7th Army Training Command
Office of the Assistant Chief of Staff (ACofS), G1

INFORMATION PAPER

PERSONNEL ACTIONS

1 April 2002

SUMMARY of CHANGE

This revision -

o Supersedes 7th Army Training Command, Assistant Chief of Staff, G1 Information Papers, dated 1 November 2001.

o Added the new requirement of preparing Legion of Merit (LOM) justifications using bullet format and will not exceed one page in length (Information Paper 02-04).

o Revised the processing channel from Command channel to PSB channel for requests of change of tour from "all-others" to "with dependents." Also eliminated the requirement to request change of tour from "all-others" to "with-dependents" before applying for command sponsorship (Information Paper 02-07).

o Added the criteria and procedures of requesting command sponsorship for family members which affects soldiers' foreign service tour (Information Paper 02-08).

o Clarified the disapproval authority of intermediate commanders on requests for Foreign Service Tour Curtailment (FSTC) (Information Paper 02-11-E/O), Foreign Service Tour Extension (FSTE) (Information Paper 02-12-E/O), Full Cost Moves (FCM) (Information Paper 02-13), In-Place Consecutive Overseas Tour (IPCOT) (Information Paper 02-14-E/O), Intratheater Transfer/Consecutive Overseas Tour (ITT/COT) (Information Paper 02-15-E/O), Low Cost Move (LCM) (Information Paper 02-17-E/O), Operational Move (OPMOVE) (Information Paper 02-18), and No Cost Move (NCM) (Information Paper 02-19-E/O).

o Added the criteria and procedures of requesting logistical support for family members electing to remain in country upon sponsors' departure from USAREUR (Information Paper 02-16).

o Clarified the requirement of the counseling by first COL in the chain of command for Army Competitive Category (ACC) officers with less than 10 years Active Federal Commissioned Service (AFCS). Also, added the requirement of having a statement from Education Center on use of tuition assistance benefits for all officer requests of Release From Active Duty (REFRAD). (Information Paper 02-20).

o Added the criteria and procedures for requesting proration of tour due to personal reasons when soldiers do not qualify for change of tour from 36-months "with-dependents" tour to 24-months "all-others" tour (information Paper 02-23).

o Revised the procedures and proponency of processing enlisted requests for voluntary reclassification of Primary Military Occupational Specialty (PMOS) from Command channels to Retention channels (Information Paper 02-25).

o Added the criteria and procedures for requesting Advance Return of Dependents/Family Members (AROD) for personal situations (Information Paper 02-29).

o Added the criteria and procedures for Early Return of Dependents/Family Members (EROD) for official situations (Information Paper 02-30).

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7ATC G1 INFORMATION PAPER 02-01

AETT-AG
1 April 2002

SUBJECT: Application for Officer Candidate School (OCS)

1. PURPOSE: To provide information regarding the procedures of application for Officer Candidate School (OCS) within 7ATC and 100ASG.

2. REFERENCES:

a. AR 350-51, United States Army Officer Candidate School

b. MILPER Message 01-138, Applying for Officer Candidate School (OCS)

3. ELIGIBILITY:

- Must be a US citizen
- GT score of 110 or higher
- Pass the APFT and meet the height and weight standards
- NAC or ENTAC screening must be favorable
- Completed at least 90 semester hours of accredited college
- Score 80 or higher on the English Comprehension Level Test (ECLT) if the soldier has primary language other than English
- Be of good moral character
- No prior civil or military convictions
- Not previously withdrawn from OCS
- Be at least 18 and no older that 30 years of age at the time of enrollment
- Pass type "A" medical exam within 6 months before date of application

4. APPLICATION: Soldier prepares application and forwards through the chain of command for endorsements. Upon completion of packet, soldier will forward 4 sets (1 original and 3 copies) to 7ATC ACofS, G1. As a minimum, application must contain the following:

- DA Form 61 (Application for Appointment) with chain of command endorsements. Soldiers without a Baccalaureate Degree must place the following statement in item 41 (Remarks): *"I understand that in order to be promoted to the grade of Captain I must possess a Baccalaureate Degree."* Soldiers with 9 1/2 or more years of active Federal Service must enter the following statement in the remarks section: *"I understand that under current Army policy I may be required to retire after 20 years Active Federal Service and that I will not retire as a commissioned officer if I do not have a minimum of 10 years Active Federal Commissioned service."*
- Official DA photograph.
- DA Form 5339-R (OCS Applicant's Evaluation Sheet) height and weight of soldier must be on this form.
- DA Form 705 (Army Physical Fitness Evaluation Scorecard) with at least two test scores posted.
- A body fat statement (DA Form 5500-R), if necessary.
- Letters of recommendation (Not more than four and not more than one page each in length). (Optional)
- Copies of PLDC, BNCOC, or ANCOC evaluations. (Optional)
- Copies of all college transcripts. (minimum of 90 semester hours of college (no duplicate) are required to apply for OCS). Total hours completed must be verified by local education centers.
- Results of SAT or ACT for soldiers who do not have a Baccalaureate degree (must not be over 6-years old). Minimum SAT score is 850; minimum ACT score is 19. Score cannot be waived.
- A copy of the Enlisted Record Brief (ERB). The ERB must reflect the GT score and must be current. A minimum GT score of 110 is required to apply for OCS. GT score cannot be waived. Also acceptable is the DA Form 2A and DA Form 2-1. For warrant officers, submit a copy of the Officer Record Brief.
- DA Form 483 (Officer's Preference Statement). Complete this form as though applicant is a 2LT. The DA Form 4255-R (Initial Active Duty Assignment Instructions Request) can be used in lieu of DA Form 483.

- A statement from the Security Officer that the soldier has a minimum of a final secret security clearance, type investigation, and date completed. A security clearance must be initiated in order for a soldier to apply for OCS.
- DA Form 4322-R (OCS Contract).
- Copy of SF 88 (report of medical examination) indicating soldier is qualified for appointment UP Chapter 2 AR 40-501. If applying for Aviation branch, the physical must also contain the approval stamp of the Army Aeromedical Center at Fort Rucker.
- Statement of citizenship, if not born in the United States
- DA Form 6256 (AFAST) For enlisted soldiers who wish to apply for Aviation.
- A DA Form 4187 for soldiers 29 to 34 years of age requesting an age waiver. It must be signed by the applicant and his/her commander.
- A DA Form 4187 requesting a waiver of any civil or military offense. The request should indicate the offense, date and place occurred and punishment imposed. It must be signed by the applicant and his/her commander.
- All waiver requests may be consolidated on one DA Form 4187.
- DA Form 785 (Record of Disenrollment From Officer Candidate - Type Training) if applicable
- Conscientious objector affidavit, if needed.

5. APPROVAL AUTHORITY:

a. 7ATC ACofS, G1 ensures each applicant is administratively qualified and application is complete, then schedules the applicant for a structured interview with the local OCS Board which consists of 3 officers (Captain or above). Immediately prior to the interview, the applicant will write a one-page narrative, in pencil, titled "Why I Want To Be an Officer", and will be read by the members of the board before the applicant is interviewed. Each board member will record the results of the interview on DA Form 6285 (Structured Interview Plan).

b. Local board recommendation and complete packet will be forwarded by 7ATC ACofS, G1 to HQDA OCS Board for final selection process.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-02

AETT-AG
1 April 2002

SUBJECT: Application for Warrant Officer (WO) Appointment

1. PURPOSE: To provide information regarding the procedures on application for attendance to Warrant Officer Candidate School (WOCS) and appointment as Warrant Officer (WO) within 7ATC and 100ASG.

2. REFERENCES:

a. DA CIR 601-99-1, Warrant Officer Procurement Program

b. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army

c. DA Form 61 - Application for Appointment

d. DA Form 160-R - Application for Active Duty

e. DA Form 4989-R - Warrant Officer Flight Training Application

3. APPLICATION: Soldier prepares the application and forwards through the chain of command for endorsements. Upon completion of packet, soldier will forward 4 sets (1 original and 3 copies) to 7ATC ACofS, G1. As a minimum, application must contain the following:

- DA Form 61 (Application for Appointment)
- Transcripts are required to verify all education and must show course title, credit hours, and grade received
- DA Form 160 (Application for Active Duty)
- If required, submit one request for each moral or prerequisite waiver needed. Submit an Active Federal Service (AFS) or age waiver using prerequisite waiver format
- Statement of Understanding for appointment as a Warrant Officer
- Memo from Security Manager stating security clearance level, agency granting clearance and date granted; DA Form 873 alone will not meet this requirement
- "Appointment" physical initiated within the last 2 years
- Official Military Personnel File (OMPF), microfiche or paper copy
- Enlisted Record Brief (ERB) dated within the past 90 days
- Official Photograph
- Letters of Recommendation (maximum of 3 - Company Commander, Battalion Commander, and Senior Warrant Officer in your chosen career specialty (see MOS prerequisite if this can be substituted by a letter from MAJ or higher))
- Resume

APPLICANTS FOR AVIATION ONLY

- Class 1A flight physical, reviewed and approved by the U.S. Army Aeromedical Center, ATTN: MCXY-AER, Fort Rucker, AL 36362-5333
- Flight applicants must be interviewed by an army aviator the rank of CW3-5 or Major and above.
- DA Form 4989-R, Warrant Officer Flight Training Application
- DA Form 6256, AFAST Score Worksheet, reflecting a score of 90 or higher
- Letter of recommendation from a MAJ or higher (Aviation Branch on flight status) can substitute the letter from Senior Warrant Officer

4. APPROVAL AUTHORITY: DA PERSCOM announces via MILPER message when they convene selection boards to select applicants for attendance to Warrant Officer Candidate School (WOCS) and appointment for Warrant Officer.

5. DISCUSSION:

a. Depending on the MOS being applied for, additional documentation may be needed. The link to USAREC Warrant Officer Recruiting Information below provides this information.

b. 7ATC ACofS, G1 will ensure that applicants meet administrative requirements for appointment and forwards packet to USAREC for processing.

WEBSITE CONNECTIONS:

1. USAREC Warrant Officer Recruiting Information at http://www.usarec.army.mil/hq/warrant/index.htm.

2. Warrant Officer Career Center Homepage at http://www.leavenworth.army.mil/wocc/.

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7ATC G1 INFORMATION PAPER 02-03

AETT-AG
1 April 2002

SUBJECT: Awards and Decorations – AAM and ARCOM

1. PURPOSE: To provide information regarding the procedures within 7ATC and 100ASG on processing recommendation for Army Commendation Medal (ARCOM) and Army Achievement Medal (AAM).

2. REFERENCES:

a. Chapter 3, AR 600-8-22, Military Awards

b. AR 670-1, Wear and Appearance of Army Uniform and Insignia

c. 7th ATC Circular 600-01-1, Seventh Army Training Command Awards Program

d. USAREUR Regulation 600-8-22, Military Awards and Decorations

e. DA Form 638, Recommendation for Award

3. APPLICATION:

a. Recommendations for ARCOM and AAM will be submitted through command channels to the appropriate approval authority shown in para 4 below.

b. Unit commanders are required to attach a personnel data sheet (see format in 7th ATC Cir 600-01-1, Appendix A) to each DA Form 638.

c. Refer to 7th ATC Cir 600-01-1 and AR 600-8-22 for procedures on how to prepare and process DA Form 638 (Recommendation for Award).

d. Only the HQ, 7ATC staff needs to forward recommendations for the ARCOM and AAM through the 7ATC ACofS, G1 to the Commanding General for approval.

4. APPROVAL AUTHORITY:

a. The first lieutenant colonel commander within the soldier's chain of command may approve the AAM and lesser awards.

b. The first colonel commander within the soldier's chain of command may approve the ARCOM and lesser awards.

WEBSITE CONNECTION: DA PERSCOM, Military Awards Branch at http://www.perscom.army.mil/tagd/awards/index.htm.

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7ATC G1 INFORMATION PAPER 02-04

AETT-AG
1 April 2002

SUBJECT: Awards and Decorations – MSM and LOM

1. PURPOSE: To provide information regarding the procedures within 7ATC and 100ASG on processing recommendation for Meritorious Service Medal (MSM) and Legion of Merit (LOM).

2. REFERENCES:

a. Chapter 3, AR 600-8-22, Military Awards

b. AR 670-1, Wear and Appearance of Army Uniform and Insignia

c. 7th ATC Circular 600-01-1, Seventh Army Training Command Awards Program

d. USAREUR Regulation 600-8-22, Military Awards and Decorations

e. DA Form 638, Recommendation for Award

3. APPLICATION:

a. Recommendations for the MSM will be submitted to arrive at 7ATC ACofS, G1 no later than 30 days, but not earlier than 90 days prior to the desired presentation date.

b. Recommendations for the LOM will be submitted to arrive at 7ATC ACofS, G1 no later than 90 days, but not earlier than 120 days prior to the desired presentation date. Recommendations not meeting the submission timelines require a "Letter of Lateness" signed by the unit commander containing an explanation for the delay (see sample in 7th ATC Cir 600-01-1, Appendix B).

c. Unit commanders are required to attach a personnel data sheet (see format in 7th ATC Cir 600-01-1, Appendix A) to each DA Form 638.

d. Refer to 7th ATC Cir 600-01-1 and AR 600-8-22 for procedures on how to prepare and process DA Form 638 (Recommendation for Award). Justifications for LOM recommendations will be prepared using bullet format and will not exceed one page in length.

e. Retirement awards should be given particular attention to ensure presentation at an appropriate ceremony prior to the individual's departure. 7ATC retirement ceremonies are held quarterly at the end of February, May, August and November.

4. APPROVAL AUTHORITY:

a. CG, 7ATC may approve the MSM and lesser awards.

b. CG, USAREUR/7A may approve the LOM and lesser awards.

c. The CG, USAREUR/7A delegated LOM disapproval authority to the CG, 7ATC.

d. The CG, 7ATC delegated MSM disapproval authority to commanders exercising ARCOM approval authority within 7ATC.

WEBSITE CONNECTION: DA PERSCOM, Military Awards Branch at http://www.perscom.army.mil/tagd/awards/index.htm.

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7ATC G1 INFORMATION PAPER 02-05

AETT-AG
1 April 2002

SUBJECT: Awards and Decorations – Foreign Badges

1. PURPOSE: To provide information regarding the procedures within 7ATC and 100ASG on processing requests for the authorization to accept, retain and wear Foreign Badges.

2. REFERENCES:

a. Chapter 9, AR 600-8-22, Military Awards

b. Chapter 28, AR 670-1, Wear and Appearance of Army Uniform and Insignia

c. 7th ATC Circular 600-01-1, Seventh Army Training Command Awards Program

d. USAREUR Regulation 600-8-22, Military Awards and Decorations

3. APPLICATION:

a. Requests for a Foreign Badge will include:

- DA Form 4187 (requesting the authorization to accept and wear the badge; must be signed by the unit commander)
- Certificate/Diploma (issued by the foreign country)
- Orders (issued by the foreign country, authorizing the soldier to wear the badge)
- Supporting documents describing the criteria met to qualify for the badge, if available
- A translation of the certificate, orders and citation are required for badges received from countries other than Germany
- ERB / ORB (Enlisted/Officer Record Brief)

b. All requests for foreign badges will be processed through the chain of command to the approving authority.

4. APPROVAL AUTHORITY:

a. CG, 7th ATC may approve the acceptance, retention, and permanent wear of foreign badges listed in appendix D, AR 600-8-22.

b. Any foreign badge not listed in appendix D, AR 600-8-22 will be forwarded through 1st PERSCOM to the U.S. Total Army Personnel Command, ATTN: TAPC-PDO-PA, Alexandria, VA 22332-0471 for approval.

5. DISCUSSION:

a. Foreign qualification and skill badges may be accepted, retained and worn by U.S. Army personnel when approval has been obtained in accordance with AR 600-8-22, paragraph 9-30.

b. AR 670-1, Chapter 28, paragraph 28-19, governs the wear of foreign badges.

Mr. Waletzko/DSN 475-6945
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-06

AETT-AG
1 April 2002

SUBJECT: Awards and Decorations – Military Badges

1. PURPOSE: To provide information regarding the procedures within the 7ATC and 100ASG on processing requests for military badges.

2. REFERENCES:

a. Chapter 8, AR 600-8-22, Military Awards

b. Table 2-2, AR 600-105, Aviation Service of Rated Army Officers

c. Chapter 28, AR 670-1, Wear and Appearance of Army Uniform and Insignia

d. MILPER Message Nr. 00-138, Revised Criteria for Award of the Aircraft Crew Member Badge

3. APPLICATION: All requests will be processed through the chain of command to the approving authority (see approval authority in para 4 below):

a. Army Aviator Badges (Senior/Master degree)

- Refer to AR 600-8-22, paragraph 8-15 and AR 600-105, table 2-2 for eligibility criteria.

b. Army Aviation Badges (Basic/Senior/Master degree)

- Refer to MILPER Message Nr. 00-138 (Revised Criteria for Award of the Aircraft Crew Member Badge) for eligibility criteria.

- Requests will directly be forwarded to the Commander, Det D, 38th PSB. An endorsement from the Commander, 7th ATC is not required.

c. Parachutist Badges (Senior/Master degree)

- Refer to AR 600-8-22, paragraphs 8-12 and 8-13 for eligibility criteria.

4. APPROVAL AUTHORITY:

a. CG, 7ATC may approve the Senior and Master Army Aviator Badges.

b. Cdr, D Det 38th PSB (Vilseck Detachment) may approve the Basic, Senior and Master Army Aviation Badges.

c. CG, USAREUR/7A may approve the Senior and Master Parachutist Badges.

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7ATC G1 INFORMATION PAPER 02-07

AETT-AG
1 April 2002

SUBJECT: Change of Overseas Tour ("With-Dependents" and "All-Others" Tour)

1. PURPOSE: To provide information regarding change of tour processing procedures in 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. AR 55-46, Travel Overseas

c. USAREUR Supplement 1 to AR 55-46, Travel Overseas

d. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

e. DA Pam 600-8-21, Soldier Applications Program

3. APPLICATION: Requests are initiated on DA Form 4187 through servicing S1. The request is forwarded from S1 through approval channel indicated below.

a. Change of tour from "with-dependents" to "all-others" tour. ***Processed through Command channel (servicing S1 to G1, 7ATC)***.

(1) A statement from servicing Finance and Accounting office certifying whether soldier has/has not received any entitlements for movement of family member(s) needs to accompany request. Statement from Transportation and Housing offices are no longer needed to accompany this type of request, unless such entitlements were used by soldier (i.e. occupied government quarters and/or shipped household goods).

(2) Request must be made within 12 months after the soldier's arrival to qualify for conversion of tour. Tour will be prorated according to Table 4-2, rule 3 of AR 614-30, for requests submitted and approved after the time limit restriction. Refer to Information Paper 02-23 – Proration of Tour.

b. Change of tour from "all-others" to "with-dependents" tour. ***Processed through PSB channel (S1 to servicing Personnel Service Detachment)***.

(1) If soldier with family member(s) originally elected to serve "all-others" tour prior to leaving last CONUS duty station and wants to change his/her tour to have family member(s) join him/her in Germany, a statement from servicing Finance and Accounting office certifying whether soldier has/has not received any entitlements for movement of family member(s) needs to accompany request. EFMP screening (DA Form 5888-R) for family member(s) must accompany this request. If needed, soldier has to extend/reenlist to meet service obligation to be incurred for extension of overseas service.

(2) Soldiers serving "all-others" tour whose family member(s) travel to Germany at their own expense to join their sponsor without prior approval of Commander, 1st PERSCOM and want to extend their tour, will incorporate request for change of tour from "all others" to "with dependents" on application for command sponsorship for their family member(s); refer to Information Paper 02-08, Command Sponsorship of Family Members. If approved, soldier will automatically serve the longer of either the prescribed "with-dependents" tour of 36 months or 12 months from date command sponsorship is approved. Reimbursement for family member(s) travel expense is not authorized; however, family member(s) become eligible for government paid transportation upon return to CONUS. If needed, soldier has to extend/reenlist to meet service obligation to be incurred for extension of overseas service.

(3) Single soldiers serving "all-others" tour who acquire family member(s) while in Germany and wanting to extend their tour, will incorporate request for change of tour from "all others" to "with dependents" on application for command sponsorship for their family member(s); refer to Information Paper 02-08, Command Sponsorship of Family Members. If approved, soldier will automatically serve the longer of either the prescribed "with-dependents" tour of 36 months or 12 months from date command sponsorship is approved. If needed, soldier

has to extend/reenlist to meet service obligation to be incurred for extension of overseas service.

4. APPROVAL AUTHORITY:

a. Commander, 1st PERSCOM is the approval authority for all change of tour requests.

b. 1st PERSCOM's office of Enlisted Personnel Management Directorate (EPMD), ATTN: AEUPE-EPMD-M-MA, is the proponent for requests to change overseas tour from "with-dependents" to "all-others" tour.

c. 1st PERSCOM's office of Personnel Services Support Directorate (PSSD), ATTN: AEUPE-PSSD-PMB, is the proponent for requests to change overseas tour from "all-others" to "with-dependents" tour.

WEBSITE CONNECTION: DA PERSCOM EPMD Info Paper at
http://www.perscom.army.mil/enlist/guide/oseatour.htm.

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Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-08

AETT-AG
1 April 2002

SUBJECT: Command Sponsorship of Family Members

1. PURPOSE: To provide information regarding the procedures within the 7ATC and 100ASG on processing requests for command sponsorship.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. AR 55-46, Travel Overseas

c. USAREUR Supplement 1 to AR 55-46, Travel Overseas

d. Joint Federal Travel Regulations (JFTR), Volume 1 – Uniformed Service Members

e. DA Pam 600-8-21, Soldier Applications Program

3. CRITERIA:

a. Family members who travel to overseas command under Government orders will be automatically command sponsored effective on their date of arrival in the command.

b. Command sponsorship is also automatic for family members acquired in the command by birth if soldier has other command sponsored family members (spouse and/or child(ren)). This does not apply to single soldiers who acquire family member by birth during their tour.

c. Command sponsorship has to be requested for all other acquired family members after soldier's arrival in command (e.g. marriage, adoption, custody/change of custody granted by court order).

d. The following requirements are necessary for a family member to become command sponsored:

- Sponsor must be serving a 36-month tour. This requirement cannot be waived.
- Sponsor must have 12 months remaining on tour. This requirement may be waived by 1st PERSCOM. Request for waiver must justify why soldier is not able to extend to meet requirements (i.e., soldier is on assignment instructions, soldier will reach RCP within 12 months, etc.).
- Family member must meet the criteria to qualify as a dependent as indicated in Appendix A, Volume 1, JFTR.

4. APPLICATION: All requests for command sponsorship must be forwarded to servicing Personnel Services Detachment.

a. Requests for command sponsorship must be initiated by the soldier using DA Form 4187 (Personnel Action) through their servicing S1, with the following information:

- Reason for request and date of circumstance which caused action to be initiated (marriage, adoption, custody/change of custody granted by court order, etc.).
- Date soldier arrived overseas.
- Date Eligible to Return from Overseas (DEROS).
- Whether or not soldier is on assignment instructions.
- If applicable, include why soldier cannot extend to meet 12-month requirement; i.e., soldier is on assignment instructions, soldier will reach RCP within 12 months, etc.
- Name of family member(s) for whom command sponsorship is requested.
- Date family member(s) arrived in command (if family members traveled to command at their own expense).
- Date soldier acquired quarters in area of assignment.

- Whether or not family member(s) is enrolled in the Exceptional Family Member Program (EFMP).

b. Enclosures to DA Form 4187 will include the following:

- Marriage license, court documents, or other such documentation relating to family member.
- If applicable, DA Form 7246-R, Exceptional Family Member Program (EFMP) Screening Questionnaire and DA Form 5888-R, Family Member Deployment Screening Sheet.
- ERB / ORB.

c. The latest of the following dates will be the effective date of command sponsorship:

- Date of the request.
- Date family member(s) arrived in command.
- Date soldier extends to meet tour requirement.
- Date tour status is changed.

5. APPROVAL AUTHORITY:

a. Commander, D Detachment, 38th Personnel Services Detachment, can approve requests for command sponsorship not involving exception to policy and/or EFMP.

b. Commander, 1st PERSCOM, ATTN: Family Travel Branch, is the approval authority for all cases requiring exception to policy and/or EFMP.

6. DISCUSSION:

a. It is not necessary for soldiers to request separate action for change of tour (i.e. from “all others” or “unaccompanied” to “with dependents” or “accompanied” tour) before requesting command sponsorship. Request for change of tour will be incorporated in the same DA Form 4187. Approval of command sponsorship constitutes conditional approval of change of tour.

b. It is also not necessary for soldiers with less than 12 months remaining in their tour (less than 12 months to DEROS) to request Foreign Service Tour Extension (FSTE) before requesting command sponsorship. Approval of command sponsorship also constitutes conditional approval of FSTE. However, soldiers who do not have 12 months remaining in their service obligation (less than 12 months to ETS or OBV), are required to extend their enlistment/obligation upon approval of command sponsorship.

c. When family members are recognized as command sponsored, the soldier is entitled to station allowances at the “with dependents” rate, may be authorized separate rations, and will be authorized family travel and shipment of household goods upon PCS from overseas command.

d. Return transportation from soldier’s overseas command to CONUS for non-command sponsored family members will be at the soldier’s expense.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-09-E

AETT-AG
1 April 2002

SUBJECT: Compassionate Reassignment – Enlisted Personnel

1. PURPOSE: To provide information regarding the authority and procedures on requests for Compassionate Reassignments within 7ATC and 100ASG.

2. REFERENCES:

a. AR 600-8-11, Reassignment

b. AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

c. AR 614-200, Enlisted Assignments and Utilization Management

d. DA Form 3739, Application for Compassionate Actions

3. CRITERIA:

a. Under the provisions of Chapter 9, AR 614-200, the following are criteria for compassionate reassignment:

- The problem cannot be resolved by taking leave, power of attorney, or with the assistance of a family member.
- Medical care is not available in or near the current location.
- The problem involves a family member. A family member includes spouse, child, parent, minor brother or sister, person in loco-parentis, or the only living blood relative of the soldier. Other persons, including parents-in-law, may also be considered, provided they are documented as authorized family members (see AR 600-8-14). If the problem is based on conditions of the parents-in-law, there must be no other family members of the spouse's family to help solve the problem.
- There must be a valid MOS and grade authorization at the requested installation or activity.

b. Under the provisions of Chapter 5-8(d), AR 614-200, the following are NOT bases for compassionate reassignment:

- Soldier wants to be in a new area.
- Divorce or separation that resulted from family separation.
- Legal actions and court appearances for divorce and/or child custody issues.
- Recent awarding of dependent child custody to a soldier under terms of divorce or separation by temporary or permanent court order.
- Sole parenthood.
- Pregnancies involving threatened miscarriage, breeched birth, cesarean section, or RH incompatibility of spouse.
- Issues that can be solved by family members joining soldier at their duty station.
- Minor allergies.
- Problems of home ownership or housing shortages.
- Financial problems.
- Chronic problem relating to parents.

4. APPLICATION:

a. Requests for compassionate reassignment must be initiated by the individual soldier using DA Form 3739 (Application for Compassionate Actions) through their servicing S1.

b. S1 ensures request meets provisions of Chapter 5, AR 614-200 and contains appropriate documentation, routes it through command channels, and forwards to 7ATC ACofS, G1.

5. APPROVAL AUTHORITY: Commander, DA PERSCOM is the approval authority on compassionate reassignment.

6. DISCUSSION:

a. For soldiers who enrolled in the Married Army Couple Program (MACP), their spouse will receive compassionate consideration unless otherwise indicated in the remarks section of DA Form 3739. However, this does not guarantee favorable consideration.

b. Soldiers' AIs may be deferred (see AR 600-8-11) pending the results of their compassionate request.

c. Soldiers with an unfulfilled enlistment commitment must sign a waiver statement if their compassionate request is approved.

d. Soldiers requesting compassionate reassignment from USAREUR where medical care for family members is not available, as determined by appropriate medical authorities, must submit appropriate medical documentation verifying care is not available.

WEBSITE CONNECTIONS:

1. 1st PERSCOM EPMD Compassionate Actions - Enlisted Personnel at http://www.1perscom.army.mil/EPMD/compassionate_actions_.htm.

2. PERSCOM Enlisted Compassionate Actions at http://www.perscom.army.mil/enlist/compassn.htm.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-09-O

AETT-AG
1 April 2002

SUBJECT: Compassionate Reassignment – Officer Personnel

1. PURPOSE: To provide information regarding the authority and procedures on requests for Compassionate Reassignments within 7ATC and 100ASG.

2. REFERENCES: AR 614-100, Officer Assignment Policies, Details, and Transfers

3. CRITERIA:

a. Under the provisions of paragraph 6-5b, Section II, Chapter 6, AR 614-100, the following are criteria for requests of compassionate reassignment:

- The problem can be alleviated only by the officer's presence in a particular geographic locality and cannot be solved through use of leave (including emergency leave).
- The problem is expected to be resolved within reasonable time. The condition or situation affecting the officer's family may be permanent or continuing; however, the problem created by the situation must be resolved within a reasonable period of time, normally less than 1 year.
- The problem neither existed nor was reasonably foreseeable at the time of the officer's entry on active duty.

b. Under the provisions of Chapter 6-5c(2), AR 614-100, the following conditions alone will normally warrant disapproval:

- Death of a family member other than spouse or child.
- Divorce or separation actions resulting from family separation due to military requirements.
- The officer has recently been awarded custody of a dependent child or children under the terms of a divorce or legal separation by temporary or permanent court order.
- Psychoneurosis of a family member resulting from family separation due to military requirements.
- Pregnancies involving threatened miscarriage, breech birth, caesarean section, or RH incompatibility of spouse.
- Minor allergies suffered by members of the family due to climatic conditions.
- Problems relating to home ownership.
- Financial problems resulting from mismanagement, or, where the difficulty is related to off-duty, a spouse's employment or private business activities.

4. APPLICATION:

a. Requests for compassionate reassignment must be initiated by the officer using DA Form 4187 (Personnel Action) with a completed DA Form 483 (Officer Assignment Preference Statement) and supporting evidence indicating that at least one of the conditions in paragraph 3a above exists, through their servicing S1.

b. Other supporting documents needed are outlined in paragraph 6-6b, AR 614-100.

c. S1 ensures request meets provisions of Chapter 6b, AR 614-100 and contains appropriate documentation, routes it through command channels, and forwards to 7ATC ACofS, G1.

5. APPROVAL AUTHORITY: Commander, DA PERSCOM is the approval authority on compassionate reassignment.

6. DISCUSSION:

a. A valid requirement for officer's specialty should exist at the requested installation to which the officer requests reassignment.

b. In situations where a valid requirement does not exist and the command has exhausted other means of resolving the problem, the officer should be advised to seek hardship discharge.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-10

AETT-AG
1 April 2002

SUBJECT: Congressional Inquiries

1. PURPOSE: To provide information regarding processing of Congressional Inquiries within 7ATC and 100ASG.

2. REFERENCES:

a. 1st PERSCOM Congressional Action Officer Handbook, 1 Oct 01

b. AR 1-20, Legislative Liaison

c. USAREUR Supplement 1 to AR 1-20, Legislative Liaison

3. RESPONSIBILITIES: Appropriate commander/organization will provide response on the congressional inquiry to 7ATC ACofS, G1 NLT suspense date.

4. PROCESS:

a. 7ATC ACofS, G1 receives inquiry from 1st PERSCOM, Congressional Section via e-mail.

b. 7ATC ACofS, G1 forwards copies of the inquiry to applicable commander/ organization for action, and to SJA, IG, EO (if applicable), and 7ATC CofS for review.

c. Applicable commander/organization is tasked to provide response on the inquiry. If at all possible, response should be made by the responsible commander who has actual knowledge of the issue at hand. Responses will be routed through the chain of command to include COL level commander, and forwarded to Commanding General, 7th ATC, ATTN: ACofS, G1, NLT suspense date.

d. If SJA determines that inquiry warrants legal review, it is the applicable commander's/organization's responsibility to provide copy of the response to their servicing law center/SJA for review prior to forwarding response to 7ATC ACofS, G1.

e. 7ATC ACofS, G1 will draft the command reply based on unit's response and comment(s) received from the SJA, IG, or EO (if applicable) and submit packet to 7ATC CofS for release approval. If approved, reply is forwarded to 1st PERSCOM, Congressional Section.

5. DISCUSSION:

a. Congressional and Special Interest Inquiries are both personal and sensitive in nature. The contents of an inquiry and the results of investigations, facts and findings are "FOR OFFICIAL USE ONLY" and should be confined to those personnel who have a "need to know."

b. For those inquiries initiated by or on behalf of soldiers who are pending or have received disciplinary/UCMJ actions, the servicing law center/SJA should provide a legal review of the response.

c. 7ATC STANDARDS: 100% timeliness and acceptance by 1st PERSCOM, Congressional Section on first response.

d. POC @ 7ATC ACofS, G1: Personnel Actions Branch at DSN 475-6944/6305 or COM 09641-83-6944/6305.

WEBSITE CONNECTIONS:

1. U.S. House of Representatives at http://www.house.gov/.

2. United States Senate at http://www.senate.gov/.

Ms. Kissler/DSN 475-6944
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-11-E

AETT-AG
1 April 2002

SUBJECT: Foreign Service Tour Curtailment (FSTC) – Enlisted Personnel

1. PURPOSE: To provide information regarding Foreign Service Tour Curtailment (FSTC) approval authority and processing procedures for enlisted personnel in 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. Requests for curtailment are initiated on DA Form 4187 through soldier's servicing S1. The request is forwarded from the S1 through command channels to the 7ATC ACofS, G1. Substantiating documents and comments from the chain of command must justify that a curtailment is the only recourse available to remedy the soldier's problem.

b. All requests for curtailment, regardless of reason or amount of time requested, must be personally endorsed by the first Colonel in the soldier's chain of command.

c. ***Commanders at any level can disapprove requests for FSTC without referral to higher echelon***.

4. APPROVAL AUTHORITY: Commander, DA PERSCOM is the approval authority with some exceptions. Commander, 1st PERSCOM has the authority to approve the following cases after the request is processed IAW currently established procedures:

a. Permanent medical evacuation of family members (MEDEVAC).

b. Death of family members in USAREUR (BLUE BARK).

c. Human Immunodeficiency Virus (HIV) positive test results on active duty soldiers.

d. Discredit or embarrassment to the United States or potential defectors.

e. Curtailments of single pregnant soldiers in long tour areas living in the barracks to dates that coincide with their seventh month of pregnancy, provided they will have 6 months or less to DEROS at expected date of delivery. Soldiers must have sufficient service to meet the time-on-station (TOS) requirements for reassignment to CONUS.

5. DISCUSSION: 1st PERSCOM receives numerous curtailment requests from USAREUR soldiers. In most cases the soldier's reason is to enroll their children in school prior to the beginning of the school year. This is not a reason for curtailment. The soldier has the option to advance return family members or, if in receipt of assignment instructions, early port call to return family members.

WEBSITE CONNECTION: 1st PERSCOM EPMD Information Papers at http://www.1perscom.army.mil/EPMD/curtailment_of_fste.htm.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-11-O

AETT-AG
1 April 2002

SUBJECT: Foreign Service Tour Curtailment (FSTC) – Officer Personnel

1. PURPOSE: To provide information regarding Foreign Service Tour Curtailment (FSTC) policy and processing procedures for officers in 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. USAREUR Regulation 614-2, Officer Use and Management

c. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. Commanders in the grade of Colonel can initiate involuntary FSTC.

b. Individual requests are initiated by the officer using the FSTC template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

c. ***Commanders at any level can disapprove requests for FSTC without referral to higher echelon***.

4. APPROVAL AUTHORITY:

a. Foreign service tour curtailment normally rests with the assignment authority at U. S. Total Army Personnel Command. There are a number of conditions under which the CG, USAREUR/7A has authority to approve foreign service tour curtailments. These conditions are outlined in Table 2-1, AR 614-30.

b. The CG, USAREUR/7A has authority to disapprove requests for foreign service tour curtailment.

5. DISCUSSION:

a. Assigning soldiers to and from overseas commands, often accompanied by family members, represents a significant investment of permanent change of station (PCS) funds. Consequently, the expectation is that each soldier will serve the complete tour prescribed for the overseas area to which assigned. There are a number of exceptional conditions outlined in Chapter 5, AR 614-30, which may require curtailment of a soldier's overseas tour.

b. To provide flexibility in assignment actions, assignment authorities at U. S. Total Army Personnel Command may reassign a soldier within the period beginning 60 days before the end of the prescribed tour. This is not considered a curtailment and the soldier will receive credit for a completed tour.

c. Tour curtailments to attend a resident command and staff course or senior service college, and meet battalion and brigade assumption of command dates are routine. These curtailments are not contentious and are not reason for argument.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-12-E

AETT-AG
1 April 2002

SUBJECT: Foreign Service Tour Extension (FSTE) – Enlisted Personnel

1. PURPOSE: To provide information regarding Foreign Service Tour Extension policy and processing procedures in 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. AR 614-200, Enlisted Assignments and Utilization Management

c. USAREUR Circular 614-3, Enlisted Distribution Policy

d. MILPER MSG NR 99-124, Submission Time Frames and Approval Authority for Foreign Service Tour Extensions (FSTE) and the Overseas Tour Extension Incentive Program (OTEIP)

e. MILPER MSG NR 01-023, Overseas Tour Extension Incentive Program (OTEIP) Update

f. MILPER MSG NR 01-031, Overseas Tour Extension Incentive Program (OTEIP) Addendum

g. MILPER MSG NR 01-065, Overseas Tour Extension Incentive Program (OTEIP) Change

h. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. Voluntary FSTE: FSTE requests should be initiated in sufficient time to be acted upon by 1st PERSCOM while the soldier has more than 12 months to DEROS. Requests that will not reach 1st PERSCOM with more than 12 months to DEROS or from soldiers who are in receipt of assignment instructions must be submitted as an exception to policy. FSTE requests are initiated on DA Form 4187 through servicing S1. The request is forwarded from the S1 through command channels to the 7ATC ACofS, G1. Upon verification, 7ATC ACofS, G1 will enter the request into the USAREUR Personnel Data Base (UPDB). Exception to policy requests are submitted in the same manner, however such cases must include sufficient justification to support the exception. The 7ATC ACofS, G1 will forward the justification to 1st PERSCOM. Current ERB and DA Form 2-1 (if ERB is not fully populated) will be included with all applications.

b. Involuntary FSTE: Requests for involuntary FSTE will be forwarded through command channels to 7ATC ACofS, G1 at least 90 days prior to soldier's DEROS. These requests must be submitted with sufficient lead time to allow for coordination with DA PERSCOM. Involuntary FSTE are normally limited to 60 day increments and require DA PERSCOM approval.

c. If the soldier is eligible for the Overseas Tour Extension Incentive Program (OTEIP), the soldier's OTEIP election will be annotated on the FSTE request, and the 7ATC ACofS, G1 will record the OTEIP election in the remarks section in UPDB.

4. APPROVAL AUTHORITY:

a. Commander, DA PERSCOM is the approval authority for FSTE.

b. ***Commanders at any level can disapprove requests for FSTE and cancellation of FSTE without referral to higher echelon***.

5. DISCUSSION:

a. Voluntary FSTEs greatly enhance readiness, reduce personnel turbulence, save Permanent Change of Station (PCS) dollars, and allow USAREUR to retain quality soldiers. Commanders at all levels should pursue an

aggressive FSTE program.

b. Requests for cancellation of FSTE are initiated on DA Form 4187 and will be routed from S1 through command channels to 7ATC ACofS, G1. An approved FSTE is considered an individually elected commitment which constitutes a Service Remaining Requirement (SRR). Cancellation will be considered when sufficient justification is submitted to support an exception to policy. Once a FSTE has started it may not be canceled, and any request to depart USAREUR prior to completion of the FSTE period must be processed as a curtailment.

c. An approved FSTE which changes a soldier's DEROS past ETS constitutes a SRR. Soldiers must reenlist or extend to meet the SRR within 60 days of FSTE approval date. Soldiers who fail to extend or reenlist to meet SRR within the required time frame will have their FSTE canceled by the servicing Personnel Services Battalion (PSB) and their DEROS will be adjusted to the original date.

d. Space Imbalanced MOS (SIMOS) and OTEIP MOSs are posted on PERSCOM Online world wide web site (www.perscom.army.mil), and is also published periodically in 1st PERSCOM's electronic mail newsletter. To be eligible for benefits, soldiers must extend their FSTE for a minimum of 12 months. Four options for soldiers to choose from are as follows:

(1) $80.00 per month for the length of the extension.

(2) 30 days consecutive non-chargeable leave.

(3) 15 days of consecutive non-chargeable leave and a round-trip transportation <u>for soldier only</u>, from the duty location of the extended tour to the nearest port of debarkation in CONUS and return (transportation is not to the soldier's home of record).

(4) $2,000 lump sum bonus.

e. If the soldier is eligible for the OTEIP, the soldier's OTEIP election will be annotated on the FSTE request, and the 7ATC ACofS, G1 will record the OTEIP election in the remarks section in UPDB.

f. The procedures outlined above apply to all enlisted ranks from PVT to MSG.

WEBSITE CONNECTIONS:

1. 1st PERSCOM EPMD Information Papers at http://www.1perscom.army.mil/EPMD/foreign_service_tour_extension__.htm.

2. DA PERSCOM EPMD Articles - FSTE (Enlisted) at http://www.perscom.army.mil/enlist/ftsememo.htm.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-12-O

AETT-AG
1 April 2002

SUBJECT: Foreign Service Tour Extension (FSTE) – Officer Personnel

1. PURPOSE: To provide information regarding Foreign Service Tour Extension (FSTE) policy and processing procedures for Officers in 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. USAREUR Regulation 614-2, Officer Use and Management

c. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. Voluntary FSTE: Individual requests are initiated by the officer using the FSTE template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

b. Involuntary FSTE: There are numerous conditions under which involuntary FSTE will apply. Specific rules are provided in Table 6-1, AR 614-30. Commanders may request to extend soldiers up to six months in support of military field exercises or operations not involving hostilities. Requests for involuntary FSTE must be forwarded through 7ATC ACofS, G1 to the officer's career management branch, DA PERSCOM, to the Office of the Deputy Chief of Staff, Personnel (ODCSPER), Headquarters, Department of the Army, for approval.

c. ***Commanders at any level can disapprove requests for FSTE and cancellation of FSTE without referral to higher echelon***.

4. APPROVAL AUTHORITY: CG, USAREUR/7A has approval authority for voluntary FSTE. USAREUR Reg 614-2 delegated the authority to Commander, 1st PERSCOM, to approve requests for voluntary FSTE provided the approval takes place no later than six months prior to the officer's date eligible to return from overseas (DEROS) and the officer is not in receipt of assignment instructions. Extensions may be for any amount of time up to 36 months. Requests not meeting these criteria that merit further consideration must go to the officer's career management branch at DA PERSCOM for action through 1st PERSCOM assignment officer.

WEBSITE CONNECTION: 1st PERSCOM OPMD Actions Processed at
http://www.1perscom.army.mil/Opmd_New/OPMD FSTE.htm.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-13

AETT-AG
1 April 2002

SUBJECT: Full Cost Moves (FCM) – Enlisted Personnel

1. PURPOSE: To provide information on the Full Cost Move (FCM) policy and procedures within 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. AR 614-200, Enlisted Assignments and Utilization Management

c. DA Form 7246-R, Exceptional Family Member Program (EFMP) Screening Questionnaire

d. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

e. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. FCM may be voluntary (soldier requested on DA Form 4187 through their servicing S1) or involuntary (operational requirement, command directed).

b. Soldiers requesting for FCM will have the family member data worksheet completed prior to submission of the request. The family member data worksheet contains information regarding the Exceptional Family Member Program (EFMP).

c. All soldiers with command sponsored family members must submit a completed EFMP Screening Questionnaire (DA Form 7246-R) with their request for reassignment (DA Form 4187). Request for command directed operational moves must also include a completed DA Form 7246-R. Soldiers without command sponsored family members will add the following statement to section IV of the DA Form 4187, "I have no command sponsored family members." Command directed operational moves will require a statement from the requesting official stating that the soldier has no command sponsored family members.

d. The request is forwarded from the S1 through command channels to 7ATC ACofS, G1.

e. ***Intermediate commanders may recommend disapproval on requests for FCM but action has to be forwarded to 1st PERSCOM.***

4. APPROVAL AUTHORITY:

a. Commander, DA PERSCOM is the approval authority for FCM.

b. The request must be approved throughout the chain of command. Any commander in the chain of command may disapprove the request.

5. DISCUSSION:

a. All FCMs will meet the criteria outlined in referenced regulation.

b. This program allows USAREUR soldiers to move on a full cost move, without changing their DEROS, provided they meet the criteria defined below. FCMs are used to rebalance USAREUR strength. Entitlements include per diem, travel, and House Hold Goods (HHG) shipment. These entitlements cannot be waived by the soldier or the Army.

c. Additional criteria:

(1) Soldiers must arrive at the new duty station 12 months prior to DEROS.

(2) Soldiers who are reassigned on a permanent change of station will be stabilized at current duty station for a minimum of 12 months before the request for FCM can be submitted.

(3) Soldiers are not entitled to free home travel.

d. Priority for FCM will be unit inactivations, to facilitate exceptional family member conditions, and force structure changes which require moving soldiers to meet operational requirements.

e. Any soldier may volunteer for a FCM to enhance their career or to be properly utilized in his/her MOS. However, the move must be approved throughout the chain of command. Any commander in the chain of command may disapprove the request.

WEBSITE CONNECTION: 1st PERSCOM EPMD Information Papers at http://www.1perscom.army.mil/EPMD/full_cost_moves.htm.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-14-E

AETT-AG
1 April 2002

SUBJECT: In-Place Consecutive Overseas Tour (IPCOT) – Enlisted Personnel

1. PURPOSE: To provide information regarding approval authority and processing procedures for In-Place Consecutive Overseas Tour (IPCOT) in the 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. AR 614-200, Enlisted Assignments and Utilization Management

c. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

d. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. IPCOT requests should be initiated in sufficient time to be acted upon by 1st PERSCOM while the soldier has more than 12 months to DEROS. Requests that will not reach 1st PERSCOM with more than 12 months to DEROS or from soldiers who are in receipt of assignment instructions must be submitted as an exception to policy.

b. IPCOT requests are initiated on DA Form 4187 through servicing S1 and forwarded from the S1 through command channels to 7ATC ACofS, G1.

c. ***Commanders at any level can disapprove requests for IPCOT and cancellation of IPCOT without referral to higher echelon***.

4. APPROVAL AUTHORITY: Commander, 1st PERSCOM is the approval authority for IPCOT and COT free travel.

5. DISCUSSION:

a. IPCOT is a consecutive overseas tour to be completed at the same location as the current tour. There is no provision for a waiver of the current or consecutive tour. The IPCOT length would be in addition to the length of the initial tour and any extensions thereto.

b. COT Free Travel. Free travel is provided to bona fide Home of Record (HOR), or to a place no further distant than HOR, and return for soldier and command sponsored family members.

c. COT free travel must be taken in-between tours or after beginning of new tour. Free home travel must be completed no later than 12 months after beginning of new tour. Ordinary leave in Europe, leave in Europe taken in conjunction with TDY, emergency leave, or environmental and morale leave, does not void the soldier's free home travel entitlement.

d. Command sponsored family members may either travel with the soldier or may travel independently.

e. COT Travel and leave time does not count toward either tour. The new DEROS is computed by 1st PERSCOM and is specified in the message announcing approval of the IPCOT.

f. Travel time to and from the HOR is duty status. Excess travel time to locations with greater distance than the HOR will be charged as leave.

g. Special instructions for orders and funding are contained in the approval message from 1st PERSCOM.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-14-O

AETT-AG
1 April 2002

SUBJECT: In-Place Consecutive Overseas Tour (IPCOT) – Officer Personnel

1. PURPOSE: To provide information regarding approval authority and processing procedures for In-Place Consecutive Overseas Tour (IPCOT) in the 7ATC and 100ASG.

2. DEFINITION: IPCOT is a consecutive overseas tour to be completed at the same location as the current tour. There is no provision for a waiver of the current or consecutive tour. The IPCOT length would be in addition to the length of the initial tour, and any extensions thereto.

3. REFERENCES:

a. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

b. AR 600-8-10, Leaves and Passes

c. AR 614-30, Overseas Service

d. USAREUR Supplement 1 to AR 614-30

4. APPLICATION:

a. Individual requests are initiated by the officer using the IPCOT template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

b. ***Commanders at any level can disapprove requests for IPCOT and cancellation of IPCOT without referral to higher echelon***.

5. APPROVAL AUTHORITY: The CG, USAREUR/7A may approve requests for IPCOT provided the approval takes place no later than six months prior to the officer's date eligible to return from overseas (DEROS) and the officer is not in receipt of assignment instructions. Requests not meeting these criteria that merit further consideration must go to the officer's career management branch for further consideration.

6. DISCUSSION:

a. Officers who have an approved IPCOT are eligible for government-funded leave travel for themselves and their command sponsored family members to the officer's home of record, or some other place of equal or less distance.

b. Officers and command sponsored family members are authorized to take the government funded leave travel upon completion of their current tour (not prior), or it may be started up to 1 year after beginning the new tour. Leave taken in conjunction with this entitlement is charged to the officer's leave account. Normal travel time to and from the officer's home of record is not charged to the officer's leave account. Leave and travel time used in conjunction with this entitlement are not creditable to the overseas tour; consequently, the officer's DEROS must be adjusted to include these periods.

WEBSITE CONNECTION: 1st PERSCOM OPMD Actions Processed at
http://www.1perscom.army.mil/Opmd_New/OPMD IPCOT.htm.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-15-E

AETT-AG
1 April 2002

SUBJECT: Intra-Theater Transfer/Consecutive Overseas Tour (ITT/COT) – Enlisted Personnel

1. PURPOSE: To provide information regarding the authority and procedures on Intra-Theater Transfer/Consecutive Overseas Tour (ITT/COT) within 7ATC and 100ASG.

2. REFERENCES:

a. Chapter 7, Part H of Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

b. AR 600-8-10, Leaves and Passes

c. AR 614-30, Overseas Service

d. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. ITT/COT requests should be initiated in sufficient time to be acted upon by 1st PERSCOM while the soldier has more than 12 months to DEROS. Requests that will not reach 1st PERSCOM with more than 12 months to DEROS or from soldiers who are in receipt of assignment instructions must be submitted as an exception to policy.

b. ITT/COT requests are initiated on DA Form 4187 through servicing S1 and forwarded from the S1 through command channels to 7ATC ACofS, G1.

c. ***Intermediate commanders may recommend disapproval on requests for ITT/COT but action has to be forwarded to 1st PERSCOM.***

4. APPROVAL AUTHORITY: Commander, 1st PERSCOM is the approval authority for ITT/COT and COT free travel.

5. DISCUSSION:

a. ITT/COT definition. A consecutive overseas tour resulting in intra-theater PCS movement from one permanent duty station to another permanent duty station.

b. COT Free Travel definition. Free travel is provided to bona fide Home of Record (HOR), or to a place no further distant than HOR, and return for soldier and command sponsored family members.

c. Procedures/Restrictions:

(1) COT free travel must be taken in-between tours or after report date to new unit of assignment. Free home travel must be completed no later than 12 months after the report date to new unit of assignment. Ordinary leave in Europe, leave in Europe taken in conjunction with TDY, emergency leave, or environmental and morale leave, does not void the soldier's free home travel entitlement.

(2) Command sponsored family members may either travel with the soldier or may travel independently.

(3) COT Travel and leave time does not count toward either tour. The new DEROS is computed by 1st PERSCOM and is specified in the message announcing approval of the intra-theater reassignment.

(4) Travel time to and from the HOR is duty status. Excess travel time to locations with greater distance than the HOR will be charged as leave.

(5) Special instructions for orders and funding are contained in the approval message from 1st PERSCOM.

WEBSITE CONNECTION: 1st PERSCOM EPMD Information Papers at http://www.1perscom.army.mil/EPMD/ittcot_moving_policy.htm.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-15-O

AETT-AG
1 April 2002

SUBJECT: Intra-Theater Transfer/Consecutive Overseas Tour (ITT/COT) – Officer Personnel

1. PURPOSE: To provide information regarding the processing procedures on Intra-Theater Transfer/Consecutive Overseas Tour (ITT/COT) within 7ATC and 100ASG.

2. DEFINITION: An Intra-Theater Transfer/Consecutive Overseas Tour (ITT/COT) involves a permanent change of station (PCS) within the European Theater, wherein the officer incurs an obligation to serve a consecutive overseas tour at the new duty station.

3. REFERENCES:

a. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

b. AR 600-8-10, Leaves and Passes

c. AR 614-30, Overseas Service

d. USAREUR Regulation 614-2, Officer Use and Management

e. USAREUR Supplement 1 to AR 614-30

4. APPLICATION:

a. Individual requests are initiated by the officer using the ITT/COT template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

b. An officer must serve at least 12 months in their current location prior to moving to a new location on an ITT/COT.

c. An officer requesting ITT/COT may request waiver of some portion of the current tour and/or the consecutive tour. The combined tour lengths must equal at least the length of two "all others" tours for the area concerned (i.e., 48 months for USAREUR).

d. ***Intermediate commanders may recommend disapproval on requests for ITT/COT but action has to be forwarded to 1st PERSCOM.***

5. APPROVAL AUTHORITY:

a. The CG, USAREUR/7A has authority to approve and disapprove ITT/COTs and curtailment requests associated therewith. This authority has been delegated to the Commander, 1st PERSCOM.

b. Approvals must be completed not later than six months before the officer's date eligible to return from overseas (DEROS). Additionally, the officer must not be in receipt of assignment instructions at the time of approval, and USAREUR must not be projected over ODP (officer distribution plan) in the officers grade and specialty. Requests not meeting these approval criteria, which merit further consideration, must be forwarded to the officer's career management branch for action.

6. DISCUSSION:

a. Officers who have an approved ITT/COT are eligible for government-funded leave travel for themselves and their command sponsored family members to the officer's home of record, or some other place of equal or less distance.

b. Officers and command sponsored family members are authorized to take the government funded leave travel upon completion of their current tour (not prior), or it may be started up to 1 year after beginning the new tour if a deferment is approved. Leave taken in conjunction with this entitlement is charged to the officer's leave account. Normal travel time to and from the officer's home of record is not charged to the officer's leave account.

WEBSITE CONNECTION: 1st PERSCOM OPMD Actions Processed at http://www.1perscom.army.mil/Opmd_New/OPMD ittcot.htm.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-16

AETT-AG
1 April 2002

SUBJECT: Logistical Support for Unaccompanied Family Members

1. PURPOSE: To provide information regarding the procedures within the 7ATC and 100ASG on processing requests for Individual Logistical Support (ILS) for family members remaining in Germany upon sponsor's departure from USAREUR.

2. REFERENCES:

a. AR 600-8-14, Identification Cards, Tags, and Badges

b. USAREUR Reg 600-700, Identification Cards and Individual Logistic Support

3. DEFINITION:

a. Logistical support to family members who elected to remain in Germany upon their sponsor's departure on PCS move to a location outside of Germany, can be granted by the ASG Commander up to 90-days.

b. Types of logistical support include, but are not limited to:

- AAFES and Commissary privileges

- Medical/Dental support

- Banking privileges

- Use of AAFES venues

- Tax free shopping (use of Value Added Tax (VAT) form)

- On-post and Government Rental Housing Program (GRHP)

- Vehicle registration (USAREUR license plates)

c. The following logistical support cannot be withdrawn to unaccompanied family members granted they retain valid DD Form 1172, Family Member's Identification Card:

- AFRC facilities (except purchase of rationed/tax free items)

- Department of Defense Dependents School (DODDS) (with change from "Free" status to "Paying" status)

- Emergency treatment at Army Medical/Dental facilities

- Army Continuing Education System (ACES)

- Legal Assistance

4. APPLICATION:

a. Requests for 90-days ILS must be initiated by the sponsor using DA Form 4187 (Personnel Action) through their servicing S1 (with all supporting documents) and forwarded to their respective Base Support Battalion (BSB) S1.

b. Requests for extended ILS (in excess of 90-days) will be forwarded to German Government through 1st PERSCOM. This includes requests for ILS for family members who opted to remain in Germany upon their sponsor's departure on PCS move to a hardship tour (family member restricted area), and has return orders to

Vilseck/Grafenwoehr/Hohenfels area. Allow at least 6-months processing time for this type of request.

5 APPROVAL AUTHORITY:

a. Commander, 100th Area Support Group (ASG), is the approval authority for 90-days logistical support to unaccompanied family members. This approval authority may be delegated to the BSB commanders (i.e., Commander, 409th BSB for Vilseck and Grafenwoehr communities; Commander, 282nd BSB for Hohenfels community).

b. Commander, 1st PERSCOM, can grant authorization for extended logistical support with coordination/approval from German Government.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-17-E

AETT-AG
1 April 2002

SUBJECT: Low Cost Move – Enlisted Personnel

1. PURPOSE: To provide information on the Low Cost Move (LCM) policy for enlisted personnel within 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

c. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. LCM may be voluntary (soldier requested on DA Form 4187 through servicing S1 to 7ATC ACofS, G1) or involuntary (operational requirement - command directed).

b. ***Intermediate commanders may recommend disapproval on requests for LCM but action has to be forwarded to 1st PERSCOM.***

4. APPROVAL AUTHORITY: Commander, 1st PERSCOM is the approval authority for LCM. Any commander in the chain of command may disapprove the request.

5. DISCUSSION: A LCM is used to balance USAREUR strength. If requested by the soldier, the strength of the gaining and losing commands must justify the move. This program allows soldiers to move without changing their DEROS, provided they meet criteria defined below. LCM is a PCS move which does not exceed $500.00 in total financial entitlements, as authorized IAW Joint Federal Travel Regulation (JFTR). Entitlements include per diem, travel, House Hold Goods (HHG) and Hold Baggage (HBG) shipment. These entitlements cannot be waived by the soldier or the Army.

a. Soldiers must arrive at the new duty station six months prior to DEROS. Exceptions may be approved by Commander, 1st PERSCOM for extraordinary operational requirements or extreme personal hardship.

b. Soldiers are not entitled to free home travel.

c. A Total Cost Entitlement Statement (TCES) provided by the soldier's servicing finance office, in coordination with servicing transportation office, is required for all soldiers.

d. Priority for LCM will be unit inactivations, and force structure changes which require moving soldiers to meet operational requirements.

e. Any soldier may volunteer for a LCM to enhance their career or to be properly utilized in their MOS. However, the move must be approved throughout the chain of command. Any commander in the chain of command may disapprove the request.

WEBSITE CONNECTION: 1st PERSCOM EPMD Information Papers at http://www.1perscom.army.mil/EPMD/low_cost_moves.htm.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-17-O

AETT-AG
1 April 2002

SUBJECT: Low Cost Move – Officer Personnel

1. PURPOSE: To provide information regarding policies and procedures for Low Cost Move (LCM) on officer personnel in the 7ATC and 100ASG.

2. DEFINITION: A LCM involves a permanent change of station (PCS) that can be executed without spending more than $500 of PCS travel funds.

3. REFERENCES:

a. AR 614-30, Overseas Service

b. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

c. USAREUR Supplement 1 to AR 614-30

4. APPLICATIONS:

a. Commanders may initiate, or officers may request, a LCM. Commanders or officers requesting a low-cost reassignment must include in their requests cost estimates from the local servicing finance and transportation office. Finance office must also specify if the officer will be entitled to a dislocation allowance as a result of this reassignment.

b. Individual requests are initiated by the officer using the LCM template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

c. ***Intermediate commanders may recommend disapproval on requests for LCM but action has to be forwarded to 1st PERSCOM.***

5. APPROVAL AUTHORITY: Commander, 1st PERSCOM is the approval authority for LCM. Any commander in the chain of command may disapprove the request.

6. DISCUSSION: Only bachelor officers and married officers serving an unaccompanied tour will be eligible for LCM. Bachelor officers will be eligible only if they will be occupying government quarters at the new duty station. Officers in other categories would be eligible for dislocation allowance, which would exceed $500. There is no provision for waiving travel entitlements.

WEBSITE CONNECTION: 1st PERSCOM OPMD Actions Processed at http://www.1perscom.army.mil/Opmd_New/OPMD LCM.htm.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-18

AETT-AG
1 April 2002

SUBJECT: No Change in DEROS Operational Move (OPMOVE) – Officer Personnel

1. PURPOSE: To provide information regarding the policies and procedures for a No Change in DEROS Operational Move (OPMOVE) within the 7ATC and 100ASG.

2. DEFINITION: OPMOVE, synonymous to a Full Cost Move (FCM), is reassignment within theater without change to officer's date eligible to return from overseas (DEROS). To be eligible for an operational reassignment, the officer must have at least 12 months remaining to DEROS at the point of his/her report date to the new duty station.

3. REFERENCES:

a. AR 614-30, Overseas Service

b. USAREUR Regulation 614-2, Officer Use and Management

c. USAREUR Command Policy Letter 5, Officer Professional Development and Utilization.

d. USAREUR Supplement 1 to AR 614-30

4. APPLICATIONS:

a. Commanders may initiate requests for OPMOVE. On occasion, 1st PERSCOM OPMD assignment officers may initiate requests for OPMOVE for Majors completing branch qualifying assignments.

b. Individual requests are initiated by the officer using the OPMOVE template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

c. ***Intermediate commanders may recommend disapproval on requests for OPMOVE but action has to be forwarded to 1st PERSCOM.***

5. APPROVAL AUTHORITY: The approval authority for reassignments within this category is Commander, DA PERSCOM.

6. DISCUSSION:

a. The bulk of reassignments within this category must go toward the need to reassign Majors from branch qualifying assignments to other assignments requiring the skills acquired in their branch qualifying assignments. Normally, this means assignment to the Corps or Theater Army staff. OPMOVE is also a means used to move officers who have been pre-positioned for battalion and brigade command.

b. Other conditions will arise, which justify operational reassignment. Some examples are: To satisfy a critical personnel requirement, support operational readiness, and relief for cause.

WEBSITE CONNECTION: 1st PERSCOM OPMD Actions Processed at http://www.1perscom.army.mil/Opmd_New/OPMD OPMOVE.htm.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-19-E

AETT-AG
1 April 2002

SUBJECT: No Cost Move – Enlisted Personnel

1. PURPOSE: To provide information regarding the policy and procedures on No Cost Moves (NCM) within 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-30, Overseas Service

b. AR 614-200, Enlisted Assignments and Utilization Management

c. Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

d. USAREUR Supplement 1 to AR 614-30

3. APPLICATION:

a. NCM may be voluntary (soldier requested) or involuntary (operational requirement, command directed).

b. Voluntary NCM requests are initiated on DA Form 4187 through servicing S1. The request is forwarded from the S1 through command channels to the 7ATC ACofS, G1. A request for NCM to units not under 7ATC requires a letter/memorandum of acceptance from the G1 or equivalent authority of the gaining unit.

c. ***Commanders at any level can disapprove requests for NCM without referral to higher echelon***.

APPROVAL AUTHORITY:

a. CG, 7ATC is the approval authority for NCM within 7ATC; Commander, 100ASG is the approval authority for NCM within 100ASG

b. Cdr, 1st PERSCOM is the approval authority for NCM requests to units outside of 7ATC. This includes move from 7ATC to 100ASG or vice versa.

5. DISCUSSION:

a. A NCM is used to balance 7ATC strength or when requested by a soldier when the strength of the gaining and losing commands justifies the move. This program allows soldiers to move on a NCM basis, without changing their DEROS. NCM is a PCS reassignment which is at no cost to the soldier or the government, as authorized IAW JFTR.

b. There is no time on station requirement for a NCM.

c. Soldiers are not entitled to free home travel.

d. Priority for NCM will be unit inactivations or force structure changes that requires reassigning soldiers to meet operational requirements.

e. The following table provides a list of paired communities within 7ATC for which NCM are authorized:

LIST OF "PAIRED" COMMUNITIES WITHIN 7ATC THAT WARRANT NO-COST MOVE	
Grafenwoehr to:	Vilseck
Grafenwoehr to:	Hohenfels *(If residing in Amberg Family Housing)*
Hohenfels to:	Grafenwoehr *(If residing in Amberg Family Housing)*
Hohenfels to:	Vilseck *(If residing in Amberg Family Housing)*
Vilseck to:	Grafenwoehr
Vilseck to:	Hohenfels *(if residing in Sulzbach-Rosenberg or Amberg Family Housing)*

WEBSITE CONNECTION: 1st PERSCOM EPMD Actions Processed at http://www.1perscom.army.mil/EPMD/no_cost_moves__lcm.htm.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-19-O

AETT-AG
1 April 2002

SUBJECT: No Cost Move – Officer Personnel

1. PURPOSE: To provide information regarding the policy and procedures on No Cost Moves (NCM) within the 7ATC.

2. DEFINITION: No Cost Move (NCM) is reassignment of soldiers between units of same Major Army Command (MACOM) located at the same station (see below for list of "paired" communities in 7ATC), installation, or activity, without change in DEROS and no PCS entitlements.

3. REFERENCES:

a. AR 614-30, Overseas Service

b. USAREUR Supplement 1 to AR 614-30

4. APPLICATION:

a. Commanders may initiate (involuntary), or officers may request (voluntary), no-cost move.

b. Individual requests are initiated by the officer using the NCM template. The request will be forwarded via e-mail with the template as an attachment through their chain of command (COL level commander/supervisor) for their concurrence/non-concurrence. The chain of command or S1 will forward request to 7ATC ACofS, G1 (G1OfficerActions@hq.7atc.army.mil).

c. ***Commanders at any level can disapprove requests for NCM without referral to higher echelon***.

5. APPROVAL AUTHORITY:

a. CG, 7ATC is the approval authority for NCM within 7ATC; Commander, 100ASG is the approval authority for NCM within 100ASG.

b. Cdr, 1st PERSCOM is the approval authority for NCM requests to units outside of 7ATC. This includes move from 7ATC to 100ASG or vice versa.

6. DISCUSSION: The following table provides a list of paired communities within 7ATC for which NCM are authorized.

LIST OF "PAIRED" COMMUNITIES WITHIN 7ATC THAT WARRANT NO-COST MOVE	
Grafenwoehr to:	Vilseck
Grafenwoehr to:	Hohenfels *(If residing in Amberg Family Housing)*
Hohenfels to:	Grafenwoehr *(If residing in Amberg Family Housing)*
Hohenfels to:	Vilseck *(If residing in Amberg Family Housing)*
Vilseck to:	Grafenwoehr
Vilseck to:	Hohenfels *(if residing in Sulzbach-Rosenberg or Amberg Family Housing)*

WEBSITE CONNECTION: 1st PERSCOM OPMD Actions Processed at http://www.1perscom.army.mil/Opmd_New/OPMD NCM.htm.

SGT Slaats/DSN 475-7190
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-20

AETT-AG
1 April 2002

SUBJECT: Officer Separation – Release from Active Duty (REFRAD)

1. PURPOSE: To provide information regarding the policy and procedures on requests for REFRAD of officers within the 7ATC and 100ASG.

2. DEFINITION: REFRAD applies to Other Than Regular Army (OTRA) commissioned officers and warrant officers only. The following provisions of AR 600-8-24 are the most common reasons (but not limited to) for REFRAD:

a. Para 2-5, Voluntary REFRAD due to personal reasons.

b. Para 2-7, Voluntary REFRAD due to expiration of active duty commitment.

c. Para 2-9, Voluntary REFRAD due to hardship.

d. Para 2-13, Voluntary REFRAD due to pregnancy.

e. Para 2-15, Voluntary REFRAD of an obligated officer to attend school.

3. REFERENCES:

a. AR 135-91, Service Obligation, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

b. Chapter 2, AR 600-8-24, Officer Transfer and Discharge.

c. HQ USAREUR, ATTN: Office of the Judge Advocate Memorandum, Subject: USAREUR General Court-Martial Convening Authority Area Jurisdiction Revision, dated 10 May 2001.

4. APPLICATION:

a. Individual request is initiated by the officer using a memorandum (see format in AR 600-8-24).

b. A record of counseling (see para 1-21, AR 600-8-24) by the first COL in officer's chain of command need to accompany REFRAD requests from Army Competitive Category (ACC) officers with less than 10 years of Active Federal Commissioned Service (AFCS). Non-ACC officers (chaplains, judge advocates, and AMEDD) will be counseled by a senior officer of their branch in the chain of technical supervision, or as specifically designated by their branch.

c. A statement from Education Center certifying whether or not officer received tuition assistance benefits will accompany all requests for REFRAD. Request for waiver is required if officer used tuition assistance benefits within the last 2 years prior to requested separation date.

d. Request for REFRAD is forwarded from the S1 through command channels to the 7th ATC ACofS, G1.

5. APPROVAL AUTHORITY: Per reference c above, the CG, 1st Infantry Division (1ID) is the GCMCA for soldiers stationed in the area enclosed by the borders of the State of Bayern (Bavaria); this covers all soldiers assigned to Grafenwoehr, Vilseck, and Hohenfels area. Therefore, the CG, 1ID is the Separation Approval Authority (SAA) for REFRAD requests from officers assigned to 7th ATC and 100th ASG footprint, unless otherwise stated by other provisions of AR 600-8-24.

6. DISCUSSION:

a. Voluntary requests for separation under this regulation may be accepted only from an officer who is mentally competent when the request is submitted. When an officer is medically incapacitated from further military service due to a physical or mental condition, the officer's case will be delayed until he or she recovers, or

the officer is processed through medical channels.

b. Unless discharged, officers holding Reserve appointment will retain their current permanent grade in the RC.

c. Service academy graduates and Reserve Officers Training Corps (ROTC) Distinguished Military Graduates (DMG) who are released/separated from active duty before completing their active duty service obligation (ADSO) will complete the remainder of their ADSO in the selected Reserve.

d. AR 135-91 defines various statutory and contractual service obligations (to include methods of fulfillment) incurred by Reserve personnel on initial entry into military service. Officers not continued on AD in another status will be released from AD and returned to Army National Guard of the United States (ARNGUS) or USAR by separation orders.

Ms. Kissler/DSN 475-6944
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-21

AETT-AG
1 April 2002

SUBJECT: Officer Separation – Unqualified Resignation (UNQUAL RES)

1. PURPOSE: To provide information regarding the policy and procedures on officer requests for unqualified resignation within the 7ATC and 100ASG.

2. DEFINITION: Any Regular Army (RA) officer may tender resignation under provisions of paragraph 3-5, AR 600-8-24.

3. REFERENCES:

a. Chapter 3, AR 600-8-24, Officer Transfer and Discharge.

b. AR 614-30, Overseas Service.

4. APPLICATION:

a. Individual request is initiated by the officer using a memorandum (see Figure 3-1, AR 600-8-24 for format/sample) at least 120 calendar days prior to requested separation date, through his/her servicing S1 to his commander.

b. Officers requesting resignation will be counseled by his/her chain of command. The first COL in the officer's chain of command will counsel the officer (except for chaplains, judge advocates, and AMEDD personnel) with less than 10 years Active Federal Commissioned Service (AFCS) per para 1-12b of AR 600-8-24. The counseling will be included with the packet to be forwarded to 7th ATC ACofS, G1.

c. The first forwarding endorsement will state the following:

(1) The officer's reason for submitting the resignation.

(2) A brief synopsis of the counseling session (per para 3-5c or d, AR 600-8-24).

(3) Whether the officer is currently undergoing a course of instruction that upon completion or termination will result in an active duty service obligation.

(4) Recommendation for approval or disapproval and type of discharge.

(5) Statement that the officer is not under investigation or charges, awaiting result of trial, being considered for administrative elimination, AWOL, under the control of civil authorities, or insane.

(6) Statement that necessary action has been or will be taken to adjust and close any public property or financial accounts of the officer concerned.

(7) Report of any recent misconduct of the officer concerned which had not previously been reported to PERSCOM.

(8) Indicate whether officer is accompanied by his/her family member(s) and date the officer will complete the normal OCONUS tour.

(9) If officer requests separation in Germany (Overseas Separation), include a recommendation concerning such request.

(10) Statement that the officer is physically qualified for separation or that the officer will be schedule for medical examination according to regulation.

(11) Whether an RA officer desires an appointment in the USAR (not on AD). If USAR is requested, include justification when disapproval is recommended.

d. As an exception, an officer that has a service obligation beyond 6 months may submit the request, as an exception to policy, more than 6 months in advance of the requested effective date.

5. APPROVAL AUTHORITY: The Cdr, PERSCOM (TAPC-PDT-PM) is the approval authority for all ACC officers; Cdr, HQDA (DAJA-PT) for all JAG officers; and Cdr, HQDA (DACH-CH-PER) for all Chaplains.

6. DISCUSSION:

a. Request for unqualified resignation may be withdrawn with the approval of an endorsing commander in the field and returned to the officer concerned, provided the resignation has not been forwarded by the commander to CG, PERSCOM.

b. Normally, requests for resignations will not be accepted unless on the requested date of separation the officer has fulfilled the service obligation below.

(1) Graduates of fully funded commissioning programs must complete the ADSO incurred by participation in such programs. However, this obligation may be waived if the monies are recouped.

(2) An officer must serve in the Armed Forces until completion of his or her statutory military service obligation (MSO). An officer who was commissioned on 1 June 1984 or later has an 8-year MSO. Time spent as a cadet at the United States Military Academy or as an ROTC cadet does not count towards fulfilling the MSO. An officer who requests resignation before completing the 8-year MSO must agree to accept an indefinite appointment in the USAR to complete such service obligation. The act of taking the Reserve officer's oath by an RA officer is sufficient to simultaneously terminate the officer's RA status by operation of law.

(3) Service academy graduates and ROTC DMGs who are released/separated from active duty before completing their ADSO will complete the remaining portion of their ADSO in the Selected Reserve. This requirement may only be waived by the ASA (M&RA) or his / her delegate. The Deputy Chief of Staff for Personnel (DCSPER) or his/ her delegate will determine if unit positions are available for these officers.

(4) An officer who has received a PCS must complete the ADSO incurred by the reassignment. (See AR 614-30.)

(5) An officer who has attended or is attending a service school, civilian educational institution, or special training for which a utilization tour is required will complete any period of service specified by AR 350-100 and appropriate regulations.

(6) An officer on orders for assignment to a military mission, a military assistance advisory group, or attaché office must complete his or her training and the overseas tour of duty prescribed by AR 614-30.

(7) An officer on orders to a course of instruction, an OCONUS station, or any other assignment that will incur an ADSO will comply with such orders unless an exception is granted by PERSCOM. Exceptions will be considered on an individual basis, provided the resignation is submitted within 30 calendar days of receipt of the alert or reassignment order, whichever is earlier.

c. If disapproved, Cdr PERSCOM (TAPC-PDT-PM); Cdr, HQDA (DAJA-PT) (judge advocates); or Cdr, HQDA (DACH-PER) (chaplains), as applicable, will return requests through channels to the officer.

d. Separation for unqualified resignation will be Under Honorable Conditions. A DD Form 256A or DD Form 257A discharge certificate (based on the officer's record of service) will be provided.

Ms. Kissler/DSN 475-6944
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-22

AETT-AG
1 April 2002

SUBJECT: Overseas Separation

1. PURPOSE: To provide information and guidelines on requests for Overseas Separations within 7ATC and 100ASG.

2. REFERENCES:

a. AE Form 635-150A-R, Request for Overseas Separation

a. AR 600-8-24, Officer Transfers and Discharges

b. AR 635-200, Enlisted Personnel

c. USAREUR Reg 635-150, Overseas Separations

3. ELIGIBILITY: All requests for separation (e.g. retirements, resignation, voluntary separations UP AR 600-8-24 or AR 635-200, etc.) should be approved prior to submitting request for overseas separation.

4. APPLICATION:

a. Request for Overseas Separation will be submitted to the 7ATC ACofS, G1 not earlier than 6 months but not later than 2 months before the scheduled date of separation (ETS or retirement date).

b. Overseas Separation packet will consist of:

- AE Form 635-150A-R endorsed by the first COL (O-6) in soldier's chain of command
- Clearance from German Alien Control Authority (Landratsamt).
- Clearance from Community Counseling Center (CCC).
- Retirement/ETS/chapter orders.
- Proof of registration of privately owned weapons (POW) with German authorities (if applicable). If soldier does not own a weapon, a memorandum from Vehicle/Weapons Registration stating that “soldier does not own a weapon” is needed.
- Enlisted Record Brief (ERB)/DA Form 2-1 for enlisted personnel, or Officer Record Brief (ORB) for officers.

5. APPROVAL AUTHORITY: Approving Authority is the Commanding General, 7ATC.

6. DISCUSSION:

a. The S1 will prepare the letter to submit to the local German authorities (Landratsamt) where the soldier will be residing. The German authorities will register the individual and process an application for a residence permit. The approving authority will presume that the German authorities do not object to the soldier separating overseas if no reply is received after 30 days. (Note: this letter can be submitted up to one month before submitting the overseas separation packet to the 7ATC ACofS, G1).

b. A letter of notification will be sent to the local CCC by the Unit Commander/S1. The notification and the response from CCC will be attached. The response should state the individual has/has not been enrolled in CCC for drug or alcohol abuse within the last 12 months.

c. Under the provisions of Chapter 10(b), USAREUR Reg 635-150, commanders can recommend to deny request for overseas separation for the following:

- Soldiers separating under other than honorable conditions.
- Soldier has a record of committing offenses that discredit the United States and its Army.
- Soldier has been convicted by a foreign court or has received military, judicial or nonjudicial punishment for offenses that involved foreign authorities.

- There is credible evidence that the soldier has used, possessed, distributed, manufactured or introduced into a Government controlled area illegal substances.
- Repeatedly abused alcohol, which resulted in an alcohol related incident.
- Has two or more cases of financial indebtedness.
- Discredited the Army by not paying debts or delinquent debt for an unreasonable amount of time.
- Soldier is a security risk or lost their security clearance.

Ms. Kissler/DSN 475-6944
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-23

AETT-AG
1 April 2002

SUBJECT: Proration of Tour

1. PURPOSE: To provide information regarding the procedures within the 7ATC and 100ASG on processing requests for proration of tour.

2. REFERENCE: AR 614-30, Overseas Service

3. CRITERIA:

a. A soldier who elected to serve a "with-dependents" tour whose eligible family members do not join the soldier overseas at government expense and failed to request change of tour to "all-others" within 12 months after arrival in command can request proration of tour to adjust their Date Eligible to Return from Overseas (DEROS) IAW Rule 3 of Table 4-2, AR 614-30 (see formula and example in Figure 1 below). Tours may not be prorated from a "with-dependents" to "all-others" if soldier is within 12 months of DEROS.

Formula #1:

$$\frac{\textit{Time served in command}}{\textit{Normal "with-dependents" tour length}} \times \frac{\textit{Length of "all-others" tour}}{1} = \textit{Credit toward "all-others" tour}$$

Example #1: *A soldier who arrived in country 16 Sep 2000 has a DEROS of 15 Sep 2003 ("with-dependents" tour). As of today's date, 1 Apr 2002, soldier had served 18 months and 16 days; he is not within 12 months of current DEROS. Today he received approval for change of tour from "with-dependents" to "all-others." His new DEROS will be prorated as follows:*

Using the formula above:

$$\frac{\textit{18 mos 16 days}}{\textit{36 mos}} \times \frac{\textit{24 mos}}{1} = \textit{12 mos 11 days}$$

So far, soldier has earned 12 months and 11 days credit towards 24 months "all-others" tour. Subtract 12 months 11 days from 24 months:

24 months – 12 months 11 days = 11 months 19 days

This leaves the soldier 11 months and 19 days remaining to serve as of 1 Apr 2002 (the effective date of change of tour). Thus, the soldier's new DEROS will be 20 Mar 2003; his 36-months tour has been shortened by 5 months and 26 days.

Figure 1

b. In Germany (long tour area), all officers and career enlisted soldiers without dependent family members are required to serve "with-dependents" tour (36-months). When officer or career enlisted soldier in this category marries after their tour starts but their spouse chose to remain in CONUS and are not command sponsored, they may request to change their tour from "with-dependents" to "all-others" but the length of their tour (DEROS) will be prorated IAW Rule 3 of Table 4-2, AR 614-30 (see formula and example in Figure 1 above). However, the request cannot be approved if the prorated DEROS would be 6 months or less after the date of marriage.

c. If unaccompanied officer or career enlisted soldier who are serving "all-others" tour (dependent family members remained in CONUS and are not command sponsored) obtains a divorce while serving in Germany, their "all-others" tour will be changed to "with-dependents" tour and prorated IAW Rule 4 of Table 4-2, AR 614-30 (see formula and example in Figure 2 below), unless the soldier continues to have legal custody of, or financial responsibility for, family members.

Formula #2:

$$\frac{\text{Time served in command}}{\text{Normal “all-others” tour length}} \times \frac{\text{Length of “with-dependents” tour}}{1} = \text{Credit toward “with-dependents” tour}$$

Example #2: *An unaccompanied officer who arrived in country 2 Oct 2000 has a DEROS of 1 Oct 2002 (“all-others” tour). As of today’s date, 1 Apr 2002, officer’s divorce is final and he does have financial responsibility to his ex-spouse. He had served 18 months out of his 24 months tour but his tour will be converted to “with-dependents” tour; however, instead of adjusting his DEROS to 1 Oct 2003, it will be prorated as follows:*

Using the formula above:

$$\frac{18 \text{ mos}}{24 \text{ mos}} \times \frac{36 \text{ mos}}{1} = 27 \text{ mos}$$

So far, soldier has earned 27 months credit towards 36 months “with-dependents” tour. Subtract 27 months from 36 months:

36 months – 27 months = 9 months

This leaves the soldier 9 months remaining to serve as of 1 Apr 2002 (the effective date of change of tour). Thus, the soldier’s new DEROS will be 1 Jan 2003; his 36-months tour has been shortened by 9 months.

Figure 2

4. APPLICATION:

a. Requests for proration of tour will be initiated by soldier on DA Form 4187 (Personnel Action) through his/her servicing S1. A copy of soldier’s PCS orders bringing him/her to Germany has to accompany this request.

b. Other supporting documents:

Criteria	Supporting Documents
Para 3a	Statement from servicing Finance and Accounting Office certifying whether soldier has/has not received any entitlements for movement of family member(s)
Para 3b	Marriage certificate
Para 3c	Divorce decree

5. APPROVAL AUTHORITY: Cdr, 1st PERSCOM is the approval authority for proration of tour requests.

6. DISCUSSION:

a. Rule when prorating tours from “with-dependents” to “all-others” - Tours may not be prorated from a longer to a shorter tour if soldier is within 12 months of DEROS in a long-tour area or 6 months in a short-tour area.

b. Rule when prorating tour from “all-others” to “with-dependents” - Tour proration for arrival of family members is not authorized.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-24

AETT-AG
1 April 2002

SUBJECT: Qualitative Management Program (QMP) Appeals Process

1. PURPOSE: To provide information and guidelines regarding processing of Qualitative Management Program (QMP) appeals within 7ATC and 100ASG.

2. REFERENCES:

a. HQDA QMP Information Handbook

b. AR 635-200, Enlisted Personnel

c. DA Form 4941-R, Statement of Options, Qualitative Management Program (QMP)

3. RESPONSIBILITIES:

a. *Enlisted Records and Evaluation Center (EREC).*

- Sets forth policy and prescribes procedures in implementing the QMP determination.

- Mails out QMP notification packets to Commander, 7th ATC, ATTN: G1, with administrative instructions for further processing.

b. *Personnel Actions Branch (PAB), G1, 7th ATC.*

- Process the QMP notification from EREC in an expeditious and discreet manner.

- Forwards QMP notifications to affected soldier through his/her first LTC (or higher) commander.

c. *Commanders (LTC or higher).*

- Counsel soldier on his/her selection for denial of continued active duty service under the QMP.

- Personally present the soldier the documents sent by EREC.

- Assist the soldier in deciding an option using DA Form 4941-R, Statement of Options, Qualitative Management Program (QMP); soldier has 7 days to select an option from the date of the counseling. The completed DA Form 4941-R will be forwarded back to the G1, 7th ATC within 5 days after soldier's acknowledgement of the option.

- If applicable, return an endorsement memorandum along with copy of the appropriate orders for soldier who:

-- has an approved retirement application or published retirement orders.
-- has published separation orders.
-- is being processed for separation under other provisions of AR 635-200.
-- has been permanently reassigned.

~~~ NOTE ~~~
Once the bar has been imposed a retirement application,
that has been previously submitted may not be withdrawn.

- If the commander (LTC or higher) wishes to appeal on behalf of the soldier, the packet must be submitted to the G1, 7th ATC within 100 days of notification so as to arrive to EREC NLT 120 days from notification.

4. SOLDIER'S OPTIONS: Soldiers on "active duty" can elect one of the following options:

Option 1 - Submit an appeal. The appeal must be submitted to the commander who presented the QMP notification within 60 days of the notification; complete packet must be forwarded to the G1, 7th ATC NLT 70 days

so as to reach EREC NLT 90 days from date of notification.

Option 2 - Not to submit an appeal. Accepting the denial for continued service under the QMP will result in involuntary discharge, without entitlement to a hearing by a local separation board, within 90 days after receiving pre-separation counseling or at ETS if soldier has less than 120 days to ETS.

Option 3 - Request voluntary discharge. Separation will occur within 90 days after receiving pre-separation counseling. Soldier should be aware that this request, once submitted, cannot be withdrawn.

Option 4 - Request immediate retirement. If soldier has 20 or more years of Active Federal Service (AFS) on the date of notification, he/she can request retirement. Request for retirement must be submitted to the G1, 7th ATC within 30 days of notification. Effective date of retirement must be NET 90 days but NLT 180 days from the date of selecting this option.

Option 5 - Request to stay on active duty and retire effective the first day of the month following the month when soldier completes 20 years AFS. This applies to soldiers having at least 17 years 9 months of AFS as of the date of notification. If soldier's ETS occurs prior to 20-year point, he/she can request to extend current enlistment for sufficient period to attain retirement eligibility.

5. APPEALS:

a. Soldiers can appeal if the information enclosed in the sealed envelope is thought to be erroneous. Soldier electing to appeal must return his/her appeal packet to the commander who presented the QMP notification within 60 days of the notification; complete packet has to be forwarded to the G1, 7th ATC NLT 70 days of notification for submission to the CSM, 7th ATC and CG, 7th ATC for final endorsement.

b. The appeal packet will contain, at the minimum, the following:

- Memorandum from soldier
- Memorandum from chain of command
- Supporting documents deemed to have relevance to the appeal
- ERB and/or DA Form 2-1

c. The appellant/soldier should address separately each document that is cited by the board as the basis for the denial of continued service. Also, the soldier should provide any additional evidence that is relative to the incident(s), to include, but not limited to commander's inquiry, 15-6 investigation, official court documents, and supporting statements from individuals outside of the chain of command.

d. The soldier should include in the appeal packet any award order or citation for the Army Good Conduct Medal, or awards for valor and meritorious service/achievement that was not filed in the performance portion of the OMPF when reviewed by the QMP Selection Board.

e. Soldiers wishing to appeal but are within 90 days of their ETS may request extension of service until the action is complete.

f. Complete QMP packet will be forwarded by G1, 7th ATC to reach Commander, EREC ATTN: PCRE-RP-Q, 8899 E. 56th St., Indianapolis, IN 46249-5301, NLT 90 days after notification.

g. Appeals are reviewed by a QMP Appeals Board at EREC. If appeal is denied and soldier has less than 18 years AFS on the established discharge date, soldier will be processed for separation under provisions of Chapter 19, AR 635-200. Separation has to occur within 90 days after receiving pre-separation counseling.

WEBSITE CONNECTIONS:

a. Enlisted Records and Evaluations Center QMP Main Page at https://www.erec.army.mil/qmp/qmp.htm.

b. HQDA QMP Information Handbook Online at https://www.erec.army.mil/qmp/qmp_info_guide.htm.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-25

AETT-AG
1 April 2002

SUBJECT: Reclassification of PMOS – Enlisted Personnel

1. PURPOSE: To provide information regarding the authority and procedures on reclassification within 7ATC and 100ASG.

2. REFERENCES:

a. AR 601-280, Army Retention Program

b. AR 614-200, Enlisted Assignments and Utilization Management

c. DA Pam 611-21, Military Occupational Classification and Structure

3. ELIGIBILITY: Under the provisions of AR 614-200 Ch 3-18(b) soldiers must meet the follow criteria to be eligible for voluntary reclassification:

- Must be in overstrength MOS and requesting an MOS that is short personnel based on the IN/Out Call Message.
- Meet the criteria for the requested MOS (DA Pam 611-21)
- Not be on assignment instructions
- Must have completed at least 12 months on station
- Must not be receiving a bonus for current term of enlistment.
- Must be within 12 months of the DEROS
- Must not within 8 months of ETS
- Must have fulfilled Time in Service requirements
- Must have not received MOS training or used school quota during the current enlistment.
- Must be a first-termer in an overstrength MOS desiring a shortage MOS based on the current In/Out Call Message.
- If a soldier reenlisted for stabilization but wishes to reclass they must waive their reenlistment options.
- Must be eligible to extend or reenlist IAW AR 601-280.

4. APPLICATION:

a. Reclassification request must be initiated using DA Form 4187 by the individual soldier through their servicing S1.

b. S1 will ensure soldier's request meets the requirements based on MOS and In/Out call message.

c. Requests will be processed through Retention channels. The Retention NCO will enter the action through the RETAIN system.

5. APPROVAL AUTHORITY: Commander, DA PERSCOM is the approval authority on reclassification. Message of the final action will be released via the RETAIN system.

WEBSITE CONNECTIONS: DA PERSCOM EPMD Articles - Reclassification from a PMOS with No Promotion Opportunity at http://www.perscom.army.mil/enlist/mosonlin.htm.

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Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-26-E

AETT-AG
1 April 2002

SUBJECT: Retirements – Enlisted Personnel

1. PURPOSE: To provide information regarding the procedures of Enlisted Retirement/Applications within 7ATC and 100ASG.

2. REFERENCE: AR 635-200, Enlisted Personnel

3. ELIGIBILITY: Soldiers must have completed at least 20 years Active Federal Service (AFS) and have completed all required service obligations for promotions, schools and tour requirements.

4. APPLICATION:

a. Retirement packet will be submitted to the 7ATC ACofS, G1 not earlier than 12 months but no later than four months before the requested retirement date.

b. Retirement packet must include:

- DA Form 4187 (Request for Retirement)
- DA Form 2339 (Application for Voluntary Retirement)
- DA Form 31 (Request and Authority for Leave)
- Enlisted Record Brief (ERB) and/or DA Form 2-1
- Request for Waiver (if required)

c. All enlisted soldiers who have completed 20 years active federal service (AFS) and meet all required service obligations are eligible for retirement.

d. All enlisted soldiers who do not meet all required service obligations must request a waiver. Exceptions to service obligations may the granted by DA PERSCOM.

5. APPROVAL AUTHORITY:

a. CG, 7ATC is the approving authority for retirement applications that meet all service obligations; this authority has been delegated to ACofS, G1, 7ATC.

b. Commander, DA PERSCOM is the approving authority for retirement applications with waiver.

c. After approval, the retirement packet will be forwarded to Transition Center in Vilseck for publication of Retirement and Movement Orders.

WEBSITE CONNECTION: U.S. Army Retirement Services Homepage at http://www.odcsper.army.mil/Default.asp?pageid=16.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-26-O

AETT-AG
1 April 2002

SUBJECT: Retirements – Officer Personnel

1. PURPOSE: To provide information regarding the procedures for processing officer retirement applications within 7ATC and 100ASG.

2. REFERENCE: AR 600-8-24, Officer Transfers and Discharges

3. ELIGIBILITY: All officers must meet the required Active Federal Service (AFS) time of at least 20 years. Officers should have also fulfilled any service obligations based on schools attended, promotions and time on tour requirements.

4. APPLICATION:

a. Retirement packet will be submitted to 7ATC ACofS, G1 Office not earlier than 12 months but no later than four months before the requested retirement date.

b. Retirement packet must include:

- Memorandum for Voluntary Retirement (AR 600-8-24, fig. 6-2)
- DA Form 4037 (Officers Record Brief)
- DA Form 31 (Request and Authority for Leave)
- Request for Waiver (if applicable)

c. 7ATC ACofS, G1 will forward packet through 1st PERSCOM to DA PERSCOM.

d. Officers who have completed 20 years active federal service (AFS) and meet all required service obligations are eligible for retirement.

e. Officers who do not meet all required service obligations must request a waiver.

5. APPROVAL AUTHORITY:

a. Commander, DA PERSCOM is the approving authority for officer retirements.

b. After approval, the retirement packet will be forwarded to Transition Center in Vilseck for publication of Retirement and Movement Orders.

WEBSITE CONNECTION: U.S. Army Retirement Services Homepage at http://www.odcsper.army.mil/Default.asp?pageid=16.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-27

AETT-AG
1 April 2002

SUBJECT: Service School Attendance – Enlisted Personnel

1. PURPOSE: To provide information regarding the authority and procedures on requesting attendance to service schools within 7ATC and 100ASG.

2. REFERENCES:

a. AR 614-200, Enlisted Assignments and Utilization Management

b. DA Pam 351-4, U.S. Army Formal Schools Catalog

3. ELIGIBILITY: Under the provisions of Para 4-3, AR 614-200, soldiers must meet the following criteria to be eligible to apply to formal school:

a. Must meet requirements of service school and MOS.

b. Must have enough remaining time in service to meet service requirements for school attendance.

c. Must not reclassify within the same Career Management Field (CMF) and should be at a skill level that promotes career progression.

d. Must meet body fat composition standards IAW AR 600-9.

e. Possess the proper security clearance for that schooling. Soldiers should have at least applied for the proper clearance.

4. APPLICATION:

a. School request must be initiated with a DA Form 4187 by the individual soldier through their servicing S1.

b. S1 will ensure soldiers are aware of the prerequisites and meet the requirements for the requested school.

5. APPROVAL AUTHORITY: Commander, DA PERSCOM is the approval authority on all school requests.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-28

AETT-AG
1 April 2002

SUBJECT: Sponsorship Program

1. PURPOSE: To provide information regarding the procedures of the Sponsorship Program for 7ATC and 100ASG.

2. REFERENCES:

a. AR 600-8-8, The Total Army Sponsorship Program

b. USAREUR Pam 600-8-8, How to be a Good Sponsor

c. DA Form 5434, Sponsorship Program Counseling and Information Sheet

d. MediFacts Release 3-01, Dangerous Dog Ordinances, Public Affairs Office, Europe Regional Medical Command, dated 26 March 2001

e. Drivers Licensing and Insurance in USAREUR, Information Paper

3. DISCUSSION:

a. The U.S. Army established the Total Army Sponsorship Program to assist soldiers, civilian employees, and family members during the relocation process. Program participants are provided with accurate, timely information and other support needed to minimize problems associated with relocating to a new duty station.

b. The program is available to the Active Army, the Army National Guard, the United States Army Reserve, and to civilian employees whose assignment to a position within the Department of the Army requires a permanent change of station (PCS).

c. The 7ATC Sponsorship Program requires every soldier, Private (E1) through Colonel (O6), receiving an assignment to 7ATC and 100ASG, be provided a sponsor. The program also requires every effort be made to provide a pinpoint assignment and advance sponsor for all soldiers in grades PV1 through SPC. A reactionary sponsor will be provided for soldiers if a pinpoint arrival sponsor has not been provided. Each soldier will receive a Welcome Letter, which will indicate projected unit of assignment.

d. To benefit from the 7ATC Sponsorship Program it is essential that soldiers complete DA Form 5434 immediately upon receiving notification that they are being assigned to 7ATC. The DA Form 5434 is the secondary check that advises the command of any special needs and any support mechanisms that the Total Army Sponsorship Program can muster to help relocating personnel. The DA Form 5434 should be filled out completely and indicate any special needs or requirements for soldiers or their family members and should indicate any additional information required. The completed DA Form 5434 should be sent to:

Commander
HQs 7th ATC, ATTN: AETT-AG
CMR 415 Unit 28130
APO AE 09114

e. The 7ATC Sponsorship Program works closely with the Army Community Service (ACS) Agency, and relies on the local ACS center to provide relocating personnel with counseling, welcome packets and pre-move destination information. Destination information provided to relocating personnel by local ACS center is augmented by information stored in Standard Installation Topic Exchange (SITE) web site (see link below).

f. Soldiers appointed as sponsors should familiarize themselves with the publications in para 2b and 2d above, USAREUR Pam 600-8-8, MediFacts Release 3-01 and Drivers Licensing and Insurance in USAREUR Info Paper.

WEBSITE CONNECTIONS:

a. Sponsorship Gateway to Europe (S-Gate) at https://www.sgate.hqusareur.army.mil/.

b. Standard Installation Topic Exchange (SITE) at https://www.dmdc.osd.mil/swg/owa/WebGuard.prc_TOCPost?p_App_ID=9004&p_Rule=01.

c. U.S. Army Publishing Agency (USAPA) List of Electronic Forms at http://www.usapa.army.mil/forms/dosearch.html.

SGT Carr/DSN 475-6953
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-29

AETT-AG
1 April 2002

SUBJECT: Travel – Advance Return of Dependents/Family Members (AROD) for Personal Situations

1. PURPOSE: To provide information regarding the procedures within the 7ATC and 100ASG on processing requests for AROD due to personal situations.

2. REFERENCES:

a. Para 5-9, AR 55-46, Travel Overseas

b. USAREUR Supplement 1 to AR 55-46, Travel Overseas

c. Para U5240, Part C, Chapter 5, Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

3. CRITERIA:

a. Family member(s) may be advance returned to CONUS for extreme personal situations that have developed after arrival in USAREUR.

b. For AROD to be approved, it must be determined that the use of local resources on or off-post (e.g. Chaplain, Army Community Service (ACS), Medical Treatment Facilities (MTF), Staff Judge Advocate (SJA) Office) cannot resolve the extreme personal situations.

c. Advance return of family members will not be used in lieu of a family care plan during soldier's deployment or extended temporary duty (TDY).

d. Because of the potential for excess cost during subsequent Permanent Change of Station (PCS), advance return must be considered as a last resort.

e. AROD cannot be approved if soldier is in receipt of PCS orders.

4. APPLICATION:

a. Request will be initiated by the soldier on DA Form 4187 (Personnel Action) through their servicing S1 and forwarded to their respective Base Support Battalion (BSB) S1.

b. Enclosures to the DA Form 4187 will include recommendation(s) from one or more of the following agencies:

- chaplain and/or religious counselor
- mental health agency, MTF
- financial-management counselor, ACS
- family counseling service, ACS
- legal advisor, SJA
- medical and/or educational specialist

5. APPROVAL AUTHORITY: The BSB Commander is the approving authority for advance return of family members. This authority cannot be further delegated.

6. DISCUSSION:

a. When advance return is authorized, family member(s) may move at Government expense to a designated location in CONUS, or if the family member is a foreign national, to a place in the country of the family member's origin. Travel of family member must begin prior to PCS orders being issued to soldier; otherwise, AROD cannot be authorized.

b. Soldiers who receive advance return orders must process through the local official travel office for family member(s) movement. Soldiers who return family members to CONUS at personal expense before advance return orders are issued will not be reimbursed for travel. After-the-fact requests for advance return must meet the requirements of the JFTR. The BSB commander is also the approving authority for after-the-fact requests.

c. Family members who were advance returned are no longer entitled to dependent student travel to the sponsor's overseas location during the current tour.

d. Soldiers who return family members to overseas location at personal expense after those family members were advance returned to CONUS must request command sponsorship. Command sponsorship requests and recommendation from the soldier's chain of command will be forwarded to the BSB commander for consideration. If approved, soldiers will be required to serve 24 months after command sponsorship is approved; this requirement will not be waived.

e. Soldiers granted advance return of family members are authorized to move their family members and household goods from the designated advance return location to the soldier's new permanent duty station (PDS) once the soldier leaves USAREUR.

SGT Broughton/DSN 475-6305
Approved by: MAJ Warren, ACofS G1, 7ATC

7ATC G1 INFORMATION PAPER 02-30

AETT-AG
1 April 2002

SUBJECT: Travel – Early Return of Dependents/Family Members (EROD) for Official Situations

1. PURPOSE: To provide information regarding the procedures within the 7ATC and 100ASG on processing requests for EROD due to official reasons.

2. REFERENCES:

a. Para 5-8, AR 55-46, Travel Overseas

b. USAREUR Supplement 1 to AR 55-46, Travel Overseas

c. Para U5900, Part J, Chapter 5, Joint Federal Travel Regulations (JFTR), Volume 1 - Uniformed Service Members

d. USAREUR Regulation 27-9, Misconduct by Civilians

3. CRITERIA:

a. Command sponsored family members who reside overseas may be returned early to CONUS at Government expense under the provisions of the JFTR, para U5900. This action is command directed and is taken as a result when family member becomes involved in an incident which:

(1) Is embarrassing to the United States Government.

(2) Is prejudicial to order, morale and discipline in the command.

(3) Gives rise to conditions where the safety to family member no longer can be ensured because of adverse public feeling in the area.

b. Family members who are directed by the ASG commander to leave the command and refuse to depart may have their logistical support withdrawn.

4. APPLICATION: Under normal circumstances, this is a command directed action. Sponsors can also request for early return of their family members when any of the situations outlined in para 3 exists.

5. APPROVAL AUTHORITY: The 100th ASG Commander is the approving authority for early return of family members. This authority cannot be further delegated.

6. DISCUSSION:

a. When early return is directed/authorized, family member(s) may move at Government expense to a designated location in CONUS, or if the family member is a foreign national, to a place in the country of the family member's origin.

b. Family members described in para 3a(1)~(2) above may not be further moved at Government expense until the soldier is ordered to PCS from current Permanent Duty Station (PDS) (to include Intra-Theater Transfer/Consecutive Overseas Tour (ITT/COT)) or serves an In-Place Consecutive Overseas Tour (IPCOT).

c. Family members described in para 3a(3) above may be authorized return travel to soldier's current OCONUS PDS. The ASG commander is the approving authority.

d. Soldiers who return family members to overseas location at personal expense after those family members were early returned to CONUS must request command sponsorship. Command sponsorship requests and recommendation from the soldier's chain of command will be forwarded to the ASG commander for consideration. The ASG commander may approve or disapprove the request, or require the soldier to submit the request after a

determined period of time. If approved, soldiers will be required to serve 24 months after command sponsorship is approved; this requirement will not be waived.

e. If those family members previously ordered/authorized early return travel back to soldier's current PDS at their personal expense and are again command sponsored, the soldier is entitled to dependent's travel and transportation allowances from the PDS on a subsequent PCS (to include ITT/COT).

SGT Broughton/DSN 475-6305
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