Army Regulation 614–30

Assignments, Details, and Transfers

Overseas Service

Headquarters
Department of the Army
Washington, DC
22 December 2016

UNCLASSIFIED

SUMMARY of CHANGE

AR 614–30
Overseas Service

This expedite revision, dated 22 December 2016—

- Updates policy on overseas tour lengths, as specified in the Joint Travel Regulation, for officers participating in foreign area officer training assignments, education, and broadening assignments (para 3–3*i*).

- Adds policy stating that the Director, Defense Intelligence Agency determines overseas tour lengths, whether accompanied or unaccompanied, of Soldiers assigned to the Defense Attaché System (para 3–3w).

- Adds policy for Soldiers who are denied entry into a foreign country (para 3–7*c*).

- Updates policy for former members of the Peace Corps (para 3–8*a*(8)).

- Adds language from Army Dir 2016–07 and Army Dir 2016–13 (paras 3–8 and 4–3*d*(1), respectively).

- Updates medical criteria for Soldier deployability (para 3–8*b*(1)).

- Adds policy for accrual of individual dwell time (para 3–8*d*).

- Adds policy to clarify legal processing criteria for deployment (para 3–8*e*).

- Provides for automatic stabilization of Soldiers after the death of a spouse (para 4–3*d*(1)).

- Allows Soldiers who make an unrestricted report of sexual assault to request an expedited transfer (para 5–2*a*(6)).

- Updates policy on retainability for outside the continental United States to continental United States assignments (para 6–1*e*).

- Adds policy that Reserve Component, ordered to active duty overseas, will not be stationed overseas without approval (para 7–2*f*).

- Adds eligibility for key billets for senior enlisted Soldiers (para 7–3).

Headquarters
Department of the Army
Washington, DC
22 December 2016

*Army Regulation 614–30

Effective 22 January 2017

Assignments, Details, and Transfers

Overseas Service

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

GERALD B. O'KEEFE
Administrative Assistant to the Secretary of the Army

History. This publication is an expedite revision. The portions affected by this expedite revision are listed in the summary of change.

Summary. This publication complies with and implements DODI 1315.18. It prescribes policies pertinent to overseas permanent change of station moves, overseas tour lengths, overseas tour curtailments, time-on-station, eligibility for overseas service criteria, voluntary and involuntary overseas tour extension, the Overseas Tour Extension Incentive Program, and consecutive overseas tours. It does not prescribe policies pertinent to Soldiers' compensation and entitlements for movement overseas on permanent change of station and/ or temporary change of station.

Applicability. This regulation applies to the Active Army (except general officers), the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to Army Reserve Soldiers serving on extended active duty, to include Soldiers in the Active Guard Reserve Program and to members of the Reserve Component ordered to active duty for full, total, or partial mobilization or via a Presidential Reserve Call-Up.

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

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app F).

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

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Headquarters, Department of the Army (DAPE–MPE–DR), 300 Army Pentagon, Washington, DC 20310–0300, or via electronic mail to: usarmy.pentagon.hqda-dcs-g-1.mbx.dapempe@mail.mil.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, and members of the Active Guard Reserve Program.

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*This regulation supersedes AR 614-30, dated 27 January 2015.

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Glossary

Chapter 1
Introduction

1–1. Purpose
This regulation provides policy and guidance on the eligibility and selection criteria for overseas service in a permanent change of station (PCS) status under routine conditions as well as contingency operations and deployments. It also provides guidance on the establishment of tour lengths for overseas areas, and guidance for curtailments, foreign service tour extensions (voluntary and involuntary (FSTEs/IFSTEs)), consecutive overseas tours (COTs), in-place consecutive overseas tours (IPCOTs), the Overseas Tour Extension Incentive Program (OTEIP), intra and intertheater assignments, and time-on-station (TOS) criterion.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Responsibilities
Responsibilities are listed in chapter 2.

1–5. Records management requirements
AR 25–400–2 governs the maintenance and disposition of Army information and implements policy on recordkeeping requirements for Army regulations prescribing the creation and maintenance of records under functional programs. Detailed information for all related record numbers, forms, and reports for AR 614–30 are located in the ARIMS/Records Retention Schedule-Army Module of ARIMS and is available online at https://www.arims.army.mil.

Chapter 2
Responsibilities

2–1. Headquarters, Department of the Army
a. Assistant Secretary of the Army (Manpower and Reserve Affairs). The ASA (M&RA) will—

(1) Oversee assignment and reassignment policy.

(2) Approve or deny requests for more than one PCS within the same fiscal year (FY), unless otherwise delegated.

(3) Approve or deny requests for COTs when it is determined that a Soldier will serve less than the equivalent of two unaccompanied tours.

(4) Approve or deny requests for establishment of key billets for Army activities when paragraph 2–1*d*(2), 7–2*d*(1), or 7–2*d*(2) does not apply.

(5) Recommend to the Secretary of the Army overseas tour length for a specific location when only Army personnel are assigned in small numbers (fewer than 25) and when the tour length is not indicated in the Joint Travel Regulations (JTR).

(6) Recommend to the Secretary of the Army military occupational specialty codes (MOSCs), additional skill identifiers (ASIs), skill qualification identifiers (SQIs), language indicator codes (LICs), and outside the continental United States (OCONUS) locations for the OTEIP.

(7) Approve or deny requests for exceptions to assignment limitations on first-term Soldiers.

(8) Oversee career life cycle management of Army personnel including assignments.

b. The Inspector General. The IG will approve all nominations for IG duty, curtailments, and extensions in accordance with AR 20–1.

c. Chief, National Guard Bureau. The CNGB, directly or by delegation to the Director, Army National Guard (DARNG), as the centralized manager of ARNG Active Guard Reserve (AGR) Program, will—

(1) Exercise the same responsibilities as the Commanding General (CG), U.S. Army Human Resources Command (HRC) for all ARNG AGR Soldiers via the ARNG Tour Management Office (NGB–ARZ–T) and Full-Time Support Management Directorate.

(2) Implement applicable policies in this regulation for all ARNG AGR Soldiers.

(3) Process Soldiers for deployment during contingency operations such as a Presidential Reserve Call-Up (PRC) and partial mobilization.

d. Deputy Chief of Staff, G–1. The DCS, G–1 will—

(1) Develop overseas assignment and reassignment policy.

(2) Make recommendations to the ASA (M&RA) for the establishment of key billets.

(3) Authorize an IFSTE from 32 to 60 days according to rule 4 of table 6–1 (for example, when hostilities are imminent).

(4) Approve an IFSTE up to 180 days on a case-by-case basis. In accordance with DODI 1315.18, the Principal Deputy Undersecretary of Defense for Personnel and Readiness (ASD (P&R)) will approve IFSTE longer than 180 days.

(5) Make recommendations on requests for changes in overseas tour lengths; the ASD (P&R) is the approval authority for recommended additions or changes to tour lengths.

(6) Make recommendations to the ASA (M&RA) on requests for more than one PCS in same FY.

(7) Develop and coordinate policy for overseeing the OTEIP.

(8) Make recommendations to the ASD (P&R), who considers requests for exceptions to policy regarding marital status, employment, or educational or volunteer activities of spouses that affect the selection of Soldiers for duty assignment or PCS reassignment.

(9) Designate the Commanding General (CG), HRC to—

(a) Develop procedures and maintain programs that implement the policies in this regulation.

(b) Issue assignment instructions (AIs) for personnel managed by the Enlisted Personnel Management Directorate and requests for orders for officers managed by the Officer Personnel Management Directorate.

(c) Process volunteer applications for overseas service.

(d) Serve as TOS (see table 2–1) and retainability waiver authority, except when more than one PCS within one FY is involved (see table 2–1).

(e) Coordinate and authorize joint domicile assignments for continental United States (CONUS)-to-OCONUS or OCONUS-to-OCONUS moves.

(f) Reassign Soldiers with or without their consent between or within OCONUS areas on COTs that involve PCS moves (see table 2–1).

(g) When required, curtail COTs in accompanied tour areas down to the equivalent of two unaccompanied tours. (For example, the total length of time for a Soldier serving an initial accompanied tour in Italy and then a COT in Germany is 72 months, but it may be curtailed so that the time served is not less than the equivalent of the length of two "unaccompanied tours," that is, 48 months.) This authority will not be further delegated. For exception, see table 2–1, reason 3, intratheater COT, and note 7. U.S. Army Europe (USAREUR) approvals will be made by a general officer on the headquarters (HQ) staff.

(h) Authorize OCONUS voluntary tour extensions and specified curtailments.

(i) Approve IFSTE only in accordance with table 4–1, paragraph 6–1*e*, and table 6–1.

(j) Disapprove IFSTEs that do not meet the criteria in paragraph 6–1.

(k) Delete from overseas assignment Soldiers who are pending investigation or prosecution for criminal offenses by military or civilian authorities (see AR 600–8–11).

(l) Provide command and control and emergency administrative and logistical support for all Soldiers enroute to and from locations overseas.

(m) During the nominative phase of a reassignment, coordinate with the medical special needs advisor and Department of Defense Education Activity (DODEA) point of contact to identify exceptional Family member medical resources and educational needs and obtain recommendation from communities with pre-established educational resources OCONUS.

(n) Establish programs to ensure dates eligible to return from overseas (DEROSs) are managed properly and kept current.

(o) Will grant exceptions on a case-by-case basis to the non-statutory provisions of this regulation unless otherwise restricted. This authority cannot be further delegated.

(p) Approve requests for operational move allocations submitted by an Army command (ACOM), Army service component command (ASCC), and/or direct reporting unit (DRU) that have personnel assigned OCONUS.

(q) In coordination with the military personnel detachment (MPD) and personnel services delivery redesign (PSDR) battalion S–1s, evaluate the internal controls and the internal control evaluation process indicated in appendix F and recommend changes when applicable.

(r) Ensure Soldiers convicted of an offense covered by 42 United States Code (USC) 16911 or AR 27–10 are not assigned or deployed on temporary duty (TDY), temporary change of station (TCS), or PCS to OCONUS duty stations, except Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States. Coordinate with ACOMs, ASCCs, or DRUs for reassignment of Soldiers that are currently overseas and are convicted of an offense.

e. Chief, Army Reserve. The CAR, who also serves as the CG, U.S. Army Reserve Command, in conjunction with DCS, G–1, and as executed by HRC, will develop and implement processes and procedures for efficient life cycle management of the U.S. Army Reserve (USAR) AGR Program, will—

(1) Advise DCS, G–1 and provide policy and procedures guidance to CG, HRC for all USAR AGR Soldiers.

(2) Implement applicable policies in this regulation for all USAR AGR Soldiers.

(3) Process Soldiers for deployment during contingency operations such as a PRC and partial mobilization.

f. The Judge Advocate General. TJAG will exercise the same responsibilities as CG, HRC for officers who are members of the Judge Advocate General's Corps (JAGC).

g. Chief of Chaplains. The CCH will exercise the same responsibilities as CG, HRC for officers who are members of the Chaplain Corps.

Table 2–1
Authorities for approval of permanent change of station and time-on-station waivers and tour curtailments

	ASA (M&RA)		Headquarters, Department of the Army (HQDA) assignment authority			ACOM/ASCC/DRU	
Reason	**2D PCS in FY**	**Overseas tour curtailment**	**2D PCS in FY**	**Less than 36 months TOS[1]**	**Overseas tour curtailment**	**2D PCS in FY**	**Overseas tour curtailment**
Reassignment CONUS to OCONUS–TOS and PCS waivers							
1. Assignment to Office of the Secretary of Defense (OSD), Joint, and defense agencies	X			X			
2. By name request for individual from gaining command	X			X			
3. Command/project manager tours (to/from)	X			X			
4. Compassionate (to/from assignment)[3]			X	X			
5. Confinement (release from)			X	X			
6. Department of the Army (DA) special roster assignments			X	X			
7. Force modernization (major weapons system change/initial fielding)	X			X			
8. Immediately available (IA) (other than PCS because of school failure, school graduation, or release from medical hold or confinement)	X			X			
9. Joint assignment (Joint Staff)	X			X			
10. Joint domicile	X			X			
11. Loss of position unique qualifications	X			X			
12. Medical hold (release from)			X	X			
13. Nominative assignment	X			X			
14. Overseas readiness (career Soldiers)	X			X			
15. PCS because of failure to enroll or graduate from school			X	X			

Table 2–1
Authorities for approval of permanent change of station and time-on-station waivers and tour curtailments—Continued

	ASA (M&RA)		Headquarters, Department of the Army (HQDA) assignment authority			ACOM/ASCC/DRU	
Reason	**2D PCS in FY**	**Overseas tour curtailment**	**2D PCS in FY**	**Less than 36 months TOS[1]**	**Overseas tour curtailment**	**2D PCS in FY**	**Overseas tour curtailment**
16. PCS of school graduates				X			
17. Military occupational specialty (MOS) reclassified, if IA	X			X			
18. Reenlist (contract for station of choice or MOS retraining option)[4]			X	X			
19. Relief for cause	X			X			
20. Religious coverage (chaplain assignments)	X			X			
21. Space imbalanced MOS	X			X			
22. IA because of unit deactivation or base closure			X				X
23. Threat to life[3]			X	X			
24. Unit PCS[5]			X	X			
25. Others not listed above	X			X			
Reassignment OCONUS to CONUS—tour curtailments and PCS waivers							
1. Administrative return[6]	X						
2. Appellate review (in excess leave status)						X	X
3. Compassionate (to/from assignment)[3]			X		X		
4. DA special roster assignments			X		X		
5. Death of a Family member[7]			X		X		
6. Discredit/ embarrassment to the United States	X						X (except AK and HI)
7. Health of Family member[7,8]			X				X
8. Human immunodeficiency virus (HIV) positive[7]						X	X
9. Jeopardize command mission[6]	X						X
10. Medical evacuation of Soldier[7,8]			X				X
11. Medical evacuation of a Family member[7,8]			X				X
12. Potential defector[7]	X						X
13. If pregnant and not married or married unaccompanied (to 7th month, if within 6 months to DEROS at expected date of confinement and in long-tour area)[7]			X				X
14. Pregnant (to 7th month, if within 60 days to DEROS at expected date of confinement and in			X				X

Table 2–1
Authorities for approval of permanent change of station and time-on-station waivers and tour curtailments—Continued

	ASA (M&RA)		Headquarters, Department of the Army (HQDA) assignment authority			ACOM/ASCC/DRU	
Reason	**2D PCS in FY**	**Overseas tour curtailment**	**2D PCS in FY**	**Less than 36 months TOS[1]**	**Overseas tour curtailment**	**2D PCS in FY**	**Overseas tour curtailment**
short-tour area)[7]							
15. MOS reclassification (if IA)	X				X		
16. Reenlist (with contract for station of choice or MOS training option)[4]	X				X		
17. Relief for cause	X				X		
18. Returned on emergency leave or TDY with less than 60 days remaining to DEROS/expiration term of service (ETS)/expiration of service agreement (ESA)[7]							X
19. Separation (enlisted ETS, retirement, elimination, approved early release)						X	X
20. Separation (officer ESA, retirement, elimination, resignation, approved early release)			X		X		
21. Separation (unit inactivation, unit PCS, within 90 days to ETS or ESA)						X	X
22. Threat to life[3,7]			X				X
23. Tour limitation by statute, contract, or country agreement[7]			X				X
24. Unit PCS[2]			X		X		
25. Humanitarian reasons, Exceptional Family Member Program (EFMP)			X		X		
26. Other reasons not listed above	X				X		
27. Military sexual offenders							X
Intertheater COT (between overseas commands)—tour curtailment and PCS waivers							
1. Compassionate (to/from)[3]			X		X		
2. Unit PCS[5]			X		X		
3. Will complete less than the prescribed tour for each area, but will serve at least the equivalent of two unaccompanied tours for areas[7,9]	X				X		
4. Will complete less than the equivalent of two unaccompanied tours for areas[10]	X	X					
5. Reenlist (with station of choice options)[4]					X		
6. Joint domicile (cost move)	X				X		
7. Other reasons not listed	X				X		

Table 2–1
Authorities for approval of permanent change of station and time-on-station waivers and tour curtailments—Continued

	ASA (M&RA)		Headquarters, Department of the Army (HQDA) assignment authority			ACOM/ASCC/DRU	
Reason	**2D PCS in FY**	**Overseas tour curtailment**	**2D PCS in FY**	**Less than 36 months TOS[1]**	**Overseas tour curtailment**	**2D PCS in FY**	**Overseas tour curtailment**
above							
Intratheater COT (within overseas commands)—tour curtailments and PCS waivers							
1. Compassionate (to/from)[3]			X		X		
2. Unit PCS[5]			X		X		
3. Will complete less than the prescribed tour for each area, but will serve at least the equivalent of two unaccompanied tours for areas[7,9]	X				X		See note 7
4. Will complete less than the equivalent of two unaccompanied tours for areas[10]	X	X					
5. Joint domicile (cost move)	X				X		
6. MOS reclassification, if surplus/IA	X						X
7. Relief for cause	X				X		
8. Religious coverage (chaplain assignments)	X				X		
9. Unit deactivation			X		X		
10. Other reasons not listed above	X				X		

Notes.

[1] HQDA TOS waiver authority: COL (O–6) when Soldier has fewer than four but more than two years TOS at the time of reassignment; general officer when Soldier has fewer than two years TOS at time of assignment.

[2] Overseas tour curtailment authority: If delegated, when curtailment is for one year or less; major command HQ level directors of officer and enlisted assignments and when curtailment is for more than one year, HRC directors of OPMD and EPMD. This authority cannot be further delegated.

[3] Must be approved by the HRC Special Action Branch, or TJAG/CCH, if applicable.

[4] Must be contained in a reenlistment contract and Soldier must have at least 12 months TOS before PCS.

[5] Must be directed by an HQDA DCS, G–3/5/7 movement directive.

[6] In the interest of efficient administration, HQDA assignment authorities may reassign Soldiers in the period beginning 60 days before the end of a prescribed tour. Such reassignments are not considered curtailments as described in paragraph 5–1, as Soldiers are considered to have completed their prescribed tours.

[7] AIs must be coordinated with the HQDA assignment authority. For intratheater COT, the "Overseas ACOM/ASCC/DRUs" and "Overseas tour curtailment" columns pertain only to a general officers on the USAREUR staff.

[8] Medical evacuation must be ordered/recommended by a medical doctor.

[9] This reason applies only when Soldier is reassigned from one accompanied tour to another accompanied tour.

[10] If it is determined that the Soldier will serve less than the equivalent of two unaccompanied tours, an exception can be approved only by the ASA (M&RA).

2–2. Overseas command level

a. ACOM, ASCC, and DRU CDRs (for HRC–managed Soldiers) will—

(1) Approve or disapprove COTs according to this regulation.

(2) Approve installation assignments.

(3) Curtail overseas tours in exceptional cases, for example, potential defectors, extreme personal hardship, expeditious removal for good of Service, medical evacuation of Soldiers according to this regulation (see table 2–1).

(4) Approve IFSTE for Soldiers who do not have sufficient service to be eligible for reassignment to CONUS.

(5) Approve or disapprove voluntary foreign service tour extension (FSTE) (see table 6–2).

(6) Recommend changes to overseas tour lengths.

(7) Submit key billet requests, that is, justification for establishment and cancellations.

(8) Establish programs that ensure DEROS are properly managed.

(9) Authorize IFSTE up to 31 days according to rule 4, table 6–1.

(10) Approve eligible Soldiers for FSTE under OTEIP (see table 6–2) and submit monthly reports to CG, HRC in accordance with paragraph 6–3*n*.

(11) Approve command sponsorship according to AR 55–46.

(12) Submit IPCOT/COT reports to HQDA in accordance with paragraph 4–1*e*(2).

(13) ACOMs do not have the authority to approve or disapprove COTs and installation assignments for command selection list (CSL) slated personnel.

b. Military personnel division or unit CDRs will—

(1) Process Soldiers for deployment according to AR 600–8–11 and AR 600–8–101.

(2) Update information on the personnel database through the electronic military personnel office (such as, DEROS to two days prior to ETS for Soldiers who do not meet the service remaining requirement (SRR) to return to CONUS at six months prior to current DEROS).

(3) Update field automated database systems.

(4) Coordinate deletion or deferment requests for Soldiers on overseas orders who are pending investigation or prosecution for criminal offenses by military or civilian authorities.

(5) Serve as authority for disapproval of deletion and/or deferment requests from AIs for HRC-managed Soldiers according to AR 600–8–11.

(6) If delegated, serve as authority for disapproval of requests for curtailment of overseas tours.

(7) Coordinate with OCONUS travel approval authority, on essential EFMP functions.

(8) Exercise management controls and the management control evaluation process indicated in appendix F.

Chapter 3
Policies on Service outside the continental United States

3–1. General policies regarding selection for service outside the continental United States

a. CONUS-based Soldiers may volunteer for overseas service—

(1) If they have not already received or are pending receipt of assignment or deployment instructions, either individually or with a unit.

(2) If they have at least 24 months TOS, unless an exception is authorized below.

(3) If they meet the eligibility criteria in table 3–1 of this regulation, and AR 600–8–11.

(4) Twelve months prior to the termination date of stabilization, if stabilized for 36 or more months according to AR 614–100 and AR 614–200.

(5) At any time after completing training or release from patient status.

(6) After 6 months TOS to establish joint household with spouse who is serving overseas, to be effective upon completion of 12 months at current duty station.

(7) When Soldier waives a stabilized assignment granted under a reenlistment option, but only if the overseas assignment is approved for the Soldier's area of choice. TOS requirements are applicable.

b. Volunteers through the appropriate chain of command may indicate an assignment preference of up to three overseas areas of choice. Each volunteer application must include Soldier's date of arrival at current duty station.

c. The eligibility of a Soldier with no prior OCONUS service is determined by the date of last permanent change of station (DLPCS). The Soldier with the earliest DLPCS is normally selected first.

d. The eligibility of a Soldier with prior OCONUS service is determined by military qualifications, TOS, date returned from overseas (DROS), and selection priorities prescribed in paragraph 3–2.

(1) Soldiers with the earliest DROS will normally be selected first. If a CONUS-to-CONUS PCS was made after return from overseas, the DROS becomes a secondary consideration.

(2) Soldiers who return from overseas without receiving credit for an OCONUS tour are normally reassigned before those who received credit.

(3) Soldiers assigned from OCONUS to a CONUS medical facility because of injury, illness, disease, or wounds acquired in the line of duty from hostile actions or attributable to or aggravated by service in the OCONUS area are selected according to DROS along with other Soldiers who received tour credit.

e. Procedures and requirements for processing of Soldiers for overseas movement are found in this regulation, AR 55–46, AR 600–8–11, and AR 600–8–101. Soldiers who move on PCS with TDY enroute receive final Soldier Readiness Program processing in accordance with AR 600–8–101 prior to departure from their losing duty station, regardless of the TDY option used. Any readiness or deployment criteria disqualification that is discovered during TDY is immediately corrected by the TDY station CDR.

f. Healthcare providers who are required to hold a current license or certification (as described in AR 40–68) which they have not yet obtained may be assigned to fixed healthcare facilities OCONUS where direct supervision by a licensed

and/or certified healthcare provider of the same discipline is available. Healthcare providers who lack a required license or certification may not be deployed to a theater of operations. Exceptions to this restriction on deployment must be approved by The Surgeon General (DASG–HSZ), 7700 Arlington Boulevard, Falls Church, VA 22042–5140.

g. OCONUS assignments will be made for all Soldiers without regard to their color, race, religious preference (except Chaplains), ethnic background, national origin, age (except under age 18; excludes assignments to Alaska and Hawaii, Puerto Rico, or territories or possessions of the United States), marital status (except for military couples), sex, or sexual orientation.

Table 3–1
Eligibility for overseas service criteria (reassignment)

Rule	If a Soldier—	And—	Then the Soldier is—	Unless—
1.	Is serving an initial term of active Federal military Service. For officers, see note 1.	Does not have enough remaining service to complete an unaccompanied tour (for Alaska and Hawaii long tour areas, at least 24 months)	Ineligible	Soldier reenlists or extends to have sufficient time to complete at least the prescribed tour length.[2, 3, 4, 5, 6] For officers, see note 1.
2.	Is a career Soldier (not on initial enlistment)	Has enough remaining service to complete an unaccompanied tour (for Alaska and Hawaii long-tour areas, at least 24 months required)	Eligible	Soldier has mandatory separation date and cannot serve the accompanied tour for long-tour areas (prescribed tour length in short-tour areas). Soldier can voluntarily elect to serve the unaccompanied tour.
3.	Any Soldier	Does not have enough remaining service to complete the prescribed unaccompanied tour whether accompanied or unaccompanied (for Alaska and Hawaii long-tour areas, at least 24 months required)	Ineligible	Soldier reenlists or extends to have sufficient time to complete the prescribed tour. If a career Soldier refuses to reenlist or extend, declination of continued service statement processing may be required per AR 601–280.[2, 3, 4, 5] For officers, see note 1.
4.	Has an approved field bar to reenlistment	NA	Ineligible	Bar is lifted or Soldier is part of a unit move.
5.	Misses port call, but has enough remaining service until ETS on originally scheduled arrival date	Misses port call for reasons requested by or was the fault of the Soldier; for example, leave extension, civil confinement, court appearance, absent without leave (AWOL), pending decision on personnel action	Eligible	NA
6.	Is a former prisoner of war (PW) or hostage	The assignment is to a country where formerly held captive	Ineligible	Soldier waives the restriction.
7.	Has been temporarily deferred according to AR 600–8–11	The deferment has not been terminated by authorities	Ineligible until expiration of the deferment	Soldier is eligible for waiver of deferment and elects to do so.
8.	Is either under arrest, confined pending military/civil criminal court action, or under investigation by an investigating activity	Legal processing precludes moving with or performing duties in the unit	Ineligible	Special court-martial convening authority, with the advice of the staff judge advocate (who will coordinate with military/civilian authorities), decides that the Soldier is eligible, and action is taken under AR 600–8–2.
9.	Has not completed officer basic course (OBC), warrant officer basic course (WOBC), or initial entry training (IET) requirement, or its equivalent	NA	Ineligible[7]	Training is completed.
10.	Is pending separation under AR 135–175, AR 135–178, AR 600–8–24, or AR 635– 200	NA	Ineligible[8]	Application is withdrawn by separation authority.
11.	Is restricted from service in certain areas, as shown in Soldier's records	NA	Ineligible for the restricted areas	NA

Table 3–1
Eligibility for overseas service criteria (reassignment)—Continued

Rule	If a Soldier—	And—	Then the Soldier is—	Unless—
12.	Is under investigation for subversion or disaffection, defection, or desertion	NA	Ineligible	HQDA assignment authority approves an exception.
13.	Is nominated for appointment to United States Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy; selected for Sergeant Major (SGM) Academy, senior service college, or command staff college	NA	Ineligible	Soldier can complete the overseas tour before the school entry date.
14.	Is required to have a DA Form 5305 (Family Care Plan) approved or recertified per AR 600–20	Does not have a viable plan	Ineligible	CDR approves a new or revised Family care plan (FCP) per AR 600–20.
15.	Has a permanent geographic or climatic duty limitation established by a medical board	Has applicable physical profile documented.	Ineligible for the specified restricted geographic areas	For urgent military reason, Soldier can be moved to an area precluded by a medical board, if duties can be limited to prevent an undue health hazard.
16.	Is convalescing or has a temporary physical profile	Physical profile prescribes limitations that prevent medical clearance for overseas service	Ineligible until temporary disqualification expires	Determined by CDR and the physician that the condition is not so severe to delay movement overseas.
17.	Is undergoing disability evaluation system (DES) +proceedings	And the DES proceeding is not complete	Ineligible	Unless returned to duty (RTD), DES consists of the MAR2, MEB, and physical evaluation board (PEB).
18.	Has a nontransferable suspension of favorable personnel action (AR 600–8–2)	NA	Ineligible	The flag is lifted or meets criteria in AR 600–8–2 or as announced by HQDA assignment authority.
19.	Is a German alien	NA	Ineligible for duty in Germany	NA
20.	Is Turkish or dual U.S/Turkish national	Receives assignment to Turkey	Eligible	Soldier requests deletion, which normally is approved.
21.	Acquires or retains sole surviving son or daughter status[9]	Is assigned to area designated as hostile fire/imminent danger or where duties involve combat with the enemy	Ineligible	Soldier waives sole survivor son/daughter status.
22.	Is a surviving Family member and is being assigned to a hostile fire area	A Family member dies, has been determined to be 100% physically or mentally disabled, or is in a captured or missing in action status	Eligible	There is written request for deletion from a hostile fire area (HFA). Soldiers already serving in the hostile fire/imminent danger area may volunteer to be removed from it.
23.	Is a combat-wounded Soldier who is hospitalized 30 days or more outside a hostile fire/imminent danger area.	The cause is due to wounds received from combat action	Ineligible to return to hostile fire/imminent danger area during that tour	The Soldier volunteers in writing to return and is medically qualified.
24.	Has a record of wrongful sale, possession, or use of habit forming narcotic drugs, controlled substances, or marijuana	Punitive or rehabilitative action under AR 600–85 has not been taken or is incomplete	Ineligible	There is a record in which punitive or rehabilitation action was considered, but not taken.
25a.	Claims conscientious objector status	The request (class 1–O) is pending action per AR 600–43	Ineligible	NA
25b.	Claims conscientious objector status	The request is approved for noncombatant status (class 1–A–O) per AR 600–43	Eligible only for areas where duties normally would not involve handling of weapons	NA

Table 3–1
Eligibility for overseas service criteria (reassignment)—Continued

Rule	If a Soldier—	And—	Then the Soldier is—	Unless—
26.	Has been convicted by a foreign tribunal	Is later retained by the military	Ineligible for the country of conviction	NA
27.	Is a former Peace Corps member	Served overseas with the Peace Corps	Ineligible for overseas intelligence duty for 4 years or duty in any country served while a Peace Corps member	NA
28.	Is an officer who tendered a resignation in lieu of elimination for the good of the service, or has tendered an unqualified resignation	NA	Ineligible	Application is withdrawn, or officer does not resign after HQDA assignment authority makes final decision.
29.	Is an officer who has requested relief from active duty under AR 600–8–24	NA	Ineligible	Disapproved by HQDA assignment authority.
30.	Is pregnant	Has not arrived at gaining OCONUS organization[10]	Ineligible throughout pregnancy and until determined fit	Soldier is granted an exception by HQDA assignment authority[11]
31.	Is adopting a child and is a single parent or one member of a military couple	Is denied concurrent travel or selected for dependent-restricted tour (includes TDY or assignment away from permanent duty station)	Ineligible for 6 months from date child is placed in the home as part of the adoption process	Soldier waives deferment or CDR further extends the Soldier's deferment.
32.	Is military mother of newborn	Is denied concurrent travel or selected for dependent-restricted tour (includes TDY or assignment away from permanent duty station)	Ineligible until 6 months after childbirth	Soldier waives deferment or CDR further extends the Soldier's deferment.
33.	Applies for officer candidate school or warrant officer appointment before being alerted for overseas duty	NA	Ineligible	Soldier waives the commitment in writing.
34.	Enlisted with definite training, duty location, or stabilization commitments not in overseas areas	Alerted for overseas duty prior to fulfillment of commitments	Ineligible	Soldier waives the commitment in writing.
35.	Is selected to attend an Army Service school or a senior academy preparatory school	Alerted for overseas duty after approval for school	Ineligible	Soldier completes or is removed from the course, or can complete an overseas tour prior to the course start date.
36.	Is in dental class "3" or "4"	Requires treatment for pain, trauma, oral infection, follow up care	Ineligible	Corrective action is taken.
37.	Is stabilized and has not completed the stabilized tour	HQDA assignment authority has not terminated stabilization	Ineligible	A voluntary request for release from stabilization and movement overseas is approved.
38.	Is an obligated officer or warrant officer	Would be on second or subsequent move	Ineligible	Officer can complete at least the unaccompanied tour (24 months for Alaska/Hawaii).
39.	Has no security clearance, security access denied, or clearance suspended	The position for which selected requires a security clearance	Ineligible	Soldier granted appropriate clearance or is assigned to another position for which qualified.
40.	Has received HQDA assignment instructions	Receives conflicting TDY/ temporary change of station (TCS) instructions	Ineligible	Conflict can be corrected in accordance with AR 600–8–11.
41.	Has a religious accommodation	CDR will check the terms of the accommodation and decide to 1)	Eligible but with the CDR's discretion in coordination with the religious accommodation	NA

Table 3–1
Eligibility for overseas service criteria (reassignment)—Continued

Rule	If a Soldier—	And—	Then the Soldier is—	Unless—
		assign overseas/ deploy the Soldier, or 2) not assign overseas/deploy the Soldier, 3) and/or request that the proponent modify the religious accommodation.		
42.	Is human immunodeficiency virus (HIV) positive or test date is older than 6 months from port call date	NA	Ineligible (except for Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands)	Retest is negative.
43.	Is a one-time non-select to captain (CPT) or major (MAJ)	NA	Ineligible	Soldier is later placed on selection list.
44.	Served 61 to 139 consecutive days TDY/TCS overseas	Does not volunteer for assignment overseas	Ineligible for PCS to long- or short-tour areas for 4 months after return to home station	Soldier volunteers in writing to accept overseas duty.[13]
45.	Has served 140 consecutive days TDY/TCS in an overseas area	Does not volunteer for assignment overseas	Ineligible for OCONUS PCS accompanied tour for 6 months, or for 12 months to a dependent-restricted area, after return to home station	Soldier volunteers in writing to accept overseas duty.[13]
46.	Served 12 cumulative months TDY/TCS (In CONUS, overseas, or both) during a 24month period	Does not volunteer for movement to a dependent-restricted area	Ineligible for PCS to a dependent-restricted area for 12 months after return to home station and completion of TDY/TCS	The Soldier later submits a writ ten request for reassignment overseas.13
47.	Is subject to the Gun Control Act of 1968 (Lautenberg Amendment)	NA	Ineligible	NA
48.	Has not attained the age of 18	Is on orders for OCONUS and will not be 18 years of age by the overseas reporting date	Ineligible	Unless assigned to Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States.
49.	Soldier has an open Family Advocacy Program (FAP) case or is undergoing treatment because of situations involving Family violence	NA	Ineligible	The FAP investigation and treatment program are satisfactorily completed.
50.	Is convicted of a sexual offense, covered by 42 USC 16911 or AR 27–10	NA	Ineligible (except for Alaska, Guam, Hawaii, Puerto Rico, and the Virgin Islands)	NA
51.	If a dependent Family member is convicted of a sexual offense, covered by 42 USC 16911, the Soldier is ineligible for an accompanied overseas assignment if that family member is accompanying the Soldier.	NA	Eligible	The Soldier will serve the unaccompanied tour.

Notes.

[1] An officer who does not have sufficient remaining service to serve at least the unaccompanied tour is ineligible for overseas service, unless active duty service obligation is extended. An officer with a mandatory removal date, who cannot serve the accompanied tour for a long-tour area (prescribed tour length for short-tour area) is ineligible for overseas service; however, he or she may voluntarily elect to serve the unaccompanied tour if he or she has sufficient remaining service.

[2] Extension or reenlistment will be completed before orders that direct reassignment are issued. Soldiers must extend or reenlist to have sufficient time to serve at least the unaccompanied tour in the gaining overseas area, or decline in time for CG, HRC to be advised of action within 30 days of notification of assignment. The 30-day requirement does not apply to any instructions coded for reenlistment. For long-tour areas of Alaska and Hawaii, Soldiers must have at least 24 months upon arrival in the overseas command.

[3] If accompanied by Family members moved at Government expense, the accompanied tour will be served. The Soldier must extend his or her obligation to complete the prescribed accompanied tour.

[4] The arrival date will be within the required arrival month specified by HQDA assignment authorities. Soldiers will depart losing station in sufficient time to arrive overseas to complete the prescribed tour. Service remaining will be computed from the last day of the arrival month specified in the instructions.

[5] All officers and enlisted Soldiers for duty at international and overseas Joint headquarters, U.S. Military Missions, Military Assistance Advisory Group, Joint United States Joint Military Assistance Group, and similar activities must have enough remaining service to complete the prescribed tour to be eligible to move overseas.

[6] First-term Soldier assignment restrictions in AR 614–200 are applicable.

[71] 0 USC 671 prescribes minimum training requirements—that is, Soldiers may not be assigned to active duty on land outside the United States, its territories, and possessions until they have completed the IET requirements of the Army. In time of war or national emergency declared by Congress or the President the period of required basic training or its equivalent may not be fewer than 12 weeks. For officers, basic training is determined to be completion of appropriate Officer Basic Course (OBC). For warrant officers, the requirement is completion of the Warrant Officer Basic Course (WOBC) and MOS qualification.

[8] Excludes Soldiers being retired, voluntarily or mandatory, discharged, or separated at normal ETS or ESA.

[9] Terms and application procedures are explained in AR 614–100 and AR 614–200.

[10] Soldiers found pregnant after arrival OCONUS will not be removed or reassigned back to CONUS solely because of pregnancy (see para 5–3).

[11] Requests for exception with justification may be submitted, but will not be approved for travel beyond the seventh month of pregnancy (see para 3–3f).

[12] Soldier may be reassigned if it is determined, in case of a command-directed program, that the gaining command will provide a similar program.

[13] Periods of time Soldiers are ineligible for PCS have been changed to 90 days; exception to rules 45, 46, and 47.

3–2. Priorities and selection for assignment outside the continental United States

a. The order of short-tour selection priorities is—

(1) Intertheater COT volunteers after completion of current OCONUS tour.

(2) From CONUS—

(a) HQDA approved volunteers.

(b) No previous OCONUS service.

(c) No previous short tour and last OCONUS assignment was an "accompanied" tour.

(d) Last OCONUS assignment was an accompanied tour in a long-tour area and has previously served a short tour.

(e) Last OCONUS tour was a short tour in accompanied status.

(f) No previous short tour and last assignment was an "unaccompanied" tour.

(g) Serving in a long-tour area of Alaska or Hawaii and completed the prescribed 36-month tour.

(h) In CONUS and last OCONUS tour was a short tour in an unaccompanied status.

b. The order of long-tour selection priorities is—

(1) Intertheater COT volunteers after completion of current OCONUS tour.

(2) From CONUS—

(a) HQDA approved volunteers.

(b) No previous OCONUS service.

(c) Last OCONUS assignment was an accompanied tour in a short-tour area.

(d) Last OCONUS assignment was an unaccompanied tour in a long-tour area.

(e) Last OCONUS assignment was an unaccompanied tour in a short-tour area.

(f) Last OCONUS assignment was an accompanied tour in a long-tour area.

(3) Serving in a long-tour area of Alaska and Hawaii and completed the prescribed 36-month tour.

3–3. Outside the continental United States service and tour policies

a. The prescribed OCONUS tour lengths for long and short-tour areas are listed in the JTR. There is no statutory limitation on the amount of time Soldiers may remain overseas. CDRs will not establish policies that deny groups or categories of Soldiers from voluntarily extending beyond their original overseas tour length. For example, a CDR will not deny a request for tour extension solely based upon a Soldier's completion of a prescribed tour or specific length of time served in the command.

b. Within a given military skill and grade, equitable distribution of duty assignments is made considering both desirable and undesirable locations. Reasonable efforts are made to minimize periods of forced Family separations. To the maximum extent practicable within operational and other military requirements, OCONUS moves for Soldiers who have school-age dependents (K through 12) will occur at times that avoid disruption of the school schedules.

c. Consistent with Army needs, Soldiers are retained as long as possible at their CONUS duty stations. Army TOS requirement for CONUS is 36 months; for OCONUS it is the length of the prescribed tour as prescribed in the JTR. Soldiers will complete the 36-month TOS and/or tour requirement unless operational or training necessities are so overriding that reassignments must be made sooner. When several Soldiers meet assignment qualifications, the Soldier who has completed the most TOS will be selected first. Volunteers who have not met TOS requirements may be considered before qualified non-volunteers, but a TOS waiver is required. TOS authorities for waiver approval are indicated in table 2–1.

d. Soldiers moved overseas on TDY and/or TCS for more than 30 days or on PCS will be processed according to this regulation, AR 600–8–11, and AR 600–8–101.

e. Educational or volunteer activities of a Soldier's spouse will not be considered in the selection of a Soldier for PCS or duty assignment. Exceptions are—

(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 conflict of interest between Soldier's duties and spouse's employment.

(4) When ASD (P&R) determines, on a case-by-case basis, for reasons of national security, that marital status is an essential assignment qualification for particular military billets or positions.

f. Pregnant Soldiers are ineligible for overseas assignment unless HQDA assignment authority approves an exception. Installation CDRs may approve requests for overseas movement of married pregnant Soldiers who have approved joint domicile assignments to overseas areas where command-sponsored dependents are authorized and medical clearances are granted.

(1) Medical confirmation, profile, and CDR's recommendation will be part of the request for an exception.

(2) No exceptions are approved for Soldiers assigned to dependent-restricted areas or who elect to serve unaccompanied tours.

(3) Female Soldiers enroute overseas will be instructed to report to the nearest military medical facility if they suspect that they may be pregnant. If pregnancy is confirmed, the medical facility will inform the nearest MPD or unit S1. The MPD or unit S1 will request HQDA assignment instructions.

g. When requested, exceptions to assignment policies can be made to ease Family hardship caused by a need for specialized medical treatment and/or special education.

h. To the maximum extent practicable within operational and other military requirements, an OCONUS move for a Soldier in the process of adopting a child under 18 years of age should occur at a time that avoids disruption of the adoption process.

i. Foreign area officer regional specialists will serve the prescribed tour length specified in the JTR. The foreign area officer prescribed tour begins immediately following completion of foreign area officer OCONUS training (see para 3–3*k* for tour credit for OCONUS in-country schooling and/or training).

j. Soldiers assigned to the U.S. Army Personnel Exchange Program will serve the tour length as prescribed by AR 614–10.

k. Soldiers who complete schools or in-country training OCONUS in PCS status, the length of which is at least 12 months, will receive credit for completion of an overseas tour for the overseas country or geographical area where the school is located. If the period of schooling and/or training is less than 12 months, Soldiers will not receive tour credit but will have their DROS adjusted in accordance with table 3–2, rule 2.

l. The prescribed tour for Soldiers assigned to the staff of the North Atlantic Treaty Organization Communications School (Alatina, Italy) will start when they complete the instructor course.

m. Soldiers with more than 24 but fewer than 36 months to ETS or date of separation are eligible for assignment to long-tour areas of Alaska or Hawaii. However, if their ETS or ESA is extended sufficiently, they will serve the prescribed 36 month tour (see AR 601–280 for initial term reenlistment options).

n. Officers may not apply for voluntary separation or a CONUS assignment that is effective prior to the date of completion of their prescribed tour, except for cause under AR 600–8–24.

o. Soldiers whose Families travel OCONUS at Government expense must serve the prescribed accompanied tour or 12 months after arrival of Family members, whichever is longer. Table 4–2 does not apply in these cases (see para 4–4 for exceptions).

p. Officers serving CSL tours will serve as a minimum the overseas tour length prescribed in the JTR. The tour lengths in the JTR take precedence over CSL tour lengths (see AR 600–20).

q. Obligated medical officers assigned to certain shortage specialties, as determined by the Secretary of the Army in consultation with The Surgeon General, are authorized to serve two-year accompanied tours in long tour areas.

r. Command sergeant major (CSM) tours may end within an OCONUS tour. If a CSM fails to re-compete or the CSM is not selected for an additional CSM tour, he or she will serve the tour length in accordance with the JTR. He or she will remain OCONUS until their DEROS.

s. Soldiers normally are not required to serve longer than the prescribed tour (see para 6–1 for exceptions).

t. Soldiers receive overseas tour credit only if their duty station is designated at an OCONUS location, regardless of the location of dependents or unit of assignment.

u. When Soldiers are assigned to activities governed by Government-to-Government contracts, the length of time specified by the contract will be served regardless of the prescribed tour length. This includes Soldiers assigned to technical assistance field teams.

v. Instructions for awarding tour credit and adjusting DROS are listed in table 3–2. Time creditable for OCONUS service is computed according to table 3–3.

w. The prescribed tour lengths for Servicemembers assigned to the Defense Attaché System and whether these tours are accompanied or unaccompanied will be determined by the Director, DIA. The Director, DIA—

(1) Will determine if the Soldier will serve an accompanied or unaccompanied tour. In general, Defense Attaché System tour lengths will be 36 months, except for specified isolated or difficult stations where they may be shorter.

(2) May authorize tour-length exceptions on a case-by-case basis.

(3) For Soldiers assigned to security cooperation organizations (SCOs), tours will be the same as tours prescribed for Soldiers assigned to the Defense Attaché System at the same assigned location.

Table 3–2
Award of tour credit and adjustment of date eligible for return from overseas/date returned from overseas

Rule	If Soldier serves—	Then credit with—[1,2]
1.	To within 60 days of completion of the prescribed tour (see table 2–1, note 3)	A completed tour and award new DROS
2.	Less than the normal prescribed overseas tour, curtailment is for the convenience of the Government, and through no request from or fault of the Soldier	A completed tour and award new DROS[4]
3.	In TCS, TDY, or PCS status overseas and evacuates to and is hospitalized in CONUS or at area of residence, or evacuates for medical reasons to and is contained in offshore hospital longer than the theater policy when the cause of evacuation is one or more of the following: a. Wounds resulting from enemy or hostile action b. Injury determined to be in line of duty c. Disease determined to be in the line of duty (includes HIV positive Soldiers) d. Aggravation of one of the above previously existing conditions (regardless of the line of duty status of the basic condition) determined to be in the line of duty	A completed tour and award new DROS
4.	In TCS, TDY, or PCS status in hostile fire/imminent danger area, evacuates to and is hospitalized for 30 or more days outside the area due to a specific hostile fire action, and is reassigned to CONUS prior to completion of the normal overseas tour	A completed tour and award new DROS[5,6]
5.	A minimum of 11 continuous months in a TCS/TDY status in OCONUS areas where the unaccompanied tour length is between 18 and 24 months, and whose primary duties were to provide direct support of contingency operations	A completed tour and award new DROS
6.	A minimum of 11 cumulative months in a TCS/TDY status during any 24 month period in areas where the unaccompanied tour length is designated as 12 to 18 months, or in isolated areas where tour lengths have not been established by the Department of Defense (DOD)	A completed tour and award new DROS
7.	A minimum of 18 cumulative months in a TCS/TDY status during any 24 month period in areas where the unaccompanied tour length is designated as 24 or more months	A completed tour and award new DROS
8.	Nine months in a continuous TCS/TDY status in areas where the unaccompanied tour length is up to 18 months, or in isolated areas where tour lengths have not been established.	A completed tour and award new DROS
9.	At least 30 consecutive days in TCS/TDY status overseas or an insufficient amount of time in PCS/TCS/TDY status to receive credit under rules 1 through 8, above. This includes a Soldier serving in an overseas assignment who is returned to CONUS on leave and who is subsequently reassigned without returning overseas, and not awarded tour credit (see rule 10).	The number of days actually served overseas and add to the DROS recorded for the last period of overseas service. For Soldiers who have not had prior overseas service, compute an adjusted DROS by adding the number of days served overseas to the date of entry on active duty.
10.	In a PCS status in hostile fire/imminent danger area and evacuates to, is hospitalized in, and is subsequently assigned to another overseas location and completes sufficient service in the new location to receive credit for a completed tour (table 3–3)	Two completed tours. DROS for first tour will be the date Soldier departed or completed first tour. DROS for second tour will be the date Soldier departs on PCS for next assignment.
11.	In an overseas assignment and is temporarily absent for reasons other than TCS/TDY and remains for more than 30 days. This includes time spent in CONUS on leave and/or attached to a CONUS activity pending decision on a personnel action, for example, a compassionate reassignment or hardship discharge.	The first 30 days absent from OCONUS and add to current DEROS the amount of time absent in excess of 30 days (see table 3–3, rule 2)

Table 3–2
Award of tour credit and adjustment of date eligible for return from overseas/date returned from overseas—Continued

Rule	If Soldier serves—	Then credit with—[1,2]
12.	In unit TDY and completes one or more OCONUS deployments with a minimum of 11 cumulative months in a TCS/ TDY status with the unit within 36 consecutive months	A completed short tour and award new DROS
13.	As part of a ship's complement of oceangoing vessels while assigned to CONUS	The number of days actually served away from the home port, and add to previous DROS
14.	To normal ETS, is a first term Soldier, and separates from service or is given an early out through an Army program	A completed tour and award DROS
15.	In one overseas area, completes the prescribed tour, has a voluntary or involuntary intra or intertheater COT and/or IPCOT, and completes a second prescribed tour	Two completed tours. DROS for first tour will be the date Soldier departed or completed first tour. DROS for second tour will be the date Soldier departs on PCS for next assignment.
16.	In one overseas area, has a voluntary or involuntary intra- or intertheater COT, completes initial prescribed tour, and does not complete second tour	Completed tour for first tour and award new DROS; award tour credit for second tour when any of the rules 1 through 5 apply and award new DROS
17.	In overseas area and has a voluntary or involuntary intra- or intertheater COT before completing initial prescribed tour and completes second tour	Completed tour for first tour when any of the rules 1 through 5 apply and award new DROS; award tour credit and new DROS for second tour
18.	In one overseas area and has voluntary or involuntary intra- or intertheater COT before completing initial prescribed tour and does not complete second tour	Completed tours when any of the rules 1 through 4 apply. DROS for first tour will be the date Soldier departed or completed first tour. DROS for second tour will be the date Soldier departs on PCS for next assignment.
19.	In an overseas area and completes initial prescribed tour and voluntarily extends and completes the extension (single or multiple requests) and the total number of months extended is equal to months required for the prescribed tour for that area	Two completed tours. DROS for first tour will be date Soldier completed initial prescribed tour. DROS for second tour will be the date Soldier completed voluntary extensions that equate to another prescribed tour.

Notes.

[1] Short- and long-tour credit granted for cumulative periods of TCS/TDY in different areas will be credited for the country in which the most service was performed. Long-tour areas are where tour lengths are at least 36 months accompanied and 24 months unaccompanied. Areas where tour lengths are less than 36 months accompanied and 24 months unaccompanied are defined as short-tour areas.

[2] Soldiers evacuated to and hospitalized in CONUS (rules 3 and 4) will have their DROS adjusted to show date of return to duty status.

[3] Calculate consecutive or cumulative periods of time in accordance with AR 600–8–104.

[4] Soldiers with children receiving special education, enrolled in EFMP, who are reassigned from overseas under conditions outlined in DODI 1315.19, will be credited with having completed the overseas tour.

[5] DROS awarded based on tour credit for periods of TCS/TDY during a 24-month period will be the date of termination of the TDY period in which the Soldier accumulated 11 or 18 months of TCS/TDY as appropriate. The overseas tour served by a Soldier assigned on a PCS to an overseas long-tour area will not be adjusted as a result of credit granted for completion of a normal overseas tour under rules 6 and 7.

[6] Travel time and time spent as a hospital patient or while convalescing (if illness or injury is determined to be in the line of duty) will not be counted in the 30 days.

Table 3–3
Creditable periods of overseas service

Rule	If an overseas tour is for—	Then the period of creditable time—	And includes[2]—
1.	A Soldier	Starts on the day of departure from a CONUS port for overseas service, or on the date of initial entrance on active duty while outside CONUS.[1] If leave enroute is taken OCONUS, on day Soldier signs in from leave at gaining organization.	A period of 45 days or more of uninterrupted service outside CONUS in authorized military status (PCS, TCS/TDY). When the period of TCS/TDY is for more than 60 consecutive days in one overseas tour area enroute from CONUS to a different overseas tour area, service will be credited on a prorated basis according to the normal tour period of each area; for example, Soldier serving 3 months TDY in Japan in an unaccompanied tour status enroute to Korea will be credited with 1.5 months service towards completion of tour in Korea.
2.	A Soldier serving an overseas tour is temporarily absent from permanent duty station (PDS) more than 30 days, for reason other than TCS/TDY.[3]	Stops after 30 days, then starts again on the day of departure from CONUS/ OCONUS port of debarkation enroute back to permanent PDS	NA

Table 3–3
Creditable periods of overseas service—Continued

Rule	If an overseas tour is for—	Then the period of creditable time—	And includes[2]—
3.	Soldiers serving overseas in TCS/TDY status who are subsequently assigned PCS in the same area	Starts on the initial date of departure for TCS/TDY	Periods of one year or more for Soldiers regularly assigned to a ship's complement of oceangoing vessels. Applicable country is the country used as the overseas port by the ship.

Notes.

[1] Terminates on the date a Soldier arrives at a CONUS port from overseas service; that day is counted as overseas service.

[2] Does not include recorded time lost while assigned to an overseas command or periods of leave taken while enroute to, from, or between overseas commands. As an exception, leave taken by Soldiers in conjunction with voluntary or involuntary intratheater transfer where proration of tour is applicable will be credited towards completion of the overseas tour.

[3] Travel time and time spent as a hospital patient or while convalescing (if illness or injury is determined to be in the line of duty) will not be counted in the 30 days.

3–4. Immediately available, unqualified, and/or ineligible Soldiers

a. If a Soldier arrives OCONUS with a disqualifying condition (see table 3–1) that cannot be locally corrected, the overseas command may recommend that HQDA assignment authority recall the Soldier to the losing CONUS installation or to another appropriate CONUS location. However, every effort is made to find an alternative assignment for which the Soldier can qualify.

b. If the overseas CDR cannot assign a Soldier because of the disqualifying condition, then it is appropriate to report the Soldier to HQDA assignment authority for disposition. Soldiers are first considered for reassignment to the same CONUS installations from which they departed. Soldiers who are assigned OCONUS from IET or Service schools normally are not assigned back to their former locations.

c. Immediately available (IA) or excess and/or surplus Soldiers serving OCONUS will be reassigned in a reasonable length of time to an installation capable of using their skills. If IA Soldiers cannot be properly utilized and/or assigned within the command, the unit should request disposition from HQDA assignment authority.

d. Soldier may be IA because of—

(1) Permanent or long-term temporary non-deployment condition(s), medical or otherwise.

(2) Unit inactivation.

(3) Base closure or consolidation.

(4) Force structure changes.

(5) Reclassification or other action changing the authorized MOSC and/or specialty.

(6) Duty disqualification due to loss of security clearance and/or professional certification, for medical reasons, or relief for cause.

(7) Promotion to O–6 or E–9.

3–5. Policy on prescribed accompanied and unaccompanied tours in long and short-tour areas

a. *Accompanied tours.*

(1) When accompanied or joined by command-sponsored Family members, Soldiers will serve the accompanied tour. Soldiers acquiring dependents while overseas must request to serve the prescribed accompanied tour to be eligible for command sponsorship. They must have enough in-service time remaining to complete an accompanied tour or serve 12 months after arrival of Family members, whichever is longer. Officers and career enlisted who have no dependent Family members in their household, are not married to another Servicemember, and are assigned to long-tour areas overseas will serve the accompanied tour.

(2) All Soldiers assigned to approved key billet positions (see para 7–2) will serve the accompanied tour regardless of whether or not they are accompanied by dependent Family members.

(3) Recruiting personnel serving OCONUS where dependents are normally authorized will serve the accompanied tour whether or not accompanied by dependent Family members.

(4) Command sponsorship will not be granted to a dependent who is a registered sex offender. Command sponsorship is to be revoked for a dependent who becomes a registered sex offender while accompanying his or her sponsor during an overseas assignment and the dependent will be processed for early return of dependents. Soldiers will declare in writing, during reassignment processing with the orders issuance authority, whether or not they have Family members with qualifying convictions.

b. *Unaccompanied tours.*

(1) Soldiers who are divorced or legally separated and have a financial responsibility for Family members (for example, child support) will serve unaccompanied tours. This applies as long as the marital status remains divorced or legally separated and the Soldier remains obligated financially for Family members.

(2) Soldiers who are eligible for Government transportation of Family members and household goods (HHG) and elect to serve OCONUS unaccompanied—that is, without the presence of dependent Family members— will serve the unaccompanied tour.

(3) Soldiers serving in dependent-restricted areas will serve the unaccompanied tour.

(4) Initial-term single Soldiers who are not accompanied or are not joined by command-sponsored dependents will serve the unaccompanied tour.

c. *Tour lengths for married couples and affected by Family members.* See table 4–1 for tour lengths for married Army couples and paragraph 4–3 for tour lengths affected by Family members.

d. *Overseas tours and restrictions.* See appendix B for additional information on tour length restrictions for specified geographical locations and tour requirements for career Soldiers and officers.

3–6. Management of date eligible for return from overseas

a. The DEROS is important to the Army's strength management systems and is the key element in replacement forecasting, requisitioning, identification, and selection processes. OCONUS ACOM, ASCC, and/or DRU and HQDA assignment authorities will establish procedures to ensure DEROS is continuously kept accurate and current.

b. Soldiers that arrive OCONUS will have their initial DEROS recorded. The DEROS will be the dates that they are projected to depart for reassignment upon completing their prescribed tours. Tours begin on the date Soldiers depart CONUS. For Soldiers who take leave overseas enroute to an overseas duty station, tours begin on the day they sign in from leave at the gaining organization. The DEROS for initial term Soldiers is the date that they will complete their prescribed tour, or two days prior to ETS, whichever is earlier.

c. DEROS will be adjusted to reflect voluntary and involuntary tour extensions, approved COT and/or IPCOT, curtailments, change of tours, corrections, prorated tours, and stabilization.

3–7. Exceptions to outside the continental United States assignment policies and authority for approval

a. Individual requests for exceptions to policy may be forwarded to HQDA assignment authorities. All other requests will be sent through HQDA assignment authority to HQDA (DAPE–MPE).

b. Authorities for approval are outlined in table 2–1 and chapter 2. The authority for exceptions will not be exceeded or further delegated and must comply with the policies stated in this and other associated publications (for example, AR 614–100, AR 614–200, AR 600–8–11, and AR 600–8–101).

c. When a Soldier is denied an entry visa or a foreign country formally refuses to permit entry and that denial is discriminatory, the Secretary of the Army will review the circumstances and determine what action should be taken. When evaluating the circumstances, the Secretary of the Army will seek advice and recommendations from the combatant commander (CCDR) concerned; Assistant Secretary of Defense (Manpower and Reserve Affairs) (ASD (M&RA)); Assistant Secretary of Defense (International Security Affairs) (ASD (ISA)); and if assigned to an SCO position, the Director, Defense Security Cooperation Agency (DSCA).

3–8. Soldier eligibility for overseas (outside the continental United States) deployment

a. *Hostile fire area exemptions, deferments, assignments, and waivers.*

(1) *Alerted for deployment.* If alerted for deployment to an HFA, under certain conditions Soldiers may be eligible for deferment, exemption, or reassignment from combat duties.

(2) *Surviving Family member.* An individual designated as a surviving Family member is exempt, on his or her request, from serving in an HFA or may be reassigned if currently serving in such an area if his or her Family member, during military Service in a designated HFA dies, is determined to be 100 percent physically or mentally disabled, or is in a captured or missing in action status.

(3) *Family members in same unit.* All but one Soldier may request reassignment, but final decision will be based on military requirements and may or may not be approved. For this purpose, an Army unit is defined as a battalion, squadron, or an element of fewer than 500 authorized Army personnel.

(4) *Adoption, childbirth, and nondeployment.* The military mother of a newborn is nondeployable for six months from the date of the child's birth. One member of a military couple or a single parent seeking to adopt a child is nondeployable for six months from the date the child is scheduled to be officially placed in the home pending adoption. The Soldier may request waiver of the deferment. If approved, a Soldier may deploy with the unit during the six-month nondeployable

period following a newborn's birth or the scheduled placement of a child pending adoption. The CDR may further extend deferment period if deemed operationally feasible.

(5) *Sole surviving son and/or daughter status.* A Soldier who has acquired sole surviving son or daughter status in accordance with AR 614–200 may request the action be waived in order to deploy with his or her unit. If no waiver is requested and the exemption is approved, Soldier is considered permanently nondeployable to an imminent danger pay area or to a HFA and is considered IA for involuntary reassignment from the unit. Requests for exemption from deployment to HFA and/ or combat duty may also be submitted by Soldier's parents or spouse.

(6) *For compassionate and/or hardship reasons.* Soldiers alerted for deployment may request exemption, deferment, reassignment, or separation for compassionate and/or hardship reasons.

(7) *Combat wounded Soldiers.* Soldiers wounded because of hostile-fire action resulting from combat duty and who, as a result, are hospitalized 30 or more days outside the HFA will not be returned to combat duty during the tour when wounded. Soldiers may volunteer to return to the HFA. Soldiers will be eligible for future combat tours if medically qualified.

(8) *Exceptions for former members of the Peace Corps—*

(a) Must not be assigned in Military Intelligence (MI), 4 years after the Peace Corps assignment.

(b) If Servicemembers acquire an intelligence MOS, they must not perform duty in any country that they served in while a member of the Peace Corps.

(c) Servicemembers will also not perform any MI duties in any foreign country where they had Peace Corps training.

(9) *Conscientious objectors.* Assignment of conscientious objectors is subject to the restrictions in DODI 1300.06 and AR 600–43.

b. Medical criteria.

(1) Soldiers with Medical Readiness Code (MRC) 1 and 2 are deployable. Soldiers with MRC 3 and 4 default to nondeployable. Medical conditions within MRC 3 and 4 are divided into seven deployment limiting (DL) codes. CDRs will make deployability determinations on MRC 3, DL 1 and 2, and MRC 4 medical conditions. Determinations will remain in the CDR's portal (Medical Operational Data System) for revalidation monthly. Soldiers with a permanent physical profile of "3" or "4" are nondeployable until completion of MOS Administrative Retention Review (MAR2) and/or PEB. During partial mobilization, MAR2 action may be temporarily waived by the MAR2 convening authority. If the MAR2 is waived, Soldiers must be medically cleared for deployment, as determined by both the attending physician and the unit CDR.

(2) In accordance with AR 600–110, HIV positive Soldiers are permanently nondeployable to overseas locations. If unit is alerted for OCONUS deployment, HIV positive Soldiers are rendered IA and will be reassigned from the unit. If found HIV positive after OCONUS deployment, Soldiers will be immediately returned to CONUS.

(3) Pregnant Soldiers are non-deployable. Soldiers found pregnant after deployment will be removed from area of responsibility when cleared by medical authority.

c. Mandatory training and assignments.

(1) In time of war or national emergency when declared by Congress or the President, the minimum requirement (except as provided in 10 USC 671(c)) is at least 12 weeks basic training (or equivalent) before assignment on land outside the United States and its territories and possessions.

(2) Completion of the OBC, WOBC, and MOS school is required for deployment. Enlisted Soldiers must complete IET or have completed Warrior Transition Course prior to 1 January 2011, as appropriate.

(3) Soldiers selected for warrant officer candidate school or officer candidate school will comply with assignment instructions to the school.

d. Individual dwell time. Soldiers will accrue dwell time for combat and/or operational deployments and for serving a PCS dependent restricted tour.

(1) After 30 days on deployment, the dwell accrual rate will be 1 month deployed to 1 month dwell (1:1) for AC. The Reserve Component (RC) ratio for dwell for mobilization is 1:4.

(2) Soldiers serving PCS on a dependent restricted tour for 12 months will accrue 6 months dwell time. Soldiers on a dependent restricted tour who are voluntarily or involuntarily extended are not entitled to greater than 6 months dwell time.

(3) Soldiers may elect to waive individual dwell time to deploy, by applying in writing, through their chain of command to the first general officer. Involuntary waivers of dwell require Secretary of Defense approval.

e. Legal processing.

(1) Under criminal investigation by civil or military authorities for the commission of a serious offense. A Soldier is under investigation for the commission of a serious offense if a punitive discharge is, or would be, authorized for the same or closely related offense under the Manual for Courts-Martial.

(2) Pending discharge or separation. In cases of administrative separation, a Soldier is pending separation when he has been formally notified of his CDR's intent to initiate separation and is flagged in accordance with AR 600–8–2.

(3) Under arrest and/or being held in confinement by military or civilian authorities.

(4) Pending military court-martial or civilian criminal proceedings for the commission of a serious offense. A Soldier is pending court-martial proceedings when the Government has preferred charges against the Soldier under the Uniform Code of Military Justice (UCMJ). A Soldier is pending civilian criminal proceedings when criminal charges have been filed against the Soldier in Federal or State court.

(5) In coordination with the servicing Staff Judge Advocate, unit CDRs may determine that other legal actions may also preclude a Soldier from deploying with his/her unit.

f. Separations and Headquarters, Department of the Army assignment instructions.

(1) *Separations.* Soldiers are not deployable if being discharged, retired, released from active duty, or processed for ETS and/or ESA. CDRs may also excuse from deployment Soldiers who have fewer than 61 days to separation.

(2) *Headquarters, Department of the Army assignments.* Soldiers in alerted units are nondeployable if in receipt of HQDA AIs that conflict with deployment dates. The variances must be resolved via deferment and/or deletion process in accordance with AR 600–8–11. Normally, if the assignment reporting date is within 60 days of the deployment date, Soldier will comply with AIs to new units or schools.

g. Lautenberg Amendment. Soldiers subject to the provisions of the HQDA policy for implementing 18 USC 922, (amendment to the Gun Control Act of 1968) are permanently nondeployable and IA for involuntary reassignment to table of distribution and allowances (TDA) or other organizations not likely to deploy.

h. Soldiers under the age of 18. Soldiers under 18 years of age are not eligible for OCONUS duty until they reach age 18. If inadvertently assigned or deployed to an overseas location, Soldiers not yet 18 years old will be immediately reassigned back to CONUS. Excluded are deployments or reassignments to Alaska, Hawaii, Puerto Rico, territories, and possessions of the United States.

i. Military sexual offenders. Soldiers identified as military sexual offenders are permanently nondeployable on a TDY or TCS to duty stations OCONUS except for locations in Hawaii, Alaska, Puerto Rico, or territories or possessions of the United States. Soldiers who are deployed to a non-permitted OCONUS location in a TDY or TCS status will immediately be returned to their parent organization.

Chapter 4
Consecutive Overseas Tours, Low-Cost Moves, and Tours Affected by Families

4–1. Voluntary and involuntary consecutive overseas tours

a. To reduce PCS turbulence, Soldiers who complete their initial tours, plus any voluntary extensions, will be encouraged to remain at their same PDS for an IPCOT; that is, a second complete prescribed tour. Requests for intra- or intertheater COTs and IPCOTs are submitted by the Soldier to the chain of command according to the time frames in table 6–2. HQDA assignment authorities will be notified of all COTs and IPCOTs approved by overseas CDRs. Notification includes name; rank; area of concentration (AOC) and/or primary MOS (PMOS); if applicable, losing and gaining units; initial and adjusted DEROS; first and second tour lengths; and any enlisted requisitions that should be canceled. Requests may be disapproved by the unit CDR.

b. Assignments on intra- and intertheater COTs require the Soldiers and, if accompanied, their Families to make a PCS between OCONUS PDSs. Soldiers must serve the prescribed tour lengths at both duty stations unless an exception is approved by HQDA assignment authority. Requests for exceptions may be considered on a case-by-case basis under the following criteria:

(1) A COT curtailment request must be fully justified to show that approval would be in the best interests of the Army.

(2) A request is initiated by the first COL (O–6) in the Soldier's chain of command. If the reassignment is from an accompanied to another accompanied tour, general officers within the HQDA assignment authority may curtail the COT down to the equivalent of two unaccompanied tour lengths. Only the Secretary of the Army may curtail COTs below the equivalent of two unaccompanied tour lengths. For COTs and IPCOTs in Alaska and Hawaii long-tour areas, the equivalent of two unaccompanied tours is determined to be 48 months. For COTs involving 36-month minimum tours and other tour length locations in Alaska and Hawaii, the equivalent of two unaccompanied tours is defined to be 24 months for the 36-month minimum tour locations plus the length of the unaccompanied tour for the other locations.

c. CDRs will ensure that all Soldiers who apply for or have an approved COT and/or IPCOT are properly counseled regarding receipt of program entitlements. Eligible Soldiers are entitled to Government travel and transportation allowances in accordance with the JTR and AR 55–46. Entitlements are for Soldiers and their command-sponsored Family members who are authorized to and who accompany Soldiers on PCS to their next COT duty station. Soldiers and their dependents who will serve an IPCOT are also eligible for these entitlements. Leave taken in conjunction with a COT and/or IPCOT is chargeable and must be authorized in accordance with AR 600–8–10. Leave normally occurs between the

OCONUS tours in conjunction with PCS travel, if any, unless deferred in accordance with AR 600–8–10. Self-deferral is authorized in accordance with 37 USC 481 and the JTR.

d. To be eligible for a COT, Soldiers—

(1) Must not be in receipt of AIs.

(2) During the COT assignment, must be properly utilized according to AR 614–100 and AR 614–200 in authorized modified table of organization and equipment (MTOE), TDA, and/or directed military overstrength (DMO) positions.

(3) Will have completed their current prescribed tours. COT volunteers must agree to serve another full tour, plus COT leave and travel time (see the JTR).

(4) Will have sufficient remaining obligated service to serve another full tour at the current or new PDS, plus COT leave and travel time.

e. The following are IPCOT eligibility and funding requirements:

(1) To be eligible for an IPCOT, Soldiers must meet the requirements of paragraphs 4–1*d*(1) through 4–1*d*(4) and agree to remain at the same PDS without a PCS cost move. Curtailment of a first OCONUS prescribed tour (including voluntary extensions) to start an IPCOT is not authorized.

(2) To receive IPCOT military personnel account (MPA) funding for the IPCOT program, each ACOM, ASCC, and/or DRU that approves IPCOTs must provide a monthly report to HRC. Reports will identify the number of IPCOTs and COTs approved during reporting that month, listed separately by officer and enlisted, including tour lengths, the number of IPCOTs and/or COTs when the second tour was curtailed, and the reason for each curtailment. Failure to provide monthly reports may result in loss of MPA funding.

(a) Periods of extensions are reported in multiples of 12 months (for example, an extension of 12 to 23 months is reported as 12 months; extensions of 24 months or more are reported as 24 months).

(b) Reports are due no later than the 10th day of the month following the calendar month being reported. IPCOT and/or COT reporting information will not be mixed with other overseas tour data when submitted to HRC. Negative reports are required when no requests are approved for the reporting month.

f. All requests for intertheater COT are submitted to HQDA assignment authorities for notification. The email address is usarmy.knox.hrc.mbx.epmd-readiness-branch@mail.mil. Also, HQDA assignment authority concurrence must be obtained before an intratheater COT is approved by the overseas ACOM, ASCC, and/or DRU for—

(1) Officers on lists for command and general staff college, senior service college, or centrally selected command or project manager.

(2) Company grade officers and warrant officers (other than Active Army) whose initial obligation will end before completing the prescribed tour, unless selected for career status.

(3) Officers who were considered but not selected for promotion.

(4) Second lieutenants who are not recommended for promotion to first lieutenant, pending ultimate decision on promotion.

(5) Officers who are obligated Army Education Requirements System assets and who are assigned to fill a valid Army Education Requirements Board (AERB) position.

(6) Master sergeant (MSG) (promotable (P)) and/or first sergeant ((1SG) (P)), sergeant major (SGM) and CSM, and MSG and 1SG in the primary zone for promotion.

(7) Soldiers assigned to combatant commands (COCOMs).

(8) CSL, CSM, and CSL key billets.

(9) Chaplain assistant (sergeant first class and above).

g. Overseas ACOM, ASCC, and/or DRUs authorized to approve overseas extensions may approve voluntary intratheater COT moves when the Soldiers (officer, warrant officer, or enlisted) will serve two full tours. An intratheater COT will be approved within the operational ceilings issued by CG, HRC. If operational move ceilings have not been issued, a COT must be coordinated with the HQDA assignment authority prior to approval.

h. Soldiers may be ordered to PCS within the theater in support of DCS, G–3/5/7 unit movement directives. COT policies for these Soldiers are modified. Soldiers will continue to serve the longer of either their original tours or—

(1) Twelve months (six months in dependent-restricted areas) after arrival at gaining stations.

(2) If they cannot serve at least the equivalent of two unaccompanied tours in the OCONUS command, they are ineligible for Government-funded COT leave travel and transportation allowances in conjunction with the unit PCS.

(3) Overseas ACOM, ASCC, and/or DRUs may curtail tours and approve PCS in support of unit moves with the following exceptions:

(a) Moves that require involuntary extension of overseas tours of Soldiers to meet requirements of paragraphs 4–1*h*(1) and 4–1*h*(2) must be forwarded to an HQDA assignment authority for action.

(b) If a second PCS in the same FY is involved, requests must be forwarded to an HQDA assignment authority for action.

i. Soldiers who cannot be properly utilized in an authorized MTOE, TDA, and/or DMO position are considered IA for reassignment from their duty station to another PDS. They may retain original tour-completion date as long as they do not change their initial tour election (accompanied or unaccompanied) and they have at least 12 months theater retainability after arrival at their new duty station.

j. As an exception to policy, OCONUS ACOMs, ASCCs, and/or DRUs may cancel overseas extensions that have not begun in order to approve voluntary requests for COTs or IPCOTs under the following conditions:

(1) Other entitlements have not been received (for example, under OTEIP).

(2) Soldier has agreed to serve simultaneously the full-prescribed OCONUS tour.

(3) Assignment Instructions have not been received.

k. OCONUS ASCCs, ASCCs, and/or DRUs will not cancel the COT or IPCOT once the Soldier begins serving the new tour.

l. COT and/or IPCOT travel and transportation allowances under this initiative are prohibited if any option available through the OTEIP has been elected.

m. OCONUS ACOMs, ASCCs, and/or DRUs may disapprove requests from enlisted Soldiers without referral to HQDA. For officers, all requests are forwarded to HQDA assignment authorities for final action.

n. Prior to approval of an IPCOT or an intra- and intertheater COT, the OCONUS EFMP medical authority must review the medical needs of Family members and indicate whether their requirements can be met in the current community or in the projected new location. Any special education needs must be coordinated with DODEA.

o. HQDA assignments authorities may reassign Soldiers involuntarily on inter- or intratheater COTs that involve PCS moves, provided they meet the requirements of paragraph 4–1*d*(1) through 4–1*d*(4).

4–2. Low-cost move policy

a. *Entitlements.* A low-cost move (LCM) is a PCS for which the total expected cost, including per diem travel, unaccompanied baggage, HHGs, and dislocation allowance (DLA), does not exceed $1,000. The Soldier cannot waive entitlement benefits if authorized by the JTR.

b. *Original tour.* Soldiers reassigned on a LCM continue to serve their original tours. They do not require service retainability beyond their original tour completion dates. IA Soldiers, that is, surplus to requirements at their duty station, may be moved on a LCM PCS if they qualify.

c. *Low-cost move tour.* DEROS does not change as a result of an LCM. There are no extra TOS or stabilization requirements. OCONUS Soldiers making LCMs under these conditions are not entitled to COT leave travel and transportation allowances. Soldiers remain eligible to apply for COT, IPCOT, and FSTE programs after completion of initial tour.

d. *Authority for approval.*

(1) Overseas ACOMs, ASCCs, and/or DRUs may approve LCM for HRC-managed officers and enlisted personnel within the limits of the LCM allocation ceiling received from CG, HRC. This authority may not be delegated.

(2) An HQDA assignment authority is the authority for approval when a command is not provided allocations, an overseas ACOM, ASCC, and/or DRU has reached its ceiling, and when an LCM is provided—

(a) That entitles a Soldier to a second DLA in the same FY.

(b) Between two overseas ACOMs, ASCCs, and/or DRUs or LCM into or out of special management commands.

(c) For officers of the JAGC and Chaplain Corps.

e. *Processing procedure.* Before an LCM is approved, the Soldier's servicing finance agency will coordinate with the local transportation office and provide a total cost entitlement statement to the personnel command and/or agency. LCM requests for HQDA approval must also include costing data. Each move, regardless of entitlements estimate, will be counted as one $1,000 LCM. Further, if the costing data of the move exceeds the $1,000 threshold, the appropriate assignment authority will deny the request.

f. *Reporting requirements.* ACOM, ASCC, and/or DRUs will provide LCM usage reports for enlisted Soldiers to: usarmy.knox.hrc.mbx.epmd-readiness-branch@mail.mil and for officers to: usarmy.knox.hrc.mbx.opmdord-pcs-policy@mail.mil. Provide hard copy reports to Commanding General, U.S. Army Human Resources Command (AHRC–EPS) 1600 Spearhead Division Avenue, Fort Knox, KY 40122. The reporting period is from the first day of the month through the last day of the month. Negative reports are required when no LCM are processed. The standard format will include: name, rank, social security number, tour length and type of tour, from and/or to and distance, losing and gaining unit identification code (UIC), estimated cost for shipment of unaccompanied baggage, and estimated total cost of move.

4–3. Tour lengths affected by Family members

a. *Tour length requirements for Family member travel outside the continental United States.*

(1) Family members are not eligible to travel OCONUS at Government expense unless their military sponsor has enough remaining service to serve the longer of the prescribed accompanied tour or 12 months after arrival of Family

members (see table 6–2 for voluntary extensions). Table 4–2 does not apply. Dependents acquired after Soldier's effective date of orders to the overseas duty station have no travel entitlements to that station, even if subsequently granted sponsorship; however, they are eligible for Space A transportation.

(2) A Soldier who elects to serve an accompanied tour but whose eligible Family members fail to travel overseas at Government expense or to become command sponsored may request the overseas command convert the accompanied (not prorate) to an unaccompanied tour. The request must be made within 12 months after the Soldier's arrival in a long-tour area, or six months after arrival in a short-tour area. The overseas ACOMs, ASCCs, and/or DRUs are the authority for approval. Tours are prorated (not converted) according to table 4–2 for requests submitted and approved after the time-limit restrictions.

b. Tour length requirements for return travel of Family members.

(1) Family members who travel OCONUS at their own expense to join their sponsor without prior approval of the OCONUS garrison CDR may subsequently be command sponsored. Requests must be coordinated in advance with OCONUS EFMP. The sponsor must have enough remaining service to serve the longer of either the prescribed accompanied tour or 12 months from the date command sponsorship is approved. Command sponsored Family members are eligible for Government-paid transportation upon return to CONUS.

(2) Soldiers with command-sponsored dependents may request change of tour from accompanied to unaccompanied, if the Government did not pay for OCONUS transportation for Family members. The OCONUS garrison CDR is the authority for approval of the request. However, if command sponsorship is forfeited, entitlement to Government-paid transportation for Family members is lost, and overpayment of station allowances at the accompanied rate after the tour is changed is recouped. A Soldier who has accepted Government housing or OCONUS housing allowance while waiting for Government housing will not be authorized a change of tour even though the Soldier's Family may leave the command.

(a) Soldiers who acquire dependent Family members while OCONUS may request that they be command sponsored. If approved, Soldiers will serve the longer of either the prescribed accompanied tour or 12 months from the date command sponsorship is approved.

(b) Acquired Family members who are command sponsored are eligible to be returned from overseas at Government expense.

(c) Children born to command-sponsored dependent spouses are command sponsored at birth.

(d) Children born to a command-sponsored dependent who is not the spouse of the sponsor are not eligible for sponsorship, unless they become legal dependents through separate action.

(e) In cases of adoption, sponsorship is effective on the date of placement in the home, including pre-adoptive placement prior to final adoption.

(f) As an exception to paragraph 4–3*b*(3), Soldiers in Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States; who acquire on their current tour command-sponsored dependent Family members; who are bona fide residents of the respective areas, will not be required to serve beyond their originally established tour length. This also applies if the dependent Family members are officials or employees of the United States government located in the respective areas.

(3) When a married Army couple has a joint domicile assignment in the same OCONUS area and one spouse subsequently separates from the Service and remains in that OCONUS area, the remaining active duty Soldier may request command sponsorship. If it is approved, the Soldier will complete the accompanied tour. If the couple had not maintained a joint domicile, the previous unaccompanied tour will be applied toward completion of the accompanied tour.

c. Tour length requirements when Family members return early. An early return of command-sponsored Family members to CONUS at Government expense normally does not change the sponsor's tour length. However, tour length changes may be approved by the OCONUS ACOM, ASCC, and/or DRU when command-sponsored Family members—

(1) Are moved to a safe haven area or returned to CONUS according to the JTR and do not rejoin their sponsor. DEROS is adjusted on a prorated basis. If Family members are returned to Soldier's present duty station, Soldier must have sufficient service to serve at least 60 days in the overseas area from date of their return. If Soldiers have received CONUS assignment instructions, their Family members will not be returned to their former overseas location at Government expense.

(2) Return to CONUS for cause, according to the JTR. Sponsor may submit a request through channels to HQDA (address at app C) requesting a prorated unaccompanied tour. These Family members will not be returned back to the overseas area at Government expense. If Family members return to the Soldier's present duty station at their own expense, command sponsorship may be requested. If command sponsorship is approved, the Soldier must have at least 24 months remaining on his or her overseas tour after approval of command sponsorship. Command sponsorship will not be approved if CONUS assignment instructions s have been received or Soldier does not take action to acquire sufficient service to serve the 24 months.

d. Tour length requirements when marital status changes.

(1) When a Soldier's spouse dies during the OCONUS tour, the Soldier will be stabilized for 12 months and up to 24 months unless the stabilization is declined by submitting a DA Form 4187 through the chain of command.

(2) An officer or career enlisted who marries while serving in a long-tour area OCONUS may request a change to the unaccompanied tour and have DEROS prorated, provided that the spouse is not command sponsored. However, the request is not approved if the prorated date is calculated to be six months or fewer after the date of marriage. In lieu of a request for a change of tour, a Soldier may continue to serve the accompanied tour and apply for command sponsorship of Family members.

(3) If an unaccompanied officer or career enlisted Soldier becomes divorced while serving in a long-tour area, the unaccompanied tour is changed to an accompanied tour and prorated unless the Soldier continues to have legal custody and/or financial responsibility for Family members (see table 4–2).

(4) If a Soldier marries another Soldier, the provisions of table 4–1 apply.

4–4. Joint domicile of married Army couples

The Army attempts to assign married Army couples to the same OCONUS area whenever possible in accordance with the Married Army Couples Program prescribed in AR 614–100 and AR 614–200.

a. Separation from active duty of one Soldier before completion of the appropriate tour does not relieve the spousal Soldier from completing the full prescribed tour.

b. In long-tour areas, Soldiers who serve at least 12 but fewer than 24 months TOS may request permissive intratheater reassignment for the purpose of establishing a joint domicile. Permissive moves are at no expense to the Government. The TOS requirement may not be waived. CONUS to overseas, intertheater, overseas to CONUS, or moves within short-tour areas under permissive conditions are not authorized.

(1) Soldiers will not be required to begin a new tour after reassignment; however, they must have enough remaining service to complete their initial tour or serve at least 12 months at the gaining duty station, whichever is longer.

(2) Overseas ACOMs, ASCCs, and/or DRUs may approve or disapprove applications from HRC-managed Soldiers. This authority may be delegated no lower than personnel command level. CCH and TJAG approve applications for their managed officers. If assignment instructions have been received, applications may be approved only by the appropriate HQDA assignment authority.

(3) Overseas ACOMs, ASCCs, and/or DRUs must inform the appropriate HQDA assignment authority of each approved permissive assignment. Each notification must include Soldier's name, rank, social security number, AOC and/or PMOS, date of arrival overseas, old and adjusted DEROS, and losing and gaining units. OCONUS tour requirements for joint domiciles are listed in table 4–1.

4–5. Tour lengths for married military couples

Tour length requirements are applicable to married Army couples and to Soldiers married to members of the other U.S. military Services, including the RC (see table 4–1).

Table 4–1
Tour lengths for married military couples

Rule	If the Soldiers—	And they are in—	And—	Then the Soldier's tour is—
1.	Are on a HQDA approved joint domicile assignment overseas	NA	They can maintain a joint household	Accompanied[1]
2.	Are serving together on a HQDA–approved joint domicile assignment, but the beginning date of the overseas tour for each Soldier differs	NA	They can maintain a joint household	Accompanied; first arriving Soldier will be involuntarily extended to have a common DEROS with spouse[1]
3.	Are serving together	A dependent-restricted short tour area	They maintain a joint house hold in local community	Unaccompanied
4.	Are serving together and not on a HQDA–approved joint domicile assignment	A tour area that is not de pendent-restricted[2]	They are assigned to or living in the same OCONUS location or locale	Accompanied
5.	Are not serving together	Any overseas area (or one Soldier is in CONUS)	NA	Unaccompanied[2]
6.	Are not serving together	Any overseas area where ac companied tour is authorized	They are approved for a joint domicile assignment and they establish joint residence[3]	Same as rule 2
7.	Become married to each other while overseas	The same overseas area	Whether or not they maintain a joint household	Original tour length unless they ex tend voluntarily

Table 4–1
Tour lengths for married military couples—Continued

Rule	If the Soldiers—	And they are in—	And—	Then the Soldier's tour is—
8.	Become married to each other while one Soldier is assigned overseas	Different overseas area (or one Soldier is in CONUS)	They do not maintain a joint household	Unaccompanied[2,4]
9.	Become married to each other while overseas	Different overseas areas	NA	Unaccompanied
10.	Become divorced from each other while overseas	The same overseas area	NA	Not changed
11.	Become divorced or legally separated from each other while one or both are over seas	Different overseas areas (or one Soldier is in CONUS)	NA	See note 5

Notes.

[1] The overseas CDR may change the tour of the remaining Soldier to unaccompanied if the other Soldier is reassigned for emergency, compassionate reasons, or due to military necessity. The tour will be prorated according to table 4–2.

[2] A Soldier who takes command-sponsored Family members will serve the accompanied tour.

[3] The Soldier who requests the move must have completed at least 12 months at the current duty station.

[4] If one Soldier is serving an accompanied tour as a bachelor, the tour will be changed to unaccompanied and prorated.

[5] In long-tour areas for officers and career enlisted, the unaccompanied tour will be changed to accompanied and prorated. If Soldier has custody or financial responsibilities for Family members, the unaccompanied tour continues.

Table 4–2
Proration of tours

Rule	If the Soldier is—	Then Soldier—
1.	Voluntarily reassigned from or within one overseas area, command, or country to another (including reassignment between or within Alaska, Hawaii, or Puerto Rico)	Requires a complete tour in the new area.
2.	Involuntarily reassigned from or within one overseas area, command, or country to another (including reassignment between or within different areas in Alaska, Hawaii, or Puerto Rico)[1, 2]	Requires a complete tour in the new area (see para 4–1*o*).
3.	Changed from an accompanied tour to an unaccompanied tour[3]	Will have a tour length prorated using the formula below (refer to fig 4–1 and the example in fig 4–2)[4]
4.	Changed from an unaccompanied tour to an accompanied tour[5]	Will have a tour length prorated using the formula below (refer to fig 4–3 and the example in fig 4–4)[4]

Notes.

[1] Includes the time medical evacuees are hospitalized in the new area until they return to duty. Computation of time served in losing command will include months and days.

[2] See table 3–2, rule 3, for the tour credit for Soldiers who are medical evacuees.

[3] Tours may not be prorated from a longer to a shorter tour if Soldier is within 12 months of DEROS in a long-tour area or six months in a short-tour area.

[4] For time served use the date of change in status (for example, date of marriage, divorce, departure of Family members, and so on). 5 Tour proration for arrival of Family members is not authorized.

$$\frac{\text{Time served in command}}{\text{Normal accompanied tour length}} \times \frac{\text{Length of unaccompanied tour}}{1} = \text{Credit toward unaccompanied tour}$$

Figure 4–1. Formula for prorating a tour length because of a change in tour from accompanied to unaccompanied

Example:
Soldier serving in Germany received approval for change of tourfrom accompanied to unaccompanied:

$$\frac{\text{18 months, 16 days}}{36} \times \frac{24}{1} \quad \frac{\text{36 months, 32 days}}{3} = \frac{\text{12 months, 11 days}}{}$$

24 months (unaccompanied tour) - 12 months, 11 days (credit for accompanied tour)
= 11 months, 19 days remaining to serve as of the effective date of change of tour

Figure 4–2. Example of a prorated tour length from accompanied to unaccompanied tour

$$\frac{\text{Time served in command}}{\text{Normal unaccompanied tour length}} \times \frac{\text{Length of unaccompanied tour}}{1} = \text{Credit toward accompanied tour}$$

Figure 4–3. Formula for prorating a tour length because of a change in tour from unaccompanied to accompanied

Example:
Soldier (unaccompanied) serving an unaccompanied (24 months) tour in Germany obtains divorce after 18 months and converts to an accompanied tour:

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

36 months - 27 months = 9 months remaining to serve.

Figure 4–4. Example of a prorated tour length from unaccompanied to accompanied tour

Chapter 5
Curtailments

5–1. Curtailment of outside the continental United States tours

a. To enhance stability and reduce costs of overseas assignments, Soldiers must serve the prescribed tour lengths for the geographical areas in which they are assigned. Events due to unavoidable exigencies of military Service may require reassignment before completion of the full tour. Curtailments will be minimized and granted on a case-by-case basis only when extenuating circumstances exist, early return from overseas is the last recourse available, and is in the U.S. Government's best interest.

b. Unless otherwise authorized in this regulation, the proper HQDA assignment authority is the approval authority for curtailments of overseas tours. Fully justified requests are initiated by the first COL (O–6) in the Soldiers' chain of command, forwarded through command channels to HRC for approval by the Directors of Enlisted or Officer assignments. Requests should be forwarded through channels to HQDA to arrive not later than 45 days before requested departure date. HQDA assignment authorities will ensure that curtailment assignment instructions and/or requests for orders indicate whether tour credit will be awarded. Disapproval of a curtailment request may occur at the lowest level of command.

c. For efficient administration, HQDA assignment authorities may reassign a Soldier up to 60 days before the end of the prescribed tour. The Soldier is considered to have completed the prescribed tour.

d. If assignment instructions have been received, OCONUS ACOM, ASCC, and/or DRU approved curtailments must be reported as soon as possible to HQDA assignment authority, the gaining commands, and if applicable, to gaining TDY station CDRs.

e. In certain instances, OCONUS ACOMs, ASCCs, and/or DRUs may approve curtailment and evacuation of Soldiers.

(1) OCONUS ACOMs, ASCCs, and/or DRUs may curtail tours of Soldiers who discredit or embarrass the United States, or jeopardize the military mission (except in Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States).

(a) For officers, OCONUS CDRs will take action in accordance with AR 600–8–24. If this is inappropriate, the request is forwarded to the HQDA assignment authority.

(b) For enlisted personnel, curtailments will be coordinated with HQDA assignment authorities for issuance of assignment instructions.

(c) Report Army attaché personnel who discredit or embarrass the United States or jeopardize the military mission to HQDA (DAMI–ZX).

(2) OCONUS ACOMs, ASCCs, and/or DRUs may curtail tours when Family members living with the sponsor must be moved to CONUS because of poor health or death. A curtailment decision is based on the urgency of the Soldier's continued presence with members of the Family and the recommendations of command medical authority. CDRs are cautioned not to authorize curtailments based solely on lack of medical or educational services until all means of resolution have been exhausted. Cases involving pregnancy miscarriages are forwarded to HQDA assignment authority for appropriate action.

(3) When an OCONUS unit is inactivated or scheduled for movement to CONUS, enlisted Soldiers within 90 days of date of separation may volunteer to separate and be curtailed by the OCONUS ACOM, ASCC, and/or DRU. Voluntary separation action is approved in accordance with AR 635–200.

(4) OCONUS ACOMs, ASCCs, and/or DRUs may approve curtailment and evacuation of Soldiers for medical reasons, such as Soldiers who test HIV positive (except for Soldiers in Alaska, Hawaii, Puerto Rico, or Virgin Islands) or Soldiers

undergoing MAR2, medical evaluation board (MEB), and/or PEB processing unless it is for a medical necessity and directed by a military physician.

(5) See table 2–1 for reasons and authorities for approval of curtailments.

f. Curtailment of tours for Soldiers assigned to SCO positions requires CCDR concurrence and Director, DSCA approval. Curtailment of senior defense official (SDO)/defense attaché (DATT) tours requires CCDR coordination and approval of Directors, DIA and DSCA.

5–2. Exceptional curtailment cases

a. Exceptional curtailment cases are processed expeditiously. The authority for approval is the OCONUS ACOM, ASCC, and/or DRU. HQDA assignment authority must be notified as soon as possible of the events and scheduled date of return to CONUS so that assignment instructions can be issued as soon as possible. Tour credit normally is not granted unless the Soldier is within 60 days of completion of the prescribed tour. Examples of exceptional cases are—

(1) Potential defection or desertion.

(2) Extreme personal hardship. When expeditious removal of a Soldier is in the best interests of the Army.

(3) Threat to life (for example, cases relating to incidents or allegations that are likely to result in harm to Soldiers and/or their immediate Family members).

(4) When children become victims of physical or sexual abuse, and cases that involve Family victims of serious crimes. Curtailment does not preclude action by CDRs against Soldiers under the UCMJ.

(5) Military sexual offenders. Soldiers convicted of an offense covered by 42 USC 16911 and AR 27–10 are ineligible for continued duty at OCONUS locations except to Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States. They will be returned to CONUS or a permitted OCONUS location as soon as possible.

(6) Soldiers who make an unrestricted report of sexual assault may request an expedited transfer as authorized in DODI 6495.02. Servicemembers accused of committing a sexual assault may be transferred instead of the Servicemember requesting the transfer.

b. HQDA assignment authority will report assignment instructions to Installation Management Command for purposes of conducting any appropriate follow on actions.

5–3. Curtailment of pregnant Soldiers

a. Curtailed pregnant Soldiers are reported for reassignment to the HQDA assignment authority.

b. Unless an official noncombatant evacuation is ordered, pregnant Soldiers are not automatically reassigned or curtailed because of pregnancy.

c. If recommended by a physician and approved by medical authority, pregnant Soldiers may be curtailed in order to receive proper prenatal and postpartum medical care.

d. Tour credit is determined in accordance with table 3–2.

e. At the end of a pregnancy, (miscarriage, abortion, full term) and period of convalescence, the Soldier may be returned to an OCONUS area if she has not been credited with a completed OCONUS tour and travel is not medically contraindicated by a postpartum physical profile.

f. OCONUS CDRs may curtail unmarried or married unaccompanied pregnant Soldiers in long-tour areas to dates that coincide with their seventh month of pregnancy, provided there are six or fewer months to DEROS at the expected date of birth.

g. Any pregnant Soldier may be curtailed in a short-tour area (must not conflict with travel restrictions set by a medical profile officer) if—

(1) Pregnancy reaches the stage that safe return would require involuntary extension.

(2) Medically verified expected date of delivery is fewer than 60 days before DEROS.

h. Other than cases approved according to paragraph 5–3*g*, pregnant Soldiers in short-tour areas may also be returned to CONUS upon approval by HQDA assignment authorities. A request for curtailment must include the expected delivery date and a description of one or more of the following conditions that may exist:

(1) No vacancy for the Soldier's specialty exists within the command where she can be assigned, if necessary, to receive proper prenatal and postnatal care. This includes branch or functional area or branch immaterial positions for officers; PMOS, career progression MOS, secondary MOS, and additionally awarded MOS for enlisted Soldiers. No adequate medical facilities are available within the command to care for Soldier during pregnancy and postnatal period, as determined by the CDR, Medical Treatment Facility (see AR 40–400).

(2) No adequate resources (such as housing, childcare, medical care, or infant food) are available to care for the child after its birth.

5–4. Pregnancy of spouse

Pregnancy of spouse and her return to CONUS for related health reasons may not be the sole basis for a Soldier's tour to be curtailed. However, OCONUS ACOMs, ASCCs, and/or DRUs may curtail the tour of a Soldier if his presence with his spouse is deemed essential to recovery as recommended by the attending physician. These curtailments must be coordinated with the HQDA assignment authorities before Soldiers and/or Family members depart the command.

5–5. Required and compassionate curtailments

a. Punitive actions. Soldiers pending completion of an appellate review of a punitive discharge who request excess leave are curtailed by the OCONUS CDR without regard to completion of prescribed tours. If excess leave is approved by the OCONUS ACOM, ASCC, and/or DRU, the Soldier is assigned to the personnel control facility closest to the leave address (see AR 600–62). Soldiers will be returned to CONUS provided—

(1) Any sentence of confinement has been deferred or served.

(2) The Soldier is not subject to further trial or investigation within the OCONUS command.

b. Personnel eligible for separation.

(1) Soldiers normally will be returned to CONUS or area of residence for separation.

(2) OCONUS tours may be curtailed for those Soldiers whose early release has been approved in conjunction with voluntary or involuntary programs (for example, Selective Early Retirement Board, reduction in force, very seriously ill, special separation benefit, Quality Management Program, and so on). Soldiers in units that are to be inactivated or ordered to PCS who are within 90 days to ETS or ESA may also be curtailed when their request for voluntary early separation is approved. Separate requests for curtailment are not necessary in these cases.

(3) Overseas ACOMs, ASCCs, and/or DRUs may curtail OCONUS tours for Soldiers who desire and are granted accrued leave according to AR 600–8–10 prior to separation.

c. Curtailment of Soldiers returned to the continental United States for emergency leave or temporary duty.

(1) Orders issued according to AR 600–8–105 to return Soldiers to CONUS for TDY or emergency reasons will—

(a) Provide for a PCS if on the last day of scheduled TDY and/or emergency leave there will be 60 days or fewer remaining until the end of the OCONUS prescribed tour or term of service. Reassignment instructions, if required, will be requested from HQDA (see AR 635–200 for enlisted personnel scheduled for retirement).

(b) Specify "return OCONUS" for Soldiers who, after TDY and/or emergency leave, will have more than 60 days remaining on their OCONUS prescribed tour or have enough time remaining to date of separation to complete more than 60 days of their remaining tour.

(2) Provisions of paragraph 5–5*c*(1) do not apply to Soldiers who—

(a) Are on ordinary leave to areas outside OCONUS area of assignment.

(b) Are returning to CONUS to perform a specific mission for an OCONUS command. Orders will contain instructions that they are to report results of the mission, in person, to the OCONUS command.

(c) Have Family members OCONUS and request return to that command when leave or TDY in CONUS or area of residence expires.

(d) Request return to the command to move HHGs and clear other normal rotation details, although they do not have Family members OCONUS.

d. Compassionate assignment to outside the continental United States areas. Soldiers receiving compassionate assignments to an OCONUS area, to include Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States, will serve the prescribed tour whenever possible for the location to which assigned. However, after 12 months in the assignment and if the compassionate assignment is not extended, the Soldier will be curtailed unless there are authorized positions in the specialties and grades within the command to which they can be assigned. If there are no authorized positions available for proper utilization, OCONUS CDRs must request curtailment and reassignment instructions from the HQDA assignment authority at least 45 days before the first anniversary of the Soldier's assignment.

Chapter 6
Foreign Service Tour Extensions

6–1. Involuntary foreign service tour extensions

a. IFSTE are authorized only for the reasons given in tables 4–1 and 6–1 and this paragraph. Approval of IFSTE does not constitute a basis to retain Soldiers beyond their scheduled ETS or ESA. HQDA assignment authorities and OCONUS ACOMs, ASCCs, and/or DRUs may disapprove IFSTE requests from a unit.

b. Soldiers within 30 days of DEROS are not eligible for IFSTE; therefore, requests must be submitted in time for HRC to process them to completion before Soldier comes to within 30 days of DEROS. Only timely and valid requests are to

be forwarded to the HQDA assignment authority. On a case-by-case basis, DCS, G–1 may approve Soldiers' IFSTE for 180 days or fewer—

(1) When presence is required to meet immediate and critical operational requirements.

(2) When assigned to a unit being inactivated or during base closures.

(3) When selected for training at a school when the start date does not reasonably coincide with DEROS.

c. On a case-by-case basis, DCS, G–1 may also approve IFSTE for periods up to 60 days to support military field exercises or operations not involving hostilities.

d. On a case-by-case basis, HQDA assignment authorities in the grade of COL (O–6) or above may approve IFSTE in 60 day increments or less for—

(1) Completion of investigations or trials by military or foreign authorities.

(2) Completion of required administrative actions (for example, Soldiers undergoing separation processing, MAR2, MEB, and/or PEB processing, compliance with host-country customs and regulations, or non-judicial punishment, court-martial, and so on).

e. To be eligible for reassignment to CONUS, 12 months retainability is required, except for—

(1) Soldiers who have 1 to 12 months before their date of separation may receive an early separation if in conjunction with an approved early-release program authorized by the Secretary of the Army.

(2) Soldiers within 11 months of separating who are stationed at an accompanied duty station may be kept at that duty station.

(3) Soldiers within 6 months of separation from a dependent-restricted assignment may be kept at that duty station.

(4) Soldiers may be reassigned to CONUS with 6 months remaining obligated service if they are reassigned under the EFMP, released from prisoner status or patient status, or from operations in a hostile environment.

f. Soldiers who will not meet the SRR to qualify for reassignment after completion of the prescribed overseas tour will be counseled first prior to departing their losing CONUS duty station, again upon arrival in the overseas theater, and not later than 12 months (six months in short-tour areas) prior to initial DEROS. Soldiers will be advised that if they do not extend or reenlist to qualify for reassignment from overseas, at six months prior to DEROS their tours will be involuntarily extended by the OCONUS command, military personnel division or S1, until two days prior to ETS or date of separation, according to paragraphs 6–1*f*(1) through 6–1*f*(4). For Soldiers already on AIs at the time the tour is extended, commands will request deletion of assignment due to failure to meet SRR.

(1) Officers who do not meet the SRR to qualify for the OCONUS to CONUS assignment must request extension of their service agreement within 30 days from the date of HQDA assignment notification. If they fail to request extension, their tour will be extended to two days prior to ESA, and the AIs will be canceled.

(2) Upon receipt of HQDA AIs, enlisted career Soldiers (those on second or subsequent enlistment) who do not meet the SRR to qualify for the assignment will be counseled and notified in writing that they will be required to reenlist or extend within 30 days of written notification in order to qualify for the assignment. Enlisted career Soldiers who fail to meet the SRR in a timely manner will have DA Form 4991 (Declination of Continued Service Statement) initiated according to AR 601–280 and the form will be placed in their personnel qualification records. Their tours will be adjusted to two days prior to ETS and AIs will be canceled.

(3) Initial-term Soldiers are exempt from having to extend or reenlist 30 days after counseling. DA Form 4991 will not be used; however, their tour will be extended to two days prior to ETS when they indicate that they do not intend to reenlist. If they later change their mind prior to completing prescribed tour or after entering the reenlistment window, they lose their eligibility to extend their service. They must reenlist to become eligible for reassignment.

(4) Soldiers who were involuntarily extended and who later acquire sufficient service to be eligible for reassignment will be allowed to depart the overseas area after completing the prescribed tour or within 120 days after date of assignment notification, whichever is longer. Career counselors must take this time into consideration when Soldiers desire to reenlist for training or station of choice options.

6–2. Voluntary foreign service tour extensions

a. Eligible Soldiers are encouraged to request extension of their overseas tours. Time limitations and authorities for approval are listed in table 6–2. OCONUS ACOMs, ASCCs, and/or DRUs may disapprove FSTE requests. This authority may be delegated to subordinate unit CDRs by OCONUS ACOMs, ASCCs, and/or DRUs. As an exception, applications on JAGC officers, chaplains, and chaplain assistants with appropriate recommendations are forwarded to the appropriate address in appendix C.

b. Although a Soldier may not have sufficient remaining service to complete a FSTE, a request may be conditionally approved; however, if Soldier does not meet the SRR within 60 days of the approval date, the FSTE is canceled and the original DEROS reestablished.

c. When an FSTE is approved and a replacement requisition has already been submitted, the requisition will be canceled when necessary to balance strength. The MPD and/or PSDR S1s will adjust DEROS so that strength projections are correct and to ensure the Soldier's timely reassignment to CONUS.

d. Only an HQDA assignment authority (appropriate career branch) may cancel a FSTE if it has not yet begun. For exceptions, see paragraph 4–1*j*, when Soldiers volunteer for a COT or IPCOT.

e. Once a Soldier begins serving an FSTE, it will not be canceled unless the tour is curtailed in accordance with this regulation.

f. Soldiers declared IA for reassignment are ineligible to extend their OCONUS tours unless approved by an HQDA assignment authority.

g. Personnel requiring resident rehabilitative treatment for alcohol or drug abuse in an approved Army or other military Service residential treatment program may submit requests for voluntary FSTE at any time prior to DEROS. Command and medical members of the rehabilitation team will provide supporting documentation (see AR 600–85).

h. If assignment instructions are received and the FSTE precludes the Soldier from arriving at the gaining command in the arrival month, submit deletion or deferment action within 30 days of notification of assignment (see AR 600–8–11).

6–3. Overseas Tour Extension Incentive Program

a. The OTEIP, authorized under the authority of 10 USC 705 and 37 USC 314, is designed to improve Soldier retention, enhance unit readiness, increase stabilization, and reduce turnaround time between assignments. Rest and recuperation (R&R) absences, travel benefits, and lump-sum bonuses are available for qualified Soldiers who have an OTEIP specialty, are serving in OTEIP designated geographical areas, and voluntarily extend their overseas service tours for not less than one year.

b. The Secretary of the Army approves MOSC and OCONUS locations that are recommended for the OTEIP. The CG, HRC manages the OTEIP and publishes at least annually the approved OTEIP MOSC and geographical area listings.

c. OCONUS ACOM, ASCC, and/or DRU and MPD and/or PSDR S1s will furnish subordinate CDRs with a copy of each message edition of the OTEIP list of specialties and geographical locations. The approved list is used to determine OTEIP eligibility and to screen Soldiers who submit requests for FSTE for a period of at least one year. OTEIP–qualified Soldiers will be advised that they must select one of the OTEIP benefits prior to approval of FSTE.

d. To receive OTEIP benefits, a Soldier must—

(1) Be entitled to basic pay.

(2) Possess an MOSC (that is, MOS, skill level, SQI, ASI, or language identification code (LIC)) that is on the current OTEIP list.

(3) Be assigned and utilized in an MTOE, TDA, and/or DMO position identified by an approved OTEIP MOSC and must be properly utilized in accordance with AR 614–200. If applicable, a Soldier must be serving in an approved OTEIP geographical area.

(4) Have completed his or her prescribed overseas tour, including previously approved extensions.

(5) Execute an agreement to extend the current tour for a period of not less than one year. Multiple periods of extension of less than one year will not be combined to meet this requirement.

(6) Request FSTE under the OTEIP at least 12 months prior to DEROS in long-tour areas or eight months in short tour areas. Requests that cannot be approved within the time limitations (see table 6–2) must be submitted to CG, U.S. Army Human Resources Command (AHRC–EPD–O), for appropriate action. Late submission of FSTE and/or OTEIP actions or receipt of HQDA assignment instructions normally will not be considered the sole reason for disapproval.

e. Qualified Soldiers will submit a request for an FSTE under the OTEIP. Because participation in OTEIP is not automatic, and in order to receive OTEIP benefits, Soldiers must indicate on the request their choice of one of the incentives listed below:

(1) Special duty pay at a rate authorized and prescribed by the Secretary of Defense during period of extension.

(2) A period of R&R leave (nonchargeable) for not more than 30 days.

(3) A period of R&R leave (nonchargeable) for not more than 15 days and (for the Soldier only), round-trip transportation at Government expense from the duty location of the extended tour to the nearest port (or an alternate destination not to exceed the cost to the nearest CONUS port) and return.

(4) An annual lump-sum bonus as authorized and prescribed by the Secretary of Defense. The bonus is restricted to Soldiers who are serving in approved designated geographical areas and/or have a MOSC approved by the Secretary of the Army as specifically eligible for this benefit.

f. Soldiers electing 15 days of R&R and Government paid travel will—

(1) Be provided transportation to nearest port of embarkation providing travel to CONUS consistent with military traffic routing regulations. If transportation to two or more ports is equally available, the convenience of the Soldier is considered.

(2) Be in duty status until arrival in CONUS. Soldiers will return to duty status when they arrive for return transportation at the CONUS port of debarkation.

g. Soldiers who choose either the 15 or 30-day R&R option normally begin their absence not earlier than 60 days before or 90 days after their original DEROS. Additional administration instructions are in AR 600–8–10. This benefit terminates on the day of PCS departure to CONUS from the overseas area (see DOD 7000.14– R, volume 7A).

h. A Soldier who elects an OTEIP option is not entitled to travel and transportation allowances under the COT and/ or IPCOT (see the JTR).

i. Two options, R&R and R&R plus travel, are effective when, based upon Secretary of the Army determination, the exercise of these two options do not adversely affect combat or unit readiness.

j. The annual $2,000 lump-sum bonus is paid at the start of each year of the Soldier's FSTE. Voluntary or involuntary early termination of overseas tour requires recouping the unearned portion of the lump-sum payment. The rate of recoupment is one-twelfth of the bonus amount for each month or portion of a month not served. No credit is given for partial months served (DOD 7000.14–R, volume 7A, chap 14). If it can be determined that conditions and circumstances warrant consideration of a waiver, a Soldier who is entitled to have a bonus recouped may request relief from CG, U.S. Army Human Resources Command (AHRC–PLP– I). If there is an involuntary early departure because of action taken by the Army for the convenience of the Government, then entitlement to only the special pay option (that is, $80 per month) continues until the originally scheduled termination date. Eligibility for the lump-sum bonus, R&R, and travel does not continue or is lost the day of PCS departure from the overseas area (see DOD 7000.14–R, volume 7A). OTEIP Soldiers who, after the start of their FSTE and before it is completed, become ineligible for further overseas duty because of actions taken by or under the control of the Soldiers will be removed from the program. Authorization for further special pay or R&R is lost.

k. OTEIP-qualified Soldiers will not be approved for a one-year or greater voluntary FSTE until one of the benefits indicated in paragraph 6–3*e* is elected. The Soldier's benefit election must be coordinated with the servicing MPD and/ or PSDR S1s to ensure that the OTEIP entitlement (special pay) or other elected benefits are received promptly.

l. If a Soldier who is thought to be eligible for OTEIP submits a request for FSTE for a period of at least one year and is subsequently determined to have been ineligible, the FSTE is void unless the Soldier revalidates it.

m. Changes and/or corrections to an FSTE and/or OTEIP request may be approved by the overseas ACOM, ASCC, and/or DRU only prior to the commencement of the extension. After the period of extension begins, a fully supported recommendation for change or correction may be submitted to CG, U.S. Army Human Resources Command (AHRC–PLP–I) for consideration as an exception to policy.

n. DA Form 5396 (Overseas Tour Extension Incentive Program Monthly Report) (RCS CSGPA 1584–R1) will be used to provide accurate data to support the legislative process, make changes to the OTEIP list of specialties, designate eligible geographical locations, and justify MPA funding by the Army budget. The data to be accumulated to complete the report are indicated on the form. OCONUS CDRs authorized to approve voluntary FSTE and/or OTEIP will submit reports (DA Form 5396) to arrive at HQ HRC not later than the 20th of each month. The reporting period will be the preceding calendar month. For example, the report due on 20 December will be for the period 1 through 30 November. It is preferred that the reports (DA Form 5396) be submitted electronically via email to usarmy.knox.hrc.mbx.tagd-pdpi@mail.mil. If email is not available, forward DA Form 5396 by the most expeditious means to Commanding General, U.S. Army Human Resources Command (AHRC–PLP–I), 1600 Spearhead Division Avenue, Fort Knox, KY 40122. If no OTEIP requests are processed for the reporting period, submit a negative report, excluding DA Form 5396.

Table 6–1
Extension of overseas tour—involuntary foreign service tour extension, consecutive overseas tour, and/or in-place consecutive overseas tour (see note 8)

Rule	If a Soldier is serving in—	And Soldier—	Then the Soldier's overseas tour—
1.	Long- or short-tour area where an accompanied tour is authorized (excludes Soldiers serving a dependent restricted tour or serving in an HFA)	Will have less than 12 months remaining service at DEROS	Will be extended to allow return to CONUS with only enough time remaining for travel and processing of separation before release from active duty, unless he or she takes action to acquire sufficient service to serve at least 12 months upon arrival at the gaining duty station[1,2,3]
2.	Long- or short-tour area where an accompanied tour is authorized (excludes Soldiers serving a dependent restricted tour or serving in an HFA)	Is an officer or warrant officer who will be eligible for release from active duty within 12 months of completion of prescribed overseas tour	Will be extended to allow return to CONUS with only enough time remaining for travel and processing of separation before release from active duty, unless he or she takes action to acquire sufficient service to serve at least 12

Table 6–1
Extension of overseas tour—involuntary foreign service tour extension, consecutive overseas tour, and/or in-place consecutive overseas tour (see note 8)—Continued

Rule	If a Soldier is serving in—	And Soldier—	Then the Soldier's overseas tour—
			months upon arrival at the gaining duty station[1,2,3]
3.	Long- or short-tour area where an accompanied tour is authorized (excludes Soldiers serving a dependent restricted tour or serving in an HFA)	Is reassigned to a CONUS school (PCS or TDY) or a duty station, with a given date to report, and time between DEROS and required reporting date would give more than desired leave and authorized travel time between locations	May be extended for 180 days or less to allow only enough time for desired leave and necessary travel[4]
4.	Any overseas area	Is serving in a position, hostilities have been determined by the senior Army CDR in the overseas command to be imminent, and the loss of the Soldier would impair the operation of the unit or the overseas command	May be extended up to 31 days by the overseas CDR for military necessity. Extensions of 32 to 60 days may only be approved by HQDA.[5,6]
5.	Any overseas area	Has had suspension of favorable personnel action initiated under AR 600–8–2 and the action is still pending[7]	May be extended in 60 day increments in accordance with paragraph 6–1d, until the suspension is removed or Soldier is authorized to proceed under AR 600–8–2
6.	Any overseas area	Is on leave or attached to a CONUS or OCONUS installation pending decision on a personnel action (see table 3–3, rule 2)	Will be extended by the period of absence from the overseas command in excess of 30 days.
7.	Any overseas area	Has spent time outside of an HFA and/ or imminent danger area awaiting trial, regardless of the type of pretrial restraint	Will, if returned to the HFA, have the tour in that area extended by the amount of time spent outside the HFA awaiting trial if trial results in a finding of guilty, and add-on time does not extend beyond scheduled release from active duty
8.	Any overseas area	Has had recorded time lost, which must be made good while assigned to the overseas command	Will be extended by the amount of recorded time lost
9.	Dependent-restricted short-tour area (excluding hostile fire areas)	Will have fewer than six months remaining service at DEROS	Will be extended to allow return to CONUS with only enough time remaining for travel and processing of separation before release from active duty, unless he or she takes action to acquire sufficient service to serve at least 12 months upon arrival at the gaining duty station[1,2]
10.	Dependent-restricted short-tour area (excluding HFAs)	Is an officer or warrant officer who will be eligible for release from active duty within six months of completion of prescribed overseas tour	Will be extended to allow return to CONUS with only enough time remaining for travel and processing of separation before release from active duty, unless he or she takes action to acquire sufficient service to serve at least 12 months upon arrival at the gaining duty station[1,2]
11.	Dependent-restricted short-tour area (excluding HFAs)	Is reassigned to a CONUS school (PCS or TDY) or a duty station, with a given date to report, and time between DEROS and required reporting date would give more than desired leave and authorized travel time between locations	May be extended for 180 days or less to allow only enough time for desired leave and necessary travel

Notes.

[1] So that they can avoid IFSTE and be eligible for reassignment to CONUS upon completion of overseas tour (if applicable), Soldiers may be given the op portunity to extend or reenlist prior to departing CONUS. Those who do not extend or reenlist (if applicable) prior to departing CONUS must eventually do so under AR 601–280 to meet SRR for reassignment to CONUS. When these Soldiers choose to extend their service, the extensions must be for a time that will allow them enough service remaining to ETS and/or ESA to complete 12 months in CONUS upon arrival at the gaining duty station (does not include leave and travel time enroute to CONUS).

[2] As an exception, Soldiers stationed in HFAs and/or imminent danger areas and/or Johnston Atoll, Enewetak Atoll, or Sinai, Egypt, will not be involuntarily extended. Soldiers assigned to these locations who have fewer than 30 days to ETS and/or ESA at DEROS will be assigned to the separation transition point nearest to the aerial port of debarkation in CONUS, and will be processed for separation from the Army, unless they elect to remain on active duty and at current duty station. Soldiers with more than 30 days to ETS and/or ESA will be reassigned to an installation near their home of record.

[3] As an exception, Soldiers reassigned under EFMP, as prisoners from confinement or to stand trial, and from patient status, must have six months remain ing service upon arrival at gaining duty station.

[4] The approving authority is DCS, G–1 for IFSTE. If necessary, the overseas CDR may request that HQDA assignment authority, with the consent of the Soldier, further extend the overseas tour. This prevents reporting early to the new assignment or using more leave than desired.

[5] Soldier will not be extended beyond a date that will allow return to CONUS with enough time for necessary travel and processing of separation before release from active duty (normally two days before ETS).

[6] Soldiers may be extended individually or as members of a group. Group details and general identification will be sent by message to HQDA (DAPE– ZX, DAMO–ZA, and AHRC–ZA).

[7] If the suspension of favorable personnel action remains in effect because the Soldier is being punished under the UCMJ and no restraint is imposed (or when restraint portion of a sentence or punishment is terminated), the following actions will be taken: The Soldier will be reassigned in accordance with AIs, and suspension of favorable personnel action will be transferred in accordance with AR 600–8–2. 8 Soldiers stationed in HFAs and/or imminent danger areas are ineligible for IFSTE, COT, and/or IPCOT.

Table 6–2
Extension of overseas tours—voluntary foreign service tour extension and consecutive overseas tour/in-place consecutive overseas tour

Rule	If a Soldier is serving in—	And grade is—	Extension must be approved no later than—	And length of extension may be—	Then approval authority is—
1.	A long-tour area	Private (PVT) through SGM and/or CSM	12 months before DEROS if assignment instructions have not been received[1, 2, 3, 5]	Any amount of time up to prescribed tour for area[5,6]	Overseas ACOM, ASCC, and/or DRU[3, 5, 6, 7, 8, 9, 10, 11]
2.	A long-tour area	Warrant officer through COL	Six months before DEROS if assignment instructions have not been received[1, 2, 3, 5, 10, 11]	Any amount of time up to prescribed tour for area[5,6]	Overseas ACOM, ASCC, and/or DRU[3, 5, 6, 7, 8, 9, 10, 11]
3.	Allied Command Europe	PVT through SGM and/or CSM	12 months before DEROS if position requires language training; must submit request for FSTE 12 months plus the length of language training prior to DEROS[1, 2, 3, 5]	Any amount of time up to prescribed tour for area[5,6]	Overseas ACOM, ASCC, and/or DRU[3, 5, 6, 7, 8, 9, 10, 11]
4.	Allied Command Europe	Warrant officer through COL	12 months before DEROS if position requires language training; must submit request for FSTE 12 months plus the length of language training prior to DEROS[1, 2, 3, 5, 10]	Any amount of time up to prescribed tour for area[5,6]	HQDA
5.	Any short-tour area	PVT through SGM and/or CSM	Eight months before DEROS if assignment instructions have not been received[1, 2, 3]	Any amount of time up to prescribed tour for area[5,6]	Overseas ACOM, ASCC, and/or DRU[6, 8, 9, 11]
6.	Any short-tour area	2LT through COL WO1 through CW5	Five months before DEROS if assignment instructions have not been received[1, 2, 3, 10]	Any amount of time up to prescribed tour for area[5,6]	HQDA[6, 9, 10, 11]

Notes.

[1] HQDA (address at app C) must approve exceptions.

[2] Overseas ACOMs, ASCCs, and/or DRUs may approve requests at any time from Soldiers who have command-sponsored Family members and advanced pregnancy of wife or minor dependent, recent birth of a child, or serious illness restricts dependent travel. Extensions may be for as long as necessary.

[3] As an exception, requests for voluntary FSTE may be submitted at any time prior to DEROS by personnel requiring resident rehabilitative treatment for alcohol or drug abuse in an approved Army or other military Service residential treatment program.

[4] Soldiers assigned to special management commands serving in long-tour areas must submit requests for extension in time to have them approved 12 months before DEROS. Later extension requests must be submitted to HQDA (address at app C). They will be considered only if approval is recommended and AIs have not been received.

[5] CG, HRC may approve requests for extension of overseas tours for Soldiers with command-sponsored Family members who are in the senior year of high school. Extensions can be up to 30 days after graduation provided they are for minimum period needed; they are for Soldiers rotating because of nor mal DEROS; notices of approval for officer extensions are sent to HQDA (address at app C) within the lead times in the above rules to allow time to adjust assignments; requests are not from JAGC or chaplain officers (see note 8).

[6] Soldiers serving in long-tour areas in positions that require language training must submit requests for extensions to HQDA (address at appendix C) for consideration.

[7] Send requests for the following to appropriate HQDA assignment authority: SGM and/or CSM or MSGs selected for promotion, to SGM (AHRC–EPS); Soldiers on a selection list to attend the Advanced Noncommissioned Officers' Course, to AHRC–EPD–C; Soldiers in linguist positions, to AHRC–EPD–C; RC Soldiers on active duty in support of the Enlisted Space Imbalanced MOS Program, to Commanding General (CG), U.S. Army Human Resources Command (AHRC–EPS),1600 Spearhead Division Avenue, Fort Knox, KY 40122; for AGR Soldiers who are serving in PMOS 79R and performing duties as RC career counselors (formerly RC Transition NCO), to Commanding General, U.S. Army Human Resources Command (AHRC–EPR), 1600 Spearhead Division Avenue, Ft Knox, KY 40122; JAGC and chaplain officers, see appendix C; Soldiers holding PMOS 92S, 88H, 88K, 88L, see appendix C, paragraph C–2f; Soldiers holding MOS in career management field 35, to AHRC–EPM– A; and Soldiers holding MOS in career management field 18 and 37, to AHRC–EPK–S.

[8] Inform HQDA (see appendix C) of each extension granted.

[9] Officers in AERB positions must submit extension requests at least 10 months before DEROS.

[10] Special Forces Soldiers (CMF 18, AOC 18) may request FSTE for periods not to exceed one year beyond the prescribed tour length for the country and type tour in which they are serving. Commanders (CDRs) may request exceptions to the one-year limit on a case-by-case basis to Commander, U.S. Army Special Operations Command, (AOPE–MPD), Fort Bragg, NC 28307–5200.

[11] For Soldiers serving in Korea, overseas ACOMs, ASCCs, and/or DRUs may approve voluntary FSTE requests any time prior to DEROS provided Soldiers' AIs have not been received.

Chapter 7
Tour Lengths, Key Billets, and Statutory Authorities

7–1. Establishing and changing overseas tour lengths

a. To establish an overseas tour or request changes to an existing overseas tour, recommendations will be submitted by the Secretary of the Army or the CCDR concerned directly to the Chairman of the Joint Chiefs of Staff (CJCS), who will coordinate with the Services and forward a recommendation to the ASD (M&RA) for approval. Recommendations must take into consideration the full range of facilities both on and off post. See the guidance in appendix E for criteria used to determine appropriate tour length.

b. In OCONUS tour areas where there are members of more than one Service, the Service having the main interest (normally the most members in the area) recommends changes after coordination with the other Services. The recommendation must be coordinated with the affected senior military Service representatives within the theater. The recommendation must be coordinated with the Director, Defense Intelligence Agency, if security assistance organizations or Defense Attaché System personnel are affected.

c. The Secretary of the Navy prescribes tours of duty at sea and hardship duty for Soldiers with deployment designated units of the Fleet Marine Force.

d. If the JTR does not list tour lengths for a specific location or country, the following will apply:

(1) Tour lengths must be requested and approved by the ASD (M&RA) before departure of the Soldier or his or her dependents to that country or specific overseas location.

(2) If fewer than 25 Servicemembers from only one military Service are assigned to a country or specific overseas location without an established tour length, the Secretary of the Army may establish an unaccompanied tour length for that location based on the tour length guidelines prescribed in DODI 1315.18. This authority will not be delegated.

(3) The CJCS and ASD (M&RA) must be notified and provided the DOD tour length data sheet before Soldiers report for duty at the new assignment location.

(4) The ASD (M&RA) must grant approval before 25 or more Servicemembers from one military Service (or any number of Servicemembers from more than one military Service) are assigned or if command-sponsored dependents are introduced or reintroduced into a country or new geographical location (for example, installation or city) that does not have an approved accompanied tour length.

e. Recommendations will contain comments from the CCDRs and the recommendation of the CJCS with respect to force protection and antiterrorism considerations.

f. Prescribed tour lengths are normally the same for members of each Service at the same station or geographical location.

g. Requests will be fully justified and include a tour length data sheet (app E), completed by the CDR of the military command recommending the change.

h. OCONUS tour changes apply to Soldiers who depart losing duty stations on or after the announced effective date, unless otherwise stated in implementing instruction. Soldiers already in overseas areas will—

(1) Have their tours curtailed if tours are shortened. Soldiers may continue to serve their original tour if they desire.

(2) Continue to serve their original tours if tours are lengthened.

7–2. Tour lengths and exceptions

a. Unless otherwise indicated in the JTR, Soldiers assigned to Alaska and Hawaii will serve a minimum tour of 36 months whether accompanied or unaccompanied.

b. Tour lengths for Servicemembers assigned to Defense Attaché System and Security Cooperation Offices will be determined by the Director, DIA.

c. The prescribed tours, including the tour length and accompanied or unaccompanied eligibility, for Servicemembers assigned to SCOs (for example, Office of Defense Cooperation, Office of Security Cooperation, Office of Military Cooperation, U.S. Military Groups) will be the same tours prescribed for Servicemembers assigned to the Defense Attaché System at the same assigned location.

d. When Soldiers are assigned to activities governed by Government to Government contracts, the tour length is specified by the contract served.

e. Medical officers with 2-year service obligations serving in certain shortage specialties, as determined by the Secretary concerned in consultation with The Surgeon General, are authorized to serve 2-year accompanied tours in long tour areas.

f. RC Soldiers, other than AGR Soldiers, ordered to active duty for training for 140 days or more at one overseas training location or ordered to active duty for other than training for more than 180 days at one overseas location are not required to serve the established overseas tour length for the country or overseas duty location. No RC Soldier activated for training or other than training will be stationed on an accompanied overseas tour or placed in an overseas command-sponsored position without approval of the Secretary.

g. Officers participating in Foreign Area Officer training assignments and education and broadening assignments may be authorized to serve 12-month accompanied tours. Moving dependents to the overseas duty station is contingent on the following:

(1) The area has an approved accompanied tour area as defined by the JTR.

(2) Must be able to serve a minimum of 12 months at the duty station.

(3) The Army's EFMP authority and the CCDR must verify that the educational and medical needs of the Family can be met.

7–3. Key billet policy

a. Key billet designations will be requested for only those overseas duty stations where the accompanied tour is at least 24 months. Key billet designations for overseas duty locations should not be confused with CSL officer or SGM designated staff key billets. Positions must be documented as a commissioned officer, warrant officer, or senior enlisted Soldier (that is E–8, E–9) in an approved TDA and/or table of organization and equipment. Overseas duty station key billets must require the continued presence of the officer, warrant officer, or senior enlisted Soldier (E–8, E–9) as absolutely essential to the mission of the organization or the U.S. presence in that area. The officers, warrant officers, or senior enlisted (E–8, E-9) assigned to key billets are required to serve the 24-month tour regardless of whether they are accompanied by dependents.

b. Requests to establish existing manpower documented positions as key billets will be submitted in writing by the theater or unified CDR, through HQDA (DAPE–MPE) and if required, the CJCS to the appropriate approving authority (see para 7–2*d*) for evaluation on a case-by-case basis. Each request must be fully justified. A position will not be designated as key billet unless the position is authorized a commissioned officer, warrant officer, or senior enlisted (E–8, E–9). Government-furnished Family quarters are available, concurrent travel of dependents is authorized, and an accompanied tour of at least 24 months is authorized for the specified location. Key billet designation is not appropriate when the unaccompanied tour length for the assignment location is 24 months or greater. Including key billet requests with changes to manning documents is prohibited.

c. The minimum acceptable justification must include the following:

(1) A detailed account of the position's operational requirements and unusual duties and responsibilities that make serving the extended tour absolutely essential to the mission of the organization.

(2) A statement that the requested key billet position is on the installation where dependents reside or that Government-furnished Family quarters are available within normal commuting distance.

(3) The MTOE and/or TDA job description of the position, the paragraph, line number, UIC, and unit name of the position as documented in The Army Authorization Documents System. The position must be supported by the enlisted and officer distribution plan.

(4) The position of chief security officer, SDO, and DATT will be designated a key billet unless circumstances dictate otherwise or if command-sponsored dependents are not authorized. Other SDO/DATT and chief security officer positions may be designated key billets if the functions of the position are related directly to management of security assistance programs requiring continuity of effort and specialized experience and training. Requests to designate other chief security officer key billets must be submitted through HQDA and the Office of the JCS to the ASD (M&RA) for approval. Approval authorities include—

(a) The JCS, who approves establishment of key billets for the Joint Staff and other activities under its cognizance.

(b) The ASD (P&R) approves requests for activities under the OSD cognizance.

(c) The Secretary of the Army concerned approves when subparagraphs above do not apply.

Appendix A

References

Section I

Required Publications

AR 20–1
Inspector General Activities and Procedures (Cited in para 2–1*b*.)

AR 27–10
Military Justice (Cited in para 2–1*d*(9)(*r*).)

AR 600–8–11
Reassignment (Cited in para 2–1*d*(9)(*k*).)

AR 600–8–101
Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle) (Cited in para 2–2*b*(1).)

AR 601–280
Army Retention Program (Cited in table 3–1.)

AR 614–100
Officer Assignment Policies, Details and Transfers (Cited in para 3–1*a*(4).)

AR 614–200
Enlisted Assignments and Utilization Management (Cited in para 3–1*a*(4).)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication. DOD publications are available at www.dtic.mil/whs/directives. USCs are available at http://www.gpo.gov/fdsys/.

AR 11–2
Managers' Internal Control Program

AR 25–30
Army Publishing Program

AR 25–400–2
The Army Records Information Management System (ARIMS)

AR 40–68
Clinical Quality Management

AR 40–400
Patient Administration

AR 55–46
Travel Overseas

AR 135–18
The Active Guard Reserve (AGR) Program

AR 135–175
Separation of Officers

AR 135–178
Enlisted Administrative Separations

AR 135–210
Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 600–8–2
Suspension of Favorable Personnel Actions (FLAG)

AR 600–8–10
Leaves and Passes

AR 600–8–24
Officer Transfers and Discharges

AR 600–8–104
Army Military Human Resource Records Management

AR 600–8–105
Military Orders

AR 600–20
Army Command Policy

AR 600–43
Conscientious Objection

AR 600–62
United States Army Personnel Control Facilities and Procedures for Administering Assigned and Attached Personnel

AR 600–85
The Army Substance Abuse Program

AR 600–110
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus

AR 601–10
Management and Mobilization of Retired Soldiers of the Army

AR 608–18
The Army Family Advocacy Program

AR 608–75
Exceptional Family Member Program

AR 614–10
Army Military Personnel Exchange Program with Military Services of Other Nations

AR 635–8
Separation Processing and Documents

AR 635–200
Active Duty Enlisted Administrative Separations

Army Dir 2013–21
Initiating Separation Proceedings and Prohibiting Overseas Assignment for Soldiers Convicted of Sex Offenses

Army Dir 2016–07
Redesign of Personnel Readiness and Medical Deployability

Army Dir 2016–13
Assignment For Soldiers Who Experience the Death of a Spouse

DOD 7000.14–R, volume 7A
DOD Financial Management Regulations (FMRS)

DODI 1315.18
Procedures for Military Personnel Assignments

DODI 1315.19
Authorizing Special Needs Family Members Travel Overseas at Government Expense

DODI 2000.12
DOD Antiterrorism (AT) Program

JTR
Joint Travel Regulations (Available at http://www.defensetravel.dod.mil/.)

UCMJ
Uniform Code of Military Justice (Available at http://www.ucmj.us/.)

10 USC 671
Members not to be assigned outside United States before completing training

10 USC 705
Rest and recuperation absence: qualified members extending duty at designated locations overseas

10 USC 12301
Reserve components generally

10 USC 12302
Ready Reserve

10 USC 12304
Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

18 USC 922
Unlawful acts

37 USC 301
Incentive pay: hazardous duty

37 USC 314
Special pay or bonus: qualified members extending duty at designated locations overseas

37 USC 401
Definitions

37 USC 421
Allowances: No increase while dependent is entitled to basic pay

37 USC 481
Travel and transportation allowances: administrative provisions

42 USC 16911
Relevant definitions, including Amie Zyla expansion of sex offender definition and expanded inclusion of child predators

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil).

DA Form 5396
Overseas Tour Extension Incentive Program Monthly Report (RCS CSGPA 1584–R1). (Prescribed in para 6– 3n.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil).

DA Form 11–2
Internal Control Evaluation Certification

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 4187
Personnel Action

DA Form 4991
Declination of Continued Service Statement

DA Form 5305
Family Care Plan

Appendix B

Overseas Tours and Restrictions (See the Joint Travel Regulations)

B–1. Overseas tour lengths

To determine the overseas tour lengths for U.S. members of the DOD Services (other than the Defense Attaché Systems) refer to the JTR. The Director, Defense Intelligence Agency will prescribe tour lengths for Soldiers assigned to the Defense Attaché System. Soldiers assigned to SCOs (that is, Office of Defense Cooperation, Office of Military Cooperation, U.S. Military Groups) will be the same as tours prescribed for Soldiers assigned to the Defense Attaché System at the same location.

B–2. Overseas tour restrictions

The Joint Federal Travel Regulations prescribe restrictions or conditions to overseas tours. Below is a sampling of common restrictions. The JTR has a comprehensive list.

a. Alaska and Hawaii. The prescribed tour (accompanied or unaccompanied) in long-tour areas of Alaska and Hawaii is a minimum of 36 months. When assigned to duty stations in the long-tour areas of Alaska and Hawaii, a mandatory rotation date will not be established.

b. Colombia. Family members of Soldiers assigned to Colombia are authorized command sponsorship.

c. Dominican Republic. Soldiers assigned to U.S. Army Facilities Engineering Support Agency with duty in Santa Domingo will serve 24-month tours whether accompanied or unaccompanied.

d. El Salvador. Soldiers assigned to Military Group and/or certain operational planning and assistance training team positions in the San Salvador area will serve 24-month tours, whether accompanied or unaccompanied.

e. Japan. Akizuki Kure, Japan is a remote location without adequate Family support amenities. Soldiers are not permitted to move Family members to this location without first viewing the available facilities.

f. Johnston Atoll. Both members of a married Army couple will not be assigned to serve on Johnson Atoll at the same time.

g. Korea. Accompanied tours in Korea are controlled by the CDR, United Forces Korea. Not all Soldiers are eligible to serve accompanied tours in those areas of Korea where accompanied tours are authorized. Soldiers who are not approved to serve the 24-month accompanied tour will serve the unaccompanied 12-month dependent-restricted tour.

h. Kuwait. Command sponsorship eligibility is controlled by United States Central Command and is contingent upon the member's actual duty assignment.

i. United Nations Truce Supervisor Organization. Soldiers assigned to the United Nations Truce Supervisor Organization may be required to serve anywhere in the organization (that is, Lebanon, Syria, Egypt, and Israel).

Appendix C

Headquarters, Department of the Army Addresses Pertinent to this Regulation

C–1. Assignment procedures, operations, and overseas service assignment policy

a. For information about assignment procedures and operations, contact Commanding General, U.S. Army Human Resources Command (AHRC–OPD–P) (officer), and (AHRC–EPO–P) (enlisted), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

b. For general information about overseas service assignment policy, send correspondence through command channels to Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G–1 (DAPE– MP), 300 Army Pentagon, Washington, DC 20310–0300.

C–2. Active Army enlisted Soldiers

a. Send personnel action requests for change of tour because of change in dependent status or acquisition of Family members to Commanding General, U.S. Army Human Resources Command (AHRC–EPO–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

b. Send actions for reassignment, deferment, and deletion based on compassionate reasons, that require HQDA approval to Commanding General, U.S. Army Human Resources Command (AHRC–EPO–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

c. Send requests for deletion and/or deferment (other than compassionate) for IET enlisted Soldiers and new accessions to Commanding General, U.S. Army Human Resources Command (AHRC–EPF–S), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

d. Send requests for deletion and/or deferment (other than compassionate) for all enlisted Soldiers except trainees, new accessions, MSG and/or 1SG (P), and SGM and/or CSM to Commanding General, U.S. Army Human Resources Command (AHRC–EPC–O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

e. Send requests for deletion and/or deferment (other than compassionate) for MSG and/or 1SG (P) and SGM and/or CSM to Commanding General, U.S. Army Human Resources Command (AHRC–EPZ–E), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

f. Send all other requests and reports (except OTEIP actions), and routine joint domicile requests that pertain to enlisted Soldiers to Commanding General, U.S. Army Human Resources Command (AHRC–EPS), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

g. Send FSTE voluntary and involuntary overseas service requests (except OTEIP actions) to Commanding General, U.S. Army Human Resources Command (AHRC–EPD–O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

h. Send all actions pertaining to OTEIP, including monthly reports, to Commanding General, U.S. Army Human Resources Command (AHRC– PLP–I), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

i. Requests for curtailment and assignment for Soldiers who are diagnosed with HIV will be sent to Commanding General, U.S. Army Human Resources Command (AHRC–EPP–C), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

C–3. Active Army officer personnel

a. Send all action requests that pertain to Chaplain and Judge Advocate General officers (for example, change of tours, reassignments, deferments, deletions based on compassionate reasons, joint domicile, FSTE, curtailments, COT and/or IPCOT) to the appropriate HQDA assignment authority:

(1) Chief of Chaplains (DACH–PER), 2700 Army Pentagon, Rm 1D143A, Washington, DC 20310–2700.

(2) The Judge Advocate General (DAJA–PT), 2200 Army Pentagon, Washington, DC 20310–2200.

b. For all other officers, the following action requests are forwarded to Commanding General, U.S. Army Human Resources Command (AHRC–OPD–M), 1600 Spearhead Division Avenue, Fort Knox, KY 40122:

(1) Curtailments.

(2) Change of tour because of change in dependent status or acquisition of Family members.

(3) COT.

c. Officer requests other than in paragraphs C–3*a* and C–3*b wi*ll be sent to Commanding General, U.S. Army Human Resources Command (AHRC–plus appropriate office symbol from below), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(1) OPA: combat arms officers and warrant officers (lieutenant colonel (LTC) and below).

(2) OPB: combat support officers and warrant officers (LTC and below).

(3) OPC: combat service support officers and warrant officers (LTC and below).

(4) OPH: Army medical department officers.
(5) OPB–A: single tracked officers (non-acquisition) (LTC and below).
(6) OPB–Q: Army Acquisition Corps officers (LTC and below).

d. For request for COLs, send to HQDA (DACS–COL), Office of the Chief of Staff, 200 Army Pentagon, Room 2A476, Washington, DC 20310–0200.

C–4. Army Traveler's Assistance Center

a. Army Traveler's Assistance Center (ATAC) is the Army's centralized official travel assistance center that provides emergency administrative and logistical assistance to Soldiers, DOD Civilians, and their Family members who are traveling on official orders enroute to and from OCONUS locations. ATAC will assist in resolving various administrative travel problems (for example, exceptions to policy, port call problems, emergency leaves, student travel, dependent travel orders, and so on).

b. Send action requests to Commanding General, U.S. Army Human Resources Command (AHRC–PLO– TC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

C–5. Active Guard Reserve Soldiers

a. For ARNG AGR, send all action requests to Director, Army National Guard (NGB–ARZ–T), 1411 Jefferson Davis Highway, Suite P–1200, Arlington, VA 22202–3231.

b. For USAR AGR, send all assignment orders action requests to Commanding General, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

Appendix D

Criteria for Overseas Tour Lengths

D–1. Overseas tour lengths

This appendix gives guidance on overseas tour lengths.

D–2. Criteria

Table D–1 shows the criteria used to determine overseas tour lengths.

Table D–1
Criteria for overseas tour lengths

Combinations (accompanied or unaccompanied)	Definitions
36/24	The standard overseas tour based on Congressional guidance. Locations with quality-of-life conditions reasonably comparable to U.S. standards.
30/18	Locations with significant quality-of-life factors such as extreme weather and isolation that require less than the standard tour, but there is an identified overriding operational need for Soldier and unit continuity.
24/24	Locations with conditions suitable for the standard tour except for quality-of-life factors that impose a significant hardship on Families.
24/18	Locations with extreme adverse conditions that preclude the standard tour for all Soldiers but with overriding operational considerations that demand more than one year for unaccompanied Soldiers.
24/121	Remote and arduous locations with limited Family support facilities or with economic, political, or cultural conditions that do not support a reasonable quality of life comparable to U.S. standards.
NA/121	Dependent-restricted tour. Locations lacking adequate Family support facilities or with potential or actual threat to the safety or security of Families.

Note.

[1] An increase in the unaccompanied tour length may be authorized on a case-by-case basis for a specific overriding operational requirement and subject to periodic review. Supporting information must show why the next higher regular tour-length increment cannot satisfy the requirement.

Appendix E

Overseas Tour Length Data Sheet

E–1. General information

a. Identify the installation, host command, location of the installation, mission of major activities assigned to the installation, and data sheet preparation date.

b. Indicate the current tour lengths and the recommended changes. In both instances, indicate the accompanied and unaccompanied tour lengths.

E–2. Affected population

a. List by Service the number of assigned officers, enlisted, and civilians (employees, U.S. citizens, and foreign nationals).

b. Identify the number of personnel (by officer, enlisted, and U.S. civilian categories) accompanied by command-sponsored dependents.

c. Provide the total number of command-sponsored dependents by adults and children. List the number of children by age.

d. Indicate the number of unaccompanied personnel by those married without Families and by single members.

e. Identify and arrange, by age, the number of command-sponsored children.

E–3. Geography

a. Indicate the elevation, latitude, and longitude of the installation.

b. Indicate the nearest civilian community (name of town, population, distance, and driving time).

c. Indicate the nearest civilian community with a population of 10,000 or more within a 360-degree radius (name of town, population, distance, and driving time) of the installation.

d. If the installation is not self-supporting, identify the support installation (names, distance, and driving time). Indicate the nearest major U.S. installation (names, distance, and driving time).

e. If geographic isolation is an environmental factor affecting this installation and the requested tour length, provide an explanation.

E–4. Climate

a. Temperature and humidity (high, low, and annual average).

b. Precipitation (annual average of snow and rain).

c. If climate is an environmental factor adversely affecting this installation and the requested tour length, provide an explanation.

E–5. Housing

a. *Government quarters (Family and unaccompanied).*

(1) Are adequate quarters (Family and unaccompanied) available? Are they sufficient to accommodate the accompanied and unaccompanied personnel? If quarters are not adequate, provide an explanation. Describe types of quarters (for example, Family number of bedrooms or unaccompanied number of persons per room) and list the number of quarters by size.

(2) What is the average waiting time for occupancy for both accompanied and unaccompanied quarters (officer and enlisted)?

(3) Are Family quarters in a common housing area and shared by another location (identify the location and installation)?

b. *Private-sector housing (Family and unaccompanied).*

(1) Are adequate private-sector housing (Family and unaccompanied) available within 30 minutes commuting time from the installation? If quarters are not available, provide an explanation. What are the average waiting times for occupancy (officer and enlisted)?

(2) What are the average monthly costs for private sector quarters?

(a) Furnished, rent paid, utilities, one bedroom, two bedrooms, three bedrooms, and four bedrooms (total for each).

(b) Unfurnished, rent paid, utilities, one bedroom, two bedrooms, three bedrooms, and four bedrooms (total for each).

(c) Other housing costs unique to this location that are not covered by military housing allowances.

(d) Number of Soldiers authorized to reside off-post in private-sector housing. Indicate the authorized housing allowance rate and the number of Soldiers drawing these allowances. Data should be arranged by accompanied status and grade.

c. *Percentage increase for housing.* Assuming that Soldiers will elect the accompanied tours, what percentage increase could on and off-post housing accommodate?

E–6. Medical support

a. Describe the medical and dental support facilities at this location (on and off-post).

b. Determine if medical and dental care is available in the following specialties either on or off-post:

(1) Internal medicine.

(2) Obstetrics and gynecology.

(3) Pediatrics.

(4) General surgery.

(5) Oral surgery.

(a) What is the location of nearest civilian and U.S. military medical and dental care facilities, if not available at this location (distance and travel time)?

(b) What percentage increase in dependent medical caseload could the on and off-post medical and dental facilities accommodate?

E–7. Education support

a. Identify the dependent schools for kindergarten through twelfth grade, DODEA and local English-speaking schools. Comment on their availability to include commuting times and accreditation status.

b. Comment on off-duty education (college and vocational) available to Soldiers and their Family members.

c. Comment on library facilities.

d. What percent of student increase could educational levels accommodate?

E–8. Support services

a. *Commissary support.* Is there an adequate U.S. commissary at this location? If not, where is the nearest available U.S. commissary? Comment on the availability, adequacy, and cost of civilian food purchasing facilities.

b. *Banking facilities.* Are American banking facilities (including currency exchange) available either on or offpost? Explain.

c. *Exchange facilities.* Are adequate military exchange facilities available at this location? If not, where is the nearest available military exchange facility? Comment on the availability, adequacy, and cost of the nearest civilian retail market.

d. *Religious support.* Comment on the availability of on- and off-post religious facilities and support.

e. *Recreational support.* Comment on the availability of support and facilities for both on- and off-post recreation facilities.

f. *Mail service.* What is the average mail delivery time (air and surface mail) to and from the United States?

g. *Transportation support.* Describe the in-country transportation systems. What are the costs for civilian transportation? Describe the international air support that is available. What is the distance between the installation and the nearest international terminal or U.S. military installation where air support is available? Explain any unique economic difficulties that may be encountered by Servicemembers. For example, comment on the availability or necessity of having a privately owned vehicle (POV). Are there adequate automobile repair facilities?

E–9. Social customs

Describe nature and extent of any restrictions on social life of Soldiers (bachelor, married, accompanied, unaccompanied, male, and female) due to local customs, language, attitude of local population, host government restrictions, political climate, and so on. What are the cultural difficulties that may be encountered by the military Family?

E–10. Army command, Army service component command, and/or direct reporting unit

ACOMs, ASCCs, and/or DRUs have the function for collecting the following data from Army sources and from other Services who have members assigned to the location.

a. *Personnel demographics.* (Not applicable when requesting establishment of an initial tour length.) Compare the demographics below with other locations in the theater with similar tour lengths:

(1) Reenlistment rates (initial term and career).

(2) Discipline rates (AWOL), Article 15 actions, drug and alcohol abuse incidents, and courts-martial by officers and enlisted (by initial-term and career).

(3) FSTE rates (officer and enlisted, by marital and accompanied status).

(4) Average tour lengths currently being served (officer and enlisted, by marital and accompanied status).

b. Training requirements. Identify any special or unique training requirements that must be met by Soldiers being assigned to the applicable installation or geographic area. Include the length and type of training required, location of the training installation, the number of Soldiers required to complete the training, and the training costs per student.

c. Theater qualifications, unit readiness. Identify the time required for Soldiers in combat skills to become theater combat proficient (for example, time required for tank crews to be upgraded to mission-ready status, and so on). Identify the factors within the theater that impact the Soldiers' upgrading (for example, training facilities, flying hours, experienced and inexperienced crew mix, and so on). What impact would a proposed tour change have on combat proficiency of the affected units?

d. Construction requirements. Identify funded and proposed construction requirements for the next three FYs. This will include both mission and dependent support requirements.

e. Permanent change of station costs. HQDA is responsible for completing this requirement. In support of this requirement, the overseas ACOM, ASCC, and/or DRU will report the basic allowances being paid for DLA, temporary lodging allowance (TLA), cost-of-living allowance (COLA), Family separation allowance (FSA)–I, FSA–II, overseas housing allowance, and the total amount paid in each category for the previous 12 months.

(1) What impact would this request have on the PCS transient account and the number of PCS moves of the military department?

(2) Identify the increases or decreases in annual PCS costs associated with this request. The cost factors below should be used, and when the request involves a change to the prescribed tour, a comparison of these factors between the current and proposed tour lengths will be included.

(a) Member travel.
(b) Unaccompanied baggage shipment.
(c) DLA.
(d) FSA–I and FSA–II.
(e) TLA.
(f) COLA.
(g) Dependent travel.
(h) POV shipment and/or storage.
(i) Station allowances.
(j) HHG shipment.
(k) HHG storage.
(l) Overseas housing allowance.

E–11. Security considerations

Review the Integrated Terrorist Threat Estimate and address force protection and anti-terrorism considerations in accordance with DODI 2000.12. Determine whether restrictions should be placed on accompanying Family members for personnel assigned to overseas activities.

Appendix F

Internal Control Evaluation

F–1. Function

The function covered by this evaluation is Soldier readiness and eligibility for overseas assignment.

F–2. Purpose

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

F–3. Instructions

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

F–4. Evaluation questions

a. Have Soldier readiness criteria been checked and programmed for correction during in and out processing and periodic readiness checks using the assignment policies on non-deployable Soldiers as discussed in paragraph 3–8?

b. For Soldiers being assigned OCONUS, has their eligibility been determined in part using the rules in table 3–1?

c. For Soldiers being assigned CONUS to OCONUS, OCONUS to CONUS, or on intra and intertheater PCS, has it been determined whether waivers are required for second PCS, TOS, and overseas tour curtailments and have requests been submitted to the proper approval authorities indicated in table 2–1? d. Has Soldier met tour length requirements for continuous overseas tours?

F–5. Supersession

This evaluation replaces the internal control evaluation process discussion previously published in AR 614–30. This evaluation does not replace any policy or procedure in AR 600–8– 101 or readiness processing using a readiness and deployment checklist.

F–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to HQDA, DCS, G–1 (DAPE– MPE), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I

Abbreviations

AC
Active Component

ACOM
Army command

AERB
Army Education Requirements Board

AGR
Active Guard Reserve

AI
assignment instruction

AOC
area of concentration

AR
Army regulation

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ASA (M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC
Army service component command

ASD (ISA)
Assistant Secretary of Defense (International Security Affairs)

ASD (M&RA)
Assistant Secretary of Defense (Manpower and Reserve Affairs)

ASD (P&R)
Assistant of Defense for Personnel and Readiness

ASI
additional skill identifier

ATAC
Army Traveler's Assistance Center

AWOL
absent without leave

CAR
Chief, Army Reserve

CCDR
combatant commander

CCH
Chief of Chaplains

CDR
commander

CG
commanding general

CJCS
Chairman of the Joint Chiefs of Staff

CNGB
Chief, National Guard Bureau

COCOM
combatant command

COL
colonel

COLA
cost-of-living allowance

CONUS
continental United States

COT
consecutive overseas tour

CPMOS
career progression military occupational specialty

CSL
command selection list

CSM
command sergeant major

DA
Department of the Army

DATT
defense attaché

DCS
Deputy Chief of Staff

DEROS
date eligible to return from overseas

DIA
Defense Intelligence Agency

DL
deployment limiting

DLA
dislocation allowance

DLPCS
date of last permanent change of station

DMO
directed military overstrength

DOD
Department of Defense

DODD
Department of Defense directive

DODEA
Department of Defense Education Activity

DODI
Department of Defense instruction

DROS
date returned from overseas

DRU
direct reporting unit

DSCA
Defense Security Cooperation Agency

EFMP
Exceptional Family Member Program

ESA
expiration of service agreement

ETS
expiration term of service

FAP
Family Advocacy Program

FCP
Family care plan

FSA
Family separation allowance

FSTE
foreign service tour extension

FY
fiscal year

HFA
hostile fire area

HHG
household goods

HIV
human immunodeficiency virus

HQ
Headquarters

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

IA
immediately available

IET
initial entry training

IFSTE
involuntary foreign service tour extension

IG
inspector general

IPCOT
in-place consecutive overseas tour

JAGC
Judge Advocate General's Corps

JCS
Joint Chiefs of Staff

JTR
Joint Travel Regulations

LCM
low-cost move

LIC
language indicator code

LTC
lieutenant colonel

MAJ
major

MAR2
MOS Administrative Retention Review

MEB
medical evaluation board

MOS
military occupational specialty

MOSC
military occupational specialty code

MPA
military personnel account

MPD
military personnel detachment

MSG
master sergeant

MTOE
modified table of organization and equipment

OBC
officer basic course

OCONUS
outside the continental United States

OSD
Office of the Secretary of Defense

OTEIP
Overseas Tour Extension Incentive Program

PCS
permanent change of station

PDS
permanent duty station

PEB
physical evaluation board

PMOS
primary military occupational specialty

POV
privately owned vehicle

PRC
Presidential Reserve Call-Up

PSDR
personnel services delivery redesign

PVT
private

PW
prisoner of war

R&R
rest and recuperation

RC
Reserve Component

RFO
request for orders

SCO
security cooperation agency

SDO
senior defense official

SGM
sergeant major

SQI
skill qualification identifier

SRR
service remaining requirement

TCS
temporary change of station

TDA
table of distribution and allowances

TDY
temporary duty

TJAG
The Judge Advocate General

TLA
temporary lodging allowance

TOS
time-on-station

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

USAR
U.S. Army Reserve

USAREUR
U.S. Army Europe

USC
United States Code

WOBC
warrant officer basic course

1SG
first sergeant

Section II

Terms

Accompanied tour length
The longest prescribed tour length for a specific overseas area or duty station where command-sponsored dependents are authorized.

Active duty
The term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. 10 USC 101(d).

Active duty for other than training
Full time active duty funded through applicable military or Reserve personnel appropriations. Provides necessary skilled manpower assets to support existing or emerging requirements. Applies to USAR non-AGR Soldiers only.

Army command (ACOM)
An Army force designated by the Secretary of the Army, performing multiple Army Service Title 10 functions across multiple disciplines.

Army service component command (ASCC)
An Army force designated by the Secretary of the Army, comprised primarily of operational organizations serving as the Army component of a COCOM or sub-unified command. If directed by the CCDR, an ASCC serves as a Joint Forces Land Component Command or Joint Task Force. Command responsibilities are those assigned to the CCDRs and delegated to the ASCCs and those established by the Secretary of the Army.

Career Soldier
An enlisted Soldier on a second or subsequent enlistment contract. An officer in the grade of O–3 and above, a warrant officer, or a limited-duty officer.

Combatant command (COCOM)
A command with a broad and continuing mission under a single CDR, composed of significant assigned components of two or more military departments.

Command sponsored position
An overseas assignment permanent duty billet where the Servicemember assigned to the billet is authorized to serve the accompanied tour length and his or her dependents are authorized to be at or in the vicinity of the member's overseas duty station.

Conscientious objector
A person having a firm, fixed, and sincere objection to participation in war in any form or the bearing of arms, by reason of religious training or belief.

Consecutive overseas tour (COT)
A subsequent overseas tour requiring the PCS reassignment of a Soldier from one overseas PDS to another, regardless of whether it is within the same country or is an intra or intertheater PCS. See definition for IPCOT.

Continental United States (CONUS)
The contiguous 48 states and the District of Columbia.

Date eligible to return from overseas (DEROS)
The date the Soldier is designated as eligible to return from overseas upon completion of the prescribed overseas tour for the country in which serving.

Date of separation (for purposes of this regulation)
The date a Soldier will leave the Active Army to include: mandatory separation or retirement date, mandatory release date, ESA, or completion of enlistment.

Date returned from overseas (DROS)
The date a Soldier returned to CONUS from the last overseas tour or an adjusted date based on TDY.

Deferment
Adjustment of a Soldier's previously announced arrival month up to 120 days in order to accommodate a temporary condition or situation.

Deletion
Cancellation of previously announced assignment instructions because the Soldier is either ineligible or unqualified.

Department of Defense instruction (DODI)
A DOD issuance that implements the policy, or prescribes the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities.

Dependency status
Comprises overseas acquired, command-sponsored, and non-command-sponsored dependents as follows:
a. Acquired dependent. A Soldier's dependent acquired through marriage, adoption, or other action during the course of an overseas tour of duty. Excluded are dependents that existed prior to the commencement of the current tour.
b. Command-sponsored dependents. Dependents residing at a Soldier's OCONUS duty station, where the Soldier is authorized to serve the accompanied tour and when dependents meet the following conditions:
(1) Pre authorized by the appropriate authority to be at the Soldier's duty station.
(2) As a result of their residence in the vicinity of the Soldier's duty station, authorize a Soldier to COLA and TLA at the accompanied rate.
c. Noncommand-sponsored dependents. Dependents residing at the Soldier's duty station outside CONUS, where the "with-dependents" may or may not be authorized. Dependents may be "acquired dependents" or "individually sponsored by the Soldier" into the command without approval of the appropriate authority.

Dependent
This term is as defined by 37 USC 401 as contained in the JTR. As outlined in 37 USC 421, a Soldier who is the spouse of another Soldier is not considered a dependent.

Dependent–restricted tour
A tour at any overseas duty station where command-sponsored dependents are not authorized. Also includes stations where command-sponsored dependents may be authorized, but where the Soldier is not eligible to serve the accompanied tour (for example, Korea). Also, sometimes referred to as an unaccompanied hardship tour or remote tour.

Designated place
A location in the United States, Puerto Rico, Northern Mariana Islands, Guam, or a U.S. territory or possession named by Soldiers or their dependents as the place where the Soldiers' Family members reside until further Government transportation is authorized. Included are the old OCONUS PDS, future OCONUS PDS, and a foreign-born spouse's native country when approved by the appropriate authority.

Direct reporting unit (DRU)
An Army organization comprised of one or more units with institutional or operational support functions, normally designated by the Secretary of the Army to provide broad general support to the Army in a single unique discipline not otherwise available elsewhere in the Army. DRUs report directly to a HQDA principal official and/or ACOM CDR and operate under authorities established by the Secretary of the Army.

Dual U.S./Turkish National
A person (including a person who is a U.S. citizen, either by birth or naturalization) born of parents, one of whom is a Turkish national and who has not obtained permission from the Turkish government to renounce Turkish nationality. Under Turkish law, children born in or outside of Turkey of a Turkish father or mother are Turkish nationals by birth.

Dwell time
A period of time when a unit or individual is subject to individual dwell time, that is, will not be involuntarily selected for HQDA deployments (for example, Operation Enduring Freedom) until the unused IDT is exhausted.

Exceptional Family Member Program
A program that supports military Families with special medical and educational needs. The program has three components: identification and enrollment of a Family member with special medical or educational needs; assignment coordination to determine the availability of services at the projected duty station; and Family support to help families identify and access programs and services.

Expiration of term of service (ETS)
The date an enlisted Soldier is expected to complete the military Service required by an enlistment contract.

First–term Soldier
Any Soldier not included in definition of a career Soldier.

Foreign–born dependent
A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the United States; also, children of a foreign-born dependent spouse.

Former Peace Corps member
Former Peace Corps members include former Peace Corps volunteers, volunteer leaders, and staff members. This does not include individuals who attended Peace Corps training but did not go overseas with the Peace Corps.

General officer
Officers actually serving in a general officer grade or an equivalent Federal Civilian grade, including officers of the Foreign Service of the Department of State.

German alien
A person who was born in Germany and is not a citizen of the United States where he or she now lives.

Hostile fire area (HFA) and/or imminent danger area
An area so designated by the Secretary of Defense, the Joint Chiefs of Staff, or the Secretary of the Army.

HQDA assignment authority
The authority responsible for replacement management at the HQDA level. This includes CG, HRC; TJAG; and the CCH. For AGR Soldiers, this includes Director, ARNG and Chief, Army Reserve.

Immediate Family (parents, brothers, sisters, spouse, and children)
When determining immediate Family status of a Soldier's Family members, the following definitions are applicable:
a. Parents. This includes stepparents, parents by adoption, and those who stood in place of a parent (loco parentis) for at least five years.
b. Brothers and sisters. Stepbrothers, brothers by adoption, half-brothers, stepsisters, sisters by adoption, and half-sisters.
c. Spouse.
d. Children.
(1) Legitimate child.
(2) Legally adopted child.
(3) Stepchild, if child was a member of the household.
(4) Illegitimate child. Of a female Service member or of a male Soldier ordered or decreed judicially to contribute, or has been decreed judicially to be the father, or if he has acknowledged in writing under oath that he is the father.
(5) A person for whom the Service member stood in loco parentis for at least 5 years.

initial–term Soldier
A Soldier who is serving on an initial term of active Federal military Service. Soldiers who have served on active duty solely under the Reserve Enlisted Program of 1955 or the Reserve Enlistment Program of 1963 or who have fewer than 180 days of prior active Federal service are considered initial-term Soldiers. Soldiers with prior active Federal military Service (180 days or longer) as a member of one of the Armed Forces other than the Army are not considered initial term Soldiers.

In–place consecutive overseas tour (IPCOT)
Tour served by a Soldier who, upon completion of an initial overseas tour, to include any voluntary extensions, is ordered, either voluntarily or not, to serve another complete tour at the same duty station. No PCS movement is involved.

Intertheater continuous overseas tour
A PCS reassignment between theaters (for example, from the Pacific to the European theater).

Intratheater continuous overseas tour
A PCS reassignment between overseas PDS in the same theater or within the same country (for example, between Germany and Spain or between Stuttgart and Bremerhaven, Germany).

Joint domicile PCS
A cost PCS move approved by HQDA or the overseas ACOM, ASCC, and/or DRU specifically for the purpose of allowing military members to establish joint households with their spouses who are also military members.

Key billet
An overseas duty position that requires such unusual responsibility that the continued presence of the incumbent is determined absolutely essential to the mission of the activity or unit or to the United States' presence in that area. The incumbent in a position designated as key billet serves a 24-month tour whether serving accompanied or unaccompanied.

Low–cost move (LCM)
A PCS move for which the total expected cost, including the Soldier's travel and transportation entitlements and dislocation allowance, if applicable, does not exceed $1,000. LCMs are not curtailments and do not require waivers of TOS as are required for other moves. It is not necessary to adjust the Soldier's original tour completion date. It is not necessary for the Soldier to have service retainability beyond the original tour completion date.

No–cost move (permissive, zero cost, and permanent change of assignment moves)
Permanent change of assignment or PCS moves that incur no fiscal liability to the Government.

Overseas
Any area of the world other than the CONUS (see definition of CONUS). Sometimes referred to as outside the CONUS, that is, OCONUS.

Overseas commander
Organizations listed below also function as ACOMs, ASCCs, DRUs, and staff supporting agencies on personnel matters that pertain to those overseas commands, units, and agencies under their direct jurisdiction:
a. Forces Command, ACOM and ASCC of United States Joint Forces Command.
b. Army Materiel Command, ACOM.
c. Training and Doctrine Command, ACOM.
d. Network Enterprise Technology Command, DRU.
e. Intelligence and Security Command, DRU.
f. Army Recruiting Command.
g. Criminal Investigation Division Command, DRU.
h. Army South, ASCC.
i. Surface Deployment Distribution Command, ASCC.
j. Army Space and Missile Defense Command/Army Strategic Command, ASCC.
k. Medical Command, DRU.
l. Army Special Operations Command, ASCC.
m. Auditor General, Army Audit Agency.
n. Army Corps of Engineers, DRU.
o. Military Enlistment Processing Command.
p. Army Installation Management Command, DRU.
q. Office of the Assistant Chief of Staff for Intelligence for the U.S. Army Institute for Advanced Russian and East European Studies.

Overseas service
Service outside CONUS or service of regularly assigned personnel aboard oceangoing vessels.

Overseas tour extension incentives
Entitlements and benefits awarded to Soldiers who are serving extensions of overseas tours under the provisions of the OTEIP.

Overseas tours
Terms used to define and describe lengths and dependents affected:
a. Prescribed tour length. Term as used in this regulation synonymous with TOS, that is, the period of time established by DODI 1315.18 for tours in specific geographic locations in CONUS, OCONUS, or at sea (see the JTR for prescribed tour lengths).

b. Unaccompanied tour. The shortest tour length prescribed for an overseas area or station for Soldiers not accompanied by command-sponsored dependents.
c. Accompanied tour. The longest tour length prescribed for an overseas area or station where command-sponsored dependents are authorized.
d. Dependent-restricted tour. Overseas duty in a position or area that has a prescribed tour (app B) and command sponsored dependents are not authorized. Also includes stations where command-sponsored dependents may be authorized, but where the member is not eligible to serve the accompanied tour, as in Korea.
e. Long tour. Overseas tour where the length is both equal to and greater than 36 months (accompanied) and 24 months (unaccompanied).
f. Short tour. Overseas tour where the length is both fewer than 36 months (accompanied) and 24 months (unaccompanied).

Permanent change of station (PCS)
See the JTR for the detailed definition of PCS.

Permanent duty station (PDS)
See the JTR for the detailed definition of PDS.

Personnel Services Delivery Redesign (PSDR)
A reorganization to improve the human resource capability within the modular Army and to better support expeditionary and Joint operations from the theater to the battalion level. PSDR will have zero reduction of mission critical human resource services to the Soldier and the CDR.

Registered sex offender
See DTM 15–003.

Single Soldier (not married)
A Soldier who does not have a spouse.

Single Soldier parent (not married)
A Soldier who has one or more dependent children (as defined by 37 USC 401) and who does not have a spouse.

Sole surviving son and/or daughter
A Soldier who is the only remaining son and/or daughter in a Family where the father (or mother or one or more sons or daughters) served in the U.S. Armed Forces and as a direct result of the hazards of duty in the Service the Soldier: a. Was killed.
b. Died as a result of wounds, accident, or disease.
c. Is in a captured or missing in action status.
d. Is permanently 100 percent physically disabled (including 100 percent mental disability) as determined by the Department of Veterans Affairs or one of the military Services.

Spouse
A married person, that is, husband or wife.

Sustaining base
The base of personnel resources for overseas assignments. It consists of CONUS, Alaska, and Hawaii.

Temporary change of station (TCS)
A TDY status away from home station by a Soldier and/or unit in support of a contingency operation. The Soldier and/ or unit are expected to return to home station upon completion of TDY.

Temporary duty (TDY)
Temporary duty at one or more locations, other than the permanent duty station, where a Soldier performs duty under orders either enroute to a new permanent station or return to the current station after completing the TDY.

Time–on–station (TOS)
Synonymous with prescribed tour (for example, the period of time established by the JTR for tours in specific geographic locations in CONUS or OCONUS or at sea).

Unaccompanied tour
Tour length authorized at a specific overseas area or duty station for Soldiers who are not accompanied by command sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.

Unit move
Movement of a unit as directed by a DCS, G–3/5/7 movement directive.

United States
The 50 states and the District of Columbia.