Once complete, that diagnosis must be forwarded to the Director, Prepotency of Behavioral Health, Office of the Surgeon General for final review and confirmation before the Soldier can be separated. If confirmed, the separation authority for Soldiers in this category is the General Court-Martial Convening Authority, which authority cannot be delegated. In all other cases, the separation authority is the Special Court Marital Convening Authority.

Soldiers will not be processed for administrative separation under AR 635-200 if Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), and/or other co-morbid behavioral health conditions are significant contributing factors to the basis for separation, but will instead be evaluated under the Integrated Disability Evaluation System (IDES).

Other Designated Physical or Mental Conditions (Paragraph 5-14)

Soldiers may be considered for involuntary separation under this paragraph on the basis of other physical or mental conditions not amounting to disability (AR 635-40) that interfere with assignment to, or performance of, duty. Such conditions may include, but are not limited to—

- Airsickness, Motion, and/or Travel Sickness.
- Phobic fear of Air, Sea and Submarine Modes of Transportation.
- Attention-Deficit/Hyperactivity Disorder.
- Sleepwalking.
- Enuresis.
- Dyslexia
- Adjustment Disorder (except Chronic Adjustment Disorder). Soldiers recommended for separation based upon a diagnosis of adjustment disorder must meet the following criteria: (1) soldier experiences one or more incident(s) of acute adjustment disorder and does not respond to behavioral health treatment (or refuses treatment) when one or more treatment modalities have been offered and/or attempted; (2) the condition must continue to interfere with assignment to or performance of duty even with treatment; and (3) the duration must be less than 6 months when separation proceedings are initiated. When an adjustment disorder has persisted for or longer than 6 months, the Soldier must be referred to IDES.

- Personality Disorder.
- Other disorders manifesting disturbances of perception, thinking, emotional control or behavior sufficiently severe that the soldier's ability to effectively perform military duties is significantly impaired

When a commander is concerned that a soldier may have a physical or mental condition that interferes with assignment to or performance of duty, the commander will refer the soldier for a medical examination and mental status evaluation in accordance with DoDI 1332.14 and DoDI 6490.04. Mental status evaluations are only required for separation on the basis of mental disorders (not physical conditions), including personality disorders, not amounting to a disability. The evaluation will assess whether Post Traumatic Stress Disorder, Traumatic Brain Injury, depression, sexual assault, and other behavioral health conditions may be contributing factors to the basis for administrative separation.

The diagnosis must have been established by a privileged mental health provider in accordance with the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. A statement indicating that the Soldier's disorder is of sufficient severity to interfere with the Soldier's ability to function in the military must be included. The Installation Director of Psychological Health, or designee, must corroborate the diagnosis.

- Soldiers will not be processed for administrative separation if PTSD, TBI, and/or other co-morbid behavioral health conditions are significant contributing factors to the basis for separation. Soldiers with these conditions will instead be evaluated under the IDDES process.
- Likewise, soldiers determined to have a medical condition that fails to meet medical retention standards will be evaluated under IDDES. Processing under IDDES generally takes precedence over administrative separation.
- In the case of soldiers who have served or are currently serving in an imminent danger pay area, the Installation Director of Psychological Health will corroborate the diagnosis and forward the case to The Office of the Surgeon General, Behavioral Health Division for final review. The separation authority for soldiers separated under this paragraph who are, or have been, deployed to an area designated as an imminent danger pay area is the General Court Martial Convening Authority (usually a General Officer). This authority cannot be delegated. In all other cases, the separation authority is the Special Court Marital Convening Authority (usually an O-6).

Separation Because of Dependency or Hardship (Chapter 6)

A soldier being separated under Chapter 6 will be awarded a characterization of service of honorable, general under honorable conditions, or an uncharacterized description of service if in an entry-level status. A hardship or dependency separation will be granted to a soldier if evidence submitted clearly indicates that the condition is not temporary and separation will alleviate the situation. A soldier desiring a hardship or dependency discharge must submit an application to his/her unit commander. Final approval or disapproval is the responsibility of the field commander.

Dependency. Dependency exists when death or disability of a member of a soldier's (or spouse's) immediate family causes that family member to rely upon the soldier for principal care or support and such care or support cannot be provided while on active duty in the Army.

Hardship. Hardship exists in cases not involving death or disability of a member of the soldier's (or spouse's) immediate family, that causes the soldier's (or spouse's) immediate family to rely upon the soldier for principal care or support and such care or support cannot be provided while on active duty in the Army. Types of separations include:

- **Parenthood of Married Soldiers.** A married soldier who becomes a parent by birth, adoption, or marriage (stepparent), and whose child/children under 18 years of age resides within the household, may apply for separation under hardship. The Soldier must submit evidence that the roles of parent and soldier are incompatible and he/she cannot fulfill his/her military obligation without neglecting the child or children.
- **Sole Parents.** A soldier who is a "sole parent" and whose child/children is under 18 years of age and resides within the household, may apply for separation under hardship.
- **Surviving Spouse.** Soldiers may request separation for hardship when the death of a military or civilian spouse occurs.

Separation of Enlisted Women for Pregnancy (Chapter 8)

Pregnancy in and of itself is not a reason for an enlisted female soldier to be separated from the Army. If an enlisted woman becomes pregnant, she will be counseled by her unit commander using the pregnancy counseling checklist found in Army Regulation 635-200. The purpose of the counseling is to provide information concerning options, entitlements, and responsibilities. The soldier then has the choice of being separated under this chapter or remaining on active duty. An enlisted woman who initially elects to remain on active duty when counseled may later, if she is still pregnant, subsequently request separation.

Qualitative Management Program (QMP) (Chapter 16-11)

Senior Noncommissioned Officers whose performance, conduct, and/or potential for advancement do not meet Army standards, as determined by approved recommendations of a HQDA centralized selection board responsible for QMP screening of a Soldier's records, will be denied continued service. This is known as the Army's Qualitative Management Program (QMP). Under this program, the records of noncommissioned officers in the rank of Staff Sergeant and above are reviewed to determine if there are any reasons the Soldier should continue on active duty. Among the reasons for QMP selection are deficiencies in physical fitness/military bearing; accountability and responsibility; training; leadership; competence; and personal values. The QMP is based on the premise that reenlistment is a privilege that should be limited only to the Army's best Soldiers.

Fraudulent Entry (Chapter 7, paragraph 7-17 to 7-23)

An enlistment is fraudulent if the soldier intentionally concealed any enlistment disqualification. A fraudulent enlistee may be discharged, have his/her enlistment voided, or be retained depending upon the specific cause and circumstances of the case. If discharged, the soldier's service may be characterized as honorable, general, or under other than honorable conditions. If the soldier is in entry-level status the service will be described as uncharacterized. This separation method does not prevent trial by court-martial for violations pursuant to Article 104a, Uniform Code of Military Justice.

Separation for a Substance Use Disorder (Chapter 9)

A Soldier who is enrolled in a mandatory substance abuse treatment program for alcohol/drug use may be separated because of an inability or refusal to participate in, cooperate in, or successfully complete the program. Unless an uncharacterized description of service is authorized, an honorable or general character of service will be issued. This separation method does not prevent separation for misconduct related to offenses involving alcohol or drugs pursuant to Chapter 14 (See below).

Discharge in Lieu of Trial by Court-Martial (Chapter 10)

A soldier who is subject to trial by a court-martial which could lead to a bad conduct or dishonorable discharge may request discharge in lieu of such trial. If agreed to by the General Court-Martial Convening Authority, the soldier is normally issued a discharge under other than honorable conditions. Where an accused submits a request for discharge in lieu of trial by court-martial, and the court-martial charges and specifications involve offenses over which the Office of Special Trial Counsel has exercised authority and has not deferred, the GCMCA will obtain a recommendation from the special trial counsel prior to action on the request for discharge in lieu of trial by court-martial. For offenses over which a special trial counsel has exercised authority and has not deferred to the command, the GCMCA may not approve the request for discharge in lieu of trial by court-martial unless a special trial counsel agrees to withdraw and dismiss the charges and specifications.

Entry Level Performance and Conduct (Chapter 11)

A soldier may be separated because of unsatisfactory performance or conduct (or both) while in an entry-level status (first 365 days of continuous active military service; or first 365 days of continuous active service after a service break of more than 92 days of active service). Army policy provides for the separation of soldiers who have: (1) demonstrated they are not qualified for retention because they cannot or will not adapt socially or emotionally to military life; (2) cannot meet the minimum standards prescribed for successful completion of training because of lack of aptitude, ability, motivation, or self-discipline; (3) have demonstrated character and behavior characteristics incompatible with satisfactory continued service; (4) are unable to complete training because of pregnancy; or (5) have failed to respond to counseling. The service of a soldier separated under these provisions will be described as uncharacterized.

Separation for Unsatisfactory Performance (Chapter 13)

A commander may separate a soldier for unsatisfactory performance when the following factors are clearly established:

- The soldier will not develop sufficiently to become a satisfactory soldier.
- The seriousness of the circumstances is such that the soldier's retention would have an adverse impact on military discipline, good order, and morale.
- It is likely the soldier will be a disruptive influence in present and future duty assignments.
- It is likely that the circumstances forming the basis for initiation of separation proceedings will continue or recur.
- The ability of the soldier to perform duties effectively in the future and potential for advancement or leadership are unlikely.
- The service of a soldier separated for unsatisfactory performance will be characterized as honorable or under honorable conditions.

Conviction by a Civil Court After Entry on Active Duty (Chapter 14, Section II)

A soldier who has been convicted by civil authorities, or a civil court action taken against a soldier that is tantamount to a finding of guilty, may be considered for discharge. Specifically, circumstances of the offense must warrant separation by either a punitive discharge, which would be authorized for the same or a closely related offense under the Uniform Code of Military Justice, or the sentence by civil authorities includes confinement for six months or more, regardless of whether the sentence is suspended or the soldier is placed on probation. Normally, a discharge under other than honorable conditions is appropriate.

Acts or Patterns of Misconduct (Chapter 14, Section III)

A soldier is subject to separation for the following:

- A pattern of misconduct consisting solely of minor military disciplinary infractions.
- A pattern of misconduct that consists of one of the following:
 - o Discreditable involvement with civil or military authorities.
 - o Discreditable conduct and conduct prejudicial to good order and discipline. This includes conduct that violates the accepted standards of conduct found in the Uniform Code of Military Justice, Army regulations, civil law, and time-honored customs and traditions of the Army.
- Commission of a serious offense that typically would warrant separation and a punitive discharge under the Uniform Code of Military Justice. Normally a discharge under other than honorable conditions is appropriate. Specific examples include:
 - o An absentee returned to military control from AWOL or deserter status.
 - o Abuse of illegal drugs.
 - o Conviction at court-martial of a sexually violent offense if their sentence did not include a punitive separation.

Failure to Meet Body Composition Standards (Chapter 18)

A soldier will be considered for separation when he/she does not make satisfactory progress in a body composition reduction program after six months, or fails to maintain standards in the 12 months following removal from the program, or within 3 months of reenrollment. Service is characterized as honorable.

Other Important Army Policies:

Commander's Bar to Continued Service (AR 601-280, Chapter 8)

A bar to continued service is the most common type of prohibition to reenlistment. The bar is initiated by the soldier's commander against a soldier whose performance is marginal and continued service is not in the best interest of the Army. Paragraph 8-4 lists criteria for which a soldier may be barred to reenlist and mandatory reasons a soldier must be barred from reenlistment. The soldier may appeal the bar to the next higher commander.

HQDA Bar to Continued Service (AR 601-280, Chapter 8)

In May 2020, the Army implemented policy changes concerning promotion to Sergeant thru Sergeant Major with the expansion of the Headquarters, Department of the Army (HQDA) Bar to Continued Service. The HQDA Bar to Continued Service is imposed on those soldiers in the ranks of Specialist/Corporal thru Master Sergeant/First Sergeant upon attaining primary zone time in service/time in grade eligibility because he or she did not complete mandatory Structured Self-Development (SSD) courses.

Reenlistment Ineligibility (AR 601-280, Chapter 3)

A soldier is not eligible for reenlistment when he/she is flagged; fails to meet required reenlistment qualifications such as age, medical and physical fitness standards, Army body composition standards, and retention control points (highest year of tenure) for his/her particular rank; or loses qualification in their Primary Military Occupational Specialty.

Absent Without Leave (AWOL)

Military life is demanding and rigorous. Those who cannot adapt to the Army lifestyle may be eligible for administrative discharge if certain criteria are met. However, no action of any type can be taken until a soldier returns to military control. If you have a constituent who is AWOL, please encourage him/her to go to the nearest military facility where he/she will be treated fairly and provided an opportunity to explain the circumstances if the soldier waives his or her Constitutional right against self-incrimination. Upon consideration of the mitigating factors of the situation, the commander can decide whether to retain or discharge the soldier.

Officer Separations

An officer on Active Duty may request separation from the Army under the provisions of Army Regulation 600-8-24, Officer Transfers and Discharges. The appropriate commander will ensure that the officer is separated on the date specified in the separation order and furnish the discharge certificate.

Voluntary Release from Active Duty (REFRAD)

Active Duty and Reserve commissioned officers may submit a voluntary REFRAD request through the proper separation approval authorities for the below listed reasons.

- Personal Reasons (Chapter 2-5)
- Expiration of Active Duty Commitment (Chapter 2-6)
- Hardship (Chapter 2-7)
- Essential to National Interest (Chapter 2-8)
- Pregnancy (Chapter 2-9)

Involuntary REFRAD

Active Duty and Reserve commissioned officers may be involuntarily released from Active Duty by the proper separation approval authorities for the below listed reasons.

- Maximum Age (Chapter 2-10)
- Maximum Service (Chapter 2-11)
- Nonselection of Army Guard and Reserve Continuation (Chapter 2-12)
- Department of the Army Active Duty Board (Chapter 2-13)
- Civil Conviction (Chapter 2-14)
- Pending Appellate Review (Chapter 2-15)
- Termination of Student Officers (Chapter 2-16)
- Early release of officers on active duty for training or active duty for operational support (Chapter 2-17)
- Failure of selection for permanent Reserve promotion (Chapter 2-18)

Resignations

Any officer of the Active Duty Army or Army Reserve on active duty may tender a resignation under the provisions of Chapter 3, AR 600-8-24.

Unqualified Resignation (Chapter 3-5)

Any officer on Active Duty for more than 90 calendar days may tender an unqualified resignation unless action is pending that could result in resignation for the good of the Service; the officer is under a suspension of favorable actions, pending investigation, under charges; or any other unfavorable or derogatory action is pending against the officer.

Resignation for the Purpose of Enlistment/Reenlistment in the Active Army (Chapter 3-6)

An officer or warrant officer on the Active Duty List who meets the criteria may submit a resignation of the purpose of enlistment or reenlistment in the Regular Army.

Resignation of an Officer who did not meet Medical Fitness Standards when Appointed (Chapter 3-7)

A probationary officer who did not meet medical fitness standards when accepted for appointment but now meets the medical fitness standards for retention may submit a resignation.

Resignation due to Pregnancy (Chapter 3-8)

An officer may tender her resignation due to pregnancy. The CG, HRC, is the final approval authority in cases that do not involve a statutory Active Duty Service Obligation (ADSO).

Resignation for the Good of the Service in Lieu of Court-Martial (Chapter 3-9)

An officer may submit a resignation for the good of the Service (RFGOS) in lieu of general court-martial when court-martial charges have been preferred against the officer or the officer is under a suspended sentence of dismissal. Where an officer has made a decision to submit an RFGOS and the court-martial charges and specifications involve offenses over which a special trial counsel has exercised authority and has not deferred, the GCMCA will obtain a recommendation from the special trial counsel prior to transmitting the RFGOS to the Commander, U.S. Army HRC. Additionally, prior to action on the RFGOS by the Secretary or the Secretary's designee, the LSTC will provide a recommendation as to action.

Resignation for the convenience of the government due to sole survivorship (Chapter 3-10)

Under Public Law (PL) 110-317 (Hubbard Act), Officers who are the only surviving child in a family in which the father or mother, or one or more siblings, was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently disabled may request resignation.

Eliminations (Chapter 4)

An officer is expected to display responsibility commensurate to the trust placed in him or her and act with the highest integrity at all times and officers who cannot maintain those standards may be separated. Reasons for elimination are substandard performance of duty, misconduct, moral or professional dereliction, and elimination in the interests of national security or derogatory information.

Miscellaneous Separations (Chapter 5)

Officers are subject to various other reasons for separation from Active Duty and/or discharge from the Army under the provisions of this Chapter.

Separation for Lack of Jurisdiction (Chapter 5-3)

An officer will be released from the Army when a U.S. court or judge orders the release from Active Duty, or on the final determination of a convening authority of a general or special court-martial, a military judge, a president of a special court-martial, or a military appellate court than an individual is not currently a member of the Army.

Discharge of a Chaplain due to Withdrawal of Ecclesiastical Endorsement (Chapter 5-4)

A Chaplain is required to possess a valid ecclesiastical endorsement from an authorized Religious Organization. If the officer's endorsement is withdrawn, then the officer immediately loses his or her chaplain status and must cease all religious activities, such as, performance of rites, ceremonies, services, pastoral counseling, and will be processed for discharge.

Discharge of an Officer who Does Not Consent to Recall from the Temporary Disability Retired List (TDRL) (Chapter 5-5)

An officer on the TDRL found to be physically fit may decline return to Active Duty. Officers who do not consent to return will be discharged unless they are permanently retired under another provision of the law.

Separation of an Officer Twice Nonselected for Active Duty List Promotion (Chapter 5-6)

An officer twice nonselected for promotion to the grade of lieutenant colonel or below and a chief warrant officer twice nonselected for promotion to the grade of chief warrant officer four or below is required to be discharged by law, unless:

- Selectively continued.
- Within 2 years of retirement (completes 18 or more years active duty on their scheduled release date).
- Retired.
- The officer is a health professions officer with a remaining Active Duty Service Obligation. These officers will be retained on active duty until completion of the Active Duty Service Obligation.

Separation of Officers due to Nonselection of a Field Promotion (Chapter 5-7)

An officer on the active duty list not recommended for promotion to first lieutenant or chief warrant officer two must be separated not later than 180 calendar days after the Promotion Review Authority approves the non-recommendation for promotion. A warrant officer within two years of retirement is excluded.

Separation of Officers due to Conviction by Foreign Tribunal (Chapter 5-8)

An officer will be discharged when convicted by a foreign tribunal when either:

- The officer has been sentenced to death or imprisonment for more than six months, regardless of whether the sentence was suspended.
- Regardless of actual sentence imposed, the officer has been convicted of an offense for which a sentence of more than six months of confinement is authorized by the Manual for Courts-Martial.

Dropped from the Army Rolls (DFR) (Chapter 5-9)

A Regular Army commissioned officer may be dropped from the rolls of the Army when the officer:

- Has been sentenced by a court-martial to a period of confinement for more than 6 months (10 USC 1167 and 12687). Separation from service may occur at any time after the sentence to confinement has become final, and the officer has served in confinement for a period of 6 months, in accordance with Chapter 47 of the UCMJ.
- Has been AWOL for at least three months.
- Was sentenced to confinement in a federal or state penitentiary or correctional institution after being found guilty of an offense by a court, other than a military court, and whose sentence is final.
- Is deprived of retired pay under Title 5, United States Code, Chapter 83, Subchapter II.

The President is the approval authority for DFR requests for Regular Army officers in a grade above O-3 and Reserve Component officers in a grade above O-5. The Secretary of Defense is the approval authority for DFR requests for all other Regular Army and Reserve Component officers.

Dismissal of Officers due to General Courts-Martial Proceedings (Chapter 5-10)

An officer convicted and sentenced to dismissal as a result of General Courts-Martial proceedings will be processed pending appellate review as follows:

- A Regular Army officer will be retained on Active Duty or placed on excess leave until the appellate review is completed.
- A USAR officer may be released from Active Duty pending completion of the appellate review, or placed on excess leave in lieu of release from Active Duty.

DISCHARGE BENEFITS
ADMINISTERED BY THE ARMY

Benefit						Authority
	Honorable	General-Under Honorable Conditions	Under Other Than Honorable Conditions	Bad Conduct	Dishonorable	
Payment for Accrued Leave	E	E	NE	NE	NE	37 USC 501-504
Transportation to Home	E	E	E	E	E	37 USC 404
Transportation of Family Members and Household Goods to Home	E	E	NE	NE	NE	37 USC 406
Wearing of Military Uniforms	E	E	NE	NE	NE	10 USC 771a, 772
Montgomery GI Bill Education Benefits*	E	NE	NE	NE	NE	37 USC 3011

Key: E - Eligible
NE - Not Eligible

*The Department of Veterans Affairs is the Program Administrator



Disability Evaluation System

The U.S. Army Physical Disability Agency (USAPDA) serves as the functional proponent for Army Regulation 635-40, Disability Evaluation for Retention, Retirement, or Separation. USAPDA's responsibilities include: serving as appellate authority for soldier appeal of informal or formal PEB findings (except where such appeal is reserved to higher authority); approving case findings for the Secretary of the Army (except where such decisions are reserved to higher authority); managing the Army Physical Evaluation Board; and managing soldiers placed on the Temporary Disability Retirement List (TDRL).

This system determines whether a soldier is fit or unfit for continued service as a result of a medical condition that may prevent the performance of his/her duties. A soldier is referred to this system two ways. The first way is when a designated medical authority issues a Department of the Army Form 3349 (Physical Profile) that designates a Medical Evaluation Board (MEB) is required. This action occurs when the soldier is identified with a medical condition that is unlikely to meet medical retention standards. The other way is by the Military Occupational Specialty Administrative Retention Review (MAR2), which is described further in this paper. A soldier's commander may request the Medical Treatment Facility (MTF) conduct a fitness for duty examination on the soldier. The results of this examination will determine whether a MEB is required.

Integrated Disability Evaluation System (IDES)

Directive-Type Memorandum 11-015 established the Integrated Disability Evaluation System (IDES). The IDES is the Joint Department of Defense (DoD)-Department of Veterans Affairs (VA) process by which DoD determines whether wounded, ill, or injured service members are fit for continued military service and by which DoD and VA determine appropriate benefits for service members who are separated or retired for a service-connected disability. The IDES features a single set of disability medical examinations to help inform the Army's (or other Services') fitness determination(s); and, a single set of disability ratings provided by the VA for appropriate use by both DoD and the VA. Although the IDES includes medical examinations, IDES processes are administrative in nature and are independent of clinical care and treatment. The IDES scope includes all medical examinations and all administrative activities associated with IDES case management from the point of referral by a military medical care provider, or the MAR2 process, to the point of return to duty, or completion of the VA's benefits decision letter. The member's active status in the military ends on the date of his or her separation or retirement for disability.

Military Occupational Specialty (MOS) Administrative Retention Review (MAR2)

The MAR2 is an administrative evaluation of soldiers who meet medical retention standards, but whose medical condition requires a permanent physical profile with a numerical designator of "3" or "4" in one or more of the profile factors. The purpose of a MAR2 evaluation is to determine whether these soldiers can perform the duties and common tasks required of their Primary Military Occupational Specialty (PMOS) or Area of Concentration throughout the world in a field environment. The MAR2 reviews the duty limitations listed on the Department of the Army Form 3349 (Physical Profile) against the PMOS standards outlined in Department of the Army Pamphlet 611-21 (concerns enlisted soldiers only) as well as recommendations from the soldier's branch and chain of command. This review process may find that the soldier is retainable in his/her current MOS, that the soldier is suitable for retraining into another MOS that can be performed with the current assignment/duty limitation, or that the soldier must be referred for IDES processing.

Military Evaluation Board (MEB)

The IDES MEB phase has 5 sub-stages including: the (1) Referral Stage, (2) Claim Development Stage, (3) VA Medical Examination Stage, (4) MEB Stage, to include development of the MEB Narrative Summary (NARSUM), and (5) MEB Appeal, to include a soldier's opportunity for an Impartial Medical Review and/or rebuttal to the MEB. The NARSUM is prepared from information in the soldier's Service Treatment Record, the VA Compensation and Pension Exam, and information in the case packet such as the Commander's Statement (DA Form 7652). Army Regulation 635-40 outlines the elements which the NARSUM must address. In short, the NARSUM summarizes medical and occupational documentation.

Soldiers going through this process have legal counsel available to assist in this review. A soldier may provide comments, additional evidence, or request an independent medical review of the MEB findings. Soldiers' MEB/Physical Evaluation Board (PEB) Counsel teams consist of military and DoD civilian attorneys and paralegals that are specially trained in the IDES. Their mission is to advise and represent soldiers throughout the IDES and to safeguard their rights throughout the process. They do not represent the Army, the MEB/PEBs, or the soldier's command. These skilled legal professionals work with soldiers to help achieve their desired outcome.

Once approved, the MEB findings, as well as personnel and administrative documents pertaining to the soldier, are forwarded to the PEB by the PEB Liaison Officer (PEBLO). The PEBLO counsels the soldier on disability processing and is the soldier's primary link in processing the case through the assigned MTF. Once these records/documents are received by the PEB, the PEB Phase of the IDES process begins.

Physical Evaluation Board (PEB)

The PEB is an administrative, fact-finding board. The Army ensures proper Reserve Component representation is on the board when a Reserve soldier is being considered for a fitness determination. The PEB Phase of IDES is comprised of 8 sub-stages involving the (1) Informal PEB Stage, (2) VA Proposed Rating Stage, which now occurs in parallel at the beginning of the MEB Stage and ending on the date the PEB makes its fitness determination, (3) Proposed Disposition Stage, (4) Election Stage, (5) Formal PEB Stage, which is optional upon request, (6) Formal PEB Appeal which is optional upon request, (7) VA Ratings Reconsideration for IDES referred conditions only, and (8) Final Disposition Stage which occurs after all requested appeals are exhausted and PEB proceedings are approved on behalf of the Secretary of the Army.

Initially, the PEB conducts an informal board without the soldier's presence (IPEB). It considers the soldier's medical condition, job requirements, and performance. Based on the evidence, a determination is made as to whether the soldier's condition(s) render him/her fit or unfit for retention. Soldiers are unfit only for medical conditions that prevent them from being able to reasonably perform their military duties. The presence of a medical impairment does not, in itself, justify a finding of unfitness. Soldiers found fit for continued service are returned to duty upon approval of their board proceedings by HQ, USAPDA. This finding, however, does not alter the soldier's physical profile or other medical restrictions, (nor is it a finding that the soldier's medical condition meets the Army's medical retention standards. Conversely, if the soldier's medical condition renders him/her unable to reasonably perform his/her military duties, the PEB will find the soldier physically unfit. If unfit, as determined by the PEB, a rating of the condition will be accomplished by the VA Disability Rating Activity Site (D-RAS) located in Seattle, WA.

In general, for the PEB to determine that an unfitting disability is compensable, the disability must have been incurred or permanently aggravated in the line of duty. If the condition is determined to have existed prior to service and was not permanently aggravated by service, the disability is compensable if the member is currently on active duty orders of more than 30 days and the member will have eight years of active service by the date of separation.

The D-RAS thoroughly evaluates the soldier's IDES referred and claimed conditions to produce a proposed Benefits Eligibility Letter to include disability that explains the disability rating(s) applied. Each condition is rated from zero to 100 percent and results are submitted to the PEB. The IPEB and D-RAS findings are merged and submitted to the PEBLO for delivery and counseling of findings to the soldier. Soldiers who believe that an error was made in determining their rating for their referred conditions only may notify their PEBLO and request a one-time reconsideration by the VA. The rating reconsideration will be processed through the PEB. The VA D-RAS will only reconsider the evaluation of a rating if new medical evidence is received or the soldier is able to provide sufficient evidence of an error to warrant reconsideration. When a soldier is found unfit, their case is sent to the VA Disability Rating Activity Site (D-RAS) for rating of all the soldier's conditions, both the unfitting as well as the not unfitting conditions. If a new condition is found to be unfitting by the PEB during the Formal PEB phase, reconsideration can be requested even if other conditions have been previously reconsidered.

Disability Ratings

Overall disability ratings may vary between the Army and VA. The Army applies D-RAS disability ratings only to conditions determined to be physically unfitting and to have been incurred in the line of duty. In comparison, the VA compensates all impairments it has found to be service connected. Another difference is based on the term of the rating. The Army's assigned ratings are final, except when a medical condition improves or worsens while a soldier is on the Temporary Disability Retirement List (TDRL). VA ratings may be adjusted with time, depending upon the progress of the condition(s). Further, the Army's disability compensation is based on, and affected by, years of service and basic pay, while the VA's basic disability compensation is a flat amount based upon the percentage rating received.

A soldier whose disability is not stable, but otherwise meets the criteria for permanent retirement, is placed on the TDRL. While on the TDRL, a soldier is subject to a medical reexamination at least once every 18 months, followed by a PEB reevaluation. When applicable, Soldiers with a behavioral health condition that develops in service as a result of a highly stressful event and, is severe enough to bring about their release from active military service, the VA may require a medical re-examination within 6 months after separation from military service. The PEB reevaluation may result in final disposition or retention on the TDRL. Title 10, United States Code, Section 1210 was amended in December 2016 to reduce maximum TDRL tenure from 5 to 3 years for members placed on the TDRL on or after January 1, 2017. Members on the TDRL are re-evaluated under the Legacy process. Current VA information may be used in lieu of conducting of a periodic medical examination at an MTF provided the exam information is within 16 months of their placement on the TDRL. HQ, USAPDA is responsible for maintaining the Army's TDRL population to include initiating and coordinating periodic medical re-examinations with MTFs.

A soldier has the right to concur or non-concur with the informal PEB findings and to submit a statement of rebuttal. If the soldier is found unfit, he/she has the right by law to demand a formal hearing. A soldier found fit has no statutory right to a formal hearing, but may request one. Soldiers who demand a formal hearing have the right to legal representation by regularly appointed military counsel or counsel of their choice (at no cost to the government). A soldier can choose to either appear in person, have counsel appear, or have witnesses testify on their behalf. Based on the evidence and testimony presented, the PEB renders a finding of fit or unfit and whether the unfitting condition is compensable. The PEB also makes determinations (referred to as administrative determinations) under various laws which may provide certain benefits and/or entitlements. Again, a soldier can accept the board's finding or disagree and submit a rebuttal statement. Once the PEB is complete, all cases are forwarded to HQ, USAPDA for administrative processing and approval of the PEB's findings.

HQ, U.S. Army Physical Disability Agency

There are a number of cases which undergo review by the HQ, USAPDA staff, either as mandated by regulation, at the direction of Commanding General, or as part of the DoD DES Quality Assurance Program. These reviews include all cases which the soldier non-concurs with the final PEB finding and submits a statement of rebuttal. As a result of the HQ, USAPDA review, one of four things may occur:

- 1) Agree with the PEB's findings and forward the case for administrative processing;
- 2) Return the case to the PEB for reconsideration;
- 3) Make administrative corrections to the PEB's findings. In essence, administrative corrections are those which DO NOT affect the soldier's ratings, disposition, or benefits. These are corrections concerning grammar or other typographical errors, and after the corrections are made, the case is forwarded for administrative processing;
- 4) Modify the PEB's findings. Modifications are changes to the PEB's findings which do affect the soldier's ratings, disposition, and/or benefits. They may positively or negatively affect the soldier's final findings. The Commanding General, USAPDA, is the approval authority for any modification of PEB findings unless the decision is reserved for a higher authority. A soldier who has not previously had a Formal PEB may demand or request - as applicable - a FPEB if they non-concur with the modification.

When the last adjudicative action is a HQ, USAPDA modification of the PEB findings, and a soldier non-concurs and submits a rebuttal, their case is referred to the U.S. Army Physical Disability Appeal Board (APDAB) for final determination.

HQ, USAPDA oversees and executes the final actions required for the soldier's separation. For regular Army and Active Guard Reserve soldiers, HQ, USAPDA transmits the required disability separation data to complete the orders and DD214 process to the respective CONUS/OCONUS Transition Center (TC) via the installation Transition Processing (TRANSPROC) module. It is the purview of the installation commander, through the TC, to establish a separation date within 90 days of USAPDA's case approval and installation notification. Current Army policy (AR 635-8, Chapter 6) requires publication of disability separation/retirement orders to occur within 7 workdays from the date of initial USAPDA disability separation notification. The disability separation/retirement orders issuing authority for ARNG and USAR IDES Soldiers not on active duty is HQ, USAPDA. The component separation/discharge should occur within 30 days after publication of these orders. In both cases, a copy of the orders along with a cover memorandum are forwarded to the Defense Finance and Accounting Service (DFAS) by HQ, USAPDA or the installation TC (active duty), so that compensation will begin at the time of separation from service. Official retirement certificates are published by the installation TC or HQ, USAPDA (ARNG and USAR Soldiers not on active-duty) and mailed to the soldier's address after separation.

Further Adjudications Available

A soldier who believes there was an error or injustice in the adjudication of their case may apply to the Army Board for Correction of Military Records (ABCMR). The ABCMR is a statutory board established within the Office of the Secretary of the Army for the express purpose of considering applications to determine the existence of an error or injustice and to make appropriate recommendations.



PERSONNEL RECORDS

Official Military Personnel File

The Official Military Personnel File (OMPF) is an administrative record as well as the official permanent record which documents the Soldier's military service. The OMPF forms part of a soldier's Army Military Human Resource Record (AMHRR) which encompasses a number of various human resource files/folders.

The OMPF is defined as permanent documentation within the AMHRR that documents facts related to a soldier's service during the course of his or her entire Army career, from time of accession into the Army until final separation, discharge, or retirement. The purpose of the OMPF is to preserve permanent documents pertaining to enlistment, appointment, duty stations, assignments, training, civilian and military education, qualifications, performance, awards, medals, disciplinary actions, insurance, emergency data, separation, retirement, casualty, and any other personnel actions. The OMPF remains in Army control for 62 years from a Soldier's final separation date. At the end of 62 years, the OMPF is transferred to the control of the National Archives and Records Administration (NARA) as a public record.

All Army personnel records after September 30, 2002, are maintained in the Interactive Personnel Electronic Records Management System (iPERMS). All hard copy or microfiche records belonging to soldiers separated, retired, or deceased prior to October 1, 2002 are physically stored at the National Personnel Records Center (NPRC).

While the servicing military personnel division records managers (RM) are responsible for uploading hard copy documents into iPERMS, it is also a soldier's responsibility to ensure that the personnel record is up to date in accordance with Army Regulation 600-8-104, Army Military Human Resource Records Management. All soldiers, regardless of component, are automatically granted access to see their AMHRR in iPERMS and can submit documents to their RM for upload into iPERMS. Once an RM uploads the documents, the RM will verify that the document resides in the AMHRR by manually checking the iPERMS system. Upon verification, paper documents that have been successfully uploaded will be returned to the Soldier or destroyed. Therefore, soldiers should routinely review their record online and are encouraged to maintain original copies of all documents submitted for upload to the AMHR.

Army Personnel Separated after October 2002:

Congressional offices may send these requests to the Office, Chief of Legislative Liaison:
usarmy.pentagon.hqda-ocll.mbx.congressional-inquiries@army.mil

Army Personnel Separated after 1912 and prior to October 2002:

National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138
(314) 801-0816 (Congressional offices only)

Army Personnel Separated in 1912 or Earlier:

National Archives and Records Administration
Old Military and Civil Records
Textual Services Division
700 Pennsylvania Avenue, NW
Washington, DC 20408
(202) 357-5000 (866) 325-7208 (Customer Service Center Telephone)

National Guard Personnel:

National Guard Bureau
111 South George Mason Drive
Arlington, VA 22204
(703) 607-1823
Email: Ngb_perms@ng.army.mil OR Directly to the Adjutant General for the appropriate state.



National Personnel Records Center

The National Personnel Records Center (NPRC), located in St. Louis, Missouri, is part of the National Archives and Records Administration (NARA). The NPRC physically stores the military personnel records (hard copy or microfiche records) of discharged, retired, and deceased veterans of all Services. The Army discontinued sending hard copy/microfiche official military personnel files (OMPFs) to the NPRC in 2002, but has given the NPRC access to its electronic OMPFs.

The Privacy Act of 1974 provides for the release of information only with the written consent (signature) of the individual to whom the record pertains. If the person is legally incompetent, the legal guardian must sign the release and furnish a copy of the court appointment. If the individual is deceased, the NPRC must have the written consent of the next of kin, which is defined as an unremarried widow or widower, child, parent, or sibling.

To request military records, veterans and the next-of-kin of deceased veterans may use the following website: <http://www.archives.gov/veterans>. All other requesters should use the SF 180 (Request Pertaining to Military Records). This form is available electronically through the above website, from Veterans Affairs offices, through veterans' service organizations, or by contacting the National Personnel Records Center at 1 Archives Drive, St. Louis, MO 63138. General questions and emergency requests (from Congressional Staff members only) may be directed to the NPRC's Congressional representatives at (314) 801-0816.

On July 12, 1973, a disastrous fire at NPRC destroyed approximately 80 percent of the records of persons discharged from the Army between November 1, 1912, and December 31, 1959, and from the Air Force prior to January 1, 1964, with the name Hubbard, James E. and after. There are no duplicate copies of these records nor were microfilm copies produced. Veterans who may have lost files in the fire should submit photocopies of any military documents, particularly separation documents, when making requests to assist in verifying their military service.

In the event a veteran has no records or documents in his/her possession, the essential military service data may be available from a number of alternate sources. The Department of Veterans Affairs (VA), for example, maintains records on veterans who filed a claim prior to July 1973. Other sources of information include various kinds of "organizational" records such as morning reports, payrolls, military orders, and records maintained by State Adjutant Generals, as well as other state veterans' service offices. By using these alternate sources of information, NPRC employees can often reconstruct the veteran's beginning and ending dates of active service, the character of the service, the rank at separation, any time lost while on active duty, and periods of hospitalization. Usually, the NPRC is able to issue a NA Form 13038, Certification of Military Service, which is considered to be the equivalent of a report of separation for the purpose of establishing eligibility for veterans' benefits.

The key to reconstructing military data is to get enough specific information about the veteran to allow NPRC personnel to search the available alternate sources. This information normally includes:

- Full name used during service
- Branch of service
- Approximate dates of service
- Social security or service number
- Date of birth
- Place of birth
- Place of discharge
- Last unit of assignment
- Place of entry into service

Requesters may experience faster responses by submitting one or both of the following forms with their requests:

- For personnel records: NA Form 13075, Questionnaire About Military Service at <http://www.archives.gov/st-louis/military-personnel/na-13075-questionnaire-about-military-service.pdf>

- For medical records: NA Form 13055, Request for Information Needed to Reconstruct Medical Data at <http://www.archives.gov/st-louis/military-personnel/na-13055-info-2-reconstruct-medical-data.pdf>

Proof of Death Requirement

The Defense Privacy Office issued a requirement for the NPRC to obtain proof of death before releasing veterans' records to next of kin or others authorized by the next of kin. The "proof of death" requirement applies to records still owned by the military services. It does not apply to records whose ownership has been transferred to NARA (see "Archival Records" below).

The following documents are accepted as proof of death:

- Death certificate
- Newspaper article (obituary) or death notice
- Coroner's report of death
- Funeral director's signed statement of death
- Verdict of coroner's jury
- Report of death signed by a United States consul or other agent of the State Department

Archival Records

The DOD and the Archivist of the United States signed an agreement making the OMPF a permanent record of the United States and stating that ownership of the OMPF would transfer from the military service that created the record to NARA 62 years after the subject of the record was discharged, retired, or died in service. At this 62-year mark, the OMPF becomes an "archival" record belonging to NARA and is subject to NARA's directives and policies.

Archival records are open to the public and are subject to NARA's published fee schedule that authorizes NARA to collect fees from the public for copies of archival records (Title 44, United States Code, Sections 2116c and 2307). Archival records are subject to a limited privacy exemption under the provisions of the Freedom of Information Act. As such, all archival records are reviewed prior to release and, at a minimum, social security numbers are redacted. Release authorization and proof of death are not required for access to archival records.

Benefit Requests Involving Archival Records

Records that are needed by a veteran or the primary next of kin to obtain benefits or entitlements arising from military service will continue to be provided free of charge. If records were destroyed or severely damaged by the fire of 1973, and are needed by the veteran or their dependents to obtain benefits, the NPRC will continue to try to reconstruct the military record.

Medals Requests Involving Archival Records

The NPRC does not directly issue service medals; that is a function of each military service department. The NPRC will verify the awards in the OMPF to which a veteran is entitled and will forward the request, along with the records verification, to the Army for issuance of the medals. The Army's Clothing and Heraldry, Product Support Integration Directorate located in Philadelphia, Pennsylvania will ship the awards to your office for presentation/distribution to the veteran.

Medical Records for Former Army Personnel

Historically, many OMPFs routinely contained both personnel and health records. In October 16, 1992, the Army began retiring most of its health records to the VA. On January 1, 2014, the Army discontinued the practice of retiring the records to the VA and the medical records are now maintained by the Army at the Army Medical Center and School, JBSA Sam Houston, Texas. The Army has a copy of nearly all medical records for treatments performed after October 2008, when the Army converted to electronic health records.

Medical Records for Dependents and Others

Medical records of individuals (dependents and others) treated at Army medical facilities are stored at the NPRC. Records prior to 1954 were destroyed in accordance with legal authorities in effect at the time. Dependent medical folders are transferred to NPRC between one and five years after last treatment. Requests may be submitted using

NA Form 13042, Request for Information Needed to Locate Medical Records, located at <http://www.archives.gov/st-louis/military-personnel/na-13042-request-4-information-needed-2-locate-medical-records.pdf>.

Morning Reports

Morning reports are unit records that were filled out each day to reflect changes in duty status for personnel assigned to the unit. The collection of morning reports covers the period from November 1, 1912 to 1974. They are “exception based,” containing information on those individuals for whom some change of status occurred. Among the reasons for being listed on a morning report are:

- Being promoted or demoted
- Being killed, wounded, or missing in action
- Being assigned to a unit, or leaving a unit
- Going to a hospital for treatment, or to another activity for training

In order to verify that a particular action occurred, the NPRC must be provided with the exact unit of assignment to the smallest echelon (“Company A, 1st Battalion, 501st Infantry Regiment”), a description of the action (“I was wounded and sent to a hospital”) and an approximate date (“June 1944”). Without this information, the NPRC may not be able to perform a search. Due to the extensive research involved in conducting morning report searches, NPRC may limit searches to 90 days of morning reports per request, and it may take an extended period of time to process a request.

Unit Rosters

Unit Rosters were created monthly, quarterly, or semi-annually. During certain time periods, separate rosters were created for officers and enlisted personnel. At other times, consolidated rosters listed both officers and enlisted personnel. Some units created rosters only for enlisted personnel. The rosters typically list the members of a particular unit for the last day of the month in which the roster was created.

The NPRC stores unit rosters only for the Army, for the same years as the morning reports— 1912 to 1974 (this includes rosters of units of the Army Air Force prior to September 1947; however, no Air Force unit rosters are available after that date). Unfortunately, the rosters for the years 1944, 1945, and 1946 were destroyed in the 1970s and no other source for this type of information for these years exists at the NPRC.

Typically, neither morning reports nor unit rosters contain historical information concerning battles or engagements.

Federal Civilian Personnel Records

Requests for records for former Federal civilian employees whose employment ended prior to December 31, 1951, should be sent to:

National Archives and Records Administration
ATTN: Archival Programs
PO Box 38757
St. Louis, MO 63138

Requests for records for former Federal civilian employees whose employment ended after January 1, 1952, should be sent to:

National Personnel Records Center, Annex
141 Boulder Boulevard
Valmeyer, IL 62295
FAX: (618) 935-3014

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. **Release of information:** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unmarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **must provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death; funeral director's signed statement of death, or verdict of coroner's jury.**

b. **Fees for records:** There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. **Release of Information:** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. **Fees for Archival Records:** Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting. For more information see <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>*

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

- ☐ **DD Form 214 or equivalent.** When was the DD Form(s) 214 issued? YEAR(S): _____
If more than one period of service was performed, even in the same branch, there may be more than one DD214.
This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. **An UNDELETED DD214 is ordinarily required to determine eligibility for benefits.** Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.

An undeleted copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214. ☐

The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

- ☐ **All Documents in Official Military Personnel File (OMPF)**
- ☐ **Medical Records** (Includes Service Treatment Records, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission **must** be provided: _____
- ☐ **Other** (Specify): _____

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- ☐ Benefits ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Genealogy ☐ Correction ☐ Personal
- ☐ Other, explain: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.) No signature required for Archival records.

- ☐ Military service member or veteran identified in Section I, above
- ☐ Next of kin of deceased veteran: _____
(Relationship)
- ☐ Legal guardian (Must submit copy of court appointment.)
- ☐ Other (specify) _____

MUST HAVE PROOF OF DEATH - See item 2a on instruction sheet.

2. SEND INFORMATION/DOCUMENTS TO:

(Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE WHEN REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct. No signature required for Archival records.

Name	Signature Required - Do not print		Date
Street	Apt.	Daytime phone	Fax Number
City	State	Zip Code	Email address

This form is available at <http://www.archives.gov/research/order/standard-form-180.pdf> on the National Archives and Records Administration (NARA) web site.

LOCATION OF MILITARY RECORDS

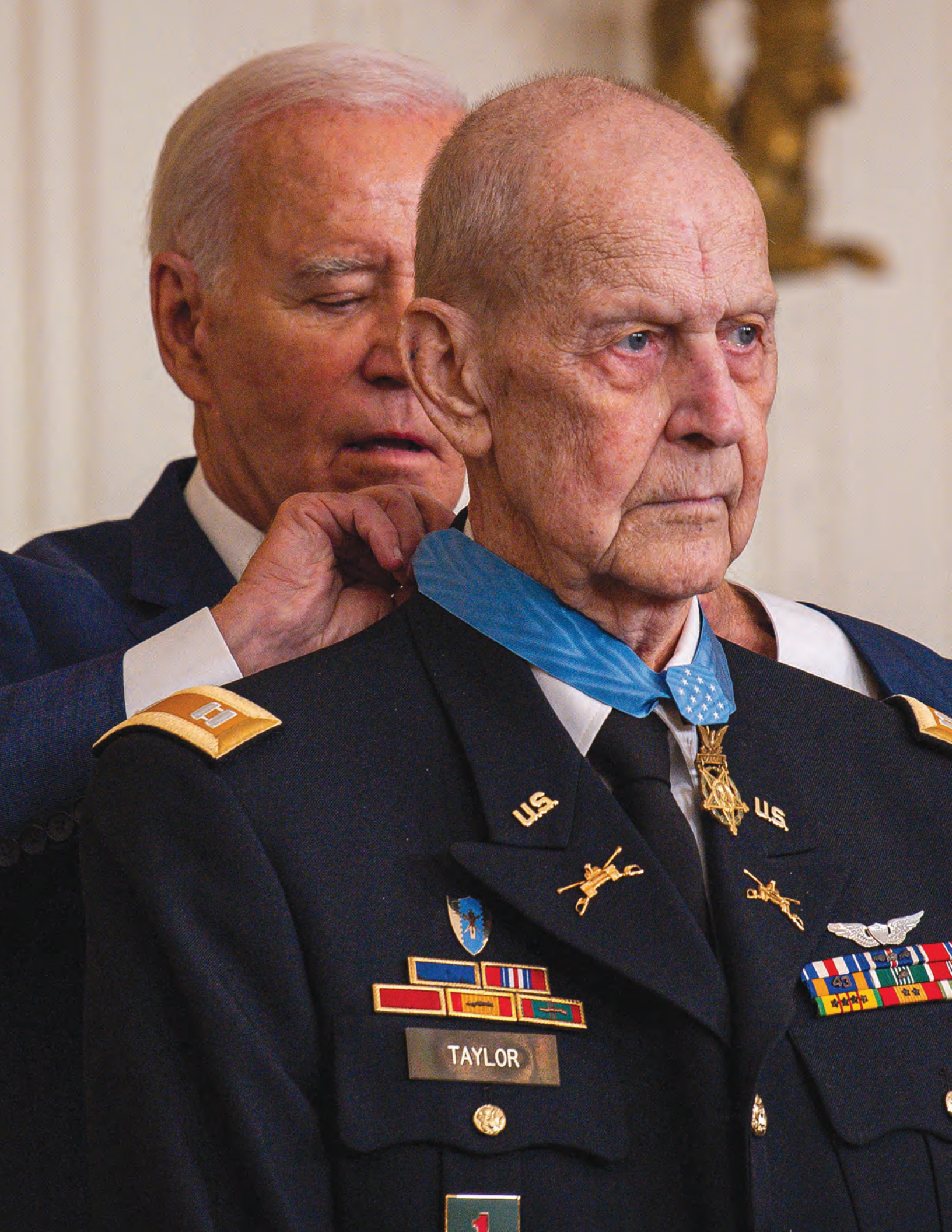
The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers	7	
	Former National Guard/USAR personnel	14	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTARA) 18420 E. Silver Creek Ave. Bldg. 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command ATTN: AHRC-PDR-V 1600 Spearhead Division Ave., Dept 420 Fort Knox, KY 40122-5402 askhrc.army@us.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (PSD-MR) MS7200 US Coast Guard 4200 Wilson Blvd., Suite 1100 Arlington, VA 29598-7200 http://uscg.mil/psc/adm	8	<i>Reserved.</i>	13	<i>Reserved.</i>
4	Headquarters U.S. Marine Corps Manpower Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	<i>Reserved.</i>	14	National Personnel Records Center (Military Personnel Records) 1 Archives Dr. St. Louis, MO 63138-1002
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		eVetRecs! http://www.archives.gov/veterans/military-service-records/





Awards and Decorations

Federal law and Army policy require that recommendations for military awards and decorations be formally submitted into official channels within two years of the act that is to be recognized. However, Title 10, United States Code, Section 1130 provides an avenue for consideration of military decorations that otherwise could not be considered due to existing Federal law and Army policy. Under the provisions of Title 10, United States Code, Section 1130, a Member of Congress may request that the Service Secretary consider award recommendations not previously submitted within time limitations prescribed by law or Army policy. This also applies to unit award recommendations and requests for reconsideration to upgrade previously approved awards. Importantly, the Member of Congress is not making a personal recommendation as to the merits of the particular award under this section.

Army individual decorations include the following: Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Silver Star, Legion of Merit, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal, Meritorious Service Medal, Air Medal, Army Commendation Medal, and Army Achievement Medal. There are no time limitations for award recommendations for the Purple Heart and other awards such as service medals, badges, or lapel buttons.

Under the provisions of Army policy and Title 10, United States Code, Section 1130, it is the responsibility of the recommender to obtain all supporting documentation. The attached checklist and DA Form 638 (Award Recommendation) will assist constituents in preparing a well-supported award recommendation.

Recommendations that were previously submitted and acted upon can be reconsidered on a one-time basis only if there is conclusive evidence that new, substantive information is made available that was not previously considered. A request for reconsideration of a completed recommendation must be placed in official channels within one year from the date of the awarding authority's decision. The one-time reconsideration by the award authority is conclusive.

Army policy prohibits soldiers (or family members on their behalf) from recommending themselves for an award. Further, the Army requires a command relationship between the recommender and the soldier being recommended. That is, the recommender must be senior in rank to the soldier being recommended for the award.

In all cases, when making inquiries regarding a soldier or veteran, it is essential to provide the social security number or previous Army serial number. Each request or inquiry also requires a copy of the veteran's separation documents (i.e., DD Form 214 for post-World War II Soldiers and WD AGO Form 53-55 (enlisted) and WD AGO Form 53-98 (officer) for World War II Soldiers.)

Replacement Medals/Ribbons/Certificates

Veterans and retirees may request replacement of medals, ribbons, and certificates that were either previously issued but lost, or issued and never received by the soldier. Medals may be replaced without charge on a one-time basis to the recipient of the military decoration or the immediate primary next of kin of a deceased recipient. Subsequent replacement of medals or service ribbons for individuals not on active duty may be made at cost price.

Veterans and retirees who separated before October 1, 2002, may correspond directly with:

National Personnel Records Center
ATTN: Army Reference Branch
1 Archives Drive
St. Louis, MO 63138-1002

Veterans and retirees who separated on or after October 1, 2002, and those requesting replacement of award certificates may contact:

Commanding General, U.S. Army Human Resources Command
(AHRC-PDP-A)
1600 Spearhead Division Avenue
Fort Knox, KY 40122-5408

Current Servicemembers should contact their local commanders for assistance.

Army Air Corps/Air Force Awards

Inquiries concerning awards for members of the Army Air Corps and Army Air Force can be directed to either the Army Legislative Liaison or Air Force Legislative Liaison. However, if the individual served in the Army after 1947, inquiries must be directed to the Department of the Army. If the individual served in the Air Force after 1947, inquiries must be directed to the Department of the Air Force.

Cold War Recognition Certificates

Cold War Recognition Certificates are available to all members of the Armed Forces and qualified federal government civilian personnel who faithfully and honorably served the United States any time during the Cold War era (September 2, 1945 to December 26, 1991). Individuals requesting a certificate must certify that their character of service was honorable and provide proof of service. Any official government or military document with recipient's name, social security number/military service number/foreign service number and date of service is acceptable. A request for a Cold War Certificate may be made by filling out an application form and mailing it to the Cold War Office. The printable application can be found at this website:

<https://www.hrc.army.mil/content/Cold%20War%20Recognition%20Certificate%20Program>

Your constituent may submit the completed and signed application along with copies of supporting documentation to:

U.S. Army Human Resources Command
Cold War Recognition Program
ATTN: AHRC-PDP-A, Dept 480
1600 Spearhead Division Avenue
Fort Knox, KY 40122-5408

Commemorative Medals

Commemorative medals are offered for sale by private vendors and are not issued by the Department of the Army. These medals are manufactured for sale by private dealers and are not recognized as official U.S. military decorations. These commemorative medals cannot be recorded on the individual's DD Form 214, WD AGO 53-55, or WD AGO 53-98.

Purple Heart

An individual is entitled to the Purple Heart when certain criteria have been met. The criteria requires it to be awarded to soldiers for wounds or injuries received as a direct result of enemy action. The wounds must have required treatment by a medical officer and must have been made a matter of official record. Documentation reflecting medical treatment following the incident must be provided.

Verification of entitlement may be possible by conducting a review of morning reports and Surgeon General Hospital Admission Reports for the period in question. During World War II, the Korean War, and the Vietnam conflict, annotations were normally made in the daily unit morning report when a soldier was absent from the unit for sickness or wounds received in action, official casualty reports, or announced in telegrams sent to family members. To obtain these reports, the individual should provide detailed information concerning their injuries to:

National Personnel Records Center
ATTN: Army Reference Branch
1 Archives Drive
St. Louis, MO 63138-1002

Providing specific unit of assignment (down to company level), the dates involved, the name of the servicing medical unit, and a social security or service number, will allow a thorough search to be conducted on all available reports. If the National Personnel Records Center can locate documentation to substantiate an award of the Purple Heart, the the National Personnel Records Center will provide the necessary information to the individual and the Awards and Decorations Branch so a final determination may be made.

For further awards information please visit the Awards and Decorations Branch web site at:

<https://www.hrc.army.mil/content/Awards%20and%20Decorations%20Branch>

Repositories of Potential Sources of Information

The following agencies may be able to provide additional documentation to support an individual's request for military awards or decorations.

Director
National Personnel Records Center
ATTN: NCP-MA
1 Archives Drive
St. Louis, MO 63132-5200

National Archives at College Park
ATTN: Textual Reference Branch
8601 Adelphi Road
College Park, MD 20740-6001
<http://www.nara.gov>

AWARD RECOMMENDATION CHECKLIST

AWARDS AND DECORATIONS BRANCH

AHRC-PDP-A

1600 Spearhead Division Avenue

Fort Knox, KY 40121

Please visit the Awards Branch Homepage via HRC

Online at: <https://www.hrc.army.mil/content/Awards%20and%20Decorations%20Branch>

ELEMENTS REQUESTED TO SUPPLEMENT AWARD RECOMMENDATION

- () Original or reconstructed recommendation for award (DA Form 638)
- () Original or reconstructed narrative of the action(s) performed by the soldier being recommended
- () Original or reconstructed citation
- () Referral by a Member of Congress under provisions of 10 USC 1130
- () Eyewitness statement(s) attesting to the act(s) performed by the soldier being recommended
- () Sworn affidavit(s) from individuals(s) making statement(s) on behalf of soldier being recommended
- () Chain of Command endorsements (if available)
- () Discharge document (i.e., WD AGO 53-55, DD Form 214)
- () Other related documentation pertaining to the soldier and the act(s) to be recognized (e.g., extracts of unit records, sketches, maps, diagrams, photographs, etc.)

NOTE: Reconstructed recommendations must be executed on the current version of the DA Form 638 and contain endorsements from the chain of command at the time of the service or achievement to be recognized. The current version of the DA Form 638 is always available on the Army Publishing Directorate website (<https://armypubs.army.mil>).

RECOMMENDATION FOR AWARD For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
PRIVACY ACT STATEMENT			
AUTHORITY:	10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (SSN), as amended.		
PURPOSE(S):	To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.		
ROUTINE USES:	In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.		
DISCLOSURE:	Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.		
1. TO	2. FROM	3. DATE (YYYYMMDD)	
PART I - SOLDIER DATA			
4. NAME (<i>Last, First, Middle Initial</i>)	5. RANK	6. SSN	
7. ORGANIZATION	8. PREVIOUS AWARDS		
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD	
		a. FROM	b. TO
12. REASON FOR AWARD			
12a. INDICATE REASON	12b. INTERIM AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
PART II - RECOMMENDER DATA			
14. NAME (<i>Last, First, Middle Initial</i>)		15. ADDRESS	
16. TITLE/POSITION	17. RANK	19. SIGNATURE	
18. RELATIONSHIP TO AWARDEE			
PART III - JUSTIFICATION AND CITATION DATA (<i>Use specific bullet examples of meritorious acts or service</i>)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION			

NAME (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
PART V - ORDERS DATA			
27a. ORDERS ISSUING HQ		27b. PERMANENT ORDER NO.	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY		28b. RANK	
28c. TITLE/POSITION		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE (YYYYMMDD)	

NAME <i>(Last, First, Middle Initial)</i>		SSN	
ADDENDUM - INTERMEDIATE AUTHORITY			
25-A1. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A2. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A3. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A4. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A5. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			



Army Review Boards

The Army Review Boards Agency (ARBA), acting on behalf of the Secretary of the Army, operating through Civilian and Military professionals, adjudicates soldiers' and veterans' cases in an impartial manner, ensuring each decision is fair, just, and equitable, recognizing that outcomes affect individual careers, livelihoods, and public safety.

Army Discharge Review Board (ADRB)

The Army Discharge Review Board (ADRB) is authorized to review the character, reason, and authority of a discharge of any soldier discharged from active military service within 15 years of the soldier's date of discharge. The ADRB reviews discharges on the basis of issues of propriety and clemency and makes its decision based on the soldier's or veteran's military record and other evidence provided by the soldier or veteran. Please note that former soldiers discharged as a result of a punitive discharge adjudged by a general court-martial, or a former soldier seeking a change the reason of their discharge to a medical retirement, must apply to the Army Board for the Correction of Military Records (ABCMR) for consideration.

Application to the ADRB should be made on a DD Form 293, Application for Review of Discharge from the Armed Forces of the United States. Applications may be mailed to the address found on the DD Form 293. Applicants are afforded an opportunity for a records review and then reconsideration by a personal appearance.

The ADRB meets weekly in Arlington, Virginia, and prior to the COVID-19 pandemic, it also met periodically in major cities or Department of Defense installations throughout the Continental United States. While the COVID-19 pandemic forced the ADRB to halt in person boards, in October 2020, the ADRB successfully implemented telephonic boards. Regardless of location or format, and unless otherwise specified by law or regulation, expenses incurred by applicants will not be paid by the Department of the Army. Applicants will receive an initial records review by the Board, without their presence. Following the records review, applicants may request to appear before the Board at their own expense, whether conducted telephonically or in person. Although appearance is currently telephonic, applicants may appear in person, appear with a counsel/representative of their choice, or authorize counsel to appear on the applicant's behalf.

Applications are reviewed, and boards scheduled, based on the date the application is received. However, applications involving post-traumatic stress disorder (PTSD), traumatic brain injury (TBI), other behavior health issues, sexual assault/harassment/trauma, or intimate partner violence receive priority processing.

Army Board for Correction of Military Records (ABCMR)

The Secretary of the Army, acting through the ABCMR, has the authority to correct an error or an injustice in an Army military record. The Board can consider a wide range of issues to include promotions, evaluations, awards, pay, physical disability separation or retirement, disability percentage ratings, discharges, removal of unfavorable information, and review of court-martial sentences. However, the Board will not consider an application until the applicant has exhausted all other administrative remedies afforded by existing Federal law or Army regulations related to the applicant's issue. The ARBA website (<https://arba.army.pentagon.mil>) provides information on some of the most common avenues for administrative remedy. In the case of review of a discharge that occurred within the last 15 years, applicants should first apply to the ADRB, unless the discharge was part of a general court-martial sentence or the applicant is seeking medical retirement instead of discharge.

The ABCMR is composed of civilian employees appointed by the Secretary of the Army, who are assisted by an administrative staff. The ABCMR is the highest level of administrative appeal within the Department of the Army. Each case is considered individually based on its own merit and on the evidence presented by the applicant and in service records. Applications are generally considered in the order received. However, applications involving post-traumatic stress disorder (PTSD), traumatic brain injury (TBI), other behavior health issues, sexual assault/harassment/trauma, or intimate partner violence receive priority processing. An applicant, their heir, or legal representative must file the application for correction of a record within three

years after discovery of the alleged error or injustice. However, the ABCMR may excuse failure to file within the prescribed time if it finds it would be in the interest of justice to do so.

An application to the ABCMR should be made on a DD Form 149, Application for Correction of a Military Record. Applications may be mailed to the address found on the DD Form 149. Applications may also be submitted on line here: <https://arba.army.pentagon.mil/online-application.html>

Supporting Evidence and Documentation

When applying to either the ABCMR or ADRB, it is important for applicants to clearly articulate their contentions and the basis for each contention, as well as provide any relevant supporting evidence or materials, especially the separation packet or medical documents. Evidence is any military record or document, witness statement, personal statement, correspondence, or other materials that support the applicant's contentions of; impropriety, inequity, or clemency as it pertains to the ADRB; and error, inequity, injustice, or clemency for the ABCMR. Applicants should not assume that all the documents they want the ABCMR or ADRB to review are in their service records or that the Board has access to all those records.

Avenues of Review for Physical Disability Ratings and Separations

The ARBA has several Boards with the authority to grant disability separation or retirement, or change the disability percentage determined by the Army at separation.

- Army Board for Correction of Military Records
- Army Physical Disability Review Board
- Department of Defense Physical Disability Board of Review

Department of Defense Physical Disability Board of Review (PDBR)

The Physical Disability Board of Review (PDBR) was established to review disability ratings and to provide another avenue of administrative recourse for disability rating decisions that fall short of retirement eligibility. The PDBR will assess the accuracy and fairness of disability ratings assigned to Service members who were discharged as unfit for continued military service between September 11, 2001, and December 31, 2009, with a combined disability rating of 20 percent or less and were not found to be eligible for retirement.

The PDBR will examine each applicant's medical separation, compare DOD and VA ratings, and make a recommendation to the respective Service Secretary (or designee) for final approval. The PDBR considers only those unfitting and fitting conditions considered by the Services' Physical Evaluation Board (PEB) that resulted in disability separation. The respective Service Secretary (or designee) may accept or reject, in whole or in part, the recommendations of the PDBR.

The PDBR is administered by the Secretary of the Air Force and consists of medical officers and field grade line officers from all Services. The PDBR is a records review Board. Applicants do not appear in person, but may include any statements, briefs, medical records or other supporting documents with their application, a DD Form 294. A Department of Veterans Affairs (VA) Form 3288, Request for and Consent to Release of Information from Individual's Records, must accompany the DD Form 294 application.

An applicant is not entitled to have his or her disability reviewed by both the PDBR and their Service Board of Corrections (e.g., the ABCMR). If an applicant files with the PDBR, the applicant cannot ask their Service Board of Corrections to review the same issue of whether they should have received a higher disability rating for the same medical condition(s) that resulted in their separation. However, the applicant may request their Service Board of Corrections to review other disability issues not considered by the PDBR such as whether they should have been rated for additional medical conditions not included in their medical separation PEB. If an applicant does not apply to the PDBR, they can apply to their Service Board of Corrections to consider all of the issues relevant to their separation, including the rating awarded for their unfitting conditions. If an applicant applies to their Service Board of Corrections, they are not eligible for subsequent consideration by the PDBR.

Choosing between the ABCMR and the PDBR is important and highly dependent upon the facts and circumstances of the case. The applicant should weigh all of the factors and make a choice only after careful consideration.

Army Physical Disability Review Board (APDRB)

A soldier or former soldier who was separated or retired from active duty with a physical disability separation without pay for the physical disability may be eligible to apply to this Board. The APDRB reviews decisions made by a prior boards. It has the same powers as the Board (retiring Board, medical Board, other disposition Board) that originally reviewed but denied the family's disability claim upon separation or retirement.

The applicant may appear before the APDRB in person or with counsel obtained at their own expense. An accredited representative of an organization recognized by the Department of Veterans Affairs under Chapter 59 of Title 38, United States Code, may also appear on the applicant's behalf. The Board will consider the applicant's service records along with any evidence presented to the Board by the applicant or their counsel. Witnesses may present evidence to the Board in person or by affidavit. The Board consists of five Army officers, two of whom must be from the Army Medical Corps. The applicant must submit a request for review within 15 years of the date of their retirement or separation.

To apply to the APDRB, an applicant should submit a letter (there is no form). The letter should include the following information: the applicant's full name, rank, social security number, and contact information as well as state the reason(s) why it is believed the Army should have granted a disability separation with a rating in excess of 0 percent or retirement. Applicants should include as attachments to the letter:

- A copy of the applicant's DD-214
- Any evidence (to include medical records) the applicant wishes the Board to consider
- Whether an appearance before the APDRB is requested
- Contact information for the applicant's counsel or representative (if any) and any witnesses that will appear before the Board.

Applicants to the APDRB should mail this information to:

Army Review Boards Agency
Army Physical Disability Review Board
251 18th Street South, Suite 385
Arlington, VA 22202-3531

Once this information is received, a representative of the APDRB will contact the applicant to establish a Board date.

APPLICATION FOR THE REVIEW OF DISCHARGE FROM THE ARMED FORCES OF THE UNITED STATES <i>(Please read Privacy Act Statement and instructions on back BEFORE completing this application.)</i>		OMB No. 0704-0004 OMB approval expires: 20221231	
The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON PAGE 2.			
		DO NOT WRITE BELOW	
		CASE NUMBER	
SECTION 1: SERVICE MEMBER <i>(The person whose discharge is to be reviewed.)</i>		PLEASE PRINT OR TYPE INFORMATION	
1. BRANCH AT TIME OF INEQUITY OR IMPROPRIETY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> COAST GUARD <input type="checkbox"/> MARINE CORPS			
2. COMPONENT AT TIME OF INEQUITY OR IMPROPRIETY <input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/> GUARD			
3. NAME WHILE SERVING	Last		
	First		
4. CURRENT NAME <i>(if different)</i>	Last		
	First		
5a. SSN WHILE SERVING		5b. DoD ID Number <i>(provide, if applicable)</i>	
6. MAILING ADDRESS <i>(If Service Member is deceased, skip this question.)</i>			
Street			
City, State / APO / Country or Foreign Address			ZIP
Email			Phone
7. HIGHEST EDUCATION ACHIEVED <input type="checkbox"/> GED / Equivalent <input type="checkbox"/> High School Diploma <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree			
SECTION 2: SERVICE INFORMATION <i>(Information from DD form 214. Enter as much as is readily available.)</i>			
8. DATE OF DISCHARGE (YYYYMMDD) <i>(If more than 15 years, submit DD Form 149 to BCMR/BCNR.)</i>		9. RANK AT DISCHARGE	10. HIGHEST RANK HELD
11. DISCHARGE CHARACTERIZATION RECEIVED <i>(for Dishonorable / Dismissal, submit DD Form 149 to BCMR/BCNR)</i>		<input type="checkbox"/> Honorable <input type="checkbox"/> Under Honorable Conditions (General)	
		<input type="checkbox"/> Bad Conduct Discharge (Special/ Summary Court-Martial only)	
		<input type="checkbox"/> Under Other than Honorable Conditions	
		<input type="checkbox"/> Uncharacterized / Entry Level Separation	
12. SEPARATION AUTHORITY <i>(DD Form 214, box 25)</i>		13. SEPARATION CODE <i>(DD Form 214, box 26)</i>	14. REENTRY CODE <i>(DD Form 214, box 27)</i>
15. NARRATIVE REASON <i>(DD Form 214, box 28)</i>			
16. UNIT AND LOCATION AT DISCHARGE			
SECTION 3: REQUEST			
17a. IS THIS A REQUEST FOR RECONSIDERATION OF A PRIOR APPLICATION TO THE BOARD? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17b. IF YES AND KNOWN, PROVIDE THE CASE NUMBER		AND THE DECISION DATE (YYYYMMDD)	
18. ACTION REQUESTED <i>(Enter applicable changes.)</i>		<input type="checkbox"/> CHARACTER OF SERVICE	<input type="checkbox"/> SEPARATION CODE <input type="checkbox"/> REENTRY CODE <input type="checkbox"/> NARRATIVE REASON FOR SEPARATION
19. TYPE OF REVIEW REQUESTED <i>(Select one.)</i>			
<input type="checkbox"/> CONDUCT INITIAL RECORD REVIEW OF MY DISCHARGE BASED ON MY MILITARY PERSONNEL FILE AND ANY ADDITIONAL DOCUMENTATION SUBMITTED BY ME. I AND/OR <i>(counsel/representative)</i> WILL NOT APPEAR BEFORE THE BOARD.			
<input type="checkbox"/> I AND/OR <i>(counsel/representative)</i> WISH TO APPEAR AT MY OWN EXPENSE BEFORE THE BOARD IN THE WASHINGTON, D.C., METROPOLITAN AREA.			
<input type="checkbox"/> I AND/OR <i>(counsel/representative)</i> WISH TO APPEAR AT MY OWN EXPENSE BEFORE A TRAVELING BOARD CLOSEST TO <i>(enter city and state)</i>			
(NOTE: The Naval and Coast Guard Discharge Review Boards do not have traveling boards.)			
20. IS THIS REQUEST RELATED TO ANY OF THESE WARS OR CONTINGENCY OPERATIONS?		<input type="checkbox"/> Operation Iraqi Freedom (OIF) (03/19/2003 - 08/31/2010) <input type="checkbox"/> Other	
<input type="checkbox"/> Yes <i>(Select all that apply.)</i> <input type="checkbox"/> No			
21. ARE ANY OF THE FOLLOWING ISSUES/CONDITIONS RELATED TO YOUR REQUEST: <i>(Select all that apply.)</i>			
<input type="checkbox"/> PTSD <input type="checkbox"/> TBI <input type="checkbox"/> Other Mental Health <input type="checkbox"/> Sexual Assault / Harassment <input type="checkbox"/> DADT <input type="checkbox"/> Transgender <input type="checkbox"/> Reprisal / Whistleblower			

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1553, Review of Discharge or Dismissal; DoD Instruction 1332.28, Discharge Review Board (DRB) Procedures and Standards; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To apply for a change in the characterization or reason for military discharge issued to an individual. The appropriate Military Service Discharge Review Board reviews submitted packages and makes determinations. Completed forms are covered by the correction of discharge review board and official military records Systems of Records (SORNs) maintained by each Military Service.

ROUTINE USE(S): The DoD Routine Uses can be found in the applicable system of records notices below:

Army (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569931/a0015-185-sfmr.aspx>)

Navy and Marine Corps (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570411/nm01000-1/>)

Air Force (<https://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569833/f036-safcb-a/>)

Defense Finance and Accounting Service (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570192/t7340b/>)

Coast Guard (<https://www.gpo.gov/fdsys/pkg/FR-2013-10-02/html/2013-23991.htm>)

Official Military Personnel Files:

Army (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570054/a0600-8-104-ahrc.aspx>)

Navy (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>)

Marine Corps (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>)

Air Force (<http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-Component-Article-View/Article/569821/f036-af-pc-c/>)

Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

DISCLOSURE: Voluntary. However, failure to provide the information not annotated as "optional" may result in a denial of your application. The Service Member's SSN is used to retrieve these records and links to the member's official military personnel file and pay record.

INSTRUCTIONS FOR COMPLETION OF DD FORM 293**REQUESTING COPIES OF YOUR OFFICIAL MILITARY PERSONNEL FILE**

Information on obtaining military or health records is available at the National Personnel Records Center website at www.nara.gov/regional/mpr.html or your local Veterans Administration office.

Applicants are strongly encouraged to submit any request for their military records prior to applying for a discharge review rather than after submitting a DD Form 293 to avoid substantial delays in processing of the application and scheduling of review. Applicants and their counsel may also examine their military personnel records at the site of their scheduled review prior to the review. The Board shall notify applicants of the date of availability of the records for examination in their standard scheduling information.

DD FORM 293 - PLEASE TYPE OR PRINT INFORMATION FOR ALL APPLICABLE ITEMS. Items on the form are self-explanatory unless otherwise noted below. If the item is not applicable, enter "NA." If the space provided is insufficient, attach an extra page.

SECTION 1, ITEM 6. MAILING ADDRESS - Indicate the address to be used for all future correspondence regarding the application. If you change this address while the application is processing, you must notify the Discharge Review Board immediately. **Note:** Failure to attend a hearing because of an unreported change in address may result in waiving of your right to a hearing.

SECTION 2, ITEM 8. DATE OF DISCHARGE - If you received more than one discharge, refer to the discharge that you want changed. Discharge Review Boards cannot consider any discharge resulting from a sentence given by a general court-martial. If the discharge you want reviewed was issued more than 15 years ago, you must submit an application to the appropriate Board for Correction of Military Record using the DD Form 149, Application for Correction of Military Record under the Provisions of Title 10, U.S. Code, Section 1552.

SECTION 3, ITEM 20. ACTION REQUESTED - If you request a change of narrative reason for separation, you must list the specific reason for discharge that you believe to be appropriate; otherwise the Board will presume that you do not want a change in reason for discharge. If you do not request a change of discharge characterization in this item, the Board will presume you want to change discharge to Honorable.

If you were separated on or after 1 October 1982 while in an entry level status with an under other than honorable conditions discharge and less than 180 days of active service, you can request a change of discharge characterization to "Uncharacterized" and reason to "Entry Level Separation."

ITEM 21. TYPE OF REVIEW REQUESTED - Discharge Review is conducted in one of three ways: 1) records review, 2) Board hearing, or 3) traveling Board. Location is the defining factor between a Board hearing in the Washington, DC Metro Area, and a traveling board, located throughout the Continental United States (CONUS).

Records Review: You may have the Board conduct a discharge review based solely on military records and any additional documentation that you provide. This review is conducted without personal appearance by you and/or your representative/counsel appearing. A personal appearance hearing can be requested, however, you forfeit your right to a record review.

Board Hearing: You may appear alone or assisted by a representative/counsel before the Board in the Washington, D.C. Metro Area or before a Traveling Board in selected CONUS locations. Neither the Service nor the DoD is responsible for, nor will it pay for, any costs incurred by the applicant or representative/counsel for appearance in person, providing testimony, or obtain documentation. Detailed notification and/or scheduling information for all personal appearances will be provided after the application has been processed. In addition, without appearing yourself, you may have your case presented by a representative/counsel of your choice. **NOTE:** The Naval and Coast Guard Discharge Review Boards do not have traveling panels. Applicants participating in a personal appearance hearing may make sworn or unsworn statements, introduce witnesses, documents, or other information on their behalf.

Applicants may make oral or written arguments personally and/or through representative/ counsel. Applicants and witnesses who present sworn or unsworn statements may be questioned by the Board.

INSTRUCTIONS (*Continued*)

FAILURE TO APPEAR AT A HEARING OR RESPOND TO A SCHEDULING NOTICE. If you do not appear at a scheduled personal appearance hearing or respond as required to a scheduling notice, and you did not make a prior, timely request for a continuance, postponement, or withdrawal of the application, you will forfeit the right to a personal appearance and the Board shall complete its review of the discharge based upon the evidence of record.

ITEM 23, ISSUES/CONDITIONS RELATED TO YOUR REQUEST - For clarification, the response acronyms represent are Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), and Don't Ask Don't Tell (DADT).

ITEM 24, WHY IS A CHANGE REQUESTED? - List each issue that you want the Board to address. There is no limit to the number of issues that you may submit. If you need additional space, continue on a plain sheet of paper and attach it to the application. You are not required to submit any issues with your application; however, if you want the Board to respond to specific issues of concern, you must list your specific matters per the instructions and regulations governing the Board. Issues must be stated clearly and specifically, and should address the reasons you believe that the discharge received was improper or inequitable. It is important to focus on matters that occurred while you served in the Armed Forces.

The following examples demonstrate one way in which issues may be stated (the example issues do not indicate, in any way, the only type of issues that should be submitted to the Board):

Example 1. My discharge was inequitable because it was based on one isolated incident in 28 months of service with no other adverse action.

Example 2. The discharge is improper because the applicant's pre-service civilian conviction, properly listed on his enlistment documents, was used in the discharge proceedings.

NOTE: If an issue is not listed in Item 24, it may result in the Board not addressing the issue even if it is discussed in a legal brief or other written submission, or at the hearing. Changes or additions to the list may be made on the DD Form 293 any time before the Discharge Review Board closes the review process for deliberation. Please be sure that your issues are consistent with the Board Action Requested (Item 20). If there is a conflict between what you say in your issues and what you requested in Item 20, the Board will respond to your issue in the context of the action requested in Item 20. For example, if you request a General Discharge in Item 20 but your issue in Item 24 indicated you want an Honorable Discharge, the Board will respond to the issue in terms of your request for a General Discharge. Therefore, if you are submitting issues for the purpose of obtaining an Honorable Discharge, be sure to mark the box for an Honorable Discharge in Item 20.

Incorporation by Reference. Issues that are listed on a legal brief or other written submissions may be incorporated by reference in Item 24. The reference must be specific for the Board to understand clearly the matter being submitted as an issue. At a minimum, it shall identify the page, paragraph, and sentence incorporated.

Example: Issue 1. Brief, page 2, paragraph 1, sentences one and two.


Applicants should be as specific as possible with all references so the Board can clearly distinguish the scope of the issue. Because it is to your benefit to bring such issues to the Board's attention as early as possible in the review, if you submit a brief, you are strongly urged to set forth all such issues as a separate item at the beginning of the brief.

SECTION 4, ITEM 25. DOCUMENTS IN SUPPORT OF CLAIM - Evidence not in your official records should be submitted to the Board with the application but at least before the review date. This also applies to legal briefs or counsel submissions. However, you have the right to submit evidence until the time the Discharge Review Board closes the review process for deliberation. Documents that are of the most benefit are those which substantiate or relate directly to your issues in Item 24. Other documents that may be helpful are character references; criminal, credit and employment reports; educational achievements; exemplary post-service conduct; and medical reports. You should add your name and SSN to each document submitted. The Board will consider all documents submitted in your behalf, but will respond in writing only to those issues set forth in Item 24.

SECTION 5, REPRESENTATIVE OR COUNSEL (ITEMS 27-29) - Skip this section if you do not have a representative/counsel. At a later date, if you obtain the services of either a representative/counsel, inform the Board immediately. The military services neither provide a representative/counsel or evidence for you, nor do they pay the cost of such representation regardless of the circumstance. The following organizations regularly furnish representation at no charge: American Legion, Disabled American Veterans, and state or regional Veterans Offices. In addition, there are other organizations willing to assist you in completing this application and to provide representation at no cost. It is to your advantage to coordinate with your representative/counsel prior to submitting an application. This will insure that your representative/counsel is able to appear at the location you listed in Item 21. **NOTE:** Representatives may or may not be lawyers. Some of the organizations listed only represent applicants who appear before the Board in the Washington, D.C. Metro Area. Contact your local Veterans Affairs Office, Veterans Administration Office or veterans service organization for further information.

SECTION 6, APPLICANT: If the former Service Member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompetency and satisfactory evidence of the relationship to the former Service Member must accompany the application.

APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552 <i>(Please read Privacy Act Statement and instructions on back BEFORE completing this application.)</i>		OMB No. 0704-0003 OMB approval expires: 20221031	
DO NOT WRITE BELOW			
CASE NUMBER			
SECTION 1: SERVICE MEMBER <i>(The person whose discharge is to be reviewed.)</i>		PLEASE PRINT OR TYPE INFORMATION	
1. BRANCH AT TIME OF ERROR OR INJUSTICE		<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> COAST GUARD <input type="checkbox"/> MARINE CORPS	
2. COMPONENT AT TIME OF ERROR OR INJUSTICE		<input type="checkbox"/> REGULAR <input type="checkbox"/> RESERVE <input type="checkbox"/> GUARD	
3. NAME WHILE SERVING	Last		
	First		
4. CURRENT NAME <i>(if different)</i>	Last		
	First		
5a. SSN WHILE SERVING	CURRENT SSN <i>(if different)</i>		
5b. <i>(provide, if applicable)</i> <input type="checkbox"/> DoD ID Number, <input type="checkbox"/> SERVICE NUMBER, or <input type="checkbox"/> TIN			
6. MAILING ADDRESS <i>(If Service Member is deceased, skip this question.)</i>			
Street			
City, State / APO / Country or Foreign Address			ZIP
Email			Phone
SECTION 2: SEPARATION INFORMATION <i>(if not currently serving)</i>			
7. CURRENTLY SERVING?		8. DATE OF SEPARATION (YYYYMMDD)	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
9. CHARACTER OF SERVICE <i>(If by court-martial, also state Type of Court in space provided.)</i>			
<input type="checkbox"/> Honorable <input type="checkbox"/> Under Honorable Conditions (General) <input type="checkbox"/> Under Other than Honorable Conditions <input type="checkbox"/> Bad Conduct Discharge <input type="checkbox"/> Dishonorable <input type="checkbox"/> Dismissal <input type="checkbox"/> Uncharacterized / Entry Level Separation <input type="checkbox"/> Other <i>Type of Court</i>			
SECTION 3: ERROR OR INJUSTICE			
10a. IS THIS A REQUEST FOR RECONSIDERATION OF A PRIOR APPLICATION TO THE BOARD? <input type="checkbox"/> YES <input type="checkbox"/> NO			
10b. IF YES AND KNOWN, PROVIDE CASE NUMBER AND DECISION DATE (YYYYMMDD)			
11. CATEGORY <i>(Select all that apply. Example: Administrative Correction - change in name, DOB, SSN.)</i>			
<input type="checkbox"/> Administrative Correction <input type="checkbox"/> Pay & Allowance <input type="checkbox"/> Decoration / Awards <input type="checkbox"/> Performance / Evaluations / Derogatory Information <input type="checkbox"/> Disability <input type="checkbox"/> Promotions / Rank <input type="checkbox"/> Discharge / Separation <input type="checkbox"/> Other			
12. WHAT CORRECTION AND RELIEF ARE YOU REQUESTING FOR THIS ERROR OR INJUSTICE IN THE SERVICE MEMBER'S RECORD? <i>(required)</i>			
13. ARE ANY OF THE FOLLOWING ISSUES/CONDITIONS RELATED TO YOUR REQUEST: <i>(Select all that apply.)</i>			
<input type="checkbox"/> PTSD <input type="checkbox"/> TBI <input type="checkbox"/> Other Mental Health <input type="checkbox"/> Sexual Assault / Harassment <input type="checkbox"/> DADT <input type="checkbox"/> Transgender <input type="checkbox"/> Reprisal / Whistleblower			
14. WHY SHOULD THIS CORRECTION BE MADE? <i>(required)</i>			
15. APPROXIMATE DATES (YYYYMMDD) THE ERROR OR INJUSTICE OCCURRED: AND WAS DISCOVERED:			
IF THE DATE OF DISCOVERY IS MORE THAN 3 YEARS AGO, EXPLAIN YOUR DELAY AND WHY THE BOARD SHOULD CONSIDER YOUR REQUEST. REFER TO BLOCK 18.			

17. DO YOU WISH TO APPEAR AT YOUR OWN EXPENSE BEFORE THE BOARD IN WASHINGTON, D.C.?		<input type="checkbox"/> YES. (IN PERSON)	<input type="checkbox"/> YES. (VIA VIDEO / TELEPHONE)	<input type="checkbox"/> NO. CONSIDER MY APPLICATION BASED ON RECORDS & EVIDENCE.
THE BOARD WILL DETERMINE IF WARRANTED.				
18. ADDITIONAL REMARKS/CONTINUATION OF INFORMATION (If more space is needed, please submit additional narrative as required.)				
SECTION 4: EVIDENCE, RECORDS, AND ADDITIONAL REMARKS				
19. IN SUPPORT OF THIS CLAIM, THE FOLLOWING DOCUMENTARY EVIDENCE IS ATTACHED (LIST DOCUMENTS): Example evidence / records: Separation packet, medical documents (e.g. diagnosis, VA rating), post-service documents (e.g. diplomas, professional certificates, character references), and/or investigations. (Do NOT submit irreplaceable original documents. They will NOT be returned.)				
a.	d.	g.		
b.	e.	h.		
c.	f.	i.		
LIST ADDITIONAL SUPPORTING DOCUMENTS (if needed)				
IMPORTANT NOTE: If the basis of your request involves the effects of one or more <i>physical, medical, mental, and/or behavioral health condition(s)</i> and if available, please attach copies of any VA rating decisions, relevant medical records, and counseling treatment records.				
SECTION 5: CLAIMANT (if other than the Service Member)				
20. RELATION TO SERVICE MEMBER Claimants are normally Service Members seeking to correct their own records. The Service Member or former Service Member is not able to sign the application because they are <input type="checkbox"/> deceased, <input type="checkbox"/> incapacitated, or <input type="checkbox"/> other _____ Please designate appropriate signatory below: I am the heir of the Service Member: <input type="checkbox"/> widow(er), <input type="checkbox"/> son, <input type="checkbox"/> daughter, <input type="checkbox"/> parent, <input type="checkbox"/> sibling, <input type="checkbox"/> Other _____ Please provide Service Member's death certificate and marriage license or heir's birth certificate, as appropriate to prove relationship. I am the <input type="checkbox"/> conservator, <input type="checkbox"/> guardian, or <input type="checkbox"/> attorney-in-fact of the Service Member. Please provide a notarized power of attorney or court appointment of conservatorship or guardianship to prove status. I am the <input type="checkbox"/> spouse, <input type="checkbox"/> former spouse, or <input type="checkbox"/> dependent of the Service Member. Please provide marriage license, divorce decree, or dependent birth certificate, as appropriate to prove relationship				
21. NAME	Last			MI
	First			Suffix
22. MAILING ADDRESS Street _____ City, State / APO / Country or Foreign Address _____ ZIP _____ Email _____ Phone _____				
SECTION 6: REPRESENTATIVE OR COUNSEL (if applicable)				
The following representative is authorized to receive and provide communication regarding this application.				
23. NAME	Last			MI
	First			Suffix
24. ORGANIZATION				
25. MAILING ADDRESS Street _____ City, State / APO / Country or Foreign Address _____ ZIP _____ Email _____ Phone _____				
SECTION 7: SIGNATURE				
26. I WOULD LIKE TO RECEIVE ALL CORRESPONDENCE & DOCUMENTS ELECTRONICALLY. (This may reduce overall processing time.)				<input type="checkbox"/> YES <input type="checkbox"/> NO
CERTIFICATION: I MAKE THE FOREGOING STATEMENTS, AS PART OF THIS CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. (U.S. Code, Title 18, Section 287 and 1001, provide that an individual shall be fined under this title or imprisoned not more than 5 years, or both.)				
27a. SIGNATURE 		27b. DATE SIGNED (YYYYMMDD) _____		
16. IS THIS REQUEST RELATED TO ANY OF THESE WARS OR CONTINGENCY OPERATIONS? <input type="checkbox"/> Yes (Select all that apply.) <input type="checkbox"/> No		<input type="checkbox"/> Operation Freedom Sentinel (OFS) (01/01/2015 - Present) <input type="checkbox"/> Persian Gulf War (08/02/1990 - 11/30/1995) <input type="checkbox"/> Operation Inherent Resolve (OIR) (08/08/2014 - Present) <input type="checkbox"/> Vietnam War (01/01/1961 - 04/30/1975) <input type="checkbox"/> Operation Enduring Freedom (OEF) (09/11/2001 - 12/31/2014) <input type="checkbox"/> Korean War (08/27/1950 - 07/27/1954) <input type="checkbox"/> Operation New Dawn (OND) (09/01/2010 - 12/15/2011) <input type="checkbox"/> World War II (12/07/1941 - 09/02/1945) <input type="checkbox"/> Operation Iraqi Freedom (OIF) (03/19/2003 - 08/31/2010) <input type="checkbox"/> Other _____		

INSTRUCTIONS FOR COMPLETION OF DD FORM 149

Under Title 10 United States Code Section 1552, current and former members of the Armed Forces, their lawful or legal representatives, spouses and ex-spouses of former members seeking Survivor Benefit Program (SBP) benefits, and civilian employees seeking correction of military records other than those related to civilian employment, who feel that they have suffered an injustice as a result of error or injustice in military records may apply to their respective Boards for Correction of Military (or Naval) Records (BCMR/BCNR) for a correction of their military records. These Boards are the highest level appellate review authority in the military. Therefore, applicants must exhaust all other administrative correction and appeal procedures before applying to the Boards.

This form collects the basic data that the Boards need to process and act on the request. Type or print all entries for all applicable items. If the item is not applicable, enter "NA." If the space provided is insufficient, attach an extra page.

SECTION 3, ITEM 12. State the specific correction of record and all relief desired. If possible, identify exactly what document or information in your record you believe to be erroneous or unjust and indicate what correction you want made to it. For additional errors or injustices, use Section 8.

ITEM 14. To justify correction of a military record, you must explain and show to the satisfaction of the Board that the alleged entry or omission in the record is in error or unjust.

ITEM 15. U.S. Code, Title 10, Section 1552(b), states that no correction may be made unless the request is made within three years after the discovery of the error or injustice, but the Board may excuse failure to file within three years in the interest of justice.

ITEM 16. Indicate whether you attribute the error or injustice to your involvement in a particular war or contingency operation.

ITEM 17. A hearing is not required to ensure the Board's full and impartial consideration of your application. If the Board decides that a hearing is warranted, you, your witnesses, and your counsel may attend at no expense to the government, except that counsel may be provided if the Inspector General has reported reprisal against you.

SECTION 4. You are responsible for obtaining and submitting clear, legible evidence to persuade the Board to grant your request, including any evidence that is not already in your military record. Do not assume a document is in your record. Your evidence should be submitted with this form and may include, for example, military records and orders, witnesses' sworn affidavits, and a brief of arguments supporting your request. List your evidence in item 19 and, if your case involves a medical condition, submit relevant medical records and VA rating decisions as noted in item 20. Do not send irreplaceable original documents because they will not be returned.

SECTION 5. The person whose record will be corrected if relief is granted must sign this form in Section 7. If that person is deceased or incompetent to sign, a lawful claimant, such as a spouse, widow(er), next of kin (child, parent, or sibling), or legal representative, may sign the form. Proof of death, incompetency, or power of attorney must be submitted. Former spouses may apply as claimants for SBP issues.

SECTION 6. You may want counsel if your case is complex. Some veterans and service organizations furnish counsel without charge. Contact your local post or chapter.

For detailed information on application and Board procedures, see: Army Regulation 15-185 and www.arba.army.pentagon.mil; Navy - SECNAVINST 5420.103 and www.hq.navy.mil/bcncr/bcncr.htm; Air Force Instruction 38-2803, Air Force Pamphlet 38-2807, and www.afpc.randolph.af.mil/safmrbr; Coast Guard - Code of Federal Regulations, Title 33, Part 52 and www.uscg.mil/Resources/legal/BCMR.

MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

ARMY	NAVY AND MARINE CORPS	AIR FORCE	COAST GUARD
Army Review Boards Agency 251 18th Street South, Suite 385 Arlington, VA 22202-3531 http://arba.army.pentagon.mil	Board for Correction of Naval Records 701 S. Courthouse Rd, Suite 1001 Arlington, VA 22204-2490 http://www.secnv.navy.mil/mra/bcncr/Pages/default.aspx	Air Force Board for Correction of Military Records 3351 Celmers Lane Joint Base Andrews, MD 20762-6435 http://www.afpc.af.mil/Board-for-Correction-of-Military-Records/	DHS Office of the General Counsel Board for Correction of Military Records, Stop 0485 2707 Martin Luther King Jr. Ave. S.E. Washington, DC 20528-0485 https://www.uscg.mil/Resources/legal/BCMR/

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON PAGE 3.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1552, Correction of military records; claims Incident thereto; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To initiate an application for correction of military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record. Completed forms are covered by correction of military records SORNs maintained by each of the Services or the Defense Finance and Accounting Service.

ROUTINE USE(S): The DoD Routine Uses can be found in the applicable system of records notices below:

Army (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569931/a0015-185-sfmr.aspx>)

Navy and Marine Corps (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570411/nm01000-1/>)

Air Force (<https://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569833/af036-safcb-a/>)

Defense Finance and Accounting Service (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570192/df340cb/>)

Coast Guard (<https://www.gpo.gov/fdsys/pkg/FR-2013-10-02/html/2013-23591.htm>)

Official Military Personnel Files:

Army (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570054/a0600-8-104-ahrc.aspx>)

Navy (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>)

Marine Corps (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>)

Air Force (<http://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569821/af036-af-po-c/>)

Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

DISCLOSURE: Voluntary. However, failure by a claimant to provide the information not annotated as "optional" may result in a denial of your application. A claimant's SSN is used to retrieve these records and links to the member's official military personnel file and pay record.

APPLICATION FOR A REVIEW BY THE PHYSICAL DISABILITY BOARD OF REVIEW (PDBR) OF THE RATING AWARDED ACCOMPANYING A MEDICAL SEPARATION FROM THE ARMED FORCES OF THE UNITED STATES <i>(Please read Instructions on Page 3 BEFORE completing this application.)</i>						OMB No. 0704-0453	
The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0453). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.							
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS LISTED ON THE BOTTOM OF PAGE 2.							
PRIVACY ACT STATEMENT							
AUTHORITY: 10. U.S.C. 1554(a); E.O. 9397. PRINCIPAL PURPOSE(S): To apply for a review of the disability rating awarded to an individual separated but not retired for being medically unfit. ROUTINE USE(S): The "Blanket Routine Uses" published at the beginning of the DoD's compilation of Systems of Records Notices apply to this system. DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security Number is strictly to assure proper identification of the individual and appropriate records.							
1. APPLICANT DATA <i>(The person whose discharge is to be reviewed.) (Print or type all information.)</i>							
a. BRANCH OF SERVICE <i>(X one)</i>		<input type="checkbox"/> ARMY		<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> NAVY	
<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> COAST GUARD					
b. NAME <i>(Last, First, Middle Initial)</i>		c. PAY GRADE <i>(at time of separation)</i>		d. DATE OF SEPARATION <i>(YYYYMMDD)</i> <i>(Must be between 11 September 2001 and 31 December 2009 for review) (May be extended)</i>		e. SOCIAL SECURITY NO.	
2. FINAL DISABILITY RATING AWARDED BY SERVICE FOR UNFITTING CONDITION(S) <i>(X one)</i>							
<input type="checkbox"/> 0%		<input type="checkbox"/> 10%		<input type="checkbox"/> 20%			
3. ISSUES WHY THE RATING FOR THE CONDITION(S) WHICH RENDERED THE MEMBER UNFIT SHOULD BE CHANGED: <i>(Continue in Item 12 if necessary)</i>							
4. IN SUPPORT OF THIS APPLICATION, THE FOLLOWING ATTACHED DOCUMENTS ARE SUBMITTED AS EVIDENCE: <i>(Continue in Item 13 if necessary)</i>							
5. VETERANS AFFAIRS (VA) RATING INFORMATION <i>(X all that apply)</i>							
a. I have received a VA disability rating that includes the condition(s) for which I was found unfit. If Yes, I have also been rated for other conditions <i>(list all other conditions in Item 14).</i>				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
				<input type="checkbox"/> PENDING		<input type="checkbox"/> N/A	
b. I have attached my VA determination letter <i>(answer N/A if answer to 5.a. is No or Pending).</i> If No, explain in item 14. See item 5 of instructions for pending determinations.				<input type="checkbox"/> YES		<input type="checkbox"/> NO	
				<input type="checkbox"/> YES		<input type="checkbox"/> N/A	
6. VA CONSENT <i>(X one)</i> To review my service disability rating, I <input type="checkbox"/> do <input type="checkbox"/> do not consent to the release of my VA records. I understand that I need to complete, sign and return the attached VA form 3288 (that has been partially completed as an aid for my use) with my application. I further understand the PDRB will send my signed consent to VA for action and that the VA will provide the requested information to the PDRB directly.							
7.a. COUNSEL/REPRESENTATIVE <i>(If any)</i> NAME <i>(Last, First, Middle Initial)</i> AND ADDRESS <i>(See Item 7 of the instructions on Page 3 about counsel/representatives.)</i>				b. TELEPHONE NUMBER <i>(Include Area Code)</i>			
				c. E-MAIL			
				d. FAX NUMBER <i>(Include Area Code)</i>			
8. APPLICANT MUST SIGN IN ITEM 11 BELOW. If the record in question is that of a deceased or incompetent person, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY THE APPLICATION. If the application is signed by other than the applicant, indicate the name <i>(print)</i> and relationship by marking a box below.							
<input type="checkbox"/> SPOUSE		<input type="checkbox"/> WIDOW		<input type="checkbox"/> WIDOWER		<input type="checkbox"/> NEXT OF KIN	
<input type="checkbox"/> LEGAL REPRESENTATIVE		<input type="checkbox"/> OTHER <i>(Specify)</i>					
9.a. CURRENT MAILING ADDRESS OF APPLICANT OR PERSON IN ITEM 8 ABOVE <i>(Forward notification of any change in address.)</i>				b. TELEPHONE NUMBER <i>(Include Area Code)</i>			
				c. CELL PHONE NUMBER <i>(Include Area Code)</i>			
				d. E-MAIL			
10. I have read the attached instruction for this item and understand that by requesting this review I give up my right under 10 U.S.C. 1552 to petition my Service's Board for Correction of Military/Naval Records to review and correct the rating for the medical condition(s) which made me unfit. I make the foregoing statements, as part of my claim, with full knowledge of the penalties involved for willfully making a false statement or claim. (U.S. Code, Title 18, Sections 287 and 1001, provide that an individual shall be fined under this title or imprisoned not more than 5 years, or both.)						CASE NUMBER <i>(Do not write in this space)</i>	
11.a. SIGNATURE (REQUIRED) <i>(Applicant or person in Item 8 above)</i>				b. DATE SIGNED <i>(YYYYMMDD)</i>			

12. CONTINUATION OF ITEM 3 *(If applicable)*

13. CONTINUATION OF ITEM 4 *(If applicable)*

14. CONTINUATION OF ITEM 5 *(If applicable)*

15. REMARKS *(If applicable)*

MAIL COMPLETED APPLICATIONS TO THE ADDRESS BELOW:

SAF/MRBR
ATTN: PDBR INTAKE UNIT
550 C STREET WEST, SUITE 41
RANDOLPH AFB TX 78150-4743

INSTRUCTIONS FOR COMPLETING DD FORM 294

Please print or type all information. Items are self-explanatory unless otherwise noted below.

Item 1.b. Use the name which you served under while in the Armed Forces. If your name has been changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 8.

Item 2. Indicate the percentage of disability rating for the condition(s) which rendered you unfit. **This is the only rating that the PDBR will review.**

Item 3. You may, but are not required to, explain why you believe the rating is inaccurate. If you make no assertion, your rating will still be reviewed for accuracy and fairness.

Item 4. In accordance with DoDI 6040.44, you will be afforded at least two weeks prior to a review of your rating to provide documentary evidence outside DoD possession (including, for example, evidence from civilian medical providers). Unless requested by a Service Record Assembly Unit, you need not provide your Service medical records or the record of your disability separation.

Item 5. Indicate whether you have received a VA rating for the unfitting condition(s) and whether you have been rated for another condition(s). You must include the VA determination letter or explain why you do not have it available. The PDBR will consider the rating awarded by the VA for your unfitting condition(s) and compare it in reviewing your Service disability rating with particular attention to a VA rating with an effective date within 12 months of your separation. (See DoDI 6040.44 Enclosure 3, paragraph 5(a)(4) for more details.) Delay submitting this application if you want the PDBR to consider a pending VA rating; it will not reconsider a case.

Item 6. This consent is required for the PDBR to gain access to your VA records. If you do not consent, the PDBR will review your disability rating, but will not conduct the comparison discussed in Item 5 above.

Item 7.a. - d. Skip or enter N/A (not applicable) if you do not have a representative/counsel. If you later obtain the services of either, inform the Board immediately. The military services do not provide counsel representation nor do they pay the cost of such representation. Contact your local VA office or Veterans Service Organization for further information about other organizations that may assist you.

Item 8. If the former member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompetency and satisfactory evidence of the relationship to the former member must accompany this application.

Item 9.a. Indicate the address to be used for correspondence regarding this application. If you change this address while this application is pending, you should notify the PDBR immediately.

Item 10. By requesting a PDBR review, **you are giving up your right under 10 U.S.C. 1552** to petition your Service's Board for Correction of Military/Naval Records **to subsequently review the rating for the medical condition(s) which rendered you unfit. The decision of the Secretary on this issue will be final.** You may still ask your Service Board for Correction of Military/Naval Records (BCMR/BCNR) to **consider other issues including those related to your disability separation.** If you have filed with your Service BCMR/BCNR prior to the implementation of DoDI 6040.44 (June 27, 2008), you may still request PDBR review of your disability rating.

COMPARISON - BCMR/BCNR VS. PDBR REVIEW OF RATING

CHARACTERISTIC	BCMR/BCNR	PDBR
Panel Composition	3 civilians in grade of GS-15 and above.	3 military officers in grade of O5/O6 (or civilian equivalents).
Review Authority	May apply for review of military record, within three years of error/injustice (may be waived in the interest of justice).	Medical separation 20% or less where member did not retire finalized between 11 September 2001 and 30 September 2009 (may be extended).
Review Process	Application submitted, medical, personnel or legal advisories prepared and served on applicant with chance to comment before panel review and vote.	Application submitted, then case summarized by PDBR medical member (or other experts) for presentation to PDBR before vote. Applicant can submit records from non-DoD sources.
Panel Outcome	Recommendation or decision.	Recommendation only.
Burden of Proof	Member has the burden of proof to establish error or injustice. There is a presumption of regularity.	Member need not allege anything, review accomplished upon request.
Standards	Will correct errors in records and/or remove an injustice.	Rating reviewed for fairness and accuracy.
Impact of subsequent VA Rating	Within discretion of the Board.	Will compare VA rating with particular attention to one given within 12 months.

Item 11.a. and b. A signature and date, entered by the applicant or people identified in Item 8, are required.



Casualty/Interment

The Army operates a Casualty Operations program to ensure all reportable casualties are accounted for and documented. This program ensures that soldiers and their eligible beneficiaries receive the best possible support in the event of a death or serious injury/illness, or if the soldier is in a missing or captured status. Please contact the Congressional Inquiry Division directly regarding operational casualties. You may contact their office at (703) 697-8381.

Casualty Reporting

The Army must ensure that casualty reporting is accurate and timely. Army Casualty Reports serve as the basis for notifying the casualty's primary and secondary next-of-kin (NOK), usually a spouse or parent. Every soldier has a Record of Emergency Data (DD Form 93) which details the Soldier's wishes regarding notification in the event of death, serious injury/illness, or if the soldier is in a missing or captured status. The DD Form 93 also shows who receives unpaid pay and allowances, the Death Gratuity, and identifies the Person Authorized to Direct Disposition. Soldiers may also elect Servicemembers Group Life Insurance (SGLI) which will contain the soldier's SGLI beneficiary designation.

Casualty Notification (Death)

The Army makes every effort to notify the NOK and extend condolences in a timely, professional, dignified, and compassionate manner. Notification is typically accomplished within four hours after receipt of the initial casualty report by the Casualty Assistance Center (CAC). A specially trained, uniformed service representative (Casualty Notification Officer) notifies the NOK in person for all death cases, and in cases where the service member is missing. However, if there is a chance that the NOK may learn of the casualty by "other than official" means, the Army notifies the family by the quickest means possible, sometimes telephonically. The Army normally coordinates notifications between the hours of 5:00 a.m. and 12:00 a.m. local time. By policy, the Army will not release casualty names to the public until 24-hours after notification to the family.

Casualty Notification (Wounded)

The Army's policy is to make telephonic notification to all primary NOK when soldiers are classified by medical authorities as Very Seriously Ill/Injured (VSI), Seriously Ill/Injured (SI), or Not Seriously Ill/Injured (NSI) due to hostile action. The purpose of making telephonic notification is to avoid the appearance of a death notification that is, by long-standing tradition, associated with a direct personal visit.

The Casualty and Mortuary Affairs Operations Division (CMAOD) is a Service Provider under the Health Insurance Portability and Accountability Act (HIPAA), and as such, makes daily calls to all medical facilities worldwide caring for Army soldiers to receive updates and status changes. CMAOD maintains a Notification Cell to make notifications and to provide updates to the primary NOK on VSI and SI soldiers. While this information flows to CMAOD personnel in their role as trusted agents acting on behalf of the Department of the Army, CMAOD personnel are not empowered under HIPAA to pass this information to a third party without the express permission and consent of the soldier.

Non-hostile NSI soldiers are not reportable to the Army through the process outlined above. These soldiers are offered the opportunity to contact their NOK should they so desire.

Casualty Assistance

The Army is committed to providing timely assistance to families following the difficult period of death, disappearance, or a serious illness/injury. Casualty assistance can vary from case to case depending on the benefit being dispensed and the needs of the family. A Casualty Assistance Officer (CAO) is assigned to the primary NOK and those who will be receiving benefits or entitlements of soldiers in cases involving death or a missing soldier. The CAO serves as the on-scene representative for the NOK and assists in various ways. Assistance normally includes funeral support, settling claims, applying for survivor benefits, and other related items.

CMAOD maintains contact with the PNOK of seriously wounded/ill soldiers from initial report of incident or illness until the family reaches the bedside of the soldier. At this point, the family has direct contact with the attending physician.

Survivor Outreach Services (SOS)

Survivor Outreach Services (SOS) is an Army-wide program designed to provide dedicated and comprehensive long-term support to survivors of deceased active duty soldiers. SOS responds to the need for specialized staff at the Casualty Assistance Center (CAC) to help CAO support survivors, as well as adding additional staff that have the sole mission of providing continuing support to survivors. To ensure survivors receive ongoing support, SOS support coordinators are available in the Army Community Service (ACS) centers. These coordinators provide long-term support throughout the grief process, coordinate support groups, provide information and referral services, coordinate childcare, and provide other services as required.

Army Reserve/Army National Guard Casualties

If a member of the Army Reserve (USAR) or Army National Guard (ARNG) dies while on active duty, active duty for training, or while on inactive duty training (scheduled drill), that soldier's family is entitled to many of the same benefits as those of active duty soldiers. Army regulations authorize notification to their primary and secondary NOK. Casualty assistance is provided to eligible beneficiaries. If a USAR or ARNG soldier dies while assigned to an "other than scheduled drill period," the commanding officer of the soldier's unit may provide casualty assistance.

Bedside Travel and Transportation Orders (T&TOs)

T&TOs include transportation costs, lodging, meals and incidentals for three individuals designated by the wounded soldier for their health and welfare. If the attending physician and the hospital commander request the presence of the soldier's designated support individuals, the Army is authorized to provide one round-trip movement (travel, excluding "in and about" movement) for up to three individuals and provide subsistence funds (per diem and lodging). When a soldier is determined to be VSI or SI initial orders will not extend beyond 15 days unless approved by CMAOD. These orders are terminated once the soldier is medically discharged or succumbs to their wounds or illness. In addition, should the authorized travelers be required to travel overseas, CMAOD will provide assistance in obtaining a U.S. passport if the travelers do not already possess a valid passport.

In some case T&TO orders are authorized for soldiers who are considered non-hostile NSI and medically evacuated (MEDEVAC) from a theater of conflict to be hospitalized in the United States. In these cases, required casualty reporting alerts CMAOD to request DA Form 2984 (a hospital report of patient status) in order to initiate the T&TO process for soldiers in this category. The soldier must be hospitalized in the United States before a T&TO will be offered in these cases.

Fatal Training Accidents/Family Presentations

The Army offers family presentations to the primary NOK when a soldier dies as a result of a training or military-related accident, in military operations (to include cases of friendly fire), and in cases of self-inflicted injuries resulting in death. A senior member (by regulation a colonel or above in rank) from the soldier's unit presents the results of the collateral investigation to the family. The presentations provide the primary NOK with the facts and findings regarding the circumstances surrounding the incident/accident. These presentations do not apply to deaths of natural causes (e.g., heart attack, cancer, etc.), or off-duty accidents.

Duty Status-Whereabouts Unknown (DUSTWUN)

The term DUSTWUN applies when an individual is unaccounted for and there is insufficient evidence initially available for a definitive determination of a person's duty status. Assigning a DUSTWUN status allows the commander sufficient time to determine a person's duty status and serves to avoid placing a person in a missing or absent without leave (AWOL) status prematurely. Normally, a person is placed in a DUSTWUN status for a maximum of 10 days. This is usually sufficient time to conduct an inquiry into the circumstances surrounding the person's absence and conduct appropriate search or recovery operations.

When the unit places a soldier in a DUSTWUN status as a result of hostile action, additional actions are required. Upon completion of the appropriate investigation(s), a board will be appointed to review the findings. The board will recommend assignment to the appropriate casualty category or return the investigation to the unit and/or other Government agencies (State Department, Defense Intelligence Agency, etc.) to substantiate the soldier's status. Upon review of the report, the soldier will be declared dead, missing, AWOL, or a deserter. If declared missing, the appropriate missing category will be designated, a DD Form 1300 (Report of Casualty) will be issued, and the CAC concerned will be notified of the determination.

Interment

The Army is authorized by statute to provide mortuary affairs benefits to a variety of personnel. Some examples are active duty service members, USAR and ARNG soldiers performing weekend drills, military retirees who die while admitted to a U.S. Government hospital, and civil service employees who die while on temporary duty (TDY) or deployed. A decedent's eligibility for mortuary affairs benefits depends upon their personnel category and status at the time of death. The survivors of eligible decedents will be offered services at U.S. Government expense or on a reimbursable basis, depending on the circumstances. The CMAOD monitors casualty reports to ensure survivors of eligible decedents are notified of applicable mortuary benefits.

Person Authorized to Direct Disposition of Remains (PADD)

The Person Authorized to Direct Disposition of the Remains (PADD) is designated by the soldier on the DD Form 93, Record of Emergency Data, and may be any person the soldier chooses, regardless of relationship. If no PADD is designated, there is an order of precedence determined by policy. The Army will advise the PADD of disposition options, allowances, entitlements, and other related mortuary benefits. After the PADD is aware of the options, the PADD will complete a DD Form 3045, Disposition of Remains, which contains the necessary information to proceed.

Funeral Expenses and Associated Costs

An allowance is also paid to defray the cost of interment for soldiers. This allowance is reviewed every other year and adjusted accordingly. Not every expense incurred by the family in relation to a funeral is necessarily an authorized reimbursable expense from the interment allowance. Funeral and interment expenses must be directly related to a funeral product or service that is usual or customary for the family's religious or ethnic group or within in the local community. The CAO provides the PADD a list of authorized, as well as unauthorized expenses, to use when making funeral arrangements.

Family Funeral Travel and Unit Memorial Travel

The Army is authorized by statute to provide transportation and per diem expenses for the soldier's surviving spouse, including a remarried surviving spouse, children (including stepchildren, adopted children, and children born outside of marriage) regardless of age, and parents. In this case, the term "parent" means a parent of the soldier (natural, step or adopted); a parent of the soldier's spouse (natural, step, or adopted); and any other person (including a former stepparent) who has stood in loco parentis to the soldier at any time for a continuous period of at least five years before the Service member became age 21. The statute limits the per diem to two days plus allowable travel time.

Interment Flag

Title 10, United States Code, Section 1482, establishes eligible interment flag recipients. The statute authorizes the presentation of an interment flag to the following persons: the surviving spouse (including a surviving spouse who remarries after the decedent's death), the PADD of the decedent's remains, the parent or parents of the decedent, and each child of the decedent. If the decedent's parents are married, they are authorized only one interment flag. If the decedent's parents are legally separated or divorced, each parent is authorized an interment flag.

Personal Effects

The Army is directed by Title 10, United States Code, Section 4712 to appoint a summary court martial officer (SCMO) to collect, inventory, safeguard and deliver the soldier's personal effects to the Person Eligible to Receive Effects (PERE). Unlike the PADD, who may be designated by the soldier, the PERE is determined by a statutory order of precedence. Because the authority to direct disposition of remains and to receive personal effects are contained in two different statutes with different orders of precedence, the PADD and the PERE are not always the same person.

The SCMO's authority to collect the personal effects of deceased or missing persons is restricted by statute to effects found "in camp or quarters." In "camp and quarters" are those places under the Army's control such as Army installations, Army leased buildings (including on-installation privatized housing), cantonment areas, and unit areas in theaters of operations. Army officials and representatives are not authorized or permitted to collect or secure effects not found "in camp or quarters" (such as items in private, off-installation housing).

Personal effects are defined as the movable personal property of the deceased or missing person. Examples of personal effects include jewelry, personal clothing, personal papers (letters, receipts, will, and so forth), household goods (furniture, major appliances, food, lawn care equipment, children's toys, and so forth), and personal vehicles, such as automobiles and trucks.

Personal effects do not include money on deposit with financial institutions, investment accounts with brokerage agency(ies), Government property issued, loaned, or leased to the deceased or missing person, or pets, livestock, or other animals.

The personal effects statute does not govern the distribution or administration of estates and therefore, it does not confer upon the SCMO the authority to act as the legal representative of the estate or to convey title of any effects collected. Accordingly, only the custody of the effects is transferred from the Army to the PERE. Any question of title or ownership must be determined by agreement among the interested parties or, if necessary, in civil court.

The Army is responsible for providing transportation of the effects as authorized by the Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR).

Arlington National Cemetery

Burial in Arlington National Cemetery (ANC) can be by interment of casketed remains or cremated remains in the ground, or by inurnment, that is placement of cremated remains in the Columbarium or the Niche Wall at ANC, as outlined in 32 CFR, Part 553, Army Cemeteries. The PADD, a designated personal representative, or the funeral director should telephone the ANC customer care support center at (877) 907-8585 to arrange for the burial service. Call center representatives are available to answer calls from 8:00 a.m. to 4:30 p.m. ET, Monday through Friday, and from 9:00 a.m. to 2:30 p.m. ET on Saturday.

The caller will be asked to provide the decedent's eligibility service document (DD214 or equivalent), the death certificate, and the cremation certificate (if applicable). Additional information may be required as appropriate. It is essential that the caller inform ANC of any previous interments or special requests at the time of the initial contact to ensure timely processing of the burial request. ANC requires 100% of the cremated remains received by the family from the crematorium. Additional information can be found at www.arlingtoncemetery.mil.

ANC is prohibited from making pre-need (prior to death) eligibility determinations or gravesite reservations. Eligibility can be reviewed prior to the death of a veteran, but is required to be reviewed again prior to interment of the veteran or a family member.

Eligibility for Interment

Burial at ANC is available for service members who have served in the active duty military (other than for training) and have been honorably discharged. The veteran's surviving spouse, minor children, and permanently dependent children, are also eligible to be interred with the service member in the same grave or niche.

Those eligible for in-ground burial include:

- Any active duty member of the Armed Forces, except those serving on active duty for training purposes only.
- Any retired member of the Armed Forces, who has served on active duty (other than for training), is carried on an official retired list, and is entitled to receive retired pay stemming from service in the Armed Forces on or before the date of death.
- Any former member of the Armed Forces awarded one of the following decorations:
 - Medal of Honor
 - Distinguished Service Cross (Air Force Cross or Navy Cross)
 - Distinguished Service Medal
 - Silver Star
 - Purple Heart
- Any veteran who served on active duty (other than active duty for training) and who held any of the following positions:
 - President or Vice President of the United States;
 - Elected member of the U.S. Congress;
 - Chief Justice of the Supreme Court of the United States or Associate Justice of the Supreme Court of the United States;
 - A position listed, at the time the person held the position, in 5 U.S.C. 5312 or 5313 (Levels I and II of the Executive Schedule);
 - Chief of Mission of a Category 4, 5, or 5+ post if the Department of State classified that post as a Category 4, 5, or 5+ post during the person's tenure as Chief of Mission.
- Any former prisoner of war who, while a prisoner of war, served honorably in the active military, naval, or air service; whose last period of service terminated honorably; and who died on or after November 30, 1993.

The Columbarium/Niche Wall

Eligibility for inurnment in the Niche Wall or Columbarium includes all persons eligible for in-ground burial and also former members of the Armed Forces whose last service finished honorably (other than for training) and members of the Reserves, Army National Guard, or Air National Guard who die while on active duty for training or performing full-time duty under title 32, United States Code.

Memorial Markers

Title 38, United States Code, Section 2409, authorizes areas in ANC to commemorate veterans who are missing in action; whose remains are not recovered, identified or were buried at sea; whose remains were donated to science; or whose cremated ashes were scattered without any portion of the remains interred, who meet ground burial eligibility at ANC. Spouses of those veterans commemorated on a memorial marker at ANC may be interred in an active interment section and the memorial marker removed with the veteran commemorated at the spouse's gravesite. Spouses cannot be commemorated on "in memory of" or memorial markers. Memorial commemorations are not authorized on niches in the Columbarium or Niche Walls at ANC.

Exceptions to Burial Policy

Any exception to the established burial policy requires a formal, notarized written request to the Executive Director, Army National Military Cemeteries and Arlington Cemetery, as well as a public disclosure statement. The request must be from the PADD outlining the cogent reason(s) for the exception. Complete details of requirements can be found on the ANC website: <https://www.arlingtoncemetery.mil/Funerals/Scheduling-a-Funeral/Exceptions-to-the-Interment-and-Inurnment-Policy>.

Requests for a same grave policy exception, meaning veterans and their dependents who desire to be buried in the same grave as an already interred veteran or family member, require written notarized approval from all close living relatives of the individual already interred in the requested gravesite. Close living relatives include spouse, parents, siblings, and adult children. Additionally, a third party must certify in writing a list of all known close living relatives of the individual already interred.

For veterans ineligible for in-ground interment or above ground inurnment, a board of General Officers and Senior Executive Service officials at the Headquarters, Department of the Army, reviews the exception to policy. The request must outline all military and civilian service. The board's recommendation is presented to the Secretary of the Army for a decision. Favorable decisions are rare and only made when the military and civilian contributions to the Department of Defense are of such nature to warrant displacement of an otherwise eligible veteran.

Government Headstones and Markers

ANC provides the PADD a draft template of the government marker for the veteran or family member at the time the documents are sent to the Primary Next of Kin/Person Authorized to Direct Disposition. Headstones are ordered no earlier than 14 days following the committal service to allow families to reflect on any changes that they may request. All templates must be signed by the PADD and must include the decedent's name as it appears on service documents; highest rank held; branch of military service; date of birth; and date of death. The PADD can add an additional inscription (not to exceed 3 lines of text on an upright marble headstone and 2 lines of text on a niche cover space permitting) or a term of endearment that is dignified and appropriate in accordance with military decorum. All additional inscriptions are subject to the approval of the ANC Superintendent or designee.

Unmarked Areas for Cremated Remains

An area of the cemetery has been established for placing ashes where no marker shall exist. The cremated remains must be placed in a biodegradable container for burial in the unmarked area. Eligibility is the same as for interment and no headstone or marker of any type will be installed.

ANC Contact Information:

- ANC Customer Care Support Center: (877) 907-8585
 - Provides answers regarding eligibility, scheduling, headstone concerns, general visitor questions.
 - Call Center Representatives are available to answer calls during the following hours:
 - Monday – Friday 8:00 a.m. – 4:30 p.m. ET
 - Saturday 9:00 a.m. – 2:30 p.m. ET
 - Sunday and Federal Holidays Closed

Other National Cemeteries

With the exception of Arlington and the United States Soldiers' and Airmen's Home National Cemetery, the Department of Veterans Affairs administers interment in national cemeteries. Information on eligibility, space assignment, and other aspects can be obtained from:

Under Secretary for Memorial Affairs
National Cemetery Administration
Department of Veterans Affairs
810 Vermont Avenue, N.W.
Washington, D.C. 20420
(202) 461-5723
www.cem.va.gov

Active Duty Burial Honors

The Army provides military burial honors for active duty military personnel, reservists who die while in a duty status (such as Temporary Tour of Active Duty (TTAD), Annual Training (AT), and Initial Active Duty for Training (IADT)), retired military personnel and honorably discharged veterans, and graduates of a Reserve Officer Training Corps (ROTC) program commissioned into the Service who die before receiving a first duty assignment. Full military burial honors must be provided for active duty personnel and Medal of Honor recipients unless declined by the PADD. The CAC responsible for the place of interment or memorial service (for non-recoverable remains only) is also responsible for providing military burial honors support. The Army recognizes the importance of paying final tribute to reflect the personal pride and esteem placed upon military service.

Military Honors for Veterans and Retirees

Title 10, United States Code, Section 1491, directs that military funeral honors be available for eligible veteran upon request. The funeral director should coordinate military honors with the commander of the nearest Army installation, except for interment/inurnment at ANC. Every reasonable effort will be made to ensure the honors are furnished. The definition of a service representative is a two-soldier detail. Veterans' service organizations and/or volunteer groups may help provide honors.

The standard for support is governed by Department of Defense policy. If requested, commanders will provide the following minimum honors:

For active duty members and Medal of Honor recipients, the Army standard is a nine-soldier detail consisting of:

- An officer-in-charge or noncommissioned officer-in-charge, according to the rank of the deceased;
- Pallbearers;
- A firing party;
- A bugler; and
- A chaplain.

For a retired member drawing retired pay, a member of the Ready Reserve, or a member of the Reserves who has 20 years of satisfactory service for retirement but who has not yet reached age 60, the same support as prescribed for active duty personnel is available, if requested and resources permit.

For honorably discharged veterans, if requested and resources permit, a minimum two-member detail, one member to be from the parent service of the deceased veteran serving as the service representative of the team.

The following toll free number is available for use by funeral directors when requesting honors: 800-342-9647. This information is specific by state and is available at: <https://www.militaryonesource.mil/leaders-service-providers/casualty-assistance/military-funeral-honors>

PUBLICATIONS 101



Publications

The Army no longer provides free copies of publications to the general public or private industry. Many Army publications (forms and regulations) are available for download on the Army Publishing Directorate's website: www.apd.army.mil.

Historic and current publications:

Federal Depository Libraries, administered by the Government Printing Office, maintain collections of historic and current publications. These depositories/libraries are open to the general public and have an on-line catalog search for records. To locate the nearest depository/library or to conduct an on-line search, please go to: www.fdlp.gov.



Army Community Outreach

The Office of the Chief of Public Affairs, Army Outreach Division can assist with public outreach engagement activities. The Army has a variety of resources suitable to support community events. The Public Affairs Officer located at the Army command or installation nearest to the event can assist in determining the eligibility of the event and the availability of Army support to appropriate public engagement events. All Army community outreach, other than recruiting and accessions, should incur no additional costs to the taxpayer.

Army community outreach activities should increase public awareness, trust, and understanding of the DoD and the Army to include missions, activities, policies, and requirements of the Army and DoD. Outreach activities should inspire patriotism through observance of the traditions of the Army and our personnel. They should maintain a reputation as a good neighbor within communities at home and abroad, as well as a respected and professional organization charged with the responsibility of national security. Outreach activities should also support the recruiting mission. Community outreach is meant to engage, educate, and empower the public, at home and abroad, to support the DoD and servicemembers worldwide.

Resources include, but are not limited to:

- Bands;
- Marching Units/Drill Teams;
- Color Guards;
- Parachute Teams;
- Military Capabilities Demonstrations;
- Honor Guards;
- Guest Speakers;
- Static Displays (including vehicles and aircraft with soldiers).

Requests that cannot be accommodated:

- Fundraising events;
- Support for religious events, or on church property when related to a religious activity;
- Events that charge an entry fee and are closed to the public;
- Events detrimental to the interests or values of the Armed Forces;
- Events that directly or indirectly endorse, selectively benefit, or favor any private individual, sect, fraternal organization, political group, commercial venture, or are associated with solicitation of votes in a political election;
- Army participation and support that interferes with the customary or regular employment of local civilians in their act, trade, or profession;
- Events where admission, seating and other accommodations or facilities are restricted with regard to race, creed, color, national origin, gender, or mental or physical disabilities.

SUPPORT TO NON-FEDERAL ENTITIES (NFEs)

The process for approving DoD participation in NFE events must include a review by legal counsel and public affairs officers to ensure that events are incidental and serve community outreach purposes. Incidental is defined as having negligible or minimal impact on planning, scheduling, functioning, or audience draw of a public event. Active and visible DoD participation in fundraising events is prohibited, meaning the collective military support provided to fundraising events may not be the principal draw or attraction for attendees.

AERIAL SUPPORT REQUESTS

The public display of Army aviation units and assets contributes to Army recruitment, public engagement, and the demonstration of national pride. A flyover is defined as a “straight and level flight, usually limited to one pass, by no more than four military aircraft of the same type from the same military service over a predetermined point on the ground at a specific time and not involving aerobatics or demonstrations.” For Army flyovers in support of

public affairs missions, the following constraints apply and may not be waived:

- a. The event or observance must be of sufficient size and significance to justify the use of Army aircraft, and must be flown in conjunction with a previously scheduled training mission and at no additional expense to the Government;
- b. Aerial demonstrations must be planned in tandem with a communication plan executed by the unit public affairs office to highlight the Army and ensure broad public awareness of the Army's capabilities;
- c. Event sponsors must agree to formally recognize the unit and individual crewmembers supporting the event or observance during the event or observance;
- d. Units will complete flyovers during daylight hours (before the end of civil twilight); and
- e. Units will not attach or suspend flags, banners, streamers or external loads from the aircraft during the flyover mission.

Aerial static displays are also available and allow soldiers to interact with the public. Other opportunities include the Golden Knights, the Army's premiere Parachute Demonstration Team, and the Silver Wings (Ft. Moore), which are available on a limited local basis. To request a flyover or static display, send a complete DD Form 2535 to the closest military installation public affairs office or email it to <https://www.army.mil/outreach/request.html>.

FUNERAL and MEMORIAL FLYOVERS

OCPA does not process or approve requests for military funerals or memorials. Requests must be submitted through operational chains of command. AR 600-25 outlines eligibility criteria for memorial and funeral flyovers. Please advise the eligible next of kin and their Casualty Assistance Advisors to submit a formal request for support to the nearest operational aviation unit.

The deceased must meet one or more of the following criteria, as established in AR 600-25, to be eligible for a funeral flyover:

1. Dignitaries of the Armed Forces and Federal Government listed in Army Regulation 600-25, paragraph 7-21.
2. Active duty and retired Army 3 and 4-star general officers.
3. Active duty and retired Sergeants Major of the Army.
4. Active duty or retired Army members who have been awarded the Medal of Honor or the Distinguished Service Cross.
5. Active duty or retired Army rated aviators and non-rated aviation crewmembers, who, from a position of leadership, have significantly contributed to the advance of Army aviation.
6. Active duty (including Reserve Component in an active status) Army rated and non-rated aviation crewmembers; including those taking courses of instruction leading to such an aviation qualification. These personnel are eligible when the death occurs on or off duty.
7. Active duty (including Reserve Component in an active status) non-crewmembers, but only when death occurs in the line of duty while performing aviation duties in an Army aircraft.
8. Repatriated remains of individuals meeting the above eligibility requirements.

CEREMONIAL UNITS OUTSIDE THE NATIONAL CAPITAL REGION

For color guard, band, marching unit, non-aerial static display and/or speaker support outside the National Capital Region, sponsors can make their request (via letter and DD Form 2536) through their local Army installation, Army Public Affairs office, Army National Guard installation, Army Recruiting Station, or Army Reserve Center. Submit the form at least 60 days prior to the scheduled program. To find the Army band closest to the requested location go to: <https://www.bands.army.mil/organizations/bandlocator.asp>.

MUSICAL UNITS

The United States Army Band, "Pershing's Own," provides musical support for the leadership of the United States, to include all branches of government, and to a wide spectrum of national and international events in order to connect the Army to the American people. In addition to The U.S. Army Ceremonial Band (marching) who's daily mission is memorial affairs at Arlington National Cemetery, "Pershing's Own" has 10 official musical ensembles: Concert Band, Army Chorus, Army Blues (jazz), Herald Trumpets, Army Strings, Downrange (pop/rock),

Woodwind Quintet, Brass Quintet, Country Roads (bluegrass), and Swamp Romp (Louisiana jazz). Seasonally, members of the ensembles combine to create a symphony orchestra as well as small chamber groups.

The United States Army Field Band. As the premier touring musical representative for the United States Army, this internationally-acclaimed organization travels thousands of miles each year presenting a variety of music to enthusiastic audiences throughout the nation and abroad. Since its formation in March 1946, the Army Field Band has appeared in all fifty states and in more than thirty countries on four continents. The organization's four performing components, the Concert Band, the soldiers' Chorus, the Jazz Ambassadors, and Six-String soldiers, each travel over 100 days annually. Tours include formal public concerts, school assemblies, educational outreach programs, festivals, and radio and television appearances. Requests for support should be submitted in writing on stationary with organizational letterhead to the below address; by electronic mail to the below email address; or on a DD Form 2536 faxed or emailed to:

The U.S. Army Field Band
ATTN: Tour Director
4214 Field Band Drive Suite 5330
Fort Meade, MD 20755-7055
Phone (301) 677-6586
usarmy.fieldbandoperations@army.mil

CEREMONIAL UNITS

The U.S. Army Military District of Washington has several premier ceremonial units that include the 3rd U.S. Infantry Regiment's (The Old Guard) including the Fife and Drum Corps, the U.S. Army Drill Team, the Commander-in-Chief's Guard, and the Continental Color Guard.

The Old Guard Fife and Drum Corps is a unique musical unit that recalls the days of the American Revolution as it performs in uniforms patterned after those worn by the musicians of General George Washington's Continental Army. To request a performance, requests should be submitted via email to tog.fdc.outreach@gmail.com.

The U.S. Army Drill Team is a precision drill platoon with the primary mission of showcasing the Army both nationally and internationally, performing for military, government, non-profit, and civilian organizations. For most performances, the space required is approximately 60 feet x 80 feet with a height requirement of at least 25 feet. Smaller "soloist" performances require the same minimum height, but a smaller area of 25 feet x 25 feet.

The Commander-in-Chief's Guard. In 1776, Gen. George Washington issued an order to select exemplary men for his personal guard. This unit became the Commander-in-Chief's Guard. The color team bears a duplicate of the flag Washington's headquarters carried throughout the Revolutionary War. Members also appear at different times in other historically accurate uniforms once worn by soldiers. The "tab actors" help to portray to the public the contributions America's Army has made.

The Continental Color Guard. The Continental Color Guard's mission is to showcase the U.S. Army's precision nationally and internationally. With a heritage tracing back to the early days of our nation, the Continental Color Guard is the 3d Infantry tradition. A contemporary description states that the purpose of the unit was to recall to mind, every member of the 3d Infantry, the long and honorable history of the regiment from a period which followed closely upon the Revolutionary War.

Requests should be submitted at least 30-60 days in advance of an event, although a greater amount of time is desirable. In the course of processing a request, it could take as much as four weeks to determine if support can be provided. Requests received less than 30 days are not likely to be supported due to adequate resources availability and competing requirements.

Organizations should complete the DD Form 2536 and submit to:

U.S. Army Military District of Washington
Ceremonies & Outreach Directorate
302 B Street, BLDG 47
Fort McNair, DC 20319-5074
usarmy.mcnair.mdw.mbx.jtfncr-special-events-request@army.mil

NATIONAL CAPITAL REGION - CEREMONIES, SPECIAL AND COMMUNITY OUTREACH EVENTS

Many Army-sponsored ceremonies, special and community outreach events occur in the National Capital Region. The Twilight Tattoo, which is a colorful military sunset parade, is one of the more popular events. The event is performed by The Old Guard and Pershing's Own, and features the Army Drill Team, Old Guard Fife & Drum Corps, Army Blues and Downrange. Soldiers in period uniforms bring American history to life recalling where America's Army has been, where it is today, and where it is going. This event, which is free and open to the public, is performed Wednesdays at 7 pm, starting in May on Joint Base Myer-Henderson Hall, Virginia. To verify the schedule, please visit <http://twilight.mdw.army.mil>. For information about NCR ceremonies and events, call the Community Relations Team in the U.S. Army Military District of Washington's Public Affairs Office at (202) 685-4990/0445.

ARMY GOLDEN KNIGHTS

The Army Parachute Team, nicknamed the Golden Knights, is the Army's official aerial demonstration team and one of the three official Department of Defense demonstration teams along with the U.S. Navy Blue Angels, and the U.S. Air Force Thunderbirds. In addition to traveling the United States performing parachute demonstrations, the Golden Knights conduct a tandem orientation program to connect with the American public, enhance the Army's recruiting efforts, and provide technical expertise in support of military free fall programs. Civilian-sponsored requests for the Golden Knights are considered for events open to the public such as air shows, sporting events, fairs and other outdoor events that help connect the public with America's Army and enhance the U.S. Army's recruiting and outreach efforts. More information is available at www.goarmy.com/events/golden-knights.html

Appearances on military installations are only approved in support of official "open house" programs. All sponsors, military and civilian, must provide vehicles, hotel rooms, and a daily show fee. The show fee must be received 60 days before the event or it will be cancelled. Contact the Golden Knights for the current year's support manual which includes the most up-to-date information on support requirements and the current show fee. The Golden Knights' show schedule is released in mid-January approximately 30 days after the International Association of Air Shows (ICAS) convention. After the official schedule is released, additional performances are considered if the event is requested at least 60 days prior to the event and there is a team available. In the event of a cancellation, previously submitted requests are automatically considered.

ARMY SPEAKERS

The Army's Office of the Chief Public Affairs can assist in obtaining Army leaders as speakers at events. The speech topic should be of mutual importance to the requesting organization, Army, and DoD. Requests for a General Officer speaker must be submitted at least 8 weeks in advance. Please send an email labeled Speaker Request to <https://www.army.mil/outreach/request.html> with the details of the event and you will be contacted by a member of our staff.



REQUEST FOR MILITARY AERIAL SUPPORT ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING THIS FORM.						REQUEST NUMBER OMB No. 0704-0290 OMB approval expires November 30, 2019	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.							
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.							
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.							
SECTION I - ACTIVITY							
1. CATEGORY REQUESTED <i>(X and complete as applicable)</i>		(1) DATE(S) REQUESTED (YYYYMMDD)		(2) TYPE AIRCRAFT REQUESTED ANY (X) SPECIFIC (Optional)		(3) MILITARY SERVICE REQUESTED ALL (X) SPECIFIC (Optional)	
a. FLYOVER <i>(See paragraph 4 of Instructions)</i>							
b. STATIC DISPLAY <i>(See paragraph 5 of Instructions)</i>							
c. SINGLE AIRCRAFT DEMONSTRATION <i>(See paragraph 7 of Instructions)</i>							
d. OTHER AERIAL SUPPORT <i>(i.e. Parachute Demo, SAR Demo)</i>							
e. AERIAL DEMONSTRATION TEAM <i>(X all requested. See Instructions.)</i>		(a) PRIMARY DATE (YYYYMMDD)		(b) ALTERNATE DATE(S) (YYYYMMDD)		(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
U.S. ARMY GOLDEN KNIGHTS							
U.S. NAVY BLUE ANGELS							
U.S. NAVY LEAP FROGS							
U.S. AIR FORCE THUNDERBIRDS							
U.S. AIR FORCE WING OF BLUE							
OTHER <i>(Specify)</i>							
SECTION II - EVENT AND SITE INFORMATION							
2.a. EVENT TITLE <i>(to include if airshow) (and website, if applicable)</i>				b. EVENT START AND END DATE(S)			
c. SITE OF EVENT <i>(Must be accessible by persons with disabilities)</i>		d. SITE CITY, STATE AND ZIP CODE		e. SITE ELEVATION <i>(Feet above sea level)</i>		f. RUNWAY LENGTH X WIDTH	
g. ARRESTING GEAR <i>(X one)</i>		h. TYPE OF SITE <i>(e.g., airport, park, lake, etc.)</i>		i. EXPLAIN RECRUITING INVOLVEMENT <i>(Including local Armed Forces point of contact if applicable.)</i>			
<input type="checkbox"/> YES							
<input type="checkbox"/> NO							
3. EVENT SITE CERTIFICATION <i>(To be completed by an agent exercising authority for site use)</i> I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.							
a. NAME <i>(Last, First, Middle Initial) (Include Mr./Ms./Mil. Rank)</i>				b. TITLE		c. TELEPHONE NO. <i>(Include area code)</i>	
d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)			
4. INCLUSIVE DATES/TIME OF EVENT (YYYYMMDD/0:00 a.m. or p.m.)				5. IS THERE CIVILIAN AERIAL PARTICIPATION PLANNED FOR THE EVENT? <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			
6. ATTENDANCE		7. PLANNED MEDIA COVERAGE <i>(X as applicable)</i>					
a. PROJECTED	b. PRIOR EVENT	<input type="checkbox"/> TELEVISION	<input type="checkbox"/> RADIO	<input type="checkbox"/> SOCIAL MEDIA	YOUR MEDIA/PR POC <i>(Name/telephone/email):</i>		
		<input type="checkbox"/> REGIONAL	<input type="checkbox"/> PRINT				
		<input type="checkbox"/> NATIONAL	<input type="checkbox"/> NONE				
SECTION III - SPONSOR INFORMATION							
8. LOCAL SPONSORING ORGANIZATION						b. TYPE <i>(X one)</i>	
a. NAME <i>(Include website)</i>						<input type="checkbox"/> PROFIT	
						<input type="checkbox"/> NONPROFIT	
9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT <i>(Please PRINT all contact information.)</i>							
a. <i>(X one)</i>		b. NAME <i>(Last, First, Middle Initial)</i>				c. RANK <i>(If military)</i>	
<input type="checkbox"/> MR. <input type="checkbox"/> MS.							
d. TELEPHONE NO. <i>(Include area code or DSN if military)</i>		e. E-MAIL ADDRESS			f. FAX NO. <i>(Include area code)</i>		
(1)							
(2)							

SECTION III - SPONSOR INFORMATION <i>(Continued)</i>		
10. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT <i>(X one)</i>	YES	NO
11. WILL YOU PROVIDE A POST-EVENT REPORT ON REQUEST? <i>(X one)</i>		
12. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX, SEXUAL ORIENTATION OR COLOR? <i>(X one)</i>		
13. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>		
14. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? <i>(X one)</i>		
SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION <i>(This Section is Not Required for Static Displays.)</i>		
<p style="text-align: center;"><u>FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</u></p> <p>For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I <u>EXCEPT AIRCRAFT STATIC DISPLAYS</u>. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p>		
15. FLIGHT STANDARDS DISTRICT OFFICE REVIEW		
I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>		
<input type="checkbox"/>	a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.	
<input type="checkbox"/>	b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: <i>(Specify)</i>	
<input type="checkbox"/>	c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.	
<input type="checkbox"/>	d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.	
<input type="checkbox"/>	e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. <i>(Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)</i>	
<input type="checkbox"/>	f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.	
<input type="checkbox"/>	g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.	
16. FEASIBILITY DETERMINATION Based upon my review of this site, I find the site to be: <i>(X one)</i>		
<input type="checkbox"/>	SATISFACTORY	<input type="checkbox"/> CONDITIONAL SATISFACTORY <i>(See NOTE)</i>
		<input type="checkbox"/> UNSATISFACTORY <i>(See NOTE)</i>
NOTE: If the show site is marked "Conditional Satisfactory," explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.		
17. ADDITIONAL COMMENTS <i>(Mandatory if FARs are waived)</i>		
18. COORDINATING OFFICIAL		
a. NAME <i>(Last, First, Middle Initial)</i>	b. FLIGHT STANDARDS DISTRICT OFFICE	c. TELEPHONE NO. <i>(Include area code)</i>
d. TITLE AND SIGNATURE		e. DATE SIGNED <i>(YYYYMMDD)</i>

SECTION V - PROGRAM			
19. PROGRAM THEME AND OBJECTIVE <i>(Please explain how aviation support is an integral part of the event.)</i>			
20. CHARGES AND FEES <i>(Specify the monetary amounts charged below.)</i>			
a. ADMISSION	b. PARKING	c. SEATING	d. OTHER <i>(Specify)</i>
e. DOES EVENT RAISE FUNDS? <i>(X one)</i>	f. FUNDS WILL BE USED FOR <i>(X as applicable)</i>		g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS <i>(e.g., Company, Charity or Organization to benefit)</i>
<input type="checkbox"/> YES <i>(Complete 20.f. and 20.g.)</i>	<input type="checkbox"/> (1) CHARITIES	<input type="checkbox"/> (4) OTHER <i>(Explain in 20.g.)</i>	
<input type="checkbox"/> NO	<input type="checkbox"/> (2) EXPENSES		
	<input type="checkbox"/> (3) PRIZES		
21. HISTORICAL INFORMATION			
a. LIST ALL YEARS THE EVENT HAS BEEN HELD	b. MOST RECENT DoD DEMONSTRATION TEAM <i>(If any) AND YEAR OF PERFORMANCE</i> <i>(e.g., Blue Angels, Thunderbirds, Golden Knights; year)</i>	c. LIST CIVILIAN AND MILITARY AIRCRAFT AT THE LAST EVENT	
SECTION VI - SUPPORT <i>(All Requests other than Flyovers)</i>			
22. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than flyovers.)</i>			INITIALS
a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.</i>			
b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>			
c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. (Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>			
d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>			
e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (such as the B-2 will require extensive security.)</i>			
f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.			
g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.			
h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.			
i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.			
j. PROVIDE LOCAL MILITARY RECRUITERS, AT NO CHARGE, PRIME SPACE AT THE EVENT SITE FOR RECRUITING ACTIVITIES.			
SECTION VII - CERTIFICATION BY SPONSOR			
23. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER <i>(If military sponsored)</i>			
I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.			
a. SIGNATURE	b. DATE SIGNED <i>(YYYYMMDD)</i>	c. PRINT NAME AND TITLE	

INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (maximum of 3 days) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Leap Frogs, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds or U.S. Marine Corps tactical aviation unit demonstration* to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to contact units and coordinate any possible military unit participation. **The event sponsor is required to inform all the other requested military services once acceptance of any military aviation participation has been confirmed.** Do not use this form to request flyovers for military funeral honors. Information on requesting military funeral honors support may be found at <http://www.dmdc.osd.mil/mfh>.
2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. To locate nearest FSDO, visit FAA's website at http://www.faa.gov/about/office_org/field_offices/fsdo/
3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.
4. Requests **Flyover** will be considered for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (one day only) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers are limited to four aircraft of a similar type from the same Military Service, and may be performed by operational or training aircraft as determined by the providing Military Service. **Sponsors of events other than bona fide air shows are prohibited from scheduling more than one one Service to conduct the flyover. Once a military organization confirms flyover support, sponsor must then notify any other military service requested, so they will not participate in the same event.** The Blue Angels and Thunderbirds generally **do not perform** flyovers. Requests for flyovers must be received for processing at least 60 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The Missing Man Formation is generally reserved for select national military observances that are solemn and commemorative in nature or for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services. For more information about Missing Man Formations in support of rated military funeral services, please visit: <https://www.dmdc.osd.mil/mfh/getLinks.do?tab=Fly>.
5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.
6. Civilian-sponsored requests for performances by a flight demonstration team (*Blue Angels and Thunderbirds*) will be considered only for events which are: (1) aviation oriented (*e.g., air shows, airport events, historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (quarters and meals) of \$6,000 per official demonstration (*including any performance where admission is*

6. (*Continued charged to view a team*) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. Requests for the U.S. Air Force Thunderbirds must be received by July 1 of the year preceding the year of the event. Please note: the Thunderbirds operate on a 2-year schedule. Requests for the U.S. Navy Blue Angels and Thunderbirds must be received by July 1 of the year that is two years preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. NOTE: Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.
7. Requests for single aircraft demonstrations (*e.g., F-22, F-18, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. Navy demonstration requests must be received by December 15 of the year preceding the year of the event. USMC Harrier AV-8B Osprey MV-22, and Lightning II F-35B demonstration or static display requests must be received by August 26 of the year preceding the year of the event. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, for one demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor. Social media coverage, at a minimum, is expected for all flyovers and static displays. Each Service will provide social media hashtags and handles to be used.
8. Civilian-sponsored requests for the U.S. Army Parachute Team, The "Golden Knights", are considered for events open to the public such as air shows, sporting events, fairs, and other outdoor events that help connect the public with America's Army and enhance the U.S. Army's marketing and engagement efforts. Appearances on military installations are only approved in support of official "open house" programs. All sponsors, military and civilian, must provide vehicles, hotel rooms, and a daily show fee. The show fee must be received 60 days before the event or it will be cancelled. Contact the Golden Knights for the current year's support manual which includes the most up-to-date information on support requirements and current show fee. The Golden Knights' show schedule is released in mid-January approximately 30 days after the International Council of Air Shows (ICAS) convention. After the official schedule is released, the Golden Knights consider additional performances if the event is requested at least 60 days prior to the event and there is a team available. In the event of a cancellation, previously submitted requests are automatically considered. The show sponsor completes Section I, II, III, V, and VII of this form and forwards the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send the completed form to the contact listed below.
9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm>. **For legibility reasons, event sponsors are highly encouraged to fill out applicable information on-line prior to printing form out.**

ARMY:

Community Relations Division
HQDA, Office of the Chief, Public Affairs
1500 Army Pentagon, Room 1D470
Washington, DC 20310-1500
(703) 614-3354 (fax)
www.army.mil/comrel

U.S. Army Parachute Team

Attn: Show Scheduler
P.O. Box 70126
Fort Bragg, NC 28307-0126
(910) 907-3025 (fax)
usarmy.knox.hqda.list.apr.show@mail.mil

MARINE CORPS:

For instructions on how to request Marine Corps assets, please visit www.usmc.mil/community
(703) 614-1034 (voice)

NAVY:

Navy Office of Community Outreach
Attn: Aviation Support
5722 Integrity Drive, Bldg 456-3
Millington, TN 38054
(901) 874-5803 (voice)
Submit completed forms via email at aviationsupport@navy.mil
www.outreach.navy.mil

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330
(703) 695-9664 (voice); (703) 693-9601 (fax)
Submit request online at www.airshows.pa.hq.af.mil

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)		OMB No. 0704-0290 OMB approval expires Aug 31, 2013	
The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS FORM.			
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.			
PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD , and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.			
SECTION I - EVENT DATA			
1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:
4. TITLE OF EVENT (Website, if applicable)		5. EXPECTED ATTENDANCE	
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)	
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)	
10. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)		11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.)	
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)			YES NO
SECTION II - SPONSORING ORGANIZATION DATA			
13. NAME OF SPONSORING ORGANIZATION			
(X appropriate box for each item.)			YES NO
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?			
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?			
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?			
17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information.)			
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE NO. (Include area code)	d. ALTERNATE TELEPHONE NUMBER	e. FAX NUMBER (Incl. area code) f. E-MAIL ADDRESS	
SECTION III - SPONSORING ORGANIZATION SUPPORT DATA			
Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)			YES NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?			
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?			
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?			
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?			
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?			
SECTION IV - CERTIFICATION			
23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.			
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE		b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE

INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.

2. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. **Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.**

3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

4. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

5. Additional forms may be obtained on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. For legibility, event sponsors are highly encouraged to fill out applicable information on-line prior to printing out form. Submit forms through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding information required on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday (703) 695-2113.

MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

ARMY:

Community Relations Division
HQDA, Office of the Chief, Public Affairs
1500 Army Pentagon, Room 1D470
Washington, DC 20310-1500
aodcomrel2@hqda.army.mil (e-mail)
(703) 614-3354 (fax)
www.army.mil/comrel

MARINE CORPS:

Requests for Marine Corps assets must be submitted online at
www.usmc.mil/community
(703) 614-1034 (voice)

NAVY:

Navy Office of Community Outreach
5722 Integrity Drive, Bldg 456-3
Millington, TN 38054
(901) 874-5804 (Voice)
(901) 874-5813 (Fax)
www.navy.mil/navco

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330
(703) 695-9664 (Voice)
(703) 693-9601 (Fax)
www.afoutreach.af.mil
Submit band requests online at
www.outreachrequests.hq.af.mil

NATIONAL GUARD BUREAU:

Submit requests to the State National Guard Public Affairs office in the state where the event will take place. Contact information for State Public Affairs Offices is available online at
www.ng.mil/features/comrel.

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

24. REMARKS (Use this area to continue any items if necessary. Reference by section and item number.)



Procurement

When conducting procurement activities for the Army, consistent with law and regulation, the Army is focused on ensuring that:

- Competition is fair and open. The process of requesting proposals, evaluating bids, and making awards should take place on a level playing field with full transparency and visibility. Any business that is qualified to bid will be considered.
- Products and services are competitively priced. Competition establishes the fair market prices for goods or services. In each procurement action, the contracting officer must determine the price to be fair and reasonable.
- The federal government gets what it pays for. The government protects itself by carefully defining requirements, terms, and conditions for all purchases. Contractors must document that they have fulfilled all requirements and met all terms in order to be paid. For commercial items sold in substantial quantities to the general public, the government accepts the terms of the goods or services.
- Both the federal government and contractors comply with the law. Different rules and regulations apply to different types of purchases. The Federal Acquisition Regulation (FAR) and Defense Acquisition Regulation Supplement (DFARS) both apply to the Department of Defense. Individual DoD organizations issue supplemental guidance for their particular organizations (e.g., Army Federal Acquisition Regulation Supplement).

Army Contracting Opportunities

Business opportunities with the federal government are posted on the System for Award Management (SAM) website at www.sam.gov. Through this site, commercial vendors seeking federal markets can search, monitor, and retrieve contract opportunities solicited across all departments and agencies within the Federal contracting community, subject to a dollar threshold for the proposed contract. SAM also contains information on current and potential vendors and companies seeking or doing business with the Government. Companies seeking to do business with the federal government must register for this free website.

Small Business Opportunities

The Army is dedicated to providing small, disadvantaged, service-disabled, or women-owned, and historically-underutilized businesses with opportunities to compete fairly in the contracting process. Small businesses provide access to new ideas, offer opportunities to disadvantaged socio-economic groups, and provide fuel for economic development and job creation. Goals are set each year by the Department of Defense to assist small businesses in obtaining contract opportunities. Government agencies award a percentage of acquisitions to eligible small businesses, which may include set-asides for the performance of specific tasks within larger contracts. Contracts may also be designated solely for small businesses. Small business can use the SAM website to search for these opportunities, and the Army's small business website (<https://osbp.army.mil>) contains additional information that may be useful to a small business.

The Small Business Administration also has a section on government contracts on its website (www.sba.gov) and includes links to training courses covering a variety of aspects unique to federal contracting.

Congressional Notification Procedures for Awarded Army Contracts

DoD/Army contract awards are announced concurrently to the public and Members of Congress in whose State or district the contractor is located or where the work is to be performed. On the day of award, the Army Legislative Liaison provides a notification to relevant Members of Congress of contracts valued over \$7.5 million. Congressional notification is also provided for a reduction of 100 or more contractor employees.

Payment Issues

Generally speaking, the government's obligation is to make prompt payments for products and services under its contracts. Payments are usually made 30 days after the designated payment office receives a "proper" invoice. Vendors sometimes experience payment issues. Most payment problems occur because the activity responsible for

making payment has not received all the pertinent information on the invoice in accordance with FAR Subpart 32.905(b).

Inquiries forwarded to Army Legislative Liaison can be worked if the following information is provided:

- Company name, address, phone number and point of contact.
- Contract number, contracting office which awarded the contract, invoice date, line item number, description, quantity of material delivered or service provided, unit price, unit of measure, and extended price.
- Shipping and payment terms, name and address of contractor official to whom the payment should be sent (must be the same as that in the contract or on a proper notice of assignment).
- Name (where practicable), title, phone number and mailing address of person to be notified in the event of a defective invoice.
- Any other information or documentation required by the contract (such as evidence of shipment).

Subcontracting Issues and Concerns

The government maintains a contractual relationship only with the prime contractor and does not have any legal relationship with subcontractors working for the prime contractor. This legal relationship is referred to as “privity of contract,” which means a contract cannot confer rights or impose obligations to others except the parties to it. For example: if the government and Vendor X enter into a contract, and Vendor X subcontracts with Vendor Y to perform work under that contract, there is no privity of contract between the Government and Vendor Y. Consequently, if problems arise under the subcontract, the subcontractor must work with the prime contractor or rely on the civil judicial system to resolve any disputes.

Protest Issues

A contractor or firm may file a written protest before award or just after award of a contract. Contractors filing a protest must follow strict timelines established by law and as implemented in FAR Subpart 33.1. A protest may be filed with the agency that issued the solicitation, the Government Accountability Office (GAO), or the U.S. Court of Federal Claims.

Guidance concerning disputes or appeals is covered in FAR Subpart 33.2. It is the Government’s policy to try to resolve all contractual issues in controversy by mutual agreement at the contracting officer’s level. Reasonable efforts should be made to resolve controversies prior to the submission of a claim. Agencies are also encouraged to use alternative dispute resolution procedures to the maximum extent practicable.

Unsolicited Proposals

An unsolicited proposal is a written proposal independently developed and submitted to a government agency for the purpose of obtaining a contract. To be considered for acceptance, the unsolicited proposal must be unique and innovative; independently originated and developed; prepared without government involvement, endorsement, or direction; sufficiently detailed to permit government evaluation; and not for a known or previously published requirement. The proposal should contain an abstract of the proposed effort, the method of approach, and the extent of the proposed effort. It should also include a proposed price or estimated cost. Any proprietary data requiring protection against disclosure to third parties should be clearly marked with a restrictive legend.

Other Transaction Agreements (OTA)

Other transactions are flexible acquisition methods with many benefits. OTAs allow the federal government to leverage the private sector’s investments in research and development, while accessing cutting edge commercial technologies. OTAs allow for flexibility in the design/implementation of innovative business models and in the crafting of agreement articles and payment provisions. Cost Accounting Standards and Certified Cost or Pricing Data are not required for OTAs, making them attractive and flexible in promoting the engagement of non-traditional and small business contractors. OTAs can be the potential solution for follow-on production without the further use of competitive procedures. This follow-on production flexibility allows for rapid defense tech transition of innovative solutions.

Small Business Innovative Research and Small Business Technology Transfer (SBIR/STTR) Programs

The SBIR and STTR programs are highly competitive programs that encourage domestic small businesses to engage in Federal Research/Research and Development (R/R&D) with the potential for commercialization.

Through a competitive awards-based program, SBIR and STTR enable small businesses to explore their technological potential and provide the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated, and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

Central to the STTR program is the partnership between small businesses and nonprofit research institutions. The STTR program requires the small business to formally collaborate with a research institution in Phase I and Phase II. STTR's most important role is to bridge the gap between performance of basic science and commercialization of resulting innovations.



Surplus and Official Property

Donations of Military Clothing and Individual Equipment

The Army does not donate clothing or individual military equipment to veterans, civilians, or related organizations.

Donations of Equipment for Use in Public Displays

The Army is authorized by Title 10, United States Code, Section 2572, to conditionally donate obsolete, condemned Army combat equipment to civilian organizations at no expense to the Government. The costs of handling, partial demilitarization, removal of radiological materiel, and transportation must be paid by the recipient. Qualified organizations will be placed on the static wait list and they will be contacted when a piece becomes available. The following organizations are authorized to acquire obsolete equipment for public display:

- A municipal corporation
- Soldiers Monument Association
- A museum, historical society, or historical institution of a state or a foreign nation
- An incorporated museum that is operated and maintained for educational purposes only and the charter of which denies it the right to operate for profit
- A post of the Veterans of Foreign Wars of the United States or of the American Legion or a unit of any other recognized war veterans' association.
- A local or national unit of any war veterans' association of a foreign nation which is recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation)
- A post of the Sons of Veterans Reserve

Ceremonial Rifle Program

The Army conducts this program in accordance with Title 10, United States Code, Section 7683, as implemented by Army Regulation 700-131. The Secretary of the Army may conditionally lend or donate not more than 15 excess M1 Garand rifles to eligible organizations for veterans' funeral honors and other ceremonies. Individuals are not authorized to participate in this program. M1 Garands are the only authorized ceremonial rifle. Organizations may request replacement rifles and return requests thru the Army Donations Program Eligible organizations are defined by law as:

- A veterans' organization recognized by the Army as a nationally recognized veterans' group
- An honor guard of a National Cemetery
- A law enforcement agency

Ammunition for Ceremonial Weapons

Requests for blank ammunition for the M1 Garand rifles should be sent to the U.S. Army Joint Munitions Command (JMC) located at Rock Island, Illinois. Forms can be accessed online at www.jmc.army.mil/CeremonialAmmo.aspx. Requests can be sent via email at usarmy.ria.jmc.mbx.carg@army.mil or mail at this address:

U.S. Army Joint Munitions Command
ATTN: AMJM-MLD
1 Rock Island Arsenal
Rock Island, IL 61299-6000
Phone (309) 782-4608
Fax (309) 782-7292

Static Display and Ceremonial Rifle Requests

Requests for display equipment and ceremonial rifles should be sent to:

Commander
U.S. Army Tank-automotive and Armaments Command
ATTN: Army Donation Program, MS 419D
6501 East 11 Mile Road
Detroit Arsenal, MI 48397-5000
Phone (586) 282-9861
<https://ilsc.tacom.army.mil/donations>
<https://tacom.army.mil/ilsc/donations>

Loan and Lease of Army Equipment

Army materiel may be loaned to the Federal Government and all DoD activities under provisions of the Economy Act. Non-Department of Defense Federal agencies, organizations, corporations, or individuals may obtain equipment under certain conditions by lease from the Army. Generally, material is not leased if the items are commercially available as it is Army policy to not compete with commercial firms where practical.

Purchase of Other Surplus Property

The Army is not responsible for selling surplus personal property as this role is performed by DLA Disposition Services. More information about their services can be found on their website www.dla.mil/DispositionServices.aspx or they may be contacted at (877) 352-2255.

Purchase of Military Clothing and Individual Equipment

Service members, retired veterans, and honorably discharged veterans who are classified as being 100 percent disabled are authorized to buy articles of clothing and individual equipment from the Army Military Clothing Sales Stores (AMCSS).

Persons not entitled to shop at the AMCSS may purchase items through commercial Army-Navy Surplus Stores, from individual manufacturers, or through the Defense Logistics Agency (DLA) Disposition Services.

Casework Guide Acronyms

A

ABCMR	Army Board for Correction of Military Records
AC	Active Component
ACF	Army College Fund
ACS	Army Community Service
AD	Active Duty
ADDP	Active Duty Dental Program
ADL	Active Duty List
ADME	Active Duty Medical Extension
ADOS	Active Duty for Operational Support
ADRB	Army Discharge Review Board
ADRRB	Army Disability Rating Review Board
ADSM	Active Duty Service Members
ADSO	Active Duty Service Obligation
AER	Army Emergency Relief
AFAP	Army Family Action Plan
AFQT	Armed Forces Qualification Test
AFTB	Army Family Team Building
AGR	Active Guard and Reserve
AIP	Assignment Incentive Pay
AIT	Advanced Individual Training
AMCSS	Army Military Clothing Sales Stores
AMHRR	Army Military Human Resource Record
ANACI	Access National Agency Check with Written Inquiries
ANC	Arlington National Cemetery
AOE	Areas of Eligibility
APDRB	Army Physical Disability Review Board
AR	Army Regulation
ARBA	Army Review Boards Agency
ARNG	Army National Guard
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
AVC	Army Volunteer Corps
AWOL	Absent Without Leave

B

BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BCAC	Beneficiary Counseling and Assistance Coordinator

C

CA	Convening Authority
CAAF	Court of Appeals for the Armed Forces
CAC	Casualty Assistance Center
CAO	Casualty Assistance Officer
CCA	Court of Criminal Appeals
CCEP	Comprehensive Clinical Evaluation Program

CCU	Community Care Units
CDC	Child Development Centers
CMAOD	Casualty and Mortuary Affairs Operations Division
CNO	Casualty Notification Officer
COLA	Cost of Living Allowance
CONUS	Continental United States
CRDP	Concurrent Retirement and Disability Payments
CRSC	Combat-Related Special Compensation
CZTE	Combat Zone Tax Exclusion

D

DA	Department of the Army
DEERS	Defense Eligibility Enrollment Reporting System
DEP	Delayed Entry Program
DEROS	Date Expected to Return from Overseas
DFAS	Defense Finance and Accounting Service
DIEMS	Date of Initial Entry into Military Service
DLA	Defense Logistics Agency
DLA	Dislocation Allowance
DOD	Department of Defense
DOD CAF	Department of Defense Consolidated Adjudications Facility
DODD	Department of Defense Directives
DODEA	Department of Defense Education Activity
DODI	Department of Defense Instructions
DODMERB	Department of Defense Medical Examination Review Board
DTF	Dental Treatment Facilities
DTP	Delayed Training Program
DUSTWUN	Duty Status-Whereabouts Unknown

E

EFMP	Exceptional Family Member Program
ERP	Employment Readiness Program
ESGR	Employer Support of the Guard and Reserves
ETS	Expiration of Term of Service

F

FAP	Family Advocacy Program
FAR	Federal Acquisition Regulation
FEHB	Federal Employees Health Benefit
FLIPL	Financial Liability Investigation of Property Loss
FOUO	For Official Use Only
FRG	Family Readiness Group
FRP	Financial Readiness Program
FSA	Family Separation Allowance
FY	Fiscal Year

G

GOMOR	General Officer Memorandum of Reprimand
GS	Graduate School of Nursing
GWOT	Global War on Terrorism

H

HDIP	Hazardous Duty Incentive Pay
HIPAA	Health Insurance Portability and Accountability Act
HQDA	Headquarters, Department of the Army
HRC	U.S. Army Human Resources Command

I

IADT	Initial Active Duty for Training
I&R	Information and Referral
ICM	Iraq Campaign Medal
IDES	Integrated Disability Evaluation System
IG	Inspector General
IMA	Individual Mobilization Augmentee
INCAP	Incapacitation Pay
iPERMS	Interactive Personnel Electronic Records Management System
IRR	Individual Ready Reserve

J

JAG	Judge Advocate General
JHSE	Joint Health Service Enterprise
JFTR	Joint Federal Travel Regulation
JROTC	Junior Reserve Officers' Training Corps Program
JTR	Joint Travel Regulation

L

LC	Lead Coordinator
LOD	Line of Duty
LRP	Loan Repayment Program

M

MALT	Monetary Allowance in Lieu of Transportation
MDW	Military District of Washington
MD&SSO	Deployment, Mobilization and Stability Support Operations
MEB	Medical Evaluation Board
MEPCOM	Military Entrance Processing Command
MEPS	Military Entrance Processing Station
MFLC	Military and Family Life Counselors
MGIB	Montgomery GI Bill
MIHA	Move-in Housing Allowance
MOS	Military Occupational Specialty
MOS	Military One Source

MTF	Medical Treatment Facility or Military Treatment Facility
MWR	Morale, Welfare, and Recreation

N

NARA	National Archives and Records Administration
NARSUM	Narrative Summary
NATO	North Atlantic Treaty Organization
NCO	Noncommissioned Officer
NCOER	Noncommissioned Officer Evaluation Report
NDAA	National Defense Authorization Act
NGB	National Guard Bureau
NOK	Next of kin
NPRC	National Personnel Records Center

O

OEF	Operation Enduring Freedom
OCLL	Office, Chief of Legislative Liaison
OCONUS	Outside the continental United States
OCS	Officer Candidate School
OER	Officer Evaluation Report
OHA	Overseas Housing Allowance
OMPF	Official Military Personnel File
OSAGWI	Office of the Special Assistant for Gulf War Illnesses

P

PAC	Pay Allowance Continuation
PADD	Person Authorized to Direct Disposition of Remains
PAR	Privacy Authorization Release
PCM	Primary Care Manager
PCS	Permanent Change of Station
PDBR	Physical Disability Board of Review
PDES	Physical Disability Evaluation System
PDMRA	Post Deployment /Mobilization Respite Absence
PDRL	Permanent Disability Retired List
PEB	Physical Evaluation Board
PEBLO	Physical Evaluation Board Liaison Officer
PERE	Person Eligible to Receive Effects
PMOS	Primary Military Occupational Specialty
PMS	Professor of Military Science
PNOK	Primary Next of Kin
POA	Power of Attorney
PSAB	U.S. Army Personnel Security Appeals Board
PSI	Personnel Security Investigation
PTSD	Post Traumatic Stress Disorder

Q

QMP	Qualitative Management Program
-----	--------------------------------

R

RA	Regular Army
RC	Reserve Component
RCC	Recovery Care Coordinator
RE CODE	Reentry Eligibility Code
REFRAD	Release from Active Duty
RFGOS	Release For the Good of the Service
RM	Records Manager
ROTC	Reserve Officers' Training Corps
RRP	Relocation Readiness Program

S

SAM	System for Award Management
SBP	Survivor Benefit Plan
SCMO	Summary Court-Martial Officer
SCRA	Servicemembers Civil Relief Act
SDP	Savings Deposit Program
SELRES	Selected Reserve
SFAC	Soldier and Family Assistance Centers
SGLI	Servicemembers' Group Life Insurance
SI	Seriously Ill/Injured
SLRP	Student Loan Repayment Program
SOFA	Status of Forces Agreement
SOS	Survivor Outreach Services
SSBI	Single Scope Background Investigation
SVC	Special Victims' Counsel

T

TAG	The Adjutant General
TAMP	Transitional Assistance Management Program
TBI	Traumatic Brain Injury
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TDS	Trial Defense Service
TFL	TRICARE for Life
TLA	Temporary Lodging Allowance
TSP	Thrift Savings Plan
T&TO	Travel and Transportation Orders

U

UCMJ	Uniform Code of Military Justice
USAPDA	U.S. Army Physical Disability Agency
USAR	U.S. Army Reserve
USAREC	U.S. Army Recruiting Command
USERRA	Uniformed Services Employment and Reemployment Rights Act
USFHP	Uniformed Services Family Health Plan
USMA	U.S. Military Academy
USUHS	Uniformed Services University of the Health Sciences



V

VA	Department of Veterans Affairs
VEAP	Veterans Educational Assistance Program
VSI	Very Seriously Ill/Injured or Voluntary Separation Incentive
VSP	Voluntary Separation Pay

W

WCTP	Warrior Care and Transition Program
WOCS	Warrant Officer Candidate School
WTU	Warrior Transition Unit

Army Insignia of Rank

Officer				Enlisted			
Insignia	Rank	Rank Abbreviation	Pay Grade	Insignia	Rank	Rank Abbreviation	Pay Grade
	General of the Army				Sergeant Major of the Army	SMA	E - 9
	General	GEN	O - 10		Command Sergeant Major	CSM	E - 9
	Lieutenant General	LTG	O - 9		Sergeant Major	SGM	E - 9
	Major General	MG	O - 8		First Sergeant	1SG	E - 8
	Brigadier General	BG	O - 7		Master Sergeant	MSG	E - 8
	Colonel	COL	O - 6		Sergeant First Class	SFC	E - 7
	Lieutenant Colonel	LTC	O - 5		Staff Sergeant	SSG	E - 6
	Major	MAJ	O - 4		Sergeant	SGT	E - 5
	Captain	CPT	O - 3		Corporal	CPL	E - 4
	First Lieutenant	1LT	O - 2		Specialist	SPC	E - 4
	Second Lieutenant	2LT	O - 1		Private First Class	PFC	E - 3
					Private	PVT	E - 2
Warrant Officer							
	Warrant Officer 1 (WO1)				Chief Warrant Officer 2 (CW2)		
					Chief Warrant Officer 3 (CW3)		
					Chief Warrant Officer 4 (CW4)		
					Chief Warrant Officer 5 (CW5)		





www.army.mil