

**Army Regulation 614–100**

**Assignments, Details, and Transfers**

# **Officer Assignment Policies, Details, and Transfers**

**Headquarters  
Department of the Army  
Washington, DC  
10 January 2006**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 614-100

Officer Assignment Policies, Details, and Transfers

This rapid action revision, dated 10 January 2006-

- o Adds consideration for the concurrent assignment of family members to the same unit (para 1-6).
- o Updates policy for branch detailed periods (para 3-1).
- o Removes requirements to be a U.S. Army Reserve officer for reappointment (para 3-1).
- o Removes voluntary indefinite requirements (para 4-2).
- o Establishes policy for the assignment of violent sexual offenders (para 5-7).
- o Establishes policy on the application for High School Senior Stabilization (para 6-34).

This rapid action revision, dated 28 February 2005--

- o Adds procedural guidance on the reassignment of nondeployable officers (para 5-1k).
- o Changes the maximum amount for a low-cost move from \$500 to \$1,000 (para 5-1k).
- o Changes U.S. Army Personnel Command to Human Resources Command throughout.

This rapid action revision, dated 17 December 2004--

- o Updates procedural guidance concerning the management and assignment of warrant officers (para 1-5f).
- o Rescinds the provision regarding a low cost move that entitles a Soldier to a second dislocation allowance in the same fiscal year (para 5-1d(4)(a)).
- o Updates policy guidance concerning assignments for graduates of the School for Advanced Military Studies (para 5-4h). Clarifies the term "assignment alert notice" (para 6-33).
- o Updates the glossary.

This revision dated 20 September 2000--

- o Updates office addresses for forwarding Officer Preference Statements (table 2-1).

- o It authorizes the CG, U.S. Army Medical Command to designate specific positions as general staff with troops (para 3-3c(1)(h)).
- o It establishes procedural guidance concerning assignment of officers to and from Civil Works detail (para 3-3g).
- o It authorizes HQDA Assignment Authorities including TJAG and Chief of Chaplains to approve time-on-station (TOS) and retainability waivers (paras 5-1g and 5-1h).
- o It updates procedural guidance concerning enrollment in the Married Army Couples Program (MACP) (paras 5-3a(9) and (10)).
- o It rescinds the provision that previously authorized newly married Army couples to request a one-time consideration to establish joint domicile within 60 days of marriage to be consistent with the MACP policy established for enlisted Soldiers.
- o It eliminates the requirement for the spouse of a Soldier who has been approved for a compassionate reassignment to submit a separate application (para 6-8b).
- o It eliminates the distinction between OTRA and RA officers in the assignment of DOD sole surviving sons or daughters (para 6-25c).

Effective 10 February 2006

## Assignments, Details, and Transfers

### Officer Assignment Policies, Details, and Transfers

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By Order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:



SANDRA R. RILEY  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

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

**Applicability.** This regulation applies to the Active Army, the Army National

Guard/Army National Guard of the United States, and the United States Army Reserve unless otherwise stated.

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

**Army management control process.**

This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff, G-1 (ATTN: DAPE-MPO), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (AHRC–OPD–M), 200 Stovall Street, Alexandria, VA 22332–0413.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, and C for the Active Army, and D for the Army National Guard and the United States Army Reserve.

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\*This regulation supersedes AR 614–100, dated 28 February 2005.

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### **Glossary**

## **Chapter 1 Introduction**

### **1–1. Purpose**

*a.* This regulation establishes policies and procedures for the reassignment of commissioned and warrant officers between commands or units of the Army. Procedures are established for processing requests for reassignment and restrictions are imposed on permanent changes of station (PCS) of officers as individuals and as members of units.

*b.* This regulation remains in effect for all levels of contingency through partial mobilization unless otherwise stated under a Department of Army (DA) approved operations plan. It will continue to govern reassignment procedures and policies as stated until so directed by the Army Staff (ARSTAF). Guidance pertaining to conditions of a full or total mobilization will be provided as required by the ARSTAF. In the event of any level of mobilization, the reassignment of an officer that has been approved but not executed may be revoked by the Officer Personnel Management Directorate, U.S. Army Human Resources Command (OPMD, HRC). Major Army commands (MACOMs) and DA agencies will be informed as specific reassignment procedures are decentralized from HRC to MACOMs for OPMD managed officers.

### **1–2. References**

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

### **1–3. Explanation of abbreviations and terms**

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

### **1–4. Responsibilities**

*a.* The Deputy Chief of Staff, G-1 (DCS, G-1) may grant exceptions to provisions of this regulation.

*b.* The Commander, HRC, may grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.

*c.* The Judge Advocate General's Corps (JAGC) and the Chaplains Branch will assign and reassign warrant and commissioned officers of their respective organizations.

*d.* Commanders of MACOMs and Headquarters, Department of the Army (HQDA) agencies and activities officials with requisitioning authority will authorize PCS reassignments as outlined in AR 614–6. PCS costs will be one of the factors considered in selecting officers to fill requirements.

### **1–5. Branch appointments and assignments**

*a.* At least 80 percent of the U.S. Military Academy (USMA) graduates each year will be assigned to the combat arms; that is, Armor, Air Defense Artillery, Aviation, Field Artillery, Infantry, or Engineer. The remaining 20 percent may compete for branches in combat service support (CSS) and combat support arms (CSA). Male graduates selecting CSA or CSS branch must serve in branch detail for first assignment. Additionally, 2 percent of each USMA class may be accepted for medical school.

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

- (1) Chaplains.
- (2) JAGC.
- (3) Each corps of the Army Medical Department.

*c.* Commissioned officers of the Army National Guard of the United States (ARNGUS), RA, and those appointed without specification of component are assigned to an appropriate basic branch upon appointment.

*d.* The basic branch to which a commissioned officer is assigned or appointed is affected only by transfer or detail to another branch as specified in this regulation.

*e.* When necessary to meet desired reporting dates, lieutenants being called to initial active duty may be assigned directly to the requisitioning agency without attending a basic branch course. However, completing a basic course or its equivalent is considered essential to initial branch qualification and subsequent promotion. The commander of the organization or activity to which the officer is initially assigned will allow the officer to attend the officer's basic branch service school course at the earliest date after entry on active duty.

*f.* The following paragraphs apply to warrant officers:

(1) Except as otherwise authorized by the career management authority, warrant officers will be assigned to a position in the warrant officer's grade, one grade lower or one grade higher, and classified with the officer's primary military occupational specialty (MOS). The career management authority may not delegate exception authority. General Officer approval is required and will be forwarded to DA career management authority when a warrant officer is

assigned two grades above or two grades below his or her grade. When a vacancy does not exist within an individual's primary MOS, the warrant officer will be assigned within the individual's additional MOS.

(2) When unusual circumstances require assignment of a warrant officer outside his or her primary or additional MOS, the warrant officer outside their primary or additional MOS, the warrant officer's commander will report the circumstances surrounding such requested assignment by memorandum through channels to the appropriate HQDA career management authority. This memorandum with this information will be forwarded not later than 30 days prior to the time of such assignment and will identify the position to which the warrant officer is to be assigned, his or her current classification (commissioned officer area of concentration or warrant officer MOS), the grade authorized, and the duties of the position. The memorandum identification will also include SQIs, additional skill identifier (ASIs), and language identification code (LICs) possessed by the warrant officer as required in the position. When local conditions dictate assignment of an available warrant officer to the position in question, all factors leading to that determination will be explained fully in the memorandum to HQDA. When such conditions are temporary, the anticipated duration of assignment and planned disposition of the warrant officer concerned will be included. The career management authority will evaluate each report to determine whether the assignment is in the best interest of the Army and will promptly advise the reporting command of its determination by return endorsement.

(3) Prior to the assignment of a warrant officer to a position not classified within his or her primary or additional MOS, the memorandum documenting HQDA career management authority concurrence in such assignment will be made a permanent part of the individual's career management file. Pursuant to AR 623-105, paragraph 3-18c(2, a remark reflecting the approval will be entered on the warrant officer's evaluation report (OER) for the time so assigned. When assigned to a commissioned officer position, the appropriate AOC and duty title of the position will be entered in the OER and record of assignment portion in the warrant officer's DA Form 4037 (Officer Record Brief).

g. Commissioned and warrant officers assigned to or appointed in military intelligence (MI) must possess the following requirements in addition to security clearance prerequisites outlined in AR 380-67 and DA Pam 611-21. Failure to maintain these requirements after assignment may preclude normal MI career development because of resulting restrictions on schooling and assignments.

(1) The officer must be a citizen of the United States. The members of his or her immediate family must be U.S. citizens (spouse, parents, brothers, sisters, and children).

(2) The officer and spouse will have no member of their immediate family residing in a country within whose boundaries physical or mental coercion is known to be a common practice. Included with family members are relatives or acquaintances of the officer and spouse to whom they are reasonably (considered to be) bonded by ties of affection, kinship, or obligation. The officer and spouse will have neither commercial nor vested interests in a country where the above people reside.

h. Waiver of the requirements stated in g above may be granted only in coordination with the Deputy Chief of Staff, G-2 (DCS, G-2), DA, in instances where the exceptional qualifications and overall value of the individual fully justify the member's assignment to MI.

i. Female officers will be appointed and assigned only in branches, functional areas, areas of concentration, and MOS open to females under the Direct Combat Probability Coding (DCPC) Policy.

## **1-6. Overview of the officer personnel assignment system**

The officer personnel assignment system is a functional subsystem of the Officer Personnel Management System (OPMS). The goal of this subsystem is to place the right officer in the right job at the right time.

a. The primary factors influencing an officer's assignment are Army requirements and the Officer Distribution Plan (ODP). Development of the ODP is based on numerous factors including documented and resourced authorizations, DA priorities, professional development needs, and disposition of the force. The ODP then becomes the officer distribution-planning document to assign officers to fill Army requirements worldwide.

b. Under the DCPC Policy, female officers will be assigned to positions that are coded female only or interchangeable.

c. Other assignment considerations include the following:

- (1) The officer's grade, career fields, education, and experience.
- (2) The professional development needs of the officer.
- (3) Availability.
- (4) Policy considerations, such as PCS costs, stabilization, and tour equity.
- (5) Officer's potential for advancement.
- (6) Personal preferences of the officer or family considerations, for example, exceptional family member program (EFMP), and concurrent assignment of family members to the same military unit..
- (7) Regimental affiliation.
- (8) Location and date of projected command selection list (CSL) command as Project/Systems Manager.

d. The marital status of an officer or the employment, educational, or volunteer activities of an officer's spouse will not be considered in selecting an officer for PCS or duty assignment. Exceptions are as follows:



- (1) To resolve compassionate situations according to current policies.
- (2) To keep married Army couples together according to current policies.
- (3) When required by law (that is, to prevent a conflict of interest between an officer's duties and their spouse's employment). Additional exceptions must be approved by the Assistant Secretary of Defense (Force Management Policy).

## **Chapter 2**

### **Officer Preference Statements**

#### **2-1. General**

Department of the Army Form 483 (Officer Assignment Preference Statement) allows officers to express their assignment and duty preferences. Assignment managers consider individual preferences each time an officer is reassigned by HQDA. Every effort is made to comply with the officer's preferences consistent with the needs of the Army. Detailed procedures for completing officer assignment preference statements are in DA Pam 600-8, procedure 6-3. An electronic version of DA Form 483 is available on the HRC home page at <http://www.hrc.army>. After entering the home page, click on My Records, enter your password, click on officer assignment preference (OAP), and download DA Form 483.

#### **2-2. Preference statement**

*a.* A preference statement may be submitted anytime an officer desires to change their preference, except for members who have submitted a request for a terminal assignment in the continental United States (CONUS) per paragraph 2-8. Members who have submitted a request for a terminal assignment to a CONUS location of choice are precluded from submitting any other request for consideration by HQDA. Submission of a new preference statement by other personnel supersedes any previously submitted statement.

*b.* Submission of an Officer's Assignment Preference Statement is recommended at the following times:

- (1) Approximately 12 months prior to completion of a long overseas tour.
- (2) On arrival at a short tour.
- (3) Approximately 24 months after reporting to a CONUS station.
- (4) Within 60 days prior to beginning a course of instruction at a military service school, a civilian institution, or training with industry that requires a PCS in CONUS.
- (5) When an officer wants to change his or her preference.

*c.* For OPMD-managed officers, preference statements will be sent to Commander, HRC, 200 Stovall Street, Alexandria, VA 22332-0400 (appropriate career management division and ZIP code as specified in table 2-1).

*d.* For special-branch-managed officers, forward preference statements to HQDA (appropriate address specified in table 2-2).

#### **2-3. Automation of preference data**

The data on the first page of DA Form 483 will be stored on the automated Total Army Personnel Data Base (TAPDB) maintained at HRC. The data will be used to determine the best match of officer skills and desires when considering officer assignments.

*a.* The year and month of the latest preference statement will be maintained on the DA Form 4037 in section X, Remarks.

*b.* The preference data can be used in an automated system during peacetime to develop a list of qualified officers who have expressed a preference for a particular type of duty and/or location. A stated preference for a location or type of duty will weigh the nomination toward the officer who possesses the required qualifications and has submitted a preference for that location of duty.

#### **2-4. Exceptional family member considerations**

Exceptional family member policies are outlined in AR 608-75 and in paragraph 5-3c of this regulation. The preference statement may be used to alert assignment officials of the special needs of the exceptional family member. To ensure full consideration of those needs during the assignment process, officers will comply with application procedures for the Exceptional Family Member Program (EFMP) outlined in AR 608-75.

#### **2-5. Spousal employment considerations**

Officers may specify spousal employment considerations that they wish to be taken into account for the next reassignment. These considerations will be weighed; however, the needs of the Army and the professional development of the officer will normally take priority. This information, in combination with the officer's other considerations, should be consistent with the selection of desired assignment locations. Assistance for determining whether a spouse

qualifies for the military spouse preference program and/or if the spouse's skills can be used at a given location may be obtained from the nearest Civilian Personnel Advisory Center. If spousal employment is a preference criterion, the officers should so indicate in the remarks section and provide any additional spousal employment information that may be of use to the assignment manager. Family members who are DA civilian employees may participate in any one of the DA sponsored family member employed assistance programs. Additional information and assistance concerning spousal employment is available at selected Army Community Service (ACS) Centers. See AR 608-1 for information on the ACS Family Member Employment Assistance Program.

**2-6. Joint domicile considerations**

Officers married to members of the other Services should indicate their marital status on DA Form 483. Additionally, the comment portion of the form should include the name, social security number (SSN), service, branch, and pay grade of the military spouse. This information will better identify military spouses when attempting to accommodate officer preferences. See paragraph 5-3a for details on the Married Army Couple Reassignment Program.

**2-7. Regimental assignment considerations**

Regimental affiliation will be considered by assignment managers in selecting a new assignment. Affiliation is listed in the remarks section of the ORB. Officers who wish to request an exception to the normal regimental assignment consideration should indicate their desires on DA Form 483 and explain them in the comments section.

**2-8. Terminal assignment considerations**

A terminal tour assignment allows the officer the opportunity to serve in a position located near a designated home of retirement. Such an assignment is encouraged as much as possible within Army requirements and the effective use of personnel and funds. However, reassignment within CONUS will not be made solely for retirement purposes. Officers who desire assignment consideration for a terminal tour that will precede retirement should indicate their preference of duty station in the comments section on DA Form 483. A minimum of 24 months remaining time in service is required upon arrival at new duty station to be eligible for assignment within CONUS. If the service member is currently serving an overseas tour, a completed prescribed overseas tour is required.

**2-9. Concurrent assignments of family member considerations**

Concurrent assignment of immediate family to the same military unit is not prohibited. The Army will consider good order and discipline in determining whether members of the same family should be assigned to the same unit. Requests for reassignment to a different unit may be approved for all but one service member. Army requirements will determine final approval.

**Table 2-1  
OPMD Career Management Divisions**

Division	Grade	Office Symbol	Zip Code
Colonels	COL & LTC(P)	HRC-OPC	22332-0412
Combat Arms	LT-COL	HRC-OPE	22332-0414
Combat Support Arms	LT-COL	HRC-OPF	22332-0415
Combat Service Support	LT-COL	HRC-OPG	22332-0416
Health Services	WO-COL	HRC-OPH	22332-0417
Warrant Officers	WO	HRC-OPW	22332-0420
Functional Area	CPT-COL	HRC-OPB	22332-0411

**Table 2-2  
Special Branch Management Divisions**

Division	Office Symbol	Location
Judge Advocate General	DAJA-PT	WASH DC 20310-2700
Chaplains Corps	DACH-PEA	WASH DC 20310-2700

## Chapter 3 Details

### 3–1. Branch detail

- a. Chaplains will not be detailed in other branches nor will officers of other branches be detailed as chaplains.
- b. Army Medical Department (AMEDD) Commissioned officers may be detailed to other branches, functional areas, or branch immaterial positions subject to the approval of The Surgeon General (TSG) and the Director, OPMD.
- c. Commissioned officers of the JAGC will not be detailed to other branches without the approval of The Judge Advocate General (TJAG).
- d. The objective of the Branch Detail program is to ensure branches with large lieutenant requirements are filled to their required levels using lieutenants donor branches (basic branches) with fewer lieutenant requirements.
- e. Branch detail lieutenants are distributed annually under the Branch Detail Distribution plan. The plan is derived from lieutenant and captain authorizations based on 24 and 48–month projections for both donor and recipient branches.
- f. Donor branches are Adjutant General, Finance, Military Police, Military Intelligence, Ordnance, Quartermaster, Signal, and Transportation. Recipient branches for the branch detail program are Air Defense Artillery, Armor, Chemical, Field Artillery and Infantry.
- g. The branch detail period for officers identified in paragraph 3–1f is 48 months including time spent in Initial Entry Training (IET).
- h. For professional development of branch detailed officers, it is desirable for the officer to receive some basic branch training at their assigned installation prior to attendance at their advanced course. Most branches have a transition course that varies in length, but provides a doctrinal review of the basic branch.
- i. Detail officers assigned to an outside continental United States (OCONUS) long tour for their initial (first) assignment will serve in the detailed branch for the duration of the established OCONUS through length in the Joint Federal Travel Regulation (JFTR), appendix Q, normally 3 years (plus IET time). Upon completion of the OCONUS long tour, career managers should ensure officers attend the transition course prior to attendance at the basic branch advanced course. When a branch detail officer is assigned to a long tour OCONUS location as their initial assignment, special management by the career managers at HRC is required.
- j. Branch detail officers with initial assignments to short tour locations such as Korea, Kuwait, or Saudi Arabia, require additional career management to ensure their sequential assignments provide professional development as well as support to both the recipient and donor branches. Detail officers assigned to OCONUS short tour areas for their initial assignment will serve in the detailed branch for the duration of the detail period. Career managers of the donor and recipient branches should coordinate prior to approval of sequential assignments to ensure officers return to installations that support both the recipient and donor branches.
- k. Detail officers assigned to OCONUS for their initial assignment will serve in the detailed branch as established in paragraph 3–1g, above. This will allow any newly accessed officers assigned to life cycle of that unit of action (UA), normally 3 years (plus IET time). At the discretion of the unit commander, and with the concurrence of the respective Chiefs of HRC assignment branches (both detailed and core), an officer may be “shifted” to the core branch before branch detail termination date. Shifting can only be accomplished if there is an authorized core branch position available. All subsequent assignment actions will be the responsibility of the core branch. Those officers assigned to a CONUS installation designated as force stabilized post (up to 7–years) but who may not be assigned to a life cycle UA will also normally be detailed for 3 years (plus IET time).
- l. Civil Affairs and Staff Specialist United States Army Reserve (USAR) commissioned officers, when ordered to extended active duty, will be detailed for accounting purposes in appropriate basic Army branches. Detailing will be accomplished by the commander ordering such personnel to active duty, unless instructed otherwise by HQDA. The detailing will be into the most appropriate branch corresponding to the—
  - (1) Duty to be performed.
  - (2) Officer’s qualifications if duty will be performed in a staff and administrative position.
- m. Officers selected for participation in the Funded Legal Education Program will be detailed to the JAGC.
- n. Female officers will be appointed or detailed in branches/MOS open to females under the DCPC Policy.

### 3–2. Departmental detail

- a. Commissioned officers may be detailed in another Service to perform duties in a specified career field. Such details will not normally exceed 3 years.
- b. Army officers detailed in another Service may be further detailed, reassigned, or directed to change station within and by that Service without reference to HQDA, provided the nature of the individual’s duties is not changed.
- c. A departmental detail involves a change in strength accountability from the Service in which the officer is currently serving to the detailed Service.

d. For the purpose of separation the Service in which detailed will request DA to terminate the detail and reassign the officer to an Army transfer activity per AR 635-10.

### 3-3. Duty detail

A duty detail does not affect the branch in which a commissioned officer is assigned or appointed. The number of duty details an individual may be directed to perform is not limited, except as provided in *c* and *d* below. Generally, duty details are a command function; however, HQDA has a primary interest in duty details including the following:

*a. Army General Staff.*

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

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

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

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

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

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

(3) Warrant officers programmed for assignment or detail to the Army General Staff will have the following qualifications:

(a) Be graduates of, or have credit for, senior warrant officer Training.

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

*b. Defense agencies.* The above criteria apply to assignment of commissioned officers to all Department of Defense (DOD) agencies when an authorized requirement exists.

*c. General Staff with troops.*

(1) Positions for general staff with troops will be designated in approved modified tables of organization and equipment (MTOE) and in approved tables of distribution and allowances (TDA). Authority to establish and designate general staff with troops positions is delegated to commanders reporting directly to HQDA or the Joint Chiefs of Staff within the following criteria:

(a) The coordinating staff in the headquarters of a commander occupying a general officer position that plans or directs the operations of combined branches of the Army is authorized as general staff with troops.

(b) All U.S. Army (USA) missions, military assistance advisory groups, senior Army advisor groups in each State, the senior Army advisor to those general officer commands of the Reserve Components (RC) that have a general staff organization, similar type of organizations meeting the requirements in (a), above, and military attaches are authorized as general staff with troops.

(c) Positions that are purely administrative, technical, or instructional or do not involve more than a single branch are not authorized as general staff with troops.

(d) Commissioned officers below the Grade of captain and commissioned warrant officers may be detailed general staff with troops according to the appropriate authorization document when officers of the appropriate grade are not available for these positions.

(e) Chaplains will not be detailed general staff with troops.

(f) Officers of the AMEDD and the JAGC will not be detailed general staff with troops without approval of TSG or TJAG, as appropriate.

(g) Commanding General, U.S. Army Materiel Command, may designate project manager staff officers, as limited by (d) above, as general staff with troops. Project managers will not be designated as general staff with troops.

(h) Commanding General, U.S. Army Medical Command, may designate specific positions recommended by general officer commanders of Regional Medical Commands (RMC) and AMEDD installations as general staff with troops.

(2) Detail of commissioned officers and commissioned warrant officers to general staff with troops (and relief there from, when required) will be accomplished by command memorandum by the commander authorized such positions. Relief from assignment to the unit or from the authorized position requires simultaneous relief from detail.

*d. Inspector General.*

(1) Under authority of Title 10, United States Code (USC), section 3065(a) (10 USC 3065(a)), commissioned officers and commissioned warrant officers will be detailed as IG to fill IG positions.

(2) Inspector General (IG) positions will be designated in approved MTOEs and TDAs in coordination with HQDA, ATTN: SAIG-OP. Authority to establish and designate IG positions in TDAs is delegated to commanders reporting directly to HQDA.

(3) The following commissioned officers will not be detailed as IGs unless otherwise indicated:

- (a) Chaplains.
  - (b) JAGC officers, except with concurrence of TJAG.
  - (c) AMEDD officers, except with concurrence of TSG.
  - (d) Officers detailed Army General Staff, general staff with troops, and aides-de-camp.
- (4) The minimum standards for detail as an IG are:
- (a) Grade of captain or above. (A captain must have successfully completed company, battery, or troop level command and be a graduate of an Officer Advanced Course. Field grade officers should if at all possible be branch qualified before beginning an IG assignment, and at a minimum, MEL 4 graduates.)
  - (b) Commissioned warrant officers should be graduates of, or have credit for, Senior Warrant Officer training.
  - (c) Broad experience and an Army background that reflects outstanding performance and demonstrated potential for future service.
  - (d) Moral attributes and personal traits which demonstrate adherence to Army values.
  - (e) No consecutive details as an inspector general. Consecutive details may be approved as an exception to policy with the approval of The Inspector General (TIG) and with the specific consent of the officer concerned.
  - (f) Displays good military bearing and appearance.
  - (g) Meets body composition requirements in accordance with AR 600-9.
- (5) The Secretary of the Army is authorized to detail commissioned officers and commissioned warrant officers as IGs throughout the Army. TIG has been delegated the authority to approve or disapprove the detail of officers nominated for IG assignments.
- (6) MACOM or installation commanders and heads of DA agencies may nominate officers assigned within their organizations for detail as IG. They will submit nominations to HQDA (SAIG-MS), Washington, DC 20310-1722, through the Commander, HRC (appropriate address in table 2-1). The Chief Health Services Division (HRC-OPH-ZA) will nominate AMEDD officers (other than Medical Corps officers) directly to TIG. The nomination will reflect the name of the incumbent to be replaced and the reason. Multiple nominations for one duty position will not be considered. The nominating agencies or commands will not assign the nominated officer to IG positions until the nomination has been approved by TIG, and the officer has successfully completed the U.S. Army Inspector General Course. Army officers identified for detail as IGs in joint commands and DOD agencies will also be nominated in the same manner and are subject to TIG approval. Personnel who are approved for IG duty will not be diverted or reassigned locally without the concurrence of TIG.
- (7) Nominations of officers to fill requisitions for IG assignments will be submitted to HQDA (SAIG-MS), Washington, DC 20310-1722, by OPMD HRC for a determination of suitability for detail prior to issuing orders or assignment instructions.
- (8) Detail as an IG will be announced as follows:
- (a) In CONUS, with the exception of overseas returnees and intra-CONUS reassignees, details will be announced by a Command memorandum. Detail of overseas returnees and intra-CONUS reassignees will be announced on orders published in compliance with HRC assignment instructions.
  - (b) Detail of officers in areas OCONUS will be announced by a Command memorandum published by the headquarters of the major overseas command reporting directly to HQDA.
- (9) Detail as an IG is for a 3-year, stabilized tour (or the tour elected per AR 614-30 and AR 20-1), with curtailments handled on an exception basis. TIG approval must be gained before releasing an officer from detail as an IG. TIG will normally approve requests for early release based upon professional development reasons (for example, but not limited to, assignment to branch qualifying positions or professional development schools). Individual officers or career managers may request curtailment through SAIG-MS.
- (10) IGs may not be removed from detail by the commanders concerned without the approval of TIG, unless the officer is relieved for cause or the officer has completed a normal 36-month IG tour. Detail as an IG will remain in effect and does not require relief from detail and redetail to a new position if the officer is reassigned as an IG within a command having subordinate IG offices. In the following cases detail as an IG will be terminated:
- (a) On permanent change of station. HQDA or the headquarters publishing orders, in compliance with reassignment instruction, will include termination of the detail in the additional instructions of the orders.
  - (b) On reassignment within a command to non-IG duties. The command terminating the detail will announce the termination of the detail by a Command memorandum.
  - (c) Automatically on relief from active duty.
- (11) TIG is approval authority for USAR, Active Guard/Reserve, and Individual Mobilization Augmentee commissioned officer IG positions. Nominations will be submitted to HQDA (SAIG-MS), Washington, DC 20310-1722.
- e. Adjutant appointments.*
- (1) Only a commissioned officer, commissioned warrant officer, or civilian serving as a DPCA or adjutant general, may be appointed adjutant general, assistant adjutant general, acting assistant adjutant general, adjutant, assistant adjutant, acting adjutant, or acting assistant adjutant. Civilians serving in such positions may perform all duties authorized to be performed by adjutants except for those functions that are specifically required by law to be performed

by commissioned officers or other members of the military (for example, administration of oaths for the purpose of military administration under provisions of Section 936, title 10, United States Code (10 USC 936)).

(2) Appointment will be made by Command memorandum.

(3) Appointment to any of the positions listed in paragraph (1), above, is not appropriate solely to delegate signature authority to any of their subordinates per AR 25–50. The signature block on the correspondence should reflect the duty title of the individual. However, if the duty title is the same as any of the titles listed in paragraph 3–3e(1) (that is, assistant adjutant), then the signature block for warrant officers and noncommissioned officers would be their MOS title. For civilians, it would be their general series (GS) title.

*f. National Guard Bureau* . Commissioned officers will be detailed in the National Guard Bureau on orders or specific instructions issued by HQDA under policies established by the Chief, National Guard Bureau (CNGB).

*g. Civil Works detail*. The authority under Title 10, United States Coded, section 3533 (10 USC 3533) to assign or transfer any officer of the Corps of Engineers, above the grade of lieutenant colonel, to or from Corps civil functions is hereby delegated to the Assistant Secretary of the Army (Civil Works). Similarly, the authority to assign or transfer any officer of the Corps of Engineers to or from Corps civil functions in the grade of lieutenant colonel and below is hereby delegated to the Chief of Engineers.

### **3–4. Aides–de–camp detail**

This paragraph prescribes policies and procedures for the selection, assignment, and reassignment of commissioned officers detailed as aides–de–camp to the personal staffs of general officers of the Active Army, ARNGUS, and USAR.

#### *a. Entitlements.*

(1) Each general officer occupying a position in an approved MTOE may be assigned an aide–de–camp as prescribed by that MTOE or as authorized in table 3–1.

(2) Each general officer occupying a command position in an approved TDA may be assigned an aide–de–camp according to the grades of rank prescribed in table 3–1. A general officer is also considered as being in command of troops if he or she is one of the following:

(a) A deputy commander of an installation.

(b) A deputy commander of a training center.

(c) An assistant commandant of a service school.

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

(3) The Vice Chief of Staff of the Army and generals assigned as deputy commanders or chiefs of advisory groups, or military missions may be assigned one aide–de–camp each, not to exceed the maximum grade of rank appropriate for the grade of the general officer (see table 3–1). All other general officers occupying approved TDA positions who are not commanding troops are not entitled to aides–de–camp.

(4) When commanders feel that the services of an aide–de–camp are required in support of general officer positions other than those prescribed in this chapter, a request for an exception will be submitted to HQDA (DACS–GOM), Washington, DC 20310–0300. If a conflict exists between an approved MTOE or TDA and table 3–1, the approved MTOE or TDA will take precedence.

*b. Duties*. Aides–de–camp perform many duties that include a combination of administrative tasks that change with the needs of the Army and the requirements of the assignment. A description of the duties of one aide–de–camp would normally require modification to apply to another.

#### *c. Selection.*

(1) Any general officer authorized an aide–de–camp may select and assign an aide–de–camp of appropriate grade of rank within his or her own command if located at the same installation, within the limitations prescribed in *a* above.

(2) Any general officer authorized an aide–de–camp but unable to select and assign an aide–de–camp within his or her command due to limitations or officers of the appropriate grade or qualifications, will make a request to HRC (AHRC–OPD) for a list of qualified officers.

#### *d. Reassignment.*

(1) Officers selected as an aide–de–camp will comply with current reassignment policies as specified in AR 614–5, AR 614–6, AR 614–30, and this regulation.

(2) When ordered to perform duty beyond the geographic limits of their command, a general officer may order the aide–de–camp, to accompany him or her. When a general officer is ordered to a PCS, he or she may request reassignment of the aide–de–camp, provided the general officer is authorized an aide–de–camp of the same or higher grade of rank at the new assignment and aide–de–camp movement is within regulations as specified in (1), above. The losing command will send the request to the appropriate career management division (see table 2–1 or 2–2). Any questions concerning the authorization of an aide–de–camp in the new assignment will be directed to the gaining command. This determination will be made prior to issuance of change of station orders for the aide–de–camp. Permanent change of station orders for the aide–de–camp will cite the same movement designator code for travel expenses as that under which the general officer travels.

e. Limitation on length of duty. No prescribed duty length is established for commissioned officers serving as aide-de-camp. However, consideration should be given to the impact that long and repetitive assignments as aide-de-camp usually will have on the career development of the officers concerned.

f. Component. Commissioned officers selected for assignment as aide-de-camp within the grade of rank limitations specified in table 3-1 may be assigned, regardless of component.

**Table 3-1**  
**Aides-de-camp authorization <sup>1</sup>**

General Officers	LTC	MAJ	CPT	LT	TOTAL
Chief of Staff, USA	1				1
General	1				1
Lieutenant General		1			1
Major General			1		1
Brigadier General				1	1

Notes:

<sup>1</sup> Grade of rank indicated is highest grade of rank authorized. Selection of an aide of lower grade of rank is discretionary on the part of the general officer concerned.

## Chapter 4 Transfers

### 4-1. Requests for branch transfers

a. A branch transfer permanently changes a commissioned officer's branch, component, or department. Normally, an officer will not be transferred without his or her consent. However, an officer may be transferred involuntarily by HRC when deemed appropriate and in the best interests of the Service. (See para 4-3.)

b. Requests for branch transfers submitted by individual officers serving on active duty will clearly state the reasons for the request, and will be forwarded through the chain of command to the appropriate career management division or special branch management division as specified in tables 2-1 and 2-2 respectively. Branch transfer from special branch will also be forwarded to Accessions Branch (HRC-OPD-C), 200 Stovall Street, Alexandria, VA 22332-0413 for processing.

c. On approval of the branch transfer, the commander of the losing branch revokes any existing assignment instructions and submits a control branch (CTLBR) change to the TAPDB.

### 4-2. Voluntary branch transfers

a. Officers serving on the Active Duty List (ADL) transferring between any Army Competitive Category (ACC) branch and a special branch (JAG, Chap, or AMEDD) or between the special branches must be reappointed on active duty. Such reappointment is accomplished by the DA HRC Reserve Appointments Branch, HRC-OPD-R. The submission of a resignation or request for REFRAD or the initiation of a separation action prior to the acceptance of a new appointment is not required by this regulation. Acceptance of the new appointment will negate the original. Such actions may be accomplished without a break in active duty service. Both the ACC and special branch must approve all transfers. Transfers into an AMEDD branch may require a constructive credit (grade) determination. Should such determination be required, action will be processed by USAREC.

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

c. Officers applying for transfer to MI must have a favorably completed Special Background Investigation, and be favorably adjudicated for access to Sensitive Compartmented Information (SCI) prior to transfer. In this regard, the following will be submitted with their request.

(1) Standard Form 86 (Questionnaire for National Security Positions).

(2) FBI Form FD 258 (Applicant Fingerprint Card), two copies.

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

(1) Branch alignment by year group in both the officer's current and requested branch.

(2) Civilian and military education.

(3) Overall manner of performance and career potential within requested branch.

(4) Special qualifications as appropriate.

(5) Demonstrated aptitude for branch specific training and assignments.

(6) Needs of the Army.

*e.* Branch transfer requests must include a statement from the individual's rating official that the officer meets the height and weight standards in AR 600–9.

*f.* Branch transfer requests submitted by individuals who hold a medical profile must include a statement from competent medical authorities concerning physical limitations of the officer.

*g.* Approval of branch transfer requests for aviators (area of consideration (AOC) 15 and 67J) to another branch (not Aviation Branch or Medical Service Corps) will result in a loss of entitlement to Aviation Career Incentive Pay (ACIP). This loss of entitlement will be effective the date of approval of the branch transfer (but see subparagraph (4) for officers participating in the Funded Legal Education Program (FLEP)) or on the date of previous medical or administrative disqualification for aviation service, whichever applies. (See AR 600–105, chapters 3, 4, and 5). Requests must include the following statement: "I understand that upon approval of my branch transfer, I will lose my entitlement to receive and accept Aviation Career Incentive Pay monies on the effective date of branch transfer; on the first day I begin law school if I am participating in the FLEP; or, on the date of previous medical or administrative disqualification for aviation service, whichever applies." The following officers will lose ACIP:

- (1) Aviation Branch officers who branch transfer to another branch (except to Medical Service Corps AOC 67J).
- (2) Medical Service Corps aviators who change their area of concentration from 67J to another area of concentration. (67Js who branch transfer to Aviation Branch will not lose entitlement to ACIP.)
- (3) Aviation Branch officers who request and are approved to "single track" in their functional area.
- (4) Aviation Branch officers and Medical Service Corps aviators accepted for participation in the FLEP. Loss of entitlement to ACIP for Aviation Branch officers participating in the FLEP occurs on the first day the officer attends law school.

*h.* Authority for final approval of voluntary branch transfer requests is vested in the Director, OPMD, HRC.

#### **4–3. Involuntary branch transfers**

*a.* Involuntary branch transfer actions must be approved by the Commander, HRC, under authority delegated by the Secretary of the Army.

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

- (1) MI officers losing eligibility for access to SCI.
- (2) Failure of officers to maintain eligibility for participation in nuclear and chemical weapons personnel reliability programs. (See AR 50–5, AR 50–6, and AR 25–2).
- (3) Demonstrated inability to perform effectively in the current branch or to assimilate branch related training.
- (4) Conscientious objector status when it has been determined that the officer can be better managed by another branch.
- (5) Failure of aviators to maintain physical or technical proficiency.
- (6) Officers who, due to physical conditions become incapable of performing the duties of his or her career field under worldwide field conditions and are issued a permanent physical profile serial (PULHES) factors may be recommended for involuntary branch transfer by an MOS Medical Retention Board under the provisions of AR 600–60.
- (7) Aviation Branch officers who are involuntarily branch transferred to another branch (except to Medical Service Corps AOC 67J) and Medical Service Corps aviators who receive an involuntary redesignation of their area of concentration or branch transfer (except to Aviation Branch) will lose entitlement to receive and accept Aviation Career Incentive Pay monies. The loss of entitlement will be effective the date of previous medical or administrative disqualification for aviation service, whichever applies. (See AR 600–105, chapters 3, 4, and 5).
- (8) ROTC accessions to the Army Nurse Corps with a military obligation who twice fail the State board examination Nurse Corps License Examination (NCLEX) for registered nurse license will be transferred as specified in AR 135–101 under the procedures of this regulation.

*c.* Any commander receiving disqualifying information as above will notify the appropriate career management division for action.

*d.* Under no circumstances will involuntary branch transfer action be initiated instead of appropriate administrative or disciplinary action.

#### **4–4. Interservice transfers**

Policy and procedures pertaining to interservice transfers are found in–

- a.* AR 140–10, which applies to Reserve officers not on active duty.
- b.* AR 614–120, which applies to Army commissioned officers on the Active Duty List.



## Chapter 5 Reassignment of Officers

### 5-1. Officer reassignment policy

*a. General.* It is Army policy that—

(1) Assignments or reassignments involving PCS moves are authorized only when required for national security or to ensure equitable treatment of service members.

(2) Assignment of any officer will be based on their possession of the professional military qualifications required to perform the duties required.

(3) Qualified volunteers who have not met time in station (TOS) requirements will be considered for all assignments before non-volunteers, even if a waiver is required.

(4) PCS moves within CONUS will in no case be made solely because of the passage of a stipulated period of time. This does not preclude reassignment on a case-by-case basis for such reasons as job stress, requirements for fresh expertise, or personal hardship.

(5) There will be an equitable distribution within branch, functional area, and grade, of overseas duty assignments considered both desirable and undesirable locations insofar as possible. Every reasonable effort will be made to shorten periods of forced family separation and any adverse effects of overseas service on members and their dependents. Unit moves do not require application of the service wide equitable assignment policy as stipulated in this subparagraph.

*b. Permanent change of station.*

(1) CONUS to CONUS assignments or assignments within MACOM are necessary when there are insufficient officers of the required specialties rotating from overseas or from other must-move categories to meet Army requirements.

(2) Reassignment within CONUS will not be made for the sole purpose of retirement.

(3) For commissioned officers through grade O-5 and all warrant officers, promotion will not be the sole reason for PCS reassignment before a tour completion.

(4) Sequential training assignments will be consolidated geographically to the greatest extent practicable.

(5) An officer who must be moved out of a position due to completion of command, relief for cause, loss of authorization/officer distribution plan support, failure to successfully complete a polygraph examination when it is a qualifying factor for assignment, loss of security clearance, professional certification, nuclear certification, or medical qualification will be reassigned to another position on the same installation. If no other position is available or the installation commander determines that reassignment with the same station is not the best interest of the Army, the commander may request PCS reassignment instructions.

(6) PCS cost will be given reasonable weight in the selection of an officer for an assignment. When other considerations are not overriding, each assignment will be met with the least expenditure of PCS funds.

*c. Must moves.* HRC and other DA assignment agencies reassign officers who are in a must move status to meet Army requirements.

(1) A must move category is an officer who—

(a) Has a scheduled date eligible for return from overseas (DEROS).

(b) Is completing a military or civilian school course attended in a PCS status.

(2) Primary emphasis is placed on meeting Army requirements overseas. CONUS units provide the sustaining base to keep overseas commands at the required manning levels. The reassignment of officers from CONUS to overseas is based on—

(a) Officers qualifications (branch, functional area, occupational specialty, and/or special skills required).

(b) Year-Month of Availability for Assignment (YMAV).

(c) Time on station.

(d) Tour equity.

(e) Turn-around time for officers possessing critical specialties.

*d. Low cost moves.*

(1) *Low cost moves.* An LCM is defined as a PCS move for which the total entitlements, including the Soldier's per diem, travel, and hold baggage/household goods and dislocation allowance entitlements, do not exceed \$1000.

(2) *Outside continental United States.* An LCM does not obligate the Soldier to an increased tour. DEROS remains the same. There is no additional time on station or retention requirement for the Soldier, and the Soldier is not entitled to free home travel. Soldiers remain eligible for the consecutive overseas tour (COT) and in-place consecutive overseas tour (IPCOT) programs after completion of their initial tour. However, all close proximity moves in which Soldiers are entitled to a free home travel incentive will be charged as operational moves and will obligate the Soldiers to new tour requirements.

(3) *Continental United States.* Unless assigned to a position on the Joint Duty Assignment List (JDAL) or an organization listed in AR 614-5, a LCM will not stabilize a Soldier at the gaining location; the Soldier remains eligible

for worldwide assignment. There is no additional time on station or retention requirement for a LCM. However, if Soldiers have been back from overseas for less than 1 year, they may not be moved unless they volunteer.

(4) *Authority.* MACOM commanders may approve LCM within their allocation from HRC. Human Resources Command is the LCM approval authority for commands not provided allocations, for MACOMs that have reached their ceilings, and for an LCM between two MACOMs or activities.

(5) *Processing procedure.* Before a LCM is approved, the Soldier's servicing finance office will coordinate with the local transportation office and provide a total cost entitlement statement to the personnel command or agency. A LCM request for HRC approval must also include costing data. These procedures are imperative since each move, regardless of the entitlements estimate, will be counted as one \$1000 LCM. Further, if the costing data of the move exceeds the \$1000 threshold, the LCM request must be denied by the appropriate assignment authority. Requests for LCM requiring HRC approval will be forwarded to the Commander, HRC, ATTN: HRC-OPD-M, Alexandria, VA 22332-0413. LCM PCS orders must reflect movement designator code 3F for OCONUS and 3B for CONUS.

(6) *Reporting requirements.* A monthly reporting requirement at the beginning of each fiscal year (FY) is established with the end of month as a cut-off date. Each MACOM will provide an officer LCM report according to figure 5-1 to Commander, HRC ATTN: HRC-OPD-M, Alexandria, VA 22332-0413, not later than the 15th of each month. Report control symbol is "RCS-DD-FM&P(M) 1675." This report must also include the total number of LCM approved to date for FY. Negative reports are not required.

*e. Stabilization objectives.*

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

(2) The Army objective is to provide maximum stability for all officer tours. The CONUS tour requirement is 48 months time on station and the overseas requirement is completion of the specified tour in AR 614-30.

(3) AR 614-5 establishes tour lengths for officers assigned to selected agencies, activities, and units. All officers who PCS to other than a military or civilian school are stabilized for a minimum of 12 months on their arrival at the gaining installation.

*f. Reassignment restrictions.*

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

(a) Have a PCS in the same FY.

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

(c) Are obligated Army Educational Requirement System (AERS) assets serving in an AERS validated position and who have not completed the required utilization. (See AR 621-108 and para 5-4 of this regulation for deferral and curtailment procedures.)

(d) Are in an approved stabilized position or unit as prescribed in AR 614-5.

(e) Are serving a prescribed tour of duty overseas.

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

(2) If an officer becomes excess or requires a change of assignment for any reason referred to in (1) above, consider first—

(a) Reassignment at the same duty station and, if applicable, within the same regiment.

(b) Encouraging voluntary extension of overseas tour.

(c) Curtailment of the FST per AR 614-30.

(3) Except for LCMs, requests to move prior to completion of prescribed overseas tour or CONUS tour requirement will be submitted for consideration as an exception to policy. Requests will be initiated by a colonel (O-6) in the chain of command and sent to addresses as shown in table 2-1 or 2-2, and include the following information.

(a) Grade, name, branch, SSN, functional area or MOS, and relief from active duty date of the officer.

(b) Present duty station, date of departure from previous station, and whether the dislocation allowance was payable or paid (Joint Federal Travel Regulation (JFTR), Part G).

(c) Proposed new duty station, current dependency status including residence of family members, and whether such residence will change if the proposed move is approved.

(d) Full justification for the proposed move and whether a replacement will be required if the request is approved. The justification will include information as to the availability for reassignment of other similarly qualified officers for whom exceptions to policy would not be necessary.

(e) A copy of any approved stabilization action on the officer concerned. (See AR 614-5.)

(f) Exceptions to the requirement for colonel (O-6) initiation are: reassignment to an overseas area, reassignment to a school in a PCS status, moves necessitated by a major weapons system change or unit conversion, compassionate reassignment, reassignment to a different duty station in preparation for a unit deployment, and permissive move of married Army couples for joint domicile purposes.

(4) Personnel who exceed the Army weight standards in AR 600-9 will not be permitted to PCS to attend professional military or civilian schooling. Professional military schooling is defined as those courses of instruction

beyond the basic branch course or equivalent. This does not include MOS, AOC, refresher courses, or skill specialty training courses. Professional civilian courses are those post-secondary and technical courses, fully or partially funded by the Army, in which the officer participates full-time.

(5) Officers who are one time nonselects for promotion to the grades of captain or major will not normally be reassigned until final action of a subsequent promotion board has been published. A second lieutenant within 60 days of promotion eligibility may be reassigned if DA Form 78-R (Nonrecommendation for Promotion to 1LT/CW2) recommends promotion. However, if the final decision (promotion review authority) on the officer's DA Form 78-R denies promotion and retention, the officer will be reassigned only for the purpose of separation. This does not restrict the assignment of officers in a must move status. Additionally, officers who are one-time nonselects should be removed from orders unless it is in the best interest of the Service or the officer concerned to consummate the move. Questions concerning other exceptions should be directed to Commander, HRC, ATTN: HRC-OPD-M, Alexandria, VA 22332-0413, or appropriate special branches.

(6) First-term officers (3 years or less of active duty) will normally be given only one assignment following initial basic skill training unless required to serve an initial tour to a short tour area. First term officers (4-year obligation) will normally be given no more than two assignments following initial basic skill training regardless of tour length.

(7) Reassignment restrictions pertaining to joint domicile are in paragraph 5-3a.

(8) Officers will be deleted or deferred from assignment instructions that require a specific security clearance when potential disqualifying information is received from the central clearance facility (CCF), HRC, or the individual's commander or personnel security officer.

(a) CCF will notify the appropriate career management division of any unfavorable security determination.

(b) Any commander receiving potentially disqualifying information on officers currently on assignment instructions will forward a recommendation for deletion or deferment with documentation to the appropriate career management division shown at table 2-1 or 2-2.

(c) When the career management division receives information cited above indicating an officer may not meet required security qualifications, a determination will be made to defer the officer, if the data received indicate that a final decision can be expected in time to allow backfill of the requirement (without changing the report date) in the event of an unfavorable determination. A determination will also be made to delete the officer in all other cases and immediately backfill the requirement. If the final personnel security determination is unfavorable, the officer may appeal according to AR 380-67. If the determination is favorable, the officer regains eligibility for future assignments requiring that level of clearance.

(9) Other reassignment restrictions to overseas locations are specified in AR 614-30, tables 3-1 and 3-2.

*g. Continental United States time-on-station waiver authority.* HQDA Assignment Authorities including TJAG and Chief of Chaplains may approve time on station (TOS) waivers for assignments within or from the CONUS—

(1) General Officer level for Soldiers who will have served less than two years TOS at time of reassignment.

(2) Colonel (O6) level for Soldiers who will have served more than two but less than four years TOS at time of reassignment. This authority will not be further delegated.

*h. Continental United States retainability waiver authority.* HQDA Assignment Authorities including TJAG and Chief of Chaplains may approve retainability waivers for CONUS-to-CONUS assignments—

(1) General Officer level for Soldiers who will have less than one-year service retainability after arrival at the gaining installation.

(2) Colonel (O6) level for Soldiers who will have more than one but less than two years retainability after arrival at the gaining installation. This authority will not be further delegated.

*i. Reassignment from continental United States.*

(1) The CONUS tour requirement is 4 years TOS. Requests to deviate from the requirement must be considered on a case-by-case basis. The following circumstances may warrant favorable consideration:

(a) An officer is needed to meet a valid overseas requirement.

(b) An officer is requested to relocate overseas as a result of a unit movement.

(c) An officer has been selected to attend senior service college (SSC) or CSC.

(d) An officer requests to move to establish a joint domicile with an Army spouse (see para 5-3a). Officers are required to serve a minimum of 12 months time on station prior to departure.

(e) An officer is to be assigned as a direct result of a major weapon system change or unit conversion.

(f) An officer has completed at least 12 months time on station and is reassigned for initial skill training.

(g) An officer is serving in a position to be terminated.

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

(i) An officer's reassignment is based on "threat to life."

(j) An officer is selected for battalion or brigade command or Project or Systems Manager.

(k) An officer has served 30 months as a U.S. Army Recruiting Command (USAREC) company, battalion, or brigade commander; or 36 months as a Military Entrance Processing Command commander.

(1) An officer has failed to successfully complete a polygraph examination when it is a qualifying factor for assignment.

(2) Consideration for deviation from the CONUS tour requirement for officers of the Chaplain Corps and Judge Advocate General Corps will be the responsibility of the appropriate special branch management division.

(3) TOS waiver requests are approved by the Commander, HRC, other appropriate HQDA assignment agency official and the HQDA (DCS, G-1). The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(-M&RA)) approves requests when a second PCS waiver in the same fiscal year is requested for the same officer.

*j. Reassignments from overseas.*

(1) General. Officers in overseas commands will normally remain assigned at one permanent duty station for the duration of the overseas tour as prescribed in AR 614-30.

(2) Intra-theater transfers. Officers may be reassigned within the major overseas command per AR 614-30.

(3) Overseas tours. Curtailments of overseas tours will be per AR 614-30. Tour credit will be awarded per AR 614-30.

(4) Exceptions. Exceptions to completing overseas tours to attend centrally selected senior service level schools (SSC, CSC, and SWOC) will be announced annually in the DCS, G-1 slating guidance.

*k. Instructions for reassigning nondeployable officers.*

(1) Commanders may involuntarily reassign immediately available officers to TDA or low tempomodification table of organization and equipment (MTOE) units located at the home installation or nearest installation having a valid open requirement capable of using the officers' skills. To be reassigned, officers must meet one of the following criteria: be permanently nondeployable; have long-term nondeployment conditions (such as medical conditions) that have existed for at least 120 days from the date on which the condition is discovered; or have temporary nondeployment conditions (such as medical conditions) that can't be corrected within 30 days of the unit's main body deployment date, if the officer is in a unit alerted for deployment or potential deployment.

(2) Nondeployment conditions are discussed in AR 600-8-101, DA Pam 600-8-101, and other supplemental guidance such as the HQDA personnel program guidance. No-cost or low-cost moves (under \$1,000), if appropriate under applicable regulations, are the preferred methods to transfer officers. In lieu of reassignment, commanders may, on a case-by-case basis, assign officers with temporary nondeployment conditions to duties within the unit which do not involve deployment or potential deployment (such as rear detachments). If requisitions are necessary to effect the reassignments, commanders must report officers to HRC for appropriate action.

## **5-2. Policies for assignment of officers with a branch or skill change**

*a.* Reassignment or call to active duty as a warrant officer or commissioned officer from an enlisted or warrant status (excluding Officer Candidate School graduates) is as prescribed in the PCS provisions of AR 614-6.

*b.* Reassignment on approval of branch transfer.

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

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

(b) Remain in current assignment until reassignment may be directed under the PCS provisions of AR 614-6 and paragraph 5-1*i* of this regulation.

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

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

(b) If current assignment is branch material to the former branch will be reassigned within the overseas MACOM (if career field/MOS density allows).

(3) The restrictions in *b*(2)(a) and *b*, above, do not prevent reassignments that may be directed under the PCS provisions of AR 614-6.

*c.* Reassignment of promoted officers or officers selected for promotion.

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

(2) Human Resources Command and special branches will assign officers expected to be promoted during the next tour of duty and who are in a must move status to locations where their control CCMF, as a result of their promotions, can be utilized. The fact that an officer is on an approved DA promotion list will be included in DA assignment instructions. However, officer accountability is a function of control grade (that grade in which the officer is expected to be serving at the end of the FY) for projected strength management and requisitioning purposes.

(3) The provisions above do not preclude reassignments that may be made under the policy in paragraph 5-1 (*i*) and (*j*).

(4) The reassignment of a second lieutenant within 60 days of promotion eligibility to first lieutenant may be delayed until DA Form 78-R has been completely processed, to include the promotion review authority's action on recommendations to deny promotion. When final DA Form 78-R denies promotion and retention, the officer will be

reassigned for the purpose of separation under AR 600–8–24. All delays must be coordinated with appropriate HRC career branch.

### **5–3. Assignment policies to accommodate individual officer circumstances**

*a. Assignment of married Army couples.* This paragraph applies only to active duty RA and USAR officers married to other active duty RA and USAR officers or RA enlisted Soldiers or other U.S. military services. Officers who are married to civilians, members of other military Services including Reserve Component members on active duty for 1 year or more are not eligible for the Married Army Couples Program (MACP). On declaration of general war or full mobilization, the provisions of this section are rescinded.

(1) Army requirements and readiness goals are paramount when considering personnel for assignment. Married Army couples desiring joint domicile assignment to establish common households must request such assignment. The assignment desires of officers married to other Army members in order to establish common households will be fully considered. Decisions on reenlistment and career development for married Army couples should take into consideration the Army goal of providing all qualified personnel equity in assignments. Married Army couples must be prepared to meet their military obligations regardless of assignment. Requests for joint domicile will normally be approved when—

(a) There is a need for the military skills of both members in one area and reassignment will not adversely affect the losing command.

(b) Career progression for both members is not adversely affected.

(c) The married Army couple is otherwise eligible for the assignment.

(2) Joint domicile assignments will not normally be approved when one spouse is assigned where no positions exist for the other spouse or when one spouse is reassigned into a school account.

(3) When possible and desired by the members, married couples in the Army will be reassigned to permit concurrent travel. If the projected assignment is to an overseas area and a joint domicile is not approved, the spouse may apply to serve concurrently in the same or different overseas area. This will enable both members to rotate to CONUS at about the same time and minimize their having to serve overseas at different times.

(4) See AR 614–30, Table 4–1, for tour lengths for officer married Army couples.

(5) When married members are serving at different CONUS or overseas long tour locations, either spouse may request assignment to the other's location, provided that the last to arrive serves the "with dependents" tour according to AR 614–30. Reassignment from overseas short tour locations other than for completion of tour is not permissible.

(6) Requests to join or accompany a spouse will also be considered from officers whose spouses are in another U.S. military service.

(7) Eligibility and assignment conditions.

(a) A request must be based on actual, not projected, marriage.

(b) Applicants stationed in CONUS who have served more than 12 months, but less than 24 months TOS may request a permissive no cost reassignment to establish a joint domicile. Applications from Soldiers in 36-month overseas tour areas who have served more than 12 months, but less than 24 months TOS may also be considered for permissive no cost intratheater reassignment to establish joint domicile. Applicants with more than 24 months TOS will be considered for a cost move. CONUS to overseas, inter-theater, overseas to CONUS or moves within short tour areas under permissive conditions are not authorized. A Soldier may withdraw his or her request at any time prior to departing his or her losing duty station. (See para 6–24 for application procedures.)

(c) A valid requirement must exist for the applicant's career field and grade at the proposed duty station.

(d) The losing command is excess officers in the departing officer's grade and commissioned career management field/MOS.

(e) An assignment to join a spouse will not be approved if either member is scheduled to PCS within 12 months (for example, if either is completing an overseas tour, CONUS stabilized tour or PCS school).

(f) Soldiers must serve at least 12 months at current duty location before they are eligible to depart losing units.

(g) Soldiers will not begin new tours upon permissive or low-cost reassignment. However, they must complete prescribed tours or serve at least 12 months at the gaining duty station, whichever is longer. Soldiers must have sufficient time remaining on their active duty service obligations to serve the above before they depart losing units.

(8) Continuous consideration for a joint domicile assignment. HRC will consider for joint domicile assignment only those couples that request such consideration in advance by enrollment in the MACP. Application for enrollment should be submitted not later than 30 days from the date of marriage. Once enrolled, married Army couples will be automatically considered for worldwide joint domicile assignments. Thereafter, when one member is being considered for reassignment the other member will automatically be considered for reassignment to the same location. Assignment instructions for each member will indicate whether or not the joint domicile assignment is approved.

(9) Only one Soldier needs to request enrollment in the MACP when both Soldiers are serviced by the same military personnel division (MPD)/Personnel Service battalion (PSB) (signatures of both Soldiers are required); otherwise both must apply.

(10) The servicing MPD/PSB will submit the appropriate spouse information using the Personnel Services Function in SIDPERS–3. This capability is found under Soldier Program Applications using the procedure for creating a request

for enrollment into the MACP. Soldiers are not officially enrolled until their spouse information updates on the TAPDB. The MPD/PSB will verify enrollment on TAPDB.

(11) Commanders will ensure officers with approved joint domicile assignments are assigned near enough (guide-line: 50 miles or 1 hour driving time) to each other so that a joint household can be established. However, they will not be assigned so that one is in the other's OER rating chain.

(12) One time consideration for a joint domicile assignment. Requests for one time consideration for a joint domicile assignment will be handled on an exception to policy basis, but will generally not be approved unless extenuating circumstances exist that were created through no fault of the Army members concerned. Married Army couples are strongly encouraged to apply for automatic consideration under the MACP. If a one time consideration is desired, the Army spouse of a member who has received assignment instructions must request reassignment by submitting an application under DA Pam 600-8, procedure 3-32.

(a) Application requests will include for both the applicant and the military spouse the name, grade, SSN, branch, and functional area or MOS and the date of last PCS and date returned from overseas, if appropriate. The application will also include the current and, if appropriate, projected unit of assignment and the desired reassignment action.

(b) Application and assignment procedures for requesting an assignment to accompany or join a spouse must be initiated by one of the two persons involved. If the application is submitted for an enlisted spouse, it will be processed in accordance with AR 614-200.

(c) An officer married to a member of another military Service must submit a request as soon as possible after notification that the spouse will be moved. The member should submit the request within 5 workdays after notification. When members are not jointly located, this suspense may not be met; however, the application should be promptly processed. For an officer who is returning from overseas, application and assignment procedures consist of identifying his or her military spouse and assignment desires for both on an Officer Assignment Preference Statement (See para 2-6.) Formal applications in these cases are not necessary.

(13) Final action on all requests for reassignment will be taken by HRC or the appropriate special branch.

(14) Normal PCS restrictions apply to all approved assignments. When both husband and wife are Army members, the following additional restrictions will apply:

(a) When an officer is reassigned to join a spouse, neither member will be involuntarily reassigned for at least 12 months from the date the reassigned member arrives on station. This policy will also apply when both members are reassigned to establish a common household. The 12-month period will be computed from the later of the two arrivals when these differ.

(b) On completion of an unaccompanied overseas tour by either or both members, and whenever possible, neither will normally be required to serve a similar tour until they have served together in CONUS or overseas for at least 12 months.

(c) Overseas tour lengths for married Army couples are prescribed in AR 614-30, table 4-1.

(15) Joint domicile assignments to short-tour-dependent-restricted areas. The availability of on-post or off-post housing normally precludes approval of joint domicile assignments to establish a common household in dependent-restricted areas. However, a joint spouse assignment may be requested under the following conditions:

(a) Assignment will be with the understanding that Soldiers occupy separately designated quarters.

(b) Soldiers will not be entitled to request family accommodations or other special considerations.

(c) Assignment will be in an unaccompanied status, which accrues short-tour credit.

*b. Homebase and Advanced Assignment Program.*

(1) Homebase and Advanced (sequential) Assignment Programs (HAAP) CONUS assignments are available for officers (WO through LTC) selected for a dependent restricted tour. When possible, officers will be returned to the place of prior assignment (homebase). If not, an advanced assignment to another location (sequential) will be made. The program's intent is to conserve PCS funds and to minimize family turbulence associated with a move to a dependent-restricted overseas area. All officers regardless of marital status may participate in the program.

(a) Officers who participate in the homebase program must sign written statements that they understand the intent of the program and acknowledge they are expected not to use their family travel entitlements or ship household goods (HHG) except for items shipped to the overseas area for their personal use. (See JFTR, vol 1, para U5012.)

(b) Officers who participate in the advanced (sequential) assignment program must sign written statements that they understand the intent of the program and acknowledge they are expected not to use their family travel entitlements or ship HHG except to relocate family members to location of advanced (sequential) assignments. This does not include HHG shipped to the overseas area for personal use. (See JFTR, vol 1, para U5012.)

(2) Officers assigned to activities governed by Government-to-Government contracts, with a specified tour length that is dependent restricted, may participate in the HAAP program.

(3) If household goods are moved to other than the programmed HAAP location (even at the service member's own expense), the Soldier is no longer eligible for HAAP.

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

- (5) For a homebase assignment, the officer will return to the previous permanent duty station or location assigned prior to selection for a dependent-restricted tour.
- (a) A homebase assignment returning the officer to the same installation requires a DA Form 4187 (Personnel Action), sent through the installation commander for review and approval, then forwarded to the appropriate career management division as specified in table 2-1 or 2-2.
- (b) A request for a homebase assignment must arrive at the appropriate career management division within 30 days after an officer is notified of an assignment to a dependent restricted tour.
- (6) Advanced (sequential) assignment. An officer receiving an advanced (sequential) assignment will be preassigned to a designated CONUS installation, Alaska, or Hawaii prior to departure overseas.
- (a) An officer with an advanced (sequential) assignment may only incur one move and may not elect to move dependents a second time at government expense.
- (b) Concurrence of the installation commander is not required for advanced (sequential) assignments.
- (7) Assignment orders assigning personnel to units that are scheduled for deployment or movement to dependent-restricted areas within 90 days of the officer's reporting date at the new station will contain a restrictive statement as follows: "You are scheduled for a further move to a dependent restricted area overseas. You are authorized movement of your dependents and shipment of household goods at Government expense to a designated location. You are not authorized movement of your dependents and household goods to vicinity of new intermediate duty station unless it is selected as the designated location." Individual orders will not be classified because of this statement.
- (8) The housing policy in support of HAAP is outlined in AR 210-50.
- (a) Officers through the grade of lieutenant colonel on orders to a dependent restricted, area may retain their family quarters.
- (b) Retention of Government quarters is voluntary. However, formal notification of intent should be submitted as soon as possible after receipt of orders, but not later than 30 days prior to departure of the sponsor.
- (c) Occupants of designated housing may not retain their housing. While they usually are not permitted retention of designated Government housing, they may be eligible for priority assignment to other available housing at the same installation, with movement at Government expense.
- (9) Changes in programmed HAAP assignments will be kept to a minimum. Changes will be made only after notifying the officer of the circumstances requiring the change. If either the homebase or advanced assignment is cancelled or changed by the Army (through no request or fault of the officer) the PCS entitlements not executed by the officer may be used (for example, movement to a designated location).
- (10) An officer who moves dependents subsequent to determination of the HAAP assignment may be reprogrammed to an installation closest to the family's location.
- (11) Officer management personnel at all levels will coordinate with the officer selected for a dependent restricted short tour (12 months) to ensure complete understanding of HAAP provisions and the officer's requirements in HAAP. The following should be discussed with the officer:
- (a) Family location and the importance it has in the officer's follow-on assignment.
- (b) The impact of promotion on assignments. Army requirements and professional development considerations may necessitate a change in initial assignment due to promotion to the next higher grade.
- (c) Selection for schools (Officer Advance Course (OAC), CSC, SSC, master warrant officer training (MWOT)) may nullify an officer's HAAP assignment unless attendance is declined.
- (d) An approved FST extension may affect the projected HAAP assignment.
- (e) An approved intertheater transfer (ITT) will automatically cancel a HAAP assignment.
- (f) Provisions of para 5-3b(11), above.
- (g) Regimentally affiliated officers are eligible for HAAP assignments. However, they may also be returned to a CONUS regimental location to fill regimental requirements (battalion level or below). Regimental assignment to fill regimental requirements do not fall within the provisions of HAAP.
- (h) Potential for change to the HAAP assignment based on unit inactivation, loss of ODP support, unanticipated overstrength situations, or higher priority personnel requirements.
- (12) The following statements will be included in the special instructions of PCS orders for those officers who elect to participate in the HAAP.
- (a) *For homebase assignments.* "Officer is participating in the homebase program and has elected to leave family members at (enter homebase location) while serving in a dependent restricted location."
- (b) *For advanced (sequential) assignments.* "Officer is participating in the advanced (sequential) assignment program and has elected to leave family members at (enter current location) or has elected to send family members to (enter (sequential) advanced assignment location)) while serving in a dependent restricted location."
- (13) Officers who decline to sign statements or sign statements and later use their PCS entitlements will have their HAAP reviewed and possibly canceled.
- (a) Personnel officers must contact the appropriate HQDA assignment authority for further instructions when officers decline to sign statements.

(b) Finance and accounting officials must review PCS orders for the above statements. If order is used to substantiate a claim for dependent travel to any location other than HAAP location, forward a copy of the PCS order and travel voucher to the officer's PSB/MPD as appropriate. The MPD/PSB will notify HQDA (address at app C) that officer moved family members and that the assignment authority will reconsider officer's HAAP.

*c. Exceptional Family Member Program assignments.*

(1) The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that works with other military and civilian agencies to provide a comprehensive coordinated multi-agency approach for medical, educational, community support, housing and personnel services to families with special needs. Officers who have a family member with any physical, emotional, developmental or intellectual disorder that requires special treatment, therapy, education, training or counseling will be referred to the nearest Army medical treatment facility (MTF) EFMP office for enrollment. The Commander, HRC, TJAG and Chief of Chaplains will consider the enrolled Soldier's EFM needs in the assignment process per AR 608-75. For additional information about EFMP, contact the installation EFMP manager in Army Community Service or the nearest Army MTF EFMP point of contact.

(2) Officers who are enrolled in the EFMP are considered eligible for worldwide assignment according to the needs of the service. However, after enrollment in the EFMP, HQDA will give special consideration to the availability of required medical or educational facilities when such members are assigned within CONUS or an overseas tour. This policy does not apply to overseas dependent restricted assignments (unaccompanied short tours).

(3) Deletion from overseas assignment instruction procedures are detailed in AR 600-8-11. Request for assignment due to extreme family problems may be made per chapter 6.

(4) If officers are approved for EFMP enrollment and affiliated with a regiment where medical care is not available for their EFM in both CONUS and OCONUS locations of the regiment, they may request a change of affiliation to a regiment where care is available.

*d. Reassignment of officers infected with Human Immunodeficiency Virus .* Officers determined to be infected with Human Immunodeficiency Virus (HIV) will be reassigned per provisions of AR 600-110.

*e. Conscientious Objector assignment policy.*

(1) Officers designated as conscientious objectors, classification 1-A-0, will be used in a proper noncombatant arms branch and precluded from unit assignments in which they are required to bear arms or be trained in their use. (See AR 600-43.) This policy should not be construed to require automatic reclassification into an AMEDD specialty. Officers possessing combat arms branches will have their branch redesignated to a noncombat arms branch and will continue to perform in that branch subject to the limitations above.

(2) If after thorough evaluation, the branch, installation, or MACOM determines that a 1-A-0 conscientious objector cannot be used within the proponent grouping, an involuntary branch transfer may be initiated. (See para 4-3b(4).)

#### **5-4. Policies for assignments to utilize education/experience**

*a. Army Educational Requirements System assignment policy (not applicable to Army medical department officers).*

(1) An Army Educational Requirements System (AERS) asset is an officer who obtained a civilian graduate degree in an academic discipline that supports his or her career field/MOS. This degree may have been earned prior to entering on active duty. These officers may serve in validated AERS positions and will be counted in overall inventory of available AERS officers.

(2) An officer who attends civil schooling and obtains an advanced degree under any Army Civil Schools Program or receives fully or partially funded support in a program of study lasting 26 weeks or more is considered an obligated AERS asset. They are required by DOD Directive (DODD) 1322.10 and AR 621-108 to serve a utilization tour in a validated AERS position for a minimum of 36 months.

(3) An AERS assignment will occur only when—

(a) The officer has a graduate degree (or bachelors degree for certain warrant officer positions) that supports the career field/MOS requested by the command, installation, or activity in the validated AERS position.

(b) The command, installation, or activity has assigned an officer to an AERS position from available assets of their inventory without regard to type of degree the officer possesses. This type of assignment will be reported to HRC (HRC-OPB-D) on DA Form 2654-R (Request for Validation of Army Educational Requirement System (AERS) Position). According to AR 621-108, a statement in the "remarks" section will include that the officer is not a qualified AERS asset and whether a qualified AERS asset will be accepted when one becomes available.

(4) Assigning and requisitioning of officers to AERS validation positions will be according to AR 621-108 and AR 614-185. Assignment orders will indicate the specific AERS position number (for example, TCNB001). The gaining command has the responsibility to ensure that—

(a) All assignments filling an AERS requisition (type "K") have an AERS valid position annotated in the special instructions of the assignment instructions (AI).

(b) The officer is properly assigned to the AERS position annotated on the AI.

(c) In those cases where a command or agency requires temporary diversion or movement of an AERS asset from



an AERS position, the command or agency will request permission from HRC prior to movement. Complete justification for diversion or interruption of the utilization assignment will be given according to AR 621-108 on DA Form 2654-R (Army Educational Requirements System (AERS) Request).

(5) On assignment of an AERS asset to a valid AERS position, no further requisitions for a replacement of that AERS position will be validated—

(a) For a period of 36 months.

(b) Until the AERS asset is reassigned by HRC.

(c) Until approval for temporary diversion or movement of an AERS asset from HRC (HRC-OPB-D) has been received.

(6) Requests for deferral or curtailment from an AERS utilization assignment will be submitted to Commander, HRC, ATTN: HRC-OPB-D, Alexandria, VA 22332-0411.

*b. Company level command assignment policy.*

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

(2) As important as command is to the development of the officer corps, stability of commanders is critical to unit readiness and cohesion. In keeping with the actions taken to improve stability, the CONUS and overseas long tour company level command tour length is established at 18 months, plus or minus 6 months. Factors influencing the change of command date are—

(a) Availability of a qualified officer to fill the command position.

(b) Unit stability considerations consist of unit readiness and state of unit training. It also consist of pending major exercises or inspections and the availability and stability of other officer and noncommissioned officers in the unit.

(c) Professional development of the officer includes the type of unit and its relationship to the officer's career field, the unit activities during the command tour, the officer's performance in command and rate of development, and the consideration of other development opportunities in their career field.

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

(a) An officer will not be placed in command at the losing installation if alert notification of PCS has been received.

(b) An officer with 36 or more months TOS in CONUS or within 12 months of DEROS OCONUS will not be placed in a company, battery, or troop command position without prior coordination with the appropriate career management branch of HRC. Requests for stabilization for purposes of command will be submitted to HRC for consideration. (See AR 614-5.)

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

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

(5) See AR 600-20 for more information pertaining to company level command policy.

*c. Officer Advanced Course.*

(1) This paragraph establishes policies, prescribes procedures and assigns responsibilities applicable to the revised OAC. This paragraph is not applicable to AMEDD or JAGC officers.

(2) Commander, HRC, will—

(a) Notify each officer identified to attend OAC six months prior to the course start date.

(b) Ensure assignment personnel visit each OAC class and conduct personal interviews with students and finalize any required assignment adjustments by the end of the second week of training.

(3) Commander, TRADOC (proponent schools), will—

(a) Select any appropriate local follow-on module based on projected assignment of each officer.

(b) Control quotas for all new local follow-on modules developed to support the OAC and taught at the proponent school provided that the module is not a previously existing course whose quotas are centrally managed by HRC.

(4) Training requirements for courses away from the proponent schools and those courses already existing on-site, will be coordinated with HRC who will continue to control quotas, amend AIs, and adjust report dates for all established courses.

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

(6) If specific training is required, but due to scheduling difficulties the officer cannot be programmed to attend within two weeks following completion of OAC, the officer will proceed to his or her next duty station. HRC, with the concurrence of the gaining unit, may program the officer for future training when quotas became available.

(7) The Army Training Requirements Resource System (ATRRS) will be used for scheduling OAC and additional

training. Human Resources Command will input for each class, names, SSNs, and established course training. Proponent schools will annotate student status and input follow-on module training scheduled.

(8) Deletion from attendance to OAC due to resignation will occur only when a resignation packet is approved by HRC.

(9) Officers will be scheduled by HRC for attendance at CAS3 immediately following OAC graduation.

*d. Assignments for Command and Staff College graduates.*

(1) Graduates of the resident Command and Staff Colleges (CSC) less Chaplains Corps, JAGC and AMEDD Officers, are assigned according to an annual CSC distribution plan prepared by HRC. The CSC plan allocates graduating students to commands based on leader development objectives, and MACOM Officer Distribution Plan (ODP) support for the grade, branch and functional area of the officers being assigned under the plan.

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

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

*e. Graduates of resident Senior Service Colleges and fellowships.* Graduates of resident SSC and fellowships are assigned according to the specific nature of the SSC education and the individual qualifications of the graduate. Graduates of the Army War College Corresponding Studies Program return to their assigned commands at the completion of the program. The same criteria used to assign resident SSC graduates are used for corresponding studies graduates when they become available for reassignment. Distribution priority is as specified for CSC graduates (para 5-4d, above).

*f. Assignments for lieutenant colonels, less Chaplains, Army medical department, and Judge Advocate General's Corps, who are Former Battalion Commanders.*

(1) Human Resources Command will, in most cases, assign officers who have successfully completed a centrally selected battalion command (battalion commands included on the Command Selection List (CSL) and are serving in the grade of lieutenant colonel to the following types of positions/commands:

(a) Office of the Secretary of Defense and the Joint Staff.

(b) Combined Arms and Service Staff School (CAS3).

(c) Corps and Division Staffs. (FBC with combat training center (CTC) experience should be assigned to forward deployed units.)

(d) Army Staff.

(e) Other joint duty positions as delineated on the Joint Duty Assignment List.

(f) Training and Doctrine Command Schools.

(g) Training Support Battalions in the Active Component/Reserve Component program that train Reserve Component enhanced brigades.

(h) Field Operating Agencies of the Army Staff.

(2) The list of positions/commands in paragraph f(1), is not by priority nor is it exclusive, thereby restricting the assignment of former battalion commanders (FBC) to any other positions/commands. The positions/commands on the list are guidelines for assignments where FBC can best utilize and share their command experience.

*g. Accession lieutenants, less Army Medical Department, Chaplains and Judge Advocate General Corps officers, assignment policy.*

(1) Newly accessed lieutenants are assigned to installations/locations where troop leading/branch qualifying experience is available.

(2) Lieutenants unable to obtain troop leading/branch qualifying experience at the accession assignment location/installation may volunteer to be reassigned to an overseas area when they have 24 months in service and sufficient obligated service remaining to serve an "all others" tour.

(3) Lieutenant positions at locations where troop leading/branch qualifying experience is not available will normally be filled by experienced lieutenants.

*h. Assignments for graduates of the School of Advanced Military Studies.*

(1) *Advanced Military Studies Program.*

(a) The Advanced Military Studies Program (AMSP) is a graduate-level program of the School of Advanced Military Studies that provides education in military art and science. Focus is on the military art and science of planning, preparing, and executing full spectrum operations in joint, multinational, and interagency contexts. The curriculum combines integrated study of military history, military theory, and execution-based practical exercises, and enables students to develop cognitive problem-solving skills to overcome operational challenges at the tactical and operational levels of war. The course emphasizes both command and staff perspectives on military decision making, doctrine, and force employment. State-of-the-art information technologies enable student interaction with the field, and

provide an exercise environment for collaborative joint and multinational operations planning, preparation, and execution. Graduates earn a Masters Degree in Military Arts and Sciences. Following graduation, officers serve one utilization tour, at least 12 months long, in critical battle staff positions within UEx, division, corps, or equivalent HQ.

(b) A two-tier distribution plan for the AMSP graduating class and former graduates remains in effect. Tier I is the annual distribution of the AMSP graduating class, minus those graduating AMSP students who are lieutenant colonels. Any AMSP graduating lieutenant colonels will be assigned to Tier II position. Tier II is the formalized plan for the reutilization of the graduates of AMSP and AOASF.

(c) Tier I distribution is the first assignment after graduation for AMSP students and is phase III of their education process. Tier I utilization tours will be as a staff plans officer at UExs, corps/division headquarters (to include EUSA) with priority of fill in order to committed, forward-deployed, contingency, and reinforcing units. Functional Area 59 Strategy, Plans, and Policy Officers' Tier I assignments should be to corps or Army Service Component Command (ASCC) Headquarters. Special Forces officers are assigned to Special Operations Command (SOC) at forward-deployed units based on the officers' regional orientation. When applicable, adjustments to distribution will be coordinated through FORSCOM, USAREUR, and EUSA to cover distribution of shortages and SOC positions.

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

(2) *Advanced Operational Arts Studies Fellowship.*

(a) The Advanced Operational Art Studies Fellowship (AOASF) is the capstone program of the School of Advanced Military Studies (SAMS). Focused at the operational and strategic levels of war, AOASF is a two-year SSC-level course that prepares senior officers for colonel-level command and for operational planning assignments to combatant and service component commands. During year one, fellows follow a curriculum that includes graduate-level study of military art and science, visits to combatant and service component commands, guest speakers, and practical exercises in campaign and major operations planning. Graduates of AOASF earn a Masters Degree in Military Arts and Sciences and receive Military Education Level code 1 (War College-level graduate) credit. During year two, fellows serve as faculty members of the Command and General Staff College with service as seminar leaders in the Advanced Military Studies Program.

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

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

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

## **5-5. The U.S. Army Regimental System**

a. The purpose of the U.S. Army Regimental System (USARS) is to enhance combat effectiveness through a framework that provides the opportunity for affiliation, development of loyalty and commitment while fostering an extended sense of belonging. USARS involves all branches of the Army, with a goal of promoting recurring assignments to the same regiment throughout the Soldier's career.

b. A regimental requirement is defined as a position at battalion level or below in an element of the regiment. A regimental requirement includes the proper affiliation as an assignment consideration. Installations identify officer USARS requirements to HRC, which will assign affiliated and nonaffiliated officers to the CONUS installation or OCONUS commands. Installations or commands are responsible for fill of officer requirements and proper use of affiliated officers. Affiliated officers should not normally be assigned to a regiment other than their own. AR 614-185 provides specific guidance and procedures for the requisitioning of officers for regimental requirements.

c. Officers will continue to be assigned to installations per the ODP. The MACOM or installation commander will distribute officer assets as priorities dictate. Affiliated officers will have their regimental affiliation as an additional assignment consideration. The normal CONUS assignment tour length policy described in paragraph 5-3 does not prevent an officer assigned to a regiment in CONUS from deploying to an overseas regimental requirement as part of a unit movement.

d. Whenever possible, affiliated officers should serve all of their assignments at battalion level or below with an element of their regiment. They may also expect to serve in units above battalion level and in TDA units. AR 600-82 provides an overview and explanation of the USARS.

e. Company command selection will continue to be made in the same manner as it is in nonregimental units.

f. The central command selection system will consider an officer's previous assignment history in the battalion command slating process so that an affiliated officer has the opportunity to command elements of the regiment.

## **5-6. Joint duty assignments**

*a. Joint duty assignments tour lengths.* The minimum JDA tour length for a field grade officer is three years. The following officers may be released early from a JDA without a DOD tour length waiver:

(1) Joint specialty officer (JSO) nominees holding critical operational specialties (COS) (combat arms/engineers) may be removed from an initial JDA after serving two years (eligible officers may receive 60 days constructive credit) in the assignment.

(2) Officers released from a second JDA that is not less than two years as authorized by statute. The number of DOD JDAs terminated under this paragraph is limited to 10 percent of the total number of JDAs.

(3) Officers serving in overseas JDAs, including Alaska and Hawaii, for which the tour length is less than 3 years. Officers who serve the unaccompanied-by-dependents tour length or tours that are less than two years receive cumulative credit.

(4) Officers reassigned from a JDA that:

(a) Meets the definition of a qualifying reassignment (see subparagraph *c* below);

(b) Is accumulated for full joint tour credit and the officer has served at least two years in that JDA; or

(c) Is the first assignment that followed a previous early release from a JDA due to the officer being promoted and no other JDA positions were available in the same organization or the officer's position being eliminated due to reorganization and the JDA is accumulated for full joint tour credit. At least 10 months must have been served to accumulate the tour for full joint tour credit.

(5) Officers retiring or released from active duty.

(6) Officers reassigned from the Chairman of the Joint Chiefs of Staff or a Combatant Command after being suspended from duty.

*b. Cumulative joint duty assignment credit.*

(1) Officers who serve at least 10 months in a JDA may receive cumulative JDA credit when the criteria in subsections b(2) and b(3), below, are met. Cumulative credit may be combined to receive full joint duty credit when the minimum JDA tour length is met.

(2) At least one of the JDAs used to accumulate joint credit must be an overseas assignment (which includes Hawaii and Alaska) or a qualifying reassignment (see paragraph *c* below) and the officer must serve at least 10 months in the assignment.

(3) JDA credit from other JDAs may be accumulated with cumulative joint credit from overseas and/or qualifying reassignment JDAs provided the officer serves a minimum of two years in the JDA with the following exception. For officers whose reassignment is due to the officer being promoted out of the JDA or due to the officer's JDA position being eliminated, the time served in the assignment that follows may be accumulated provided the officer serves a minimum of 10 months in the JDA.

(4) Cumulative credit may also be awarded for certain joint task force (JTF) headquarters assignments.

*c. Qualifying Reassignments.*

(1) Reassignment for reasons not under the officer's or Army's control. This includes extreme hardship and medical conditions.

(2) Reassignments based on an officer's promotion where there are no other billets requiring the officer's grade or skill available in the same organization. To accumulate the time accrued; the officer must be immediately reassigned to another JDA.

(3) Reassignments based on the elimination of the officer's position due to reorganization. To accumulate the time accrued; the officer must be immediately reassigned to another JDA.

*d. Constructive Credit for Joint Tour Completion.*

(1) Officers may depart a JDA up to 60 days early and receive constructive credit when the criteria contained in subsection d(2) and d(3) are met. Constructive credit may be applied to 3-year JDA tour lengths, to 2-year early COS reassignments, to overseas assignments with 2-year or more tour lengths, and to JDA tours when 2 years of cumulative credit is accrued.

(2) Early departure is required for military necessity; for example, school report date or a change of command that cannot be delayed. Constructive credit may only be used when other alternatives would not suffice in meeting mission requirements and is not used for personal convenience.

(3) Officer must have served at least 10 months in the JDA (for example, 10 months actually served plus 60 days constructive credit would give the officer 12 months of cumulative JDA credit).

## **5-7. Assignment and registration of sexually violent offenders**

*a.* The provisions of Title 42, United States Code, Section 14071 (42 USC 14071), Department of Defense Instruction (DODI) 1325.7, and chapter 24, AR 27-10 require registration of military sexual offenders with the Installation Provost Marshal and State sex offenders with the Installation Provost Marshal and State sex offender registration officials. The Department of the Army assignment management system must support the officer in meeting

this requirement and comply with implementing this policy. An Assignment Consideration Code (ASCO) L8 will be assigned to officers who have qualifying courts-martial or civilian court convictions that required them to register.

*b. Covered offenses.*

(1) Sexually violent offenses listed in chapter 24 of AR 27–10 require a code to identify convicted officers and their registration as a sex offender.

(2) The commander will immediately notify AHRC-OPD-M when an officer has been convicted as stated in paragraph 5–7 above.

*c. Documentation in support of registration requirements.*

(1) Upon a permanent change of station (PCS), convicted offenders are required to report to the Installation Provost Marshall Office. As part of in- and out-processing, appropriate notification must be provided to the Soldiers to ensure registration requirement; the notification may be made through personnel, legal channels, or the chain of command.

(2) The Installation Provost Marshall will provide the officer with the “state registration” document that will register them on the installation where they are assigned. Officers must also report to the local or state police law enforcement agency to determine and comply with state registration requirements. Military sexual offenders are subject to registration requirements as a sex offender in any State or U.S. territory in which they reside, are employed, carry on a vocation, or are a student.

(3) Military sexual offenders will provide the Installation Provost Marshall, State sexual offender registration officials, and chief local law enforcement officer of the jurisdiction in which they reside written notice of the date of their arrival in their jurisdictions, the sexual offense(s) of which convicted, and their requirement to register as a sex offender. Every address change must be reported in the manner provided by State law to the Provost Marshall with 5 calendar days before or after reporting to a new duty assignment or a change in their address. Offenders who fail to register to change or update such registration as required under a State sex offender registration program may be subject to criminal prosecution under State law and under the Article 92, Uniform Code of Military Justics (UCMJ), for failure to comply.

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				(Month/Year)			
NAME	GRADE	SSN	TOUR TYPE AND LENGTH (ACCOM/ UNACCOM)	MOVE FROM/TO DISTANCE	DLA/ HOLD BAG EST COST	TOTAL EST COST	
EXAMPLE							
SMITH, BILL	1LT	000–00–0000	UNACCOM/12 mos	TAEGU to CP Humphreys 600 miles	148.24/ 117.00	265.24	
TOTAL LCM approved to date: _____							

Figure 5–1. LCM Cost PCS Move Program

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## Chapter 6 Individual Requests for Compassionate Reassignment, Deletion, or Deferment from Assignment Instructions

### Section I General

#### 6–1. Individual requests for reassignment actions

*a.* Requests by officers for PCS, deletion, or deferment from orders will be submitted in accordance with policies and procedures outlined in this chapter. These requests will be carefully reviewed by all commanders to ensure that only those reassignments essential to the needs of the service or those meeting specific criteria outlined in this chapter are approved.

b. Applications for foreign service submitted under provisions of AR 614–30 will not be processed under the provisions of this chapter.

c. Officers alerted or on orders for reassignment, who are submitting a request per this chapter, will be advised that—

- (1) The needs of the Service will be the major determining factor in approval or disapproval of a request.
- (2) Once an application has been submitted, the officer will be retained at the home station pending a final decision.
- (3) If the problem involves the health and welfare of a family member, the affected person must be the spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the officer. Other persons, including parents-in-law, may be considered provided they are authorized dependents.

## **6–2. Range of duties**

a. The Commander, HRC—

- (1) Implements policy guidance for officer reassignments received from the DCS, G-1.
- (2) Approves or disapproves requests for reassignment, deletion, or deferment submitted by commissioned and warrant officers of the basic and AMEDD branches. HRC will coordinate such requests from AMEDD officers with TSG.

b. TJAG and Chief of Chaplains may approve or disapprove requests for reassignment, deferment, or deletion submitted by officers of their respective branch.

c. Installation commanders or general court-martial (GCM) convening authorities may approve or disapprove requests for deferment and deletion as specified in sections III and IV, this chapter.

## **6–3. Basis for requesting PCS, deletion, or deferment**

Officers who have extreme family problems that can only be alleviated by an assignment to a particular geographical area may request reassignment, deletion, or deferment for the reasons listed below:

- a. An extreme family problem that necessitates the officer's reassignment to a particular geographical area (sec II).
- b. An extreme family problem that is not expected to be resolved within 90 days (sec III).
- c. An extreme family problem that is temporary and can be resolved within 90 days (sec IV).
- d. Emergency conditions (sec V).

## **Section II**

### **Reassignment When Family Problems are a Factor**

## **6–4. Scope of duties**

a. Appropriate authority in paragraph 6–2 will determine whether or not an officer's family problem warrants reassignment and appropriate action.

b. Commanders having GCM convening authority over an officer submitting a request will evaluate each application to determine if the established standards have been met.

## **6–5. Eligibility criteria and guidelines for approval or disapproval**

a. *Requirements.* A valid requirement should exist at the requested activity to which the officer requests assignment. 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 a hardship discharge. The reassignment request will be forwarded to the appropriate career division in table 2–1 or 2–2 for action even if the officer has requested a hardship discharge. If the officer's request is denied and a hardship discharge has been requested, the officer will be granted the hardship discharge by the appropriate approval authority.

b. *Eligibility criteria.* Applications must be accompanied by supporting evidence indicating that the following conditions exist:

(1) The problem can be alleviated only by the officer's presence in a particular geographic locality and cannot be solved through the use of leave (including emergency leave if the officer is overseas).

(2) The problem is expected to be resolved within a 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.

(3) The problem neither existed nor was reasonably foreseeable at the time of the officer's latest entry on active duty.

c. *Guidelines for approval or disapproval.* The conditions that normally warrant approval or disapproval of requests for change in assignment listed below are provided to assist commanders in processing these actions and should not be considered in isolation as the sole reason for recommending approval or disapproval. A commander may recommend approval in any case he or she feels warrants a change in assignment, provided it meets the criteria in b, above. Each case will be reviewed individually.

- (1) The following conditions normally warrant favorable consideration:

- (a) The recent death of the officer's spouse or child (The death of other family members is addressed in sec IV.)
- (b) Terminal illness of a family member when death is expected to occur within a short time, normally less than 1 year.
- (c) Prolonged hospitalization or inpatient psychiatric care, actual or anticipated, of a family member when the officer's temporary presence is deemed essential to resolve associated problems.
- (d) A recent severe psychotic episode involving a spouse or child.
- (e) The officer's children are being made wards of the court or placed in an orphanage or a foster home as a result of family separation incident to military service and not because of neglect or misconduct on the part of the officer.
- (f) Adoption cases in which the home study, conducted to determine if a child is to be placed, has been completed and the child is scheduled to be placed in the officer's home within a short period, normally 90 days. Additionally, the Soldier must have initiated the adoption proceedings before the assignment notification.
- (2) The following conditions alone will normally warrant disapproval:
  - (a) Death of a family member other than spouse or child.
  - (b) Divorce or separation actions resulting from family separation due to military requirements.
  - (c) 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.
  - (d) Psychoneurosis of a family member resulting from family separation due to military requirements.
  - (e) Pregnancies involving threatened miscarriage, breech birth, caesarean section, or RH incompatibility of spouse.
  - (f) Minor allergies suffered by members of the family due to climatic conditions.
  - (g) Problems relating to homeownership.
  - (h) Financial problems resulting from mismanagement, or, where the difficulty is related to off-duty employment, a spouse's employment or private business activities.

## 6-6. Application procedures

- a. A request for a change in assignment will be submitted by the officer on a DA Form 4187 with a completed DA Form 483 as an enclosure. If the officer includes a self-addressed DA Form 209 (Delay, Referral, or Follow-up Notice), it will be returned when the request arrives in HQDA. Endorsement should include appropriate recommendations to the first commander in the chain of command exercising GCM convening authority. Forces Command (FORSCOM) units or activities located on a U.S. Army Training and Doctrine Command (TRADOC) installation will forward the request to the installation commander and not to FORSCOM. The same procedure applies to TRADOC units or activities located on a FORSCOM installation. Applications originated by persons on behalf of the officer will not be accepted. Endorsing commands will make appropriate recommendations with justifying remarks (when indicated) and state whether a replacement is required if the request is approved. Recommendations of approval that contain the statement "contingent upon the arrival of a replacement," will be considered without the contingency. Unless a specific date of availability is shown, an officer will be considered immediately available.
- b. In addition to meeting the requirements above, the following documentation will be submitted with the request:
  - (1) *Medical problems.* A signed statement from the attending physician setting forth the specific medical diagnosis and prognosis of the illness, including life expectancy if the illness is terminal. The statement should list any other factors deemed pertinent to establish the officer's presence as essential and to show how the officer's presence will have a bearing on the medical condition. The evidence supporting the request will be referred to local military surgeons for evaluation and recommendations. Evaluation will include consideration of the following factors:
    - (a) Current mortality trends for the disease or medical condition.
    - (b) Prognosis for recovery from the disease or solution to the medical problem within a reasonable period of time, normally 1 year.
    - (c) Expected effect of reassignment on the medical problem.
  - (2) *Legal problems.* A signed statement from an attorney describing the problem and the reasons why alternative solutions will not resolve the problem. Duplicate copies of court orders, divorce decrees, or other legal documents will be submitted. If the attorney is a civilian, the material will be referred to the local Staff Judge Advocate for evaluation and recommendations.
  - (3) *Other problems.* Supporting statement from individuals who are in a position to have personal knowledge of the facts of the case (for example, clergyman, social workers, court clerks).
  - (4) *Additional documentation.*
    - (a) Identification of any previous requests for reassignment or deferment from overseas service, including the date submitted and circumstances prompting the request, and action taken.
    - (b) Relationship, age, location, health, occupation, and monthly income of authorized dependents, brothers and sisters, parents and parents-in-law, as well as brothers-in-law and sisters-in-law if the problem centers around the officer's parents-in-law.
    - (c) Attempts made by the applicant to remedy the conditions prior to applying for reassignment.
- c. When in the opinion of the first officer in the chain of command having GCM convening authority, the

documentary evidence submitted with the application does not contain enough information on which to base a decision, a request may be made to the American Red Cross or other agencies to obtain the necessary substantiating documents.

*d.* The GCM convening authority will evaluate each application within 90 days (sec IV) to determine if the individual meets the criteria established. Cases involving medical or legal problems should be referred to the local surgeon or the Staff Judge Advocate for evaluation and recommendations. The GCM convening authority may disapprove those cases that do not clearly meet the criteria in paragraph 6–5 above. Disapproved applications will be returned to the officer stating the reasons his or her request does not meet the established criteria.

*e.* When officers have submitted applications for reassignment, installation commanders will preclude their movement from their home station until final approval or disapproval action has been taken. In no case, however, will these provisions be used for an unjustified delay in departure from the officer's home station after receipt of normal reassignment orders. When the officer is in receipt of an AI specifying a mandatory reporting date and an application for compassionate reassignment is still under consideration, this fact will be reported immediately to HRC or the appropriate special branch.

#### **6–7. Action by Human Resources Command or special branch**

*a.* All responses by OPMD or appropriate special branches to requests for a change in assignment will be by electrical message directly to the installations or activities that submitted the requests. For cases that are disapproved, the reasons for the disapproval will be cited. Approved requests will be in the form of message assignment instructions and will cite sufficient information and authority to reassign the individual. When applicable, information copies will be given to other interested parties.

*b.* When OPMD or the special branch determines that no more than 90 days will be required to resolve a particular family problem, the attachment of the officer to a unit in the desired location may be directed. This will be a permissive attachment at no expense to the Government. Per diem travel allowance will not be authorized and all travel time to and from the unit will be charged as leave.

#### **6–8. Stabilization**

*a.* An officer who receives an approved compassionate reassignment will be stabilized for up to 1 year. Deletion or deferment from orders will normally be in effect until the problem is solved or for 1 year, whichever occurs first. If the problem is resolved before the stabilization period ends, the OPMD or special branch career manager will be advised by message. Termination of the stabilization period does not necessarily mean that the officer will be reassigned. Subsequent moves will be based primarily on military requirements.

*b.* This approval also constitutes authority to reassign the spouse for officers serving on a joint domicile assignment when a valid requisition exists in the spouse's grade and specialty in the same area of the officer who has been approved for a compassionate reassignment. In this instance the spouse will not be required to submit a separate request for reassignment.

### **Section III**

#### **Deletion from Orders When Family Problems are a Factor**

#### **6–9. Responsibilities**

*a.* Commanders having GCM convening authority over an officer submitting a request for deletion from orders when family problems are a factor may approve the request when it meets the criteria in paragraph 6–10 below. Delegation of deletion authority will not be granted below the O6 level.

*b.* All requests based on conditions not specified in paragraph 6–10 will be forwarded to HRC or the appropriate special branch at the address shown in table 2–1 or 2–2.

#### **6–10. Eligibility criteria and guidelines for approval or disapproval**

*a.* Officers alerted or on orders for reassignment may be granted deletion from orders by the installation commander or GCM convening authority under the following criteria.

- (1) Terminal illness of a family member where death is anticipated within 1 year.
- (2) The death of the officer's spouse or child within 6 months of alert.
- (3) Illness or injury of a family member that is expected to require hospitalization for 90 days or more when the officer's presence is deemed essential.
- (4) Recent documented rape or sexual abuse of the officer's spouse or child.

*b.* Requests based solely on family separation incident to overseas assignments will not be considered.

*c.* All requests based on conditions not specified in a above will be forwarded to HRC or appropriate special branches for action.



### **6-11. Application procedures**

- a.* Installation commanders or GCM convening authorities will establish local procedures for application for deletion for which they are the approval authority.
- b.* Applications that must be forwarded to HRC or appropriate special branches will be processed according to paragraph 6-6 above. Detailed application procedures are in DA Pam 600-8-11, procedure 3-16.

### **6-12. Actions by installation commander or GCM convening authority**

Commanders receiving applications for deletion will—

- a.* Approve the request and immediately notify HRC, the Office of the Judge Advocate General (OTJAG), or the Office of the Chief of Chaplains (OCCH), as appropriate (Appropriate Career Management Division) by telephone and notify the gaining commander by message. A copy of the approved request will be forwarded to HRC, OTJAG, or OCCH, as appropriate (career manager, see table 2-1 or 2-2 for address) within 14 days following final approval:
- b.* Disapprove the request, state reasons for disapproval, and return the application to the officer.
- c.* Forward the application to Commander, HRC, or special branch, as appropriate.

### **6-13. Actions by HRC or special branches**

- a.* All responses to request for deletion from orders will be provided according to the procedures set out in paragraph 6-7 above.
- b.* Reassignment instructions will be issued by HRC, OTJAG, OCCH, as appropriate only in those cases in which the officer's reassignment is in conjunction with a deletion from orders.

### **6-14. Stabilization**

An officer who receives an approved deletion from orders will be stabilized under paragraph 6-8, above.

## **Section IV**

### **Deferment From Orders When Family Problems are a Factor**

#### **6-15. Scope of duties**

- a.* Commanders having GCM convening authority over an officer submitting a request for deferment from orders when family problems are a factor may approve the request when it meets the criteria in paragraph 6-16, below. Delegation of deferment authority will not be granted below the O6 level.
- b.* All requests based on conditions not specified in paragraph 6-16 will be forwarded to HRC, OTJAG, or OCCH, as appropriate.

#### **6-16. Eligibility criteria and guidelines for approval or disapproval**

- a.* Officers alerted or on orders for reassignment may be granted deferment from orders for up to 90 days by the installation commander or the GCM convening authority under the following criteria:
  - (1) Recent death of a family member.
  - (2) Illness or injury of a family member that is expected to require hospitalization of less than 90 days.
  - (3) New recent custody of a child or children gained as a result of divorce, legal separation, desertion, or death.
  - (4) Established court dates for legal matters that require the officer's presence.
  - (5) A domestic hardship involving the officer's immediate family, provided that the officer's presence during the deferment period will result in reasonable, permanent relief that cannot be achieved by other satisfactory means.
- b.* Requests based solely on family separation incident to overseas assignments will not be considered.
- c.* All requests based on conditions not specified in a, above, and all requests for deferments of more than 90 days will be forwarded to HRC, OTJAG, or OCCH, for appropriate action.

#### **6-17. Application procedures**

- a.* Installation commanders or GCM convening authorities will establish local procedures for processing applications for deferment for which they are the approval authority.
- b.* Applications that must be forwarded to HRC will be processed per paragraph 6-6, above. Detailed application procedures are in DA Pam 600-8-11, procedure 3-16.

#### **6-18. Actions by Installation commander or general court-martial convening authority**

Commanders receiving applications for deferment will—

- a.* Approve the request and immediately notify HRC, OTJAG, or OCCH, as appropriate (appropriate career management division) by telephone and notify the gaining commander by message. A copy of the approved request will be forwarded to HRC, OTJAG, or OCCH, as appropriate within 14 days following final approval; or
- b.* Disapprove the request, state reasons for disapproval, and return the application to the officer.

c. Forward the application to HRC, OTJAG, or OCCH, as appropriate.

#### **6-19. Stabilization when deferment is authorized**

a. Officers for whom a deferment is authorized for 90 days or less will normally remain at their home stations. On completion of the deferment period, the officer will be reassigned under the original assignment instructions.

b. In each case of an officer deferred in excess of 90 days, action concerning deletion from the reassignment instructions or movement on completion of deferment will be as prescribed by HRC, OTJAG, or OCCH, as appropriate.

### **Section V**

#### **Application Procedures Under Emergency Conditions**

#### **6-20. General**

a. Emergency situations may be associated with requests for reassignment, deletion, or deferment. Therefore, commanders and action personnel must be alert to identify cases requiring prompt handling. A statement about the emergency situation will be part of each endorsement. For these cases, actions will be coordinated by telephone or electrical means with necessary follow-up documentation.

b. Local commanders will assist officers in submitting their applications. The local commander will send applications without referral to the GCM convening authority, directly to HRC, OTJAG, or OCCH, as appropriate.

#### **6-21. Officers on leave**

An officer in a leave status may apply for a change in assignment through the commander of the nearest Army installation or activity that has a unit personnel officer, provided it is an emergency case. Officers who cannot report to an Army installation should notify their career managers by telephone during duty hours to receive additional instructions. Contact the HRC Staff Duty Officer during nonduty hours/(DSN) 221-8851 or commercial (703) 325-8851.

#### **6-22. Attachment of officers**

a. If authorized leave expires, an officer may be attached to the installation or activity processing the request for no more than 14 days. A complete request must be processed and dispatched to OPMD, OTJAG, or OCCH, as appropriate during this 14 day period. The attachment will be permissive, and per diem is not authorized (JFTR vol I. U7650). If the officer is assigned or is in transit to an overseas unit, the commander accomplishing the attachment will notify, the commander by message, citing this regulation as authority. The OPMD, OTJAG, or OCCH, as appropriate will be an information addressee on the message. No attachments are authorized for officers on leave while en route between CONUS installations without prior approval of the losing commander. In these cases, the coordination will be between the commanders concerned without referral to HQDA.

b. During the period of attachment, the officer is expected to remain at the installation and perform duties deemed appropriate by the commander. The officer will be given enough free time to document the request. However, any absence of more than 72 hours will be charged as ordinary leave. If the officer has not submitted an application by the end of the 14th day of the attachment period, he or she will be released from attached status and directed to return to his or her home station. At the direction of the attaching commander, the officer may be granted 5 additional days leave en route. If the application has been submitted to OPMD, OTJAG, or OCCH as appropriate, the officer's attachment will be continued until a reply is received. Under no circumstances will the officer remain attached beyond 30 days without the prior approval of OPMD, OTJAG, or OCCH. If a reply has not been received by the end of the 30 days attachment period, OPMD, OTJAG or OCCH will be notified immediately by message.

c. Additional instructions and procedures are in DA Pam 600-8.

### **Section VI**

#### **Permissive Reassignment at no Expense to the Government**

#### **6-23. General**

a. Officers may request reassignment to another area in the United States, its territories and possessions, or within the same overseas command, without cost to the Government when personal problems are involved that do not meet the criteria established in sections II through V. Reassignment under the provisions of this section will be considered only when a grade and career field/MOS vacancy exists in the unit or at the station to which the assignment is requested. An officer may not request reassignment under this authority solely because he or she desires to serve in another unit or at a different station.

b. Documentary evidence as indicated as paragraph 6-6b, will be furnished to establish clearly the existence of the personal problem. Permissive reassignment will not be considered as being primarily in the best interest of the Service, and the officer concerned will bear all expenses incident to the move.

## **6-24. Application procedures**

Each officer requesting a permissive reassignment will include in the request a statement that, if the request is approved, all expenses incident to travel to the new station including transportation of dependents and shipment of household goods will be borne by him or her, that Government facilities, including packing and drayage, will not be used, and that arrangements will be made by him or her for the shipment of household goods by commercial means. Permanent change of station orders will cite the appropriate movement designator code (MDC) for permissive reassignment (see AR 600-8-105) and will state that a waiver for transportation has been given. Orders will not cite any appropriations. Ordinary leave will be authorized during the time of travel to the new station. Officers will be informed that such reassignments will not change their eligibility for foreign service. No stabilization period is authorized for such assignments.

## **Section VII**

### **Assignment of Sole Surviving Son or Daughter**

#### **6-25. General**

*a.* The Commander, HRC, will assign sole surviving sons or daughters based on the assignment limitations in this section.

*b.* Commanders having GCM convening authority will authorize assignment limitations. This will be done after determining that the applicant is a sole surviving son or daughter.

*c.* The provisions of this section apply to all commissioned (except general officers) and warrant officers of all grades. An officer who has been advised of the provisions of this section of this regulation who then extends voluntarily his or her period of active duty with the Army after the date of notification of the family casualty on which the sole surviving son or daughter status is based will be considered to have automatically waived his or her rights to the protective assignment provisions under this section.

#### **6-26. Reassignment policies**

*a.* An officer who is the sole-surviving son or daughter of a family that has suffered the loss of the father, mother, or one or more sons or daughters in the military service will not be required to serve in combat. They will not be subjected to hostile fire. Accordingly, such officers may apply for sole-surviving son or daughter status.

*b.* A sole-surviving son or daughter is the only remaining son or daughter in a family in which the father, mother, or one or more sons or daughters served in the Armed Forces of the United States and because of hazards with such military service:

- (1) Was killed.
- (2) Died as a result of wounds, accident or disease.
- (3) Is captured or missing-in-action.
- (4) Is permanently 100 percent physically or mentally disabled as determined by the Department of Veterans Affairs or one of the military services, is hospitalized on a continuing basis, and is not gainfully employed because of disability.

*c.* Neither the gaining nor the retaining of sole-surviving son or daughter status depends on the continued existence of any other living family member. Thus, the continued existence of a family unit is not a prerequisite for sole-surviving son or daughter status. This also applies to the existence of a sole-surviving son having one or more surviving sisters, or to a sole-surviving daughter having one or more surviving brothers.

#### **6-27. Assignment limitations**

*a.* On requesting noncombat duty, or at the request of a parent, sole-surviving sons or daughters, may not be assigned to duties normally involving actual combat with the enemy or to duty where the officer might be subject to hostile fire. However, when a parent alone makes the request, it may be waived by the officer (see para 6-28c).

*b.* Unless entitlement to sole-surviving son or daughter status is waived, the officer will not be assigned to—

- (1) Combat and hostile fire areas.
- (2) Duties that require travel within the limits of the hostile fire zone.

*c.* Exception to *b*(1.) above, may be made only when the sole-surviving son or daughter is assigned to a command where combat conditions exist, but the command is not physically located in the geographical limits of the hostile fire zone.

#### **6-28. Application for reassignment**

*a.* The officer's application will be forwarded through channels to the commander having general court-martial jurisdiction. The GCM authority will grant the assignment limitation when it can be established, by reasonable evidence presented, that the Soldier is the sole-surviving son or daughter. When an installation is without GCM authority, commanders in the grades of colonels and above have the authority.

*b.* A parent of an officer eligible for sole-surviving son or daughter status may request the same protection on

behalf of the officer. Requests will be submitted to Commander, HRC, ATTN: HRC-OPD-M, Alexandria, VA 22332-0413, or the appropriate special branch shown in table 2-2. The request will include supporting proof and identification of all personnel involved. However, before final determination, the officer will be given an opportunity to waive the parental request. The Commander, HRC will direct the appropriate assignment limitation. This will be done after determining that the evidence submitted warrants action.

c. The officer may waive entitlement to the assignment limitation, whether entitlement was based on officer's own application or the request of one or both of the officer's parents.

d. An officer who has waived sole-surviving son or daughter status may request reinstatement of that status at any time. Initially, a request for reinstatement may be made orally; however, it must be confirmed in writing. A commander with GCM convening authority will approve the request for reinstatement.

e. The officer will be removed promptly from the hostile fire area to a safe place within the combat zone until reassigned by HRC. Request for reassignment instructions will be sent to HRC (HRC-OP-appropriate career management division), Alexandria, VA 22332, or special branch career management division, by the fastest means. See table 2-1 or 2-2. A sole-surviving son or daughter who has received assignment orders or instructions to a combat zone or hostile fire area will be held at home station pending reassignment by HQDA.

## **6-29. Procedures**

DA Pam 600-8, procedures 3-37, contains detailed guidance concerning submitting and processing requests for sole-surviving son or daughter status.

## **Section VIII**

### **Retirement, Resignation, or Release from Active Duty instead of Permanent Change of Station**

#### **6-30. Assignment to duty in designated hostile-fire/imminent-danger areas (hereafter referred to as "hostile fire area")**

If a Soldier of a family is killed or dies when serving in a designated hostile-fire area, other Soldier(s) of the same family shall, upon approval of their request, be exempt from serving in designated hostile-fire areas. If already serving in such an area they shall be reassigned out of the area. The exemption also applies to family members of those Soldiers who are in a captured or missing status or who have been determined by the Department of Veterans Affairs (VA) or a Military Service to be 100 percent physically or mentally disabled.

#### **6-31. Retirement instead of permanent change of station**

Officers who have at least 19 years and 6 months of active Federal service and who receive an alert or orders for a PCS reassignment may request retirement instead of complying with such alert or orders. The retirement application must be submitted within 30 days of the alert or orders, whichever is earlier, and is subject to the conditions prescribed in AR 600-8-24, chapter 6. Application procedures and additional guidance are in the above reference.

#### **6-32. Resignation or release from active duty instead of permanent change of station**

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

b. Specific guidance, limitations, and procedures pertaining to request for resignation in these cases are in AR 600-8-24, paragraph 3-5.

c. Specific guidance and procedures pertaining to request for release from active duty in these cases are in AR 600-8-24, paragraph 2-5.

#### **6-33. Assignment alert notice**

Assignment alert is the official notification to an officer of an impending assignment when alerted by writing, voice, e-mail or other medium from DA or HRC assignment officials. An assignment is considered "firm" when an officer has been notified via writing, voice, e-mail, or other medium that he or she has been selected to fill a valid requisition (that is, when and where).

#### **6-34. Stabilization for officers with high school seniors**

a. Officers with family members who are high school seniors may request stabilization from PCS movement during the child's senior year. This is an officer-initiated action intended to stabilize the family member during the senior year.

b. Officers may submit requests may be submitted as early as six months prior to the child's junior year in accordance with procedures announced in applicable MILPER messages. Each request will be forwarded through the chain of command to the MACOM level, as appropriate, for a recommendation prior to forwarding to HRC-Alexandria (AHRC-OPD-M) for action.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 600–8–11**

Reassignment. (Cited in paras 5–3c(3), 6–11(b), 6–17(b).)

#### **AR 608–75**

Exceptional Family Member Program. (Cited in paras 2–4, 5–3c(1).)

#### **AR 614–5**

Stabilization of Tours. (Cited in paras 3–4d(1), 5–1, 5–4b(3)(b).)

#### **AR 614–6**

Permanent Change of Station Policy. (Cited in paras 1–4d, 3–4d(1), 5–2.)

#### **AR 614–30**

Overseas Service. (Cited in paras 3–3d(9), 3–4d(1), 5–1, 5–3, 6–1b.)

#### **AR 614–185**

Requisitions and Assignment Instructions for Officers. (Cited in paras 5–4a(4), 5–5b.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 15–6**

Procedures for Investigating Officers and Boards of Officers.

#### **AR 20–1**

Inspector General Activities and Procedures.

#### **AR 25–2**

Information Assurance.

#### **AR 25–50**

Preparing and Managing Correspondence.

#### **AR 27–10**

Military Justice.

#### **AR 40–501**

Standards of Medical Fitness.

#### **AR 50–5**

Nuclear Surety.

#### **AR 50–6**

Chemical Surety.

#### **AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army.

#### **AR 135–101**

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

**AR 135–215**

Officer Periods of Service on Active Duty.

**AR 140–10**

Assignments, Attachments, Details, and Transfers.

**AR 195–2**

Criminal Investigation Activities.

**AR 210–50**

Housing Management.

**AR 380–67**

The Department of the Army Personnel Security Program.

**AR 570–4**

Manpower Management.

**AR 600–8–11**

Reassignment.

**AR 600–8–24**

Officer Transfers and Discharges.

**AR 600–8–101**

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing).

**AR 600–8–105**

Military Orders.

**AR 600–3**

The Army Personnel Proponent System.

**AR 600–9**

The Army Weight Control Program.

**AR 600–20**

Army Command Policy.

**AR 600–43**

Conscientious Objection.

**AR 600–60**

Physical Performance Evaluation System.

**AR 600–82**

The U.S. Army Regimental System.

**AR 600–83**

The New Manning System—COHORT Unit Replacement System.

**AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army.

**AR 600–105**

Aviation Service of Rated Army Officers.

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV).

**AR 608-1**

Army Community Service Center.

**AR 614-105**

Initial Assignment of Regular Army Second Lieutenants.

**AR 614-120**

Interservice Transfer of Army Commissioned Officers on the Active Duty List.

**AR 614-185**

Requisitions and Assignment Instructions for Officers.

**AR 614-200**

Enlisted Assignments and Utilization Management.

**AR 621-108**

Military Personnel Requirements for Civilian Education.

**AR 623-105**

Officer Evaluation Reporting System.

**AR 635-10**

Processing Personnel for Separation.

**DA Pam 600-3**

Commissioned Officer Professional Development and Career Management.

**DA Pam 600-8**

Management and Administrative Procedures.

**DA Pam 600-8-11**

Military Personnel Office Separation Processing Procedures.

**DA Pam 600-8-101**

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing).

**DA Pam 611-21**

Military Occupational Classification and Structure.

**FM 3-21.220**

Static Line Parachuting Techniques and Tactics.

**DODD 1315.7**

Military Personnel Assignments. (Available at <http://www.dtic.mil/whs/directives>.)

**DODD 1322.10**

Policy on Graduate Education for Military Officers. (Available at <http://www.dtic.mil/whs/directives>.)

**DODI 1300.20**

DOD Joint Officer Management Program Procedures. (Available at <http://www.dtic.mil/whs/directives>.)

**DODI 1315.18**

Procedures for Military Personnel Assignments. (Available at <http://www.dtic.mil/whs/directives>.)

**DODI 1325.7**

(Available at <http://www.dtic.mil/whs/directives>.)

**JFTR Vol. I**

Joint Federal Travel Regulation, Volume I, (Military Members).

**10 USC 936**

Authority to administer oaths and to act as notary. (Available at <http://www.gpoaccess.gov/uscode>.)

**10 USC 3065(a)**

Commissioned. (Available at <http://www.gpoaccess.gov/uscode>.)

**10 USC 3533**

Corps of Engineer: assignment or transfer of officers to duties involving civil functions. (Available at <http://www.gpoaccess.gov/uscode>.)

**42 USC 14071**

Jacob Wetterling crimes against children and sexually violent offenders registration program. (Available at <http://www.gpoaccess.gov/uscode>.)

**Section III****Prescribed Forms**

Unless otherwise stated, DA Forms are available on the Army Publishing Directorate Web site ([www.apd.army.mil](http://www.apd.army.mil)). DD forms are available from the OSD Web site (<http://www.dtic.mil/whs/directives/informgt/forms/formsprogram.htm>). SF forms and OF forms are available at the GSA Web site (<http://www.gsa.gov/forms>). DA Form 483 is also available electronically at the HRC home page Web site (<http://www.hrc.army.mil>).

**DA Form 483**

Officer Assignment Preference Statement. (Cited in para 2–1.)

**Section IV****Referenced Forms**

Unless otherwise stated, DA Forms are available on the Army Publishing Directorate Web site ([www.apd.army.mil](http://www.apd.army.mil)). DD forms are available from the OSD Web site (<http://www.dtic.mil/whs/directives/informgt/forms/formsprogram.htm>). SF forms and OF forms are available at the GSA Web site (<http://www.gsa.gov/forms>).

**DA Form 71**

Oath of Office – Military Personnel.

**DA Form 78–R**

Nonrecommendation for Promotion to 1LT/CW2.

**DA Form 209**

Delay, Referral or Follow–up Notice. (Available through normal forms supply channels.)

**DA Form 2654–R**

Army Educational Requirements System Request (AERS).

**DA Form 4037**

Officer Record Brief. (Available from Commander, USAISC-ARPERCEN, 9700 Page Blvd., St. Louis, MO 63132–5200)

**DA Form 4187**

Personnel Action.

**DA Form 5074–1–R**

Record of Award of Entry Grade Credit (Health Services Officer).

**FBI Form FD 258**

Applicant Fingerprint Card. (Available through normal forms supply channels.)

**SF 86**

Questionnaire for National Security Positions.



## **Glossary**

### **Section I Abbreviations**

**ACC**

Army competitive category

**ACIP**

Aviation Career Incentive Pay

**ACS**

Army community service

**ADL**

active duty list

**AERS**

Army educational requirement system

**AI**

Assignment instructions

**AMEDD**

Army medical department

**AMSP**

Advanced Military Studies Fellowship

**AOC**

Area of concentration

**AOSF**

Advanced Operational Studies Fellowship

**AR**

Army regulation

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARSTAF**

Army staff

**ASA(M&RA)**

Assistant Secretary of the Army Manpower and Reserve Affairs

**ASI**

additional skill identifier

**BREX**

year-month branch detail expires

**CAR**

Chief, Army Reserve

**CCF**

central clearance facility

**CNGB**

Chief, National Guard Bureau

**CONUS**

continental United States

**CONUSA**

numbered armies in the continental United States

**COS**

critical operational specialties

**COT**

consecutive overseas tour

**CRMGOF**

control branch

**CSA**

combat support arms

**CSC**

Command and Staff College

**CSL**

Command selection list

**CSS**

combat service support

**CTLBR**

control branch

**CVI**

conditional voluntary indefinite

**DA**

Department of the Army

**DAIG**

Department of the Army Inspector General

**DARNG**

Director, Army National Guard

**DCPC**

Direct combat probability coding

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-2**

Deputy Chief of Staff, G-2

**DEROS**

date eligible for return from overseas

**DLA**

dislocation allowance

**DOD**

Department of Defense

**DROS**

date returned from overseas

**DTAV**

date of availability

**DTEADC**

date of entry on active duty current

**EFMP**

Exceptional Family Member Program

**FBC**

Former battalion commanders

**FLEP**

Funded Legal Education Program

**FORSCOM**

Forces Command

**FST**

foreign service tour

**FY**

fiscal year

**GCM**

general court-martial

**GS**

General Series

**HAAP**

Homebase and Advanced Assignment Program

**HHG**

household goods

**HIV**

Human Immunodeficiency Virus

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Human Resources Command

**IET**

initial entry training

**IG**

inspector general

**IMA**

Individual mobilization augmentees

**IPCOT**

in-place consecutive overseas tour

**ITT**

inter/intra-theater transfer

**JAGC**

Judge Advocate General's Corps

**JDA**

joint duty assignment

**JDAL**

joint duty assignment list

**JFTR**

Joint Federal Travel Regulation

**JSO**

Joint specialty officer

**JPME**

Joint professional military education

**LCM**

low cost move

**LIC**

language identification code

**MACP**

married Army couples program

**MACOM**

major Army command

**MDC**

movement designator code

**MEDDAC**

medical department activity

**MEPCOM**

Military Enlisted Processing Command

**MI**

military intelligence

**MOS**

military occupational specialty

**MPD**

Military personnel division

**MTF**

medical treatment facility

**MTOE**

modification table of organization and equipment

**MWO**

Master warrant officer (MW4)

**MWOT**

Master warrant officer training

**NCLEX**

Nurse corps license examination

**NCO**

noncommissioned officers

**NMS**

new manning system

**NGB**

National Guard Bureau

**OAC**

Officer advanced course

**OAP**

officer assignment preference

**OCAR**

Office of the Chief, Army Reserve

**OCCH**

Office of the Chief of Chaplains

**OCONUS**

outside continental United States

**ODAS**

Officer distribution assignment system

**ODP**

Officer distribution plan

**OER**

officer evaluation report

**OMF**

Officer master file

**OPMD**

Officer Personnel Management Directorate

**OPMS**

Officer Personnel Management System

**ORB**

Officer record brief

**OTJAG**

Office of the Judge Advocate General

**OTRA**

Other than regular Army

**OTSG**

Office of the Surgeon General

**PCS**

Permanent change of station

**PRP**

Personnel Reliability Program

**PSB**

Personnel Service Battalion

**PSC**

Personnel service company

**PULHES**

permanent physical profile serial

**RA**

Regular Army

**RC**

Reserve components

**RECSTA**

record status

**RMC**

Regional Medical Commands

**ROTC**

Reserve Officer's Training Corps

**SCI**

sensitive compartmented information

**SSC**

senior service college

**SSN**

social security number

**SWO**

Senior Warrant Officer (W3/W4/W5)

**SWOT**

Senior Warrant Officer training

**TAG**

The Adjutant General

**TAPDB**

Total Army Personnel Database

**TDA**

tables of distribution and allowances

**TDY**

temporary duty

**TIG**

The Inspector General

**TJAG**

The Judge Advocate General

**TOE**

tables of organization and equipment

**TOS**

time on station

**TRADOC**

U.S. Army Training and Doctrine Command

**TSG**

The Surgeon General

**TWI**

training with industry

**UA**

unit of action

**UMS**

unit manning system

**USMA**

U.S. Military Academy

**USA**

U.S. Army

**USAR**

U.S. Army Reserve

**USAREC**

U.S. Army Recruiting Command

**USMA**

U.S. Military Academy

**USUHS**

Uniformed Services University of the Health Sciences

**VI**

voluntary indefinite

**WO**

warrant officer

**YMAV**

year-month of availability for assignment

**Section II****Terms****AERS assets**

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

**All others tour**

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

**Area of concentration**

Identifies a requirement and an officer possessing a requisite area of expertise (subdivision) within a branch or functional area. An officer may possess and serve in more than one area of concentration.

**Assignment alert**

The official notification to an officer of an impending assignment when alerted by writing, voice, e-mail or other medium from DA or HRC assignment officials. An assignment is considered "firm" when an officer has been notified via writing, voice, e-mail, or other medium that he or she has been selected to fill a valid requisition (that is, when and where).

**Branch**

A grouping of officers that comprises an arm or service of the Army in which an officer is commissioned or transferred, trained, developed and promoted. All officers hold a single branch designation and may serve repetitive and progressive assignments associated with the branch. Branches of the Army are: Adjutant General, Air Defense Artillery, Armor, Aviation, Civil Affairs (RC only), Chemical, Engineer, Finance, Field Artillery, Infantry, Military Intelligence, Military Police, Ordnance, Quartermaster, Signal, Special Forces, and Transportation. A limited number of officers have been permitted to single track in one or more functional areas.

**Branch detail**

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

**Branch immaterial position**

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

**Branch material**

A phrase used to describe any position, duty or detail that requires an officer qualified in a specific branch.

**Career field**

Identifies the branch and/or functional area in which officers are assigned, developed and promoted.

**Career management division**

Within OPMD, the section responsible for managing and assigning OPMD officers. This includes the Colonels Division, Warrant Officer Division and the Combat Arms, Combat Support Arms, Combat Service Support, and Health Services Divisions, each of which manages and assigns officers within their respective branches including officers in the grade of colonel (less AMEDD officers). Also included is the Functional Area Management and Development Division which manages and assigns officers in their respective functional areas (less AMEDD officers). Within the special branches, it is the section responsible for managing and assigning their officer population.

**Combat arms**

The combat arms branches are Air Defense Artillery, Armor, Aviation, Field Artillery, Infantry, Special Forces, and the Corps of Engineers.

**Combat arms immaterial position**

A duty position that is not identified with one specific branch of the Army but is limited to officers whose branches are Infantry, Armor, Field Artillery, Air Defense Artillery, Aviation, Special Forces, or Engineer.

**Combat service support**

The combat service support branches are the Adjutant General's Corps, Finance Corps, Ordnance Corps, Transportation Corps, and Quartermaster Corps.

**Combat support arms**

The combat support arms are Chemical Corps, Military Intelligence, Military Police Corps, and Signal Corps.



**Commissioned officer**

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

**Control branch**

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

**Department detail**

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

**Designated housing**

- a. Housing permanently identified for the use of specific grade groupings.
- b. Family housing dwelling units designated for the incumbents of specific positions. Designations require MACOM approval, except for special command position designations that require HQDA approval.

**Detail**

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

**Direct combat probability coding**

A method for determining the probability of participation in direct combat of each position using the criteria of unit mission, AOC/MOS duties, tactical doctrine, and battle field location. DCPC policy recognizes the fluidity and lethality of the modern battlefield and all Soldiers may be exposed to some form of combat throughout the theater of operations.

**Disaffiliation**

Termination of affiliation with a regiment.

**Duty detail**

A unique duty assignment that does not affect one's control branch. Such military duties include assignment of Army general staff with troops, defense agencies, general, National Guard Bureau, aide-de-camp, and appointments to adjutant.

**Extra regimental assignment**

An assignment outside of a Soldiers regiment that is consistent with regimental affiliation. Assignments consistent with regimental affiliation are: assignments in TDA units, above battalion in the Soldier's branch, or to any unit position in another branch.

**Functional area**

A grouping of officers by career field other than arm, service or branch that possess an interrelated grouping of tasks or skills which usually requires significant education, training, and experience. Officers may serve repetitive and progressive assignments within the functional area. An officer may not be accessed into or normally be assigned more than one functional area.

**Logistics immaterial position**

A duty position that is not identified with one specific branch of the Army but is limited to officers whose branches are Ordnance, Quartermaster, and Transportation.

**Must-move status**

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

**Obligated AERS asset**

Officers who attended civil schooling under the Army Civil Schools Program and who are required to serve a 36-month utilization tour in a validated AERS asset when he or she attends civil schooling, whether under DA fully-funded or partially funded program for 26 weeks or more.

**Partial mobilization**

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

**Personnel immaterial position**

A duty position that is not identified with one specific branch of the Army but is limited to officers whose branch is Adjutant General or whose functional area is Personnel Management.

**Regimental affiliation**

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

**Regimental requirement**

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

**Single track officer**

An officer who holds only one branch/functional designation and serves repetitive assignments in that career field.

**Skill**

Identifies a requirement and an officer possessing specialized skills to perform duties of a specific position that may require significant education, training, and experience. A skill can be related to more than one branch or functional area. An officer may have more than one skill. Progressive assignments and repetitive tours are not required.

**Slating**

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

**Special branches**

A grouping of branches and officer primarily concerned with providing combat service support and/or administration of the Army as a whole but managed separately from combat service support branches. Special branches include: The Corps of the Army Medical Department, The Chaplains, and The Judge Advocate General's Corps.

**Utilization tour**

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

**Warrant officer**

An officer below the grade of O-1 appointed by either commission or warrant, unless otherwise indicated.

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

This section contains no entries.

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