

**Army Regulation 611–60**

**Personnel Selection  
and Classification**

# **Assignment of Army Personnel to the Defense Attaché Service**

**Headquarters  
Department of the Army  
Washington, DC  
12 February 2020**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 611-60

Assignment of Army Personnel to the Defense Attaché Service

This major revision, dated 12 February 2020--

- o States that the Deputy Chief of Staff, G-2 has the authority to review all nominations to the Defense Attaché Service, including officers, warrant officers, and enlisted personnel, and that coordination of nominations is conducted with appropriate entities within the Deputy Chief of Staff, G-2 (para 1-8).
- o Adds responsibilities for the Chief, National Guard Bureau and clarifies eligibility for National Guard Bureau members to serve in the Defense Attaché Service (paras 1-10 and 2-2).
- o Incorporates specific suitability screening criteria in the prerequisites for Army personnel who wish to serve in the Defense Attaché Service (para 2-11).
- o Includes selection procedures for warrant officers (para 2-12*b*).
- o Updates contact information for the Foreign Area Officer Branch, Army Human Resources Command, and Army Attaché Management Division (para 2-16).
- o Reflects the consolidation of Army Human Resources Command with Human Resources Command-St. Louis, as directed by the most recent Base Realignment and Closure Commission, as well as other Base Realignment and Closure Commission-related changes (throughout).

Effective 12 March 2020

Personnel Selection and Classification

Assignment of Army Personnel to the Defense Attaché Service

By Order of the Secretary of the Army:

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Chief of Staff

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Defense Attaché Service applications and requests for consecutive Defense Attaché Service assignments, and procedures for requesting assignment to Reserve Component attaché duty.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–2. 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 appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff for Intelligence (DAMI–ZA), 1000 Army Pentagon, Washington, DC 20310–1000.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff for Intelligence (DAMI–FL), 1000 Army Pentagon, Washington, DC 20310–1000.

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

**History.** This publication is a major revision.

**Summary.** This regulation establishes policies and procedures for assigning and managing Army personnel in the Defense Attaché Service. It specifies the responsibilities of headquarters, agencies, and staff support elements involved in Regular Army and Reserve Component attaché activities, required qualifications for personnel seeking assignments in the Defense Attaché Service, procedures for submitting initial

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### Glossary

## **Chapter 1 General**

### **Section I Policy**

#### **1–1. Purpose**

This regulation prescribes selection criteria for assignment of Regular Army (RA) and Army Reserve Component (RC) personnel, including Army National Guard (ARNG) and Army Reserve personnel, to the Defense Attaché Service (DAS) and selection criteria for assignment of RC personnel, including ARNG and Army Reserve personnel, to DAS drilling individual mobilization augmentee (DIMA) positions. It specifies the responsibilities of headquarters, agencies, and staff support elements involved in RA and RC DAS activities, required qualifications for personnel seeking DAS duty, selection procedures and required documentation for DAS assignment, and procedures for requesting consecutive DAS assignments.

#### **1–2. References and forms**

See appendix A.

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

See the glossary.

#### **1–4. Responsibilities**

See section II.

#### **1–5. Records management requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in ARIMS/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see DA Pam 25-403 for guidance.

### **Section II**

#### **Responsibilities**

#### **1–6. Director, Defense Intelligence Agency**

Director, Defense Intelligence Agency (DIA) is responsible for originating valid requisitions for Army DAS positions for officers, warrant officers, and enlisted personnel. Sufficient lead-time will be allowed to identify, select, nominate, and train personnel. Director, DIA will—

- a.* Ensure that requisitions for RA personnel are sent to U.S. Army Human Resources Command (HRC) with an information copy to Commander, U.S. Army Field Support Center (IAFS-CDR), Fort Meade, MD 20755-5904.
- b.* Ensure that requisitions for U.S. Army Reserve personnel are sent to HRC.
- c.* Be responsible for originating valid requirements for RC positions within the DAS for officers and enlisted personnel by maintaining and updating the DIMA table of distribution and allowance .
- d.* Coordinate all matters that pertain to RC personnel assigned to the DAS with the Chief, National Guard Bureau, Arlington, VA 22204 or Chief, Army Reserve (DAAR-ZA), Washington, DC 20310-2400 as applicable.
- e.* Through the Joint Field Support Center, function as the servicing finance and accounting office for RA members of the DAS.
- f.* Be responsible for providing unit and Army command, Army service component command, and direct reporting unit-level personnel support to all Soldiers assigned to the DAS.

#### **1–7. Deputy Chief of Staff, G-1**

The DCS, G-1 serves as the senior Army official for the Military Human Resource Support system and provides Headquarters, Department of the Army supervision for all human resource policy formulation, programs, goals, architecture, standards, structures, and resources. Under the authority of the DCS, G-1, the Commanding General, HRC will—

- a.* Identify RA officers considered qualified for DAS assignments.

b. Screen prospective candidates for the DAS to ensure they possess the prerequisites specified in paragraph 2–7 for officers, paragraph 2–9 for warrant officers, and paragraph 2–10 for enlisted personnel.

c. Have prospective candidates for the DAS screened according to the criteria spelled out in paragraph 2–11 of this regulation to assist with determining whether candidates meet the prerequisites.

d. Select RA officers (foreign area officers (FAOs)) to nominate to DAS assignments.

e. Forward nominations and associated documents to the DCS, G–2, the Commander, U.S. Army Field Support Center (AFSC), and the Director, DIA, or their representatives.

f. Identify qualified RC FAO officers to fill DAS positions that cannot be filled from existing RA assets.

g. Identify RC officers and enlisted personnel considered qualified for DAS DIMA assignments, and nominate and assign them to positions within the DAS DIMA program.

h. Screen RC candidates to ensure they possess the prerequisites listed in paragraph 2–8 (RC officers), paragraph 2–10 (enlisted personnel), and the criteria in paragraph 2–11.

i. Coordinate RC nominations and assignments with the Army Reserve Program Office at DIA and with the DCS, G–2 Office of Foreign Liaison (DAMI–FL).

j. Notify officers and enlisted personnel who are disqualified from DAS duty via official email in accordance with the procedures in paragraph 2–11c.

k. As appropriate, waive the requirement that officers nominated to serve in the DAS be FAOs if a qualified FAO is not available. Waivers must be approved by the DCS, G–2. A waiver is approved when the DCS, G–2 concurs in the nomination.

### **1–8. Deputy Chief of Staff, G–2**

The DCS, G–2 will serve as the Headquarters, Department of the Army (HQDA) staff lead for Army attaché issues and will have authority to approve all nominations of Army personnel to serve in the DAS. Also the DCS, G–2 will—

a. Supplement DIA personnel prerequisites for a particular defense attaché office if the Department of the Army (DA) has special interest in that area.

b. Ensure that officers, warrant officers and enlisted personnel selected for DAS duty meet the prerequisites identified in paragraph 2–7 (RA officers), paragraph 2–8 (RC officers), paragraph 2–9 (warrant officers), and paragraph 2–10 (enlisted personnel).

c. As appropriate, grant waivers of the requirement that candidates for the DAS be FAOs, as stated in paragraphs 2–7b or 2–8b.

d. At his discretion, delegate authority to review and approve nominations of enlisted personnel to serve in the DAS to the DCS, G–2 Command Sergeant Major (CSM). Nominations of enlisted personnel which are approved by the CSM, as delegated by the DCS, G–2, will be sent to DIA for approval. The DCS, G–2 retains his authority over nominations to the DAS and may overrule the CSM who is subordinate to him.

e. Designate the Director, Foreign Liaison (DAMI–FL) to be the DCS, G–2 point of contact for attaché policy matters. The Director, DAMI–FL will undertake the following duties:

(1) Coordinate nominations of officers for DAS assignments with the Director, Counterintelligence, Human Intelligence, Foreign Disclosure and Security (DAMI–CD), the Director, Foreign Intelligence (DAMI–FI), and the Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7).

(2) Coordinate nominations of warrant officers for DAS assignments with Director, DAMI–CD.

(3) Coordinate nominations of enlisted personnel with DCS, G–2 CSM.

(4) Coordinate with HQDA and DIA to develop Army-specific training for attaché designees.

(5) Coordinate within HQDA to ensure that all Army officers serving in the DAS understand the Army's international policies, programs, and activities.

f. Direct the Commander, AFSC to undertake the following duties:

(1) Serve as the Military Personnel Office for all Army Soldiers assigned to the DAS.

(2) In coordination with HRC, DCS, G–2, and DIA, administer all aspects of the nomination process for officers, warrant officers, and enlisted RA personnel assigned to the DAS.

(3) Brief enlisted packets to the DCS, G–2 CSM.

(4) Advise candidates for assignment to the DAS on the documentation required to support their nomination (see table 2–1) and provide them with the required forms.

(5) In coordination with HRC, negotiate with the Soldier's branch for release for the assignment to the DAS for enlisted packets.

(6) Oversee personnel requirements for RA personnel assigned to the DAS.

g. Coordinate attaché policy matters with the DCS, G–3/5/7.

### **1–9. Deputy Chief of Staff, G–3/5/7**

The DCS, G–3/5/7 will coordinate with DCS, G–2 on the attaché assignment process and review attaché nominations. DCS, G–3/5/7 will also provide feedback as to the impact of specific assignments on the overall health of the FAO population.

### **1–10. Chief, National Guard Bureau**

The Chief, National Guard Bureau (CNGB) is responsible for all matters of policy, assignments, and programs pertaining to Army National Guard personnel and will designate a representative to be the CNGB point of contact for Army National Guard DAS policy matters.

### **1–11. Chief, Army Reserve**

The Chief, Army Reserve (CAR) is responsible for all matters of policy, assignments, and programs pertaining to Army Reserve personnel and will designate the Chief, Programs Management Office to be the CAR point of contact for U.S. Army Reserve DAS policy matters.

### **1–12. Duties of personnel assigned to the Defense Attaché Service**

*a.* The principal duties of accredited Army personnel assigned to the DAS are:

(1) Represent the Secretary of the Army, the Chief of Staff of the Army, and the Army service component commander (ASCC). As required, represent the Secretary of Defense; the Chairman, Joint Chiefs of Staff; the geographic combatant commander (GCC); and DIA to the host government.

(2) Facilitate U.S. national military strategy in support of operations and defense activities as well as promote regional stability, as coordinated with the Secretary of Defense, the Joint Staff, HQDA, and GCC staff.

(3) Provide military advice to the U.S. Chief of Mission (COM) in the host country.

(4) Represent the Department of Defense (DOD) in security assistance affairs when designated by the senior defense official/defense attaché (SDO/DATT).

(5) Facilitate engagements between U.S. military and the host nation to include, but not be limited to, operations, exercises, training, and key leader engagements.

(6) Engage with U.S. interagency and the host nation on regional military matters in support of the Secretary of Defense, the Joint Staff, HQDA, ASCC, and GCC staff.

(7) Facilitate regular dialogue and maintain relationships with the host nation military.

(8) Report military information as required.

(9) Perform other duties as necessary.

*b.* When the individual assigned to the DAS is designated as the SDO/DATT, he or she will have the following additional duties:

(1) Exercise authority, direction, and control over the Defense Attaché Office and the Security Cooperation Office. The SDO/DATT serves under the joint oversight of the GCC concerned, the Director of DIA and the Director of the Defense Security Cooperation Agency.

(2) Act as the principal military advisor to the COM concerned on defense issues and defense aspects of national security issues. This includes planning, coordinating, and supporting U.S. defense activities in the host nation under the oversight of the GCC.

(3) Act as the single point of contact for DOD matters involving the embassy or DOD elements under COM authority, except for the Marine security guard detachment, the force protection detachment, and naval support units.

(4) Serve as the principal diplomatically accredited U.S. military officer assigned to a U.S. diplomatic mission and principal embassy liaison with host-nation defense establishments.

(5) Represent the Secretary of Defense and the DOD components to host-nation counterparts and foreign diplomats accredited to the host nation, and acts as the principal in-country DOD diplomatic representative of the Secretary of Defense and the DOD components.

(6) Present coordinated DOD views on all defense matters to the COM concerned.

*c.* The principal duties of Army support personnel assigned to the DAS are:

(1) Provide general intelligence and multiservice administrative, clerical, personnel, budget and fiscal, security, and logistics support to the defense attaché and staff.

(2) Perform security assistance duties as designated by the SDO/DATT.

*d.* The duties of RC personnel assigned to DAS DIMA positions will be the same as those of RA personnel assigned to the DAS.

## Chapter 2 Assignments, Requirements, and Selection Procedures

### 2–1. Regular Army assignments in the Defense Attaché Service

Although RA Soldiers may be involuntarily assigned based on the needs of the Army, maximum emphasis is placed on obtaining volunteers for assignment to the DAS. All qualified and eligible RA personnel are encouraged to express an interest in attaché duty to their personnel managers.

*a. Officers.* Attaché duty is a key career development assignment for FAOs (officers single-tracked as functional area (FA) 48). Only FAO regional specialists, who are fully qualified per Army Regulation (AR) 600–3 with appropriate areas of concentration (48B through 48J), will be considered for DAS assignments. If no FAO with the appropriate regional qualification is available for assignment, FAOs holding other regional qualifications will be considered. When no FAOs are available, and on an exception basis, officers who do not hold FA 48 may be considered for attaché duty if they otherwise meet the requirements for the assignment. Officers who perform well as attachés and assistant attachés will be encouraged to seek additional attaché tours, consistent with their professional development and the needs of the Army.

*b. Warrant officers.* Attaché duty is currently the primary career function under military occupational specialty (MOS) 351Z (attaché technician). Selected warrant officers normally hold MOS 351Z as primary, secondary, or additional specialty. Warrant officers with a military intelligence MOS other than 351Z may seek assignment to attaché duty as an exception to policy by contacting the Chief, Attaché Management Division at AFSC.

*c. Enlisted personnel.* Enlisted Soldiers approved for DAS duty will be awarded skill qualification identifier (SQI) "7" (attaché administrative support) after successfully completing the Attaché Staff Training Program. Commanders will make every effort to retain their nominees at their present duty station until a report of final action (assignment instructions or notification of non-selection) is received from HQDA.

### 2–2. Reserve Component assignments in the Defense Attaché Service

Reserve Component officers and enlisted are eligible for assignment to the DAS in one of the following categories:

*a. RC (Army National Guard and Army Reserve) officers selected for extended tours of active duty to fill DAS positions that cannot be filled from existing RA assets. Officers selected will meet and conform to all requirements of their RA counterparts.*

*b. RC officers and enlisted who are selected for assignment to the DAS DIMA program. The DAS DIMA positions are maintained by HRC. If Army National Guard and Active Guard Reserve (AGR) members are interested in individual mobilization augmentation (IMA) attaché positions, they must go through FAO Branch and FAO Proponent to determine qualification. If qualified, the officers must transfer into reserve IRR or IMA status to be eligible for designation as an FAO officer and assignment to an IMA position. For AGR officers, this would require a release from their AGR tour. Training is conducted at the DIA, Joint Base Anacostia-Bolling, Washington, DC 20332. Reserve Component members must meet the same prerequisites as listed for their RA counterparts.*

(1) *Officers.* Reserve Component attaché duty is a type of assignment generally available to FA 48 officers only. FAO regional specialists with appropriate areas of concentration (48B through 48J) will be considered for RC DAS DIMA assignments. If necessary, and on an exception basis only, officers who do not hold FA 48 may be considered for attaché duty if they otherwise meet the requirements for the assignment. Officers who perform well as RC attachés and assistant attachés will be encouraged to seek additional attaché tours, consistent with their professional development and the needs of the Army.

(2) *Enlisted personnel.* Reserve Component enlisted Soldiers, after successfully completing the Attaché Staff Training Program, will be awarded the additional SQI "7" (attaché administrative support). Soldiers who desire consecutive DAS assignments will still retain their primary military occupational specialty.

(3) *Warrant officers.* There are currently no RC warrant officer positions in the DAS DIMA program.

### 2–3. Training for duty in the Defense Attaché Service (Regular Army)

Preparation for duty in the DAS takes from 4 to 18 months. The length of language and attaché training required determines the period of training. The spouse of an attaché designate is encouraged to attend language training and selected phases of the attaché course; however, spouses will not be paid per diem or travel expenses, and invitational travel orders will not be provided. Locations in the Washington, DC, area for administrative processing, attaché orientation, and training are listed in table 2–3.



#### **2-4. Training for duty in the Defense Attaché Service (drilling individual mobilization augmentees)**

Personnel designated as DAS DIMAs complete the same training as Regular Army personnel. Officers attend the Attaché course at the Joint Military Attaché School, and enlisted personnel attend the Attaché Staff Training program. In addition, DAS DIMAs complete the 2-week Reserve Support Course. They also receive other training within DIA as required by their specific assignment.

#### **2-5. Medical examination**

Regular Army personnel nominated for attaché duty and accompanying Family members must undergo a comprehensive physical examination (see AR 40-501). Officer nominees and their Family members will go to the nearest military medical facility for examination when HRC notifies them that they are being nominated for attaché duty. Enlisted personnel and their Family members must complete all medical exams prior to submitting their application package. Following the physical examination, all Family members will complete the outside continental United States (OCONUS) Family member deployment screening in accordance with AR 608-75. Copies of DA Form 5888 (Family Member Deployment Screening Sheet) and DA Form 7246 (Exceptional Family Member Program (EFMP) Screening Questionnaire) will be completed prior to screening. Personnel will forward the reports of medical examination with their application and/or nomination packet to the AFSC, Fort Meade, MD 20755-5905. Personnel will cite this regulation and AR 40-501 as authority for physical examination. Any medical or dental defects that require professional care will be corrected before leaving for an OCONUS assignment. Although not a disqualifying factor, consideration will be given to Exceptional Family Member Program status when assigning personnel to remote locations. Medical examinations will be less than 12 months old at in-country report date. The receipt and handling of medical examination reports for Army personnel and their Families will be subject to the privacy protections contained in applicable law, DOD policy, and Army policy.

#### **2-6. Security requirements**

Prior to reporting to DIA for duty, all Soldiers will possess a top secret (TS) sensitive compartmented information (SCI) security clearance based on a current tier 5 investigation. The losing command of a DAS nominee will ensure that the Soldier has initiated the requisite security clearance prior to assignment to the DAS. Personnel will be required to successfully complete a counterintelligence polygraph examination consistent with the requirements of DODI 5210.91 and AR 381-20.

#### **2-7. Prerequisites for officers (Regular Army)**

- a. Officers.* Regular Army officers will—
- (1) Be in the grade of major or above.
  - (2) Have a record of military service that shows overall outstanding performance, tactical and technical competence, and the ability to work well with others.
  - (3) Be mature, personable, articulate, and present a neat appearance and have the ability to meet, understand, live, and work among local nationals in a foreign country. Officers must be able to associate on equal and congenial terms with the diplomatic community.
  - (4) Be free of personal problems or business implications that could interfere with military duties.
  - (5) Be a citizen of the United States and be free of any personal, family, commercial, or other connections with the applicable country that might interfere with the ability to successfully carry out the DAS assignment.
  - (6) Ensure Family members accompanying sponsor to station qualify for U.S. diplomatic passports.
  - (7) Have a TS/SCI clearance before beginning attaché training.
  - (8) Meet medical fitness standards for the geographical area (see AR 40-501).
  - (9) Maintain height and weight standards and pass the Army's current physical fitness test, in accordance with AR 600-9 and FM 7-22.
  - (10) Not be assigned for a terminal tour in the DAS if anticipated retirement location is known to be within the host country.
  - (11) Have more than 2 years remaining before mandatory retirement date.
  - (12) Favorably pass screening prerequisites listed in paragraph 2-11.
  - (13) Have been awarded military education level (MEL) IV or, at a minimum, be enrolled in the Army nonresident MEL IV level program.
  - (14) Be designated and qualified as a FAO (FA 48) in the geographical area where the country the officer is nominated for is located.
  - (15) Have a master's degree from an accredited institution. All Army officer positions in the DAS are Army Education Requirement System validated; a master's degree in area studies or other FAO-related discipline is highly desired.

(16) Be proficient in a language of the region for which they are being considered (minimum score of 2/2 on the Defense Language Proficiency Test (DLPT)). Language proficiency will be verified by a current (within 1 year) DLPT score as recorded on DA Form 330 (Language Proficiency Questionnaire). If no foreign language ability is recorded, officers must score at least 100 on the Defense Language Aptitude Battery (DLAB).

*b. Waivers.* In the event that a qualified FAO is not available for an attaché assignment, other officers may be considered if they have regional expertise from prior service in the DAS or have served in 48-coded positions at DIA, Joint Staff, Army Staff, Secretary of Defense, regional command staff, or country-based Army command. Waiver of the FAO requirement will be initiated by HRC FAO Branch, via the attaché nomination letter, and granted when the DCS, G-2 approves the nomination. DIA must concur.

## **2-8. Prerequisites for officers (Reserve Component)**

*a.* Reserve Component officers will—

(1) Meet all criteria required of Regular Army officers as listed in paragraphs 2-7a(1) through (12), (14), and (16).

(2) Have completed, at a minimum, 50 percent of the Army's MEL IV level program, 50 percent of Command and General Staff College, or Intermediate Level Education Common Core.

(3) Have a master's degree in an appropriate discipline from an accredited institution or significant regional experience in the area being considered for assignment.

*b.* Regarding waivers, when a qualified FAO is not available for an attaché assignment, other officers may be considered if they have regional expertise from prior service in the DAS or have served in 48-coded positions at DIA, Joint Staff, Army Staff, Secretary of Defense, regional command staff, or country-based Army command. Waiver of the FAO requirement will be initiated by HRC's FAO Branch, via the attaché nomination letter and granted when the DCS, G-2 approves the nomination. DIA must concur.

## **2-9. Prerequisites for warrant officers (Regular Army)**

Warrant officers nominated for service in the DAS must meet the criteria established for officers in paragraphs 2-7a(2) through 2-7a(12).

## **2-10. Prerequisites for enlisted personnel (Regular Army and Reserve Component)**

*a.* Enlisted personnel must—

(1) Be in the grade of E-5 to E-8.

(2) Have a record of military service that shows overall outstanding performance, tactical and technical competence, and the ability to work well with others.

(3) Be mature, personable, articulate, and present a neat appearance; have the ability to meet, understand, live, and work among local nationals in a foreign country; and be able to associate on congenial terms with the diplomatic community.

(4) Be free of personal problems or business implications that could interfere with military duties.

(5) Be citizens of the United States and be free of any personal, family, commercial, or other connections with the applicable country that might interfere with the ability to successfully carry out the DAS assignment.

(6) Ensure Family members accompanying sponsor to station qualify for U.S. diplomatic passports.

(7) Have a TS/SCI clearance before beginning training.

(8) Meet medical fitness requirements for the geographical area (see AR 40-501).

(9) Maintain height and weight standards and pass the Army's current physical fitness test, in accordance with AR 600-9 and FM 7-22.

(10) Not be assigned for a terminal tour in the DAS if anticipated retirement location is known to be within the host country.

(11) Favorably pass screening prerequisites listed in paragraph 2-11.

(12) Be graduates of the appropriate Noncommissioned Officer Education System course for their grade (for example, E-5s will be Warrior Leader Course graduates, E-6s must be Advanced Leader Course graduates, and E-7/E-8s must be Senior Leader Course graduates.)

(13) Have a standard score of 105 in general technical aptitude area and 105 in the "admin" aptitude area of the Armed Services Vocational Aptitude Battery.

(14) Have enough remaining service to complete the required tour in the area for which selected. Those who do not have enough remaining service must reenlist or extend their current term of service to complete the overseas tour for which selected (see AR 614-30).

(15) Have no time lost to be made good under Section 972, Title 10, United States Code (10 USC 972).

(16) Be capable of effectively using current information technology systems in the execution of their duties and have general experience in intelligence and administration.

(17) Be fully qualified to perform the duties of the position according to rank and skill level, be eligible for foreign service (see AR 600–8–101 and 614–30), have been discharged under honorable conditions from all previous enlistments, and have no assignment restrictions that would preclude assignment to the area for which applying or being nominated.

*b.* It is recommended that the candidates possess some proficiency in a language of the region for which they are applying or being nominated as measured by the DLPT. Applicants should have a score of at least 100 on the DLAB. A score of less than 100 on the DLAB is not a disqualifying factor for attaché duty but does limit assignment possibilities.

## **2–11. Background screenings**

*a.* HRC will screen officers, warrant officers, and enlisted personnel who desire to serve in the DAS to ensure that they meet the following criteria:

(1) Must have a TS/SCI security clearance based on a current tier 5 investigation.

(2) Have no open or unresolved incident reports in the Joint Personnel Adjudication System or its successor system, the Defense Information System for Security, nor be undergoing any disciplinary actions that may result in the separation from Federal military service.

(3) Must meet the medical fitness requirements in accordance with AR 40–501 and be examined and evaluated by a DOD-approved board certified medical provider.

(4) Must have no record of arrests by civil or military authorities or frequent involvement with law enforcement agencies that clearly indicates irresponsibility or disrespect for the law (including traffic violations).

(5) Must have no record of criminal conviction, except for minor offenses that do not disqualify the applicant from TS clearance eligibility under AR 380–67.

(6) Must have no personal habits or traits of character that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interests, heavy drinking, drug abuse, gambling, emotional or mental instability, or a pattern of activities indicating the applicant fails to obey the law or follow DOD or Army policies.

(7) Must receive a favorable suitability screening by the DCS, G–1 Suitability Division. Background screenings are conducted to determine a DAS candidate’s suitability to serve in sensitive duty positions. Process and criteria for background screenings and security clearances are independent and unique. Background screenings have no relationship to nor do they impact security clearances. Consequently, a candidate who possesses a TS clearance may not be accepted for a DAS assignment based on unfavorable information found as part of the background screening process. DAS candidates will be permanently disqualified from DAS participation if type I reports listed in paragraph (8), below, contain credible unfavorable information and/or disqualifiers. DAS candidates with type II reports (listed in paragraph (9), below) of credible unfavorable information may be excluded from service in the DAS for 5 years from the date of incident.

(8) Type I reports of unfavorable information disqualifiers:

*(a)* Sexual harassment, assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape or indecent acts with minors (see AR 608–18).

*(b)* Incest, bestiality, adultery, sexual activity with subordinate Soldiers or fraternization.

*(c)* Conduct in violation of the Army’s policy on participation in extremist organizations or activities.

*(d)* Any court-martial conviction in the DAS candidate’s career, provided it has not been reversed by a higher court or other appropriate authority.

*(e)* Any repeat offenders (or combination) of type II offenses anytime during DAS candidate’s career.

(9) Type II reports of unfavorable information disqualifiers:

*(a)* Driving under the influence.

*(b)* Assault and/or spouse or child abuse characterized as mild (see AR 608–18).

*(c)* Any drug offense.

*(d)* Larceny and/or theft.

*(e)* A traffic violation with six points or more assessed.

*b.* The following records will be screened for all potential DAS candidates based on the criteria listed in paragraphs (7), (8), and (9) above:

(1) Army Military Human Resource Record with R (restricted) Folder.

(2) Department of the Army Inspector General’s records.

(3) Personal security and criminal records indexed in the Defense Clearance Investigations Index as present in the Army Investigative Records Repository, Army Crime Records Center, the Defense Security Service, other Federal agencies and Military Departments, and the DOD Consolidated Adjudication Facility.

(4) Army Criminal Investigation Command.

(5) Army Substance Abuse Program.

- (6) Installation Security Records.
- (7) Sex Offender Registry.
- (8) Medical Records Review.
- (9) Local Police Records (Civilian/Military).
- (10) Family and Morale, Welfare, and Recreation Command (Family Advocacy) records.

c. Soldiers who are disqualified from DAS duty based on background screening will be notified via official email. The email will include the agency that reported the potentially disqualifying information (see para 2-11b) and the agency's address. The Soldiers will be informed that they may request an appeal of the decision by submitting a written appeal to the Commanding General, U.S. Army Human Resources Command, Special Actions Branch, (HRC-EPO-A) 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. The appeal request must be endorsed by the first general officer in the chain of command.

## **2-12. Selection procedures**

### *a. Officers.*

(1) Regular Army officers who are FAOs may seek an attaché assignment by contacting their FAO assignments officer at HRC. Officers are selected on a best-qualified basis and according to the needs of the Army.

(2) Upon receipt of a request for replacement of a Regular Army officer from DIA, HRC will identify a candidate for the position, verify that the candidate meets the requirements for attaché duty, and concurrently coordinate the nomination with AFSC and DAMI-FL.

(3) AFSC will request a polygraph, advise the candidate on the documentation required to support the nomination, and provide required forms for completion by the candidate. Candidate is responsible for completing all required documentation and submitting it to AFSC.

(4) DAMI-FL will verify qualifications, coordinate review of the nomination within HQDA, and advise HRC of the DCS, G-2's approval or disapproval of the nomination. Approved nominations are forwarded to AFSC.

(5) HRC will formally nominate RA officers approved for DAS assignments to DIA. DIA will make the final selection of personnel nominated for the DAS.

(6) Upon receipt of a request for replacement of a Reserve Component officer from DIA, HRC will identify a DAS DIMA candidate, verify that the candidate meets the requirements for attaché duty, and coordinate the nomination with the Army Reserve Program Office at DIA.

(7) The Army Reserve Program Office will request a polygraph, advise the candidate on the documentation required to support the nomination, and provide required forms for completion by the candidate. The candidate is responsible for completing all required documentation and submitting it to the Army Reserve Program Office to verify qualification and finalize review of the nomination within the appropriate division at DIA. The Army Reserve Program Office will then advise HRC of approval or disapproval.

(8) If approved, HRC will coordinate the nomination with DAMI-FL. DAMI-FL will verify qualifications, coordinate review of the nomination within HQDA, and advise HRC of the DCS, G-2's approval or disapproval of the nomination.

(9) HRC will formally nominate RC officers approved for DAS DIMA assignments to DIA. DIA will make the final selection.

### *b. Warrant officers.*

(1) The warrant officer will undergo the same screening process outlined for officers and likewise be reviewed by the DCS, G-2 to ensure that the prerequisites for service in the DAS are met. Currently only Regular Army warrant officers are utilized by the DAS.

(2) Once branch release and DCS, G-2 approval are obtained, the warrant officer assignments manager and recruiter at the Army Attaché Management Division (AAMD) of AFSC will give the candidate possible assignments based on the candidate's qualifications, availability, and the needs of the DAS.

(3) When the candidate agrees to a tour of duty, the warrant officer assignments manager and recruiter will officially nominate the candidate to DIA.

(4) Regular Army warrant officers should submit their nomination packet to the warrant officer assignments manager and recruiter at AAMD via encrypted e-mail. Upon receipt of the nomination packet, the warrant officer assignments manager and recruiter will review the packet for completeness. No packet will be screened until it is 100 percent complete. The nominative process can take from 3 to 8 months.

(5) After DIA gives its approval, a request for orders will be generated and the Service member placed on orders in temporary duty (TDY) en route, permanent change of station, or TDY and return status.

### *c. Enlisted nominations.*

(1) Regular Army enlisted personnel will submit their application packet to Commander, AFSC (see para 2-13a). No packet will be screened until it is 100 percent complete.

(2) After screening, those packets that meet the prerequisites for service in the DAS will be taken to HRC in an attempt to obtain release from the Soldier's branch manager.

(3) Once branch release is obtained, the enlisted assignments manager and recruiter at AAMD will give the candidate possible assignments based on the candidate's qualifications, availability, and the needs of the DAS.

(4) When the candidate agrees to a tour of duty, AAMD will coordinate CI polygraph screening for enlisted candidate.

(5) After CI polygraph is completed, the enlisted packet will be forwarded to the DCS, G-2 for approval.

(6) The DCS, G-2 may delegate authority to review enlisted packets to the CSM. Packets approved by the CSM will be officially nominated to DIA for final approval unless overruled by the DCS, G-2.

(7) Packets approved by DIA will be forwarded for orders processing with HRC. AAMD will send notification to enlisted candidate regarding status of packet and provide further instruction regarding training and future movement to the Joint Military Attaché School.

(8) For enlisted DAS DIMA positions, personnel should submit their applications to HRC. HRC will identify candidates for DAS DIMA positions, verify that the candidates meet the requirements for service in the DAS, and forward nominations to the DIA DIMA manager.

### 2-13. Required documentation for Defense Attaché Service assignment

All personnel desiring assignment within the DAS must submit documents listed in table 2-1 for RA and table 2-2 for RC.

*a.* Regular Army officer and warrant officer nomination packets and enlisted application packets will be submitted through normal personnel channels to Commander, U.S. Army Field Support Center (AAMD), 375 Chamberlin Ave., Suite 5904, Fort Meade, MD 20755-5904 or by email to [usarmy.meade.hqinscom.mbx.afsc-aamd@mail.mil](mailto:usarmy.meade.hqinscom.mbx.afsc-aamd@mail.mil).

*b.* Enlisted and warrant officer applications will be valid for 6 months from the date of receipt, unless they are withdrawn or the candidate becomes otherwise disqualified from attaché duty. Applications will be returned to the individual's chain of command whenever these conditions apply.

*c.* HRC will be informed of any changes of a candidate's status that may affect the nomination, including assignment, grade, marital status, or medical or physical condition. Submission of a nomination does not provide authority to keep individuals in their current assignment pending final action on the nomination.

*d.* Regular Army enlisted and warrant officer DAS candidates and adult Family members will be interviewed at candidate's permanent duty station. The candidate's chain of command will also be interviewed.

**Table 2-1  
Documents to be submitted with application/nomination packets (Regular Army)**

Document	Officers	Warrant officers, enlisted	Dependents
Biographical narrative (format provided by AFSC)	4 copies	4 copies	NA
DIA Form 886 Attaché Biography	1		
Photographs (8x10) in full length, in Army Service Uniform with all accompanying dependents	3	4	NA
Standard Form (SF) 86 (Questionnaire for National Security Positions), electronic version <sup>1,2</sup>	4	4	4 (spouse)
DD Form 2808 (Report of Medical Examination) or DA Form 3083 (Medical Examination for Certain Geographical Areas) (used only for consecutive overseas tour (COT) assignments)	4	4	
DD Form 2807-2 (Accessions Medical Prescreen Report). And COT <sup>3</sup> .	4	4	NA
DA Form 5888	NA	NA	4
DA Form 7246	NA	NA	4
DD Form 2792 (Family Member Medical Summary) <sup>4</sup>	NA	NA	1
DD Form 2792-1 (Special Education/Early Intervention Summary) <sup>4</sup>	NA	NA	1
DA Form 4037 (Officer Record Brief)	1	4	NA
DA Form 2166-8 (NCO Evaluation Report) <sup>5</sup>	NA	(enlisted only) 4	NA
Copies of Defense Language Aptitude Battery for all initial entries	4	4	NA

**Table 2–1  
Documents to be submitted with application/nomination packets (Regular Army)—Continued**

**Notes:**

<sup>1</sup> If, at the end of the present tour, the Service member's security clearance is due for renewal, a new security packet must be completed and forwarded with the application for a COT.

<sup>2</sup> All four copies of the SF 86 must have original signatures.

<sup>3</sup> In the case of COT assignments, the Service member can use DA Form 3083.

<sup>4</sup> DD Form 2792 and/or DD Form 2792–1 should be completed when a Family member is enrolled in EFMP or if enrollment is warranted.

<sup>5</sup> Enlisted personnel will submit copies of the last four DA Form 2166-8s, if available, with application packet. Letters of recommendation from supervisors may also be included. If the Soldier does not have four DA Form 2166-8s, then they must substitute a letter of recommendation from a supervisor for each missing form.

**Table 2–2  
Documents to be submitted with application/nomination packets (Defense Attaché Service drilling individual mobilization augmentee assignments)**

Document	Officers	Enlisted	Dependents
Biographical narrative (format provided by AFSC)	2 copies	2 copies	NA
DIA Form 886	1		
SF 86, electronic version <sup>1,2</sup>	2	2	2 (spouse)
DA Form 2166–8 <sup>3</sup>	NA	4	NA
DA Form 4037	2	NA	NA
DA Form 4651 (Request for Reserve Component Assignment or Attachment)	2	2	NA

**Notes:**

<sup>1</sup> If, at the end of the present tour, the Service member's security clearance is due for renewal, a new security packet must be completed and forwarded with the application for COT.

<sup>2</sup> All four copies of the SF 86 must have original signatures.

<sup>3</sup> Enlisted personnel will submit copies of the last four DA Form 2166-8s, if available, with application packet. Letters of recommendation from supervisors may also be included. If the Soldier does not have four DA Form 2166-8s, then they must substitute a Letter of recommendation from a supervisor for each missing form.

**2–14. Retaining officers (Regular Army) in the Defense Attaché Service**

Officers who are interested in consecutive DAS assignments should contact their FAO assignments officer at HRC. If an officer is selected to be nominated for continuous assignment in the DAS, information and documents listed in table 2–1 are required before nomination processing.

**2–15. Retaining warrant officers and enlisted personnel (Regular Army) in the Defense Attaché Service**

*a.* Conditions for reassignment. Warrant officers and enlisted personnel who are assigned to the DAS may be considered for follow-on DAS assignments if—

- (1) Duty performance has been rated as outstanding.
- (2) The Soldier continues to meet all prerequisites and favorable screening criteria.
- (3) DIA approves the nomination.
- (4) HRC approves the request for consecutive overseas tour.

*b.* Applications for consecutive assignments and extensions. Warrant officers and enlisted personnel who wish to continue to serve in the DAS must submit their request in accordance with the latest guidance issued by AFSC.

## 2-16. Assistance

The following offices may be contacted for assistance:

- a. Army FAO Branch, U.S. Army Human Resources Command (AHRC-OPB-A), 1600 Spearhead Division Avenue, Dept. #200, Fort Knox, KY 40122-5200, telephone DSN 983-6672 or commercial (502) 613-6672.
- b. Department of the Army (AAMD), 375 Chamberlin Ave., Suite 5904, Fort Meade, MD 20755-5904, telephone commercial (301) 833-9593 (Officers), (202) 231-7292 (Warrant Officers), and (202) 231-7291 (enlisted).

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**Table 2-3**  
**Locations for Defense Attaché Service in-processing, orientation, and training activities**

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**Activity:** Personnel, financial, and administrative in-processing

**Location:** Headquarters, Defense Intelligence Agency, Joint Base Anacostia-Bolling, Washington, DC 20332

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**Activity:** Defense Intelligence Agency orientation and administrative in-processing

**Location:** Defense Intelligence Analysis Center, Joint Base Anacostia-Bolling, Washington, DC 20332

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**Activity:** Joint Military Attaché School (RA and RC officers)

**Location:** Defense Intelligence Analysis Center, Joint Base Anacostia-Bolling, Washington, DC 20332

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**Activity:** Attaché Staff Training Program (enlisted personnel and warrant officers not holding MOS 351Z)

**Location:** Defense Intelligence Analysis Center, Joint Base Anacostia-Bolling, Washington, DC 20332

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**Activity:** Station Techniques Course (enlisted personnel and warrant officers not holding MOS 351Z)

**Location:** Defense Intelligence Analysis Center, Joint Base Anacostia-Bolling, Washington, DC 20332

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**Activity:** Operations Coordinator Management Course (RA and RC)

**Location:** Defense Intelligence Analysis Center, Joint Base Anacostia-Bolling, Washington, DC 20332

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## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 40–501**

Standards of Medical Fitness (Cited in para 2–5.)

**AR 380–67**

Personnel Security Program (Cited in para 2–11a(5).)

**AR 381–20**

Army Counterintelligence Program (Cited in para 2–6.)

**AR 600–3**

The Army Personnel Development System (Cited in para 2–1a.)

**AR 600–8–101**

Personnel Readiness Processing (Cited in para 2–10a(17).)

**AR 600–9**

The Army Body Composition Program (Cited in para 2–7a(9).)

**AR 608–75**

Exceptional Family Member Program (Cited in para 2–5.)

**AR 614–30**

Overseas Service (Cited in para 2–10a(14).)

**DODI 5210.91**

Polygraph and Credibility Assessment (PCA) Procedures (Cited in para 2–6.)

**FM 7–22**

Army Physical Readiness Training (Cited in para 2–7a(9).)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation. Unless otherwise indicated, DA publications are available on the Army Publishing Directorate (APD) website: <https://armypubs.army.mil> and DOD publications are available on the Executive Services Directorate (ESD) website: <https://www.esd.whs.mil/directives/>.

**AR 11–2**

Managers' Internal Control Program

**AR 11–6**

Army Foreign Language Program

**AR 25–30**

Army Publishing Program

**AR 601–280**

Army Retention Program

**AR 608–18**

The Army Family Advocacy Program

**AR 614–100**

Officer Assignment Policies, Details, and Transfers

**AR 614–200**

Enlisted Assignments and Utilization Management



**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DA PAM 600–3**

Officer Professional Development and Career Management

**DA PAM 600–8**

Military Human Resources Management Administrative Procedures

**DIA Regulation 100–5 (SECRET/NOFORN)**

Defense Attaché System Operations and Management

**DODD 5210.48**

Credibility Assessment (CA) Program

**10 USC 972**

Members: effect of time lost

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website, at <https://armypubs.army.mil/>. DD forms are available at <https://www.esd.whs.mil/directives/forms/>. SFs are available at <https://www.gsa.gov/portal/forms/type/sf/>.

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 330**

Language Proficiency Questionnaire

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166–8**

NCO Evaluation Report

**DA Form 3083**

Medical Examination for Certain Geographical Areas

**DA Form 4037**

Officer Record Brief (Available through HRC.)

**DA Form 4651**

Request for Reserve Component Assignment or Attachment

**DA Form 5888**

Family Member Deployment Screening Sheet

**DA Form 7246**

Exceptional Family Member Program (EFMP) Screening Questionnaire

**DD Form 2792**

Family Member Medical Summary

**DD Form 2792–1**

Special Education/Early Intervention Summary

**DD Form 2807–2**

Accessions Medical Prescreen Report

**DD Form 2808**

Report of Medical Examination

**DIA Form 886**

Attaché Biography (Available through the Army JWICS system.)

**SF 86**

Questionnaire for National Security Positions

## **Appendix B**

### **Internal Control Evaluation Process**

#### **B–1. Function**

Assignment of Army Personnel to the Defense Attaché Service (DAS).

#### **B–2. Key internal controls**

The process of selection and assignment of Army officers, warrant officers, and enlisted personnel to positions within the DAS includes several key controls:

*a.* The regulation lists specific and objective prerequisites which officers, warrant officers, and enlisted personnel must meet in order to qualify to serve in the DAS.

*b.* In addition to the qualifications for attaché duty, the regulation provides screening criteria designed to ensure that no one is selected to serve in the DAS whose prior conduct makes him unsuitable for attaché duty. The regulation stipulates that the conduct described in the screening criteria is disqualifying for service in the DAS.

*c.* Officers are nominated to fill positions in the DAS by HRC; warrant officers and enlisted personnel are nominated by the AAMD of Army Field Support Center. Nominations are reviewed by a separate organization within the Army, namely, the Deputy Chief of Staff, G–2, to ensure that the criteria for attaché duty are met and that all who are nominated are fully qualified to serve in the DAS. Nominations to the DAS must be approved by the DCS, G–2.

#### **B–3. Internal control test questions**

*a.* Prerequisites to qualify for DAS assignments:

(1) How are qualifications verified before an individual is selected and approved for a DAS assignment? Who is responsible and what records are consulted to ensure that personnel chosen for the DAS meet the prerequisites stipulated in the regulation?

(2) Are exceptions allowed for personnel to serve in the DAS who do not meet all the prerequisites for DAS duty? If so, what are the conditions that determine when exceptions may be made and how are they authorized?

*b.* Screening for unfavorable background information:

(1) Who screens prospective DAS candidates for unfavorable information that would be disqualifying for service in the DAS as stipulated in the regulation?

(2) What is the method for obtaining background screening information? What records are available to consult in conducting background screening?

(3) Is there a mechanism for verifying that background screening has been done before an individual is selected and approved for a DAS assignment?

*c.* DCS, G–2 review of nominations:

(1) Is there a vetting process within the DCS, G–2 before the G–2 signs off on nominations to the DAS? Which directorates review DAS nominations and how is staffing coordinated?

(2) If the DCS, G–2 does not approve a nomination to the DAS, is the decision binding on HRC and AAMD?

(3) Are there circumstances in which a decision by the DCS, G–2 not to approve a nomination may be overridden by another organization or agency?

#### **B–4. Certification**

The foregoing internal controls should be evaluated at regular intervals. Certification of this evaluation will be done on DA Form 11–2 (Internal Control Evaluation Certification).

#### **B–5. Supersession**

This is the initial internal controls evaluation for AR 611–60.

## **Glossary**

### **Section I**

#### **Abbreviations**

**AAMD**

Army Attaché Management Division

**AFSC**

Army Field Support Center

**AGR**

Active Guard Reserve

**AR**

Army regulation

**ARNG**

Army National Guard

**ASCC**

Army service component commander

**CAR**

Chief, Army Reserve

**CI**

Counterintelligence

**CNGB**

Chief, National Guard Bureau

**COM**

Chief of Mission

**COT**

consecutive overseas tour

**CSM**

command sergeant major

**DAS**

Defense Attaché Service

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-2**

Deputy Chief of Staff, G-2

**DCS, G-3/5/7**

Deputy Chief of Staff, G-3/5/7

**DIA**

Defense Intelligence Agency

**DIMA**

drilling individual mobilization augmentee

**DLAB**

Defense Language Aptitude Battery

**DLPT**

Defense Language Proficiency Test

**DOD**

Department of Defense

**DODI**

Department of Defense instruction

**EFMP**

Exceptional Family Member Program

**FA**

functional area

**FAO**

foreign area officer

**FM**

field manual

**GCC**

geographic combatant commander

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**IMA**

Individual Mobilization Augmentation

**IRR**

Individual Ready Reserve

**JMAS**

Joint Military Attaché School

**MEL**

military education level

**MOS**

military occupational specialty

**NA**

not applicable

**NCO**

noncommissioned officer

**OCONUS**

outside the continental United States

**RA**

Regular Army

**RC**

Reserve Component

**SCI**

sensitive compartmented information

**SDO/DATT**

senior defense official and defense attaché

**SQI**

skill qualification identifier

**TDY**

temporary duty

**TS**  
top secret

**Section II**

**Terms**

This section contains no entries.

**Section III**

**Special Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 004413-000**