

Army Regulation 614–100

**Assignments, Details, and
Transfers**

Officer Assignment Policies, Details, and Transfers

**Headquarters
Department of the Army
Washington, DC
3 December 2019**

UNCLASSIFIED

SUMMARY of CHANGE

AR 614–100
Officer Assignment Policies, Details, and Transfers

This major revision, dated 3 December 2019—

- o Adds the processing of requests for assignment deletion or deferments of assignment or operational needs (para 1–11).
- o Clarifies that officers will remain on station for the maximum number of years possible in accordance with Army requirements and consistent with force stabilization rules (para 1–12*b*).
- o Changes the source regulation from AR 135–18 to this regulation (para 2–3*d*(14)).
- o Updates the U.S. Army Human Resources Command office symbol (paras 3–5*b* and 6–2).
- o Updates the email address (paras 4–1*d*, 5–1*g*(5), 5–8*h*(6)(*a*), and 7–2).
- o Adds active duty spouses of our sister Services (Air Force, Marines, Navy, and Coast Guard) to the Married Army Couples Program (para 5–3*a*).
- o Adds assignment consideration code of L3 for documented sex-related offenses (para 5–7*e*(1)).
- o Adds Advanced Strategic Planning and Policy Program (para 5–9*h*(3)).
- o Updates the list of key, Regular Army, senior warrant officer 011A positions which require special assignment management (para 5–10*d*).
- o Adds only those warrant officers who are professional military education complete should be considered for key billets (para 5–10*e*).
- o Changes “a full two year tour” to “24 months of joint duty credit” (para 5–12*a*(2)).
- o Adds the time in position for major and above for joint duty assignments (5-12*a*(3)).
- o Adds joint tour length waiver authority of the Secretary of Defense for 36 months standard Joint duty assignment billets (paras 5–12*a*(1) and 5–12*b*(3)).
- o Adds joint conditional release requirement criteria of 36 months tour (para 5–12*a*(5)(*f*)).
- o Removes criteria for deferred dependent travel and adds the pay and allowance regulation of AR 37–104–4 (para 6–1*d*.)
- o Revises and clarifies the requirements, eligibility, determination, and attachment criteria for compassionate requests (para 6–2).
- o Adds the endorsing requirement for compassionate reassignments to the first commander in the officer’s chain of command exercising general court-martial convening authority. (para 6–2*a*).
- o Updates needs of specialized stabilization (para 6–7).
- o Updates distribution management sublevel codes (app B).

Effective 3 January 2020

Assignments, Details, and Transfers
Officer Assignment Policies, Details, and Transfers

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

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History. This publication is a major revision.

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

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–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 control that must be evaluated (see appendix C.)

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–MPO), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (AHRC–OPD–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5500.

Distribution. This publication is available in electric media only for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation establishes policies for the reassignment of commissioned officers and warrant officers (WOs) between commands or units of the Army. Procedures are established for processing requests for reassignment, and restrictions are imposed on permanent change of station (PCS) of officers as individuals and as members of units. This regulation remains in effect for all levels of contingency or mobilization unless otherwise stated under a Department of the Army (DA) approved operations plan.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

See chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army 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

Administrative Assignment Guidance

1–6. Family care plan

To ensure that all officers can deploy promptly and perform their military duties when not deployed, a Family care plan to cover military Family members must be in place. Family care plans are governed by AR 600–20.

1–7. Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) allows the U.S. Army Human Resources Command (HRC) to consider the special educational and medical needs of exceptional family members (EFMs) during the assignment process and reassign officers, when readiness does not require a specific reassignment, to an area where the Family member's needs can be accommodated. The EFMP is governed by AR 608–75.

1–8. Leave

Leave may be granted at the discretion of officer's immediate commander if it does not interfere with the report date. Leave policy is governed by AR 600–8–10.

1–9. Security clearance

An assignment instruction (AI) from HRC will include personnel security requirements. Officers must meet the security clearance requirements for follow-on positions prior to executing a PCS. AR 600–8–11 provides procedures for processing an AI requiring security clearance. Officers will not be held at the home station pending results of a personnel security investigation unless such guidance is in the AI.

1-10. Mode of travel

Officers will select transportation types which are most advantageous to the government for travel in accordance with Joint Travel Regulations (JTR).

1-11. Deletions and deferments

a. Individual deletion or deferment. Individual deletion or deferment is defined as a request initiated by an officer or the officer's chain of command based upon individual circumstances, loss of qualifications, or restrictions in accordance with AR 600-8-11.

(1) Requests for individual deletion or deferment are initiated using a DA Form 4187 (Personnel Action) along with supporting documentation through the Battalion S1. If the commanders recommends approval, the request is forwarded through the colonel (COL)/O-6 level chain of command. Requests disapproved at any level in the chain of command will not be forwarded to HRC.

(2) The losing command's military personnel division (MPD) or Brigade Combat Team (BCT) Adjutant S1 will complete request for deletion or deferment within 30 calendar days of the request for orders. Requests submitted after 30 days due to unforeseen circumstances will not be rejected; however, they must include an explanation of the circumstances causing the late submission.

(3) Deferment should be used instead of a deletion if the situation for the request can be resolved within 90 days of the report date.

(4) Date eligible for return from overseas (DEROS) is the driving factor in requests for deletion or deferment of an officer assigned to outside the continental United States (OCONUS) units. Requests that will result in an officer departing the OCONUS location after or prior to their DEROS should be submitted as Foreign Service tour extension (FSTE) or curtailments in accordance with AR 614-30.

(5) Reassignment processing will continue (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters) until the deletion or deferment is approved. Officers will be advised not to take irreversible actions while pending a request for deletion or deferment.

b. Operational deletion or deferment. Operational deletion or deferment is defined as a request based on the needs of the losing command (to include projected, scheduled, or current deployment). Additional examples of operational needs are training, strength, and special skills. Operational deletion or deferment apply only to continental United States (CONUS) based units. OCONUS based units must request an involuntary FSTE in accordance with AR 614-30.

(1) Request for operational deletion or deferment must be accompanied by a memorandum signed by the first general officer (GO) (or civilian equivalent) in the officer's chain of command, with the following exceptions: brigade (BDE) commander (COL/O-6) may sign memorandums for BCT, and Corps Chief of staff may sign memorandums for non-divisional units. These signature authorities may not be further delegated. If the chain of command recommends approval, the request is forwarded to the MPD/personnel reassignment center for submission to HRC.

(2) The final approval authority for all requests for operational deletion or deferment is HRC. However, operational requests may be disapproved by any commander in the officer's chain of command and returned to the requestor without referral to HRC.

(3) Request for operational deletion or deferment along with the supporting documentation will be submitted to the following HRC email mailbox: usarmy.knox.hrc.mbx.opmd-msd-ppsab-policy@mail.mil.

1-12. Time on station

a. Time on station (TOS) requirements are established to enhance operational readiness by stabilizing officers in units to reduce PCS costs and to improve the quality of life by reducing personal and/or Family turbulence. The TOS is computed from the month of arrival to the month of departure, inclusive.

b. The TOS applies only to CONUS based officers. Officers based OCONUS have designated tour lengths. For officer overseas assignments policy see AR 614-30. Officers will remain on station for the maximum number of years possible in accordance with Army requirements and consistent with force stabilization rules. Waiver approval authority regarding TOS requirements for assignments within or from CONUS is as follows:

(1) The Director of Officer Personnel, HRC (or a serving GO or the commanding general (CG) when the Director of Officer Personnel, HRC position is not occupied by a GO), for officers who will have served less than 2 years TOS.

(2) The HRC Officer Personnel Management Directorate (OPMD) division chief (or a serving COL or the Deputy Director, OPMD when position is not occupied by a COL), for officers who will have served more than 2 but less than 3 years TOS at the time of reassignment.

c. The minimum TOS requirement for officers assigned from or within CONUS is 36 months (see DODI 1315.18). Waivers may be granted individually by above waiver authority.

1–13. Branch appointments and assignments

a. Officers will be appointed and assigned in branches, functional areas, and areas of concentration in accordance with applicable DA and DOD policy.

b. At least 70 percent of U.S. Military Academy (USMA) graduates each year will be assigned to operations. The remainder of the graduating class will be assigned to operations support, force sustainment, information dominance, and special branches. Additionally, two percent of each USMA class may attend medical school.

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

- (1) Chaplain Corps.
- (2) Judge Advocate General's Corps (JAGC).
- (3) Each corps of the Army Medical Department (AMEDD).

d. Commissioned officers of the Army National Guard of the United States (ARNGUS), RA, and those appointed without specification of component are assigned to an appropriate basic branch upon appointment in accordance with NGR 600–100.

e. An officer may serve in a different branch than their original basic branch assignment as a result of a branch detail or a branch transfer.

f. When necessary to meet desired reporting dates, lieutenants (LTs) called to initial active duty may be assigned directly to the requisitioning agency without attending a basic branch course, except for OCONUS assignment; an officer must complete a basic course before OCONUS assignment. Completing a basic course or its equivalent is considered essential to initial branch qualification and subsequent promotion. The commander of the organization or activity to which the officer is initially assigned will allow the officer to attend the officer's basic branch service school course at the earliest date after entry on active duty.

g. A secret clearance is a condition of appointment. Commissioned officers assigned to or appointed military intelligence (MI) must meet additional prerequisites as outlined in AR 380–67. Waiver of MI appointment requirements may only be granted in coordination with the Deputy Chief of Staff (DCS), G–2 in instances where the exceptional qualifications and overall value of the individual fully justify the member's assignment to MI.

Chapter 2 Responsibilities

2–1. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will—

- a.* Oversee assignment policy.
- b.* Approve exceptions for a second PCS assignment within the same fiscal year (FY).

2–2. Chief, National Guard Bureau

a. The CNGB will provide overall policy guidance for the management of Title 10 United States Code (USC) Active Guard Reserve (AGR), 32 USC AGR, 32 USC traditional, and 5 USC military technician.

b. On behalf of the CNGB, the Director, Army National Guard (ARNG) is responsible for the personnel management programs outlined in this regulation.

2–3. Deputy Chief of Staff, G–1

The DCS, G–1 will—

- a.* Develop assignment policy for officer personnel.
- b.* Establish stabilization policy for officer personnel.
- c.* Establish policy for U.S. Army Individual Ready Reserve (IRR).
- d.* On behalf of the DCS, G–1, the CG, HRC will—
 - (1) Interpret and implement policies initiated by the DCS, G–1.
 - (2) Be responsible, in the case of partial or full mobilization, for execution of current policies and recommendation of new policies, systems, and programs for strength management, strength accounting, and the distribution of all OPMD managed officers.
 - (3) Govern requisition procedures and policies as stated until so directed by the Army Staff. When directed, the opening and filling of requisitions will be based on priorities of fill established by the Chief of Staff, Army (CSA) manning priorities

or guidance and not necessarily according to the officer distribution plan and approved requisitioning validation procedures.

(4) Be responsible for the selection and assignment of all OPMD managed officers (includes LT through lieutenant colonel (LTC) and all WOs).

(5) Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.

(6) Issue AIs.

(7) Conduct an annual review with DCS, G-1 to validate which branches serve as donors or recipients for each cohort year group.

(8) Approve or disapprove requests for reassignment, deletion, or deferment submitted by commissioned officers and WOs. HRC will coordinate such requests from AMEDD officers with The Surgeon General (TSG).

(9) Manage the distribution of officers to support the Army's mission worldwide.

(10) Provide all officers with broad opportunities for career progression and development, including approving applications for training.

(11) Make final decisions on all joint domicile assignments.

(12) Manage operational requirements to support individual officer stabilization.

(13) Exercise assignment approval authority for officers assigned to stabilized positions.

(14) Manage U.S. Army Reserve (USAR) AGR officers in accordance with this regulation.

(15) Manage and serve as the executive manager for IRR and individual mobilization augmentee (IMA) officers. HRC also coordinates with the U.S. Army Reserve Command (USARC), USAR GO Command commanders, and U.S. Army Recruiting Command (USAREC) in filling unit shortages. CG, HRC will implement policies for IRR/IMA personnel management and training in coordination with other members of the Army Staff and designate personnel managers to manage an appropriate number of IRR and IMA officers.

(16) Nominate officers to fill warrior transition unit (WTU) cadre positions when installation resources are not available. Identify IRR officers, retiree recall volunteers, and IMA officers available for assignment to WTU cadre positions.

(17) To the greatest extent possible, notify each officer identified to attend Captain's Career Course (CCC) 6 months prior to the course start date.

(18) To the greatest extent possible, ensure assignment personnel visit each CCC class, conduct personal interviews with students, and finalize any required assignment adjustments by the end of the second week of training.

2-4. Chief, Army Reserve

The CAR will provide overall policy guidance for management of troop program unit (TPU) officers and provide management priorities to CG, HRC for AGR positions. The CAR delegates to the commanders the following responsibilities:

a. Developing assignment policy for TPU officers.

b. Rebranch authority for officers assigned to TPUs within their commands, except RA and AGR officers. This deletion cannot be delegated below the Army command (ACOM), Army service component command (ASCC), or direct reporting unit (DRU) level.

2-5. Commanding General, U.S. Army Training and Doctrine Command

a. The CG, TRADOC will ensure TRADOC publicizes career development programs and counsels prospective officers on program opportunities and requirements.

b. The proponent schools, in support of CCC, will—

(1) Ensure the availability of follow-on training based on the projected assignment of each officer.

(2) Coordinate training requirements for courses away from the proponent schools and those courses already existing on site with HRC who will control quotas, amend AIs, and adjust report dates for all established courses.

2-6. Commanders of Army commands; Army service component commands; direct reporting units; Headquarters, Department of the Army agencies; and activities officials

All commanders with requisitioning authorities are responsible for requesting officer replacements for their organizations. They are also responsible for the following personnel matters that pertain to their command or to agencies under their jurisdiction. Responsibilities in this paragraph are further delegated to commanders of U.S. Army Forces Command (FORSCOM)-led installations. FORSCOM will monitor and assist to ensure compliance of policies established by this regulation. Commanders will—

a. Ensure officers within their commands are properly assigned and utilized.

b. Ensure officers are afforded an opportunity for training and that—

(1) Their applications are processed promptly.

- (2) When selected, they are fully qualified.
- c. Administer, monitor, and supervise the Special Duty Assignment Pay (SDAP) Program for all officers who receive SDAP within their respective commands.
- d. Publicize the career development programs and—
 - (1) Counsel prospective officers on program opportunities and requirements.
 - (2) Ensure applicants are eligible for memberships or training.
- e. Approve or disapprove exchange assignments.
- f. Delegate to subordinate installation commanders authority to assign officers, including determining officer suitability for assignments from a security standpoint. Commanders should consult with appropriate installation security officers to ensure officers meet the security requirements of projected assignments.
- g. Recommend approval or disapproval of all positions slated for stabilization.
- h. Ensure commanders of WTUs are responsible for reassignment of officers being returned to duty (RTD) as follows:
 - (1) *Continental United States warrior transition unit.* Immediately upon the officer being declared RTD, the WTU commander (or first O-5 commander in the chain of command, if the WTU commander is not an O-5 or above) will request AI directly to the HRC.
 - (2) *Outside the continental United States warrior transition units.* Immediately upon the officer being declared RTD, the WTU commander (or the first O-5 commander in the chain of command, if the WTU commander is not an O-5 or above) will request AI via email from their respective OCONUS theater commander as follows:
 - (a) If the OCONUS theater commander determines the officer will be reassigned within the OCONUS area, the OCONUS commander must provide the WTU commander/O-5 the assignment decision within 5 days of RTD notification. Further, the OCONUS theater commander will establish coordination with the servicing U.S. Army Installation Management Command MPD to produce PCS orders.
 - (b) If the OCONUS theater commander determines the officer cannot be reassigned with the OCONUS command or has a near term or expired DEROS, the OCONUS commander will forward request for AI to HRC.
- i. Ensure commanders of local activities and units—
 - (1) Update all field automated data based systems.
 - (2) Manage the SDAP Program at their level (ensure officers receiving SDAP meet the necessary criteria).
 - (3) Screen AI special instructions and initiate security clearance for secret and top secret as soon as possible, but no more than 30 days from receipt of AI.
 - (4) Recruit volunteers for assignment to airborne, ranger, and Army special operations forces units and recruiting team support.
 - (5) Control the assignment of officers into and out of established organizations and positions and notify HRC when organization or positions are no longer required.
 - (6) Ensure MPD/BCT/BDE S1 commanders—
 - (a) Implement assignment policies and procedures.
 - (b) Update officer information in the electronic military personnel office (eMILPO) (for example, enrollment and disenrollment in the Married Army Couples Program (MACP) and change in marital status).

2-7. State adjutants general and area commanders

Within their areas of jurisdiction, state adjutants general and area commanders are responsible for the personnel management programs outlined in this regulation.

2-8. Army Medical Department, Judge Advocate General's Corps, and Chaplain Corps

This regulation provides authority to the losing activity or organization to issue reassignment orders as requested by the AMEDD, JAGC, and Chaplain Corps.

Chapter 3

Assignment and Detail Considerations

3-1. Overview

- a. Assignments will be made for all officers without regard to their color, race, religious preference, ethnic background, national origin, age, marital status, sexual orientation, or gender, consistent with requirements for physical capabilities and ecclesiastical endorsement.
- b. This applies equally to both PCS and temporary duty (TDY) assignment actions but not to unit moves.
- c. Exceptions include the following:

- (1) The religious preference of chaplains.
- (2) Marital status for military couples.
- (3) Marital status when the ASA (M&RA), with the concurrence of the General Counsel of the Department of Defense, determines on a case-by-case basis and for reasons of national security that marital status is an essential assignment qualification for particular military billets or positions.
- (4) Cases in reference to gender which are submitted to the Secretary of Defense (SECDEF). This authority will not be delegated.
- (5) Cases where status of forces agreement protections are not extended to same sex spouses.

3–2. Joint domicile assignment

To be considered for joint domicile, both officers must be married and enrolled in MACP. Joint domicile assignment consideration is not a guarantee but is an assignment consideration. Assignment officers will make every effort to assign married Army couples in the same location provided a position exists for both officers, the assignment does not adversely affect either individual's career, and it meets the needs of the Army.

3–3. Branch detail

a. A portion of each cohort year group's population will participate in branch details while serving as LTs. Branch details are necessary to compensate for select branches with a large disparity between their LT and captain (CPT) and above requirements. If the LT authorizations dictated long term branch designation beyond promotion to CPT, the branches with large volumes of LT requirements would have an excessive number of CPTs. Similarly, the branches with a very low number of LT requirements would not fill their CPT and above requirements if LT authorizations dictated long term branch designation. The branches with the most significant disparities between their LT and CPT and above authorizations serve either as donors (low LT authorizations and high CPT authorizations) or recipients (high LT authorizations and low CPT authorizations) for branch details. An annual authorization review by DCS, G–1 and HRC validates which branches serve as donors or recipients for each cohort year group.

b. Branch detail LTs are distributed annually under the branch detail distribution plan. The plan is derived from LT and CPT authorizations based on 24-month and 36-month projections for both donor and recipient branches.

c. Chaplains will not be detailed in other branches nor will other officers of other branches be detailed as chaplains.

d. AMEDD commissioned officers may be detailed to other branches, functional areas, or branch immaterial positions subject to the approval of TSG and Director, HRC OPMD.

e. Judge advocates will not be detailed to other branches without the approval of The Judge Advocate General (TJAG), nor will officers of other branches be detailed as Judge Advocates. Officers selected for participation in the Funded Legal Education Program (FLEP) will be detailed to the JAGC.

f. Donor branches are selected from the following branches: Adjutant General, Engineer, Military Police, Military Intelligence, Ordnance, Quartermaster, Signal, and Transportation. Recipient branches for the branch detail program are Air Defense Artillery, Armor, Chemical, Field Artillery, and Infantry.

g. Branch detailed officers assigned to an OCONUS long tour for their initial (first) assignment will serve in the detailed branch for the duration of the established OCONUS tour length in the JTR. Upon completion of the OCONUS long tour, career managers should ensure officers attend the transition course, if applicable, prior to attendance at the basic branch career course. HRC career managers will provide special management of branch detailed officers assigned to a long tour OCONUS location as their initial assignment. At the discretion of the unit commander, and with concurrence of the respective HRC branch chiefs (both detailed and basic branch), an officer may be "shifted" to the basic branch before the detail termination date. Shifting can only be accomplished if there is an authorized basic branch position available. All subsequent assignment actions will be the responsibility of the basic branch.

h. Branch detailed officers assigned to OCONUS short tour areas for their initial assignment will serve in the detailed branch for the duration of the detailed period. Career managers of the donor and recipient branches should coordinate prior to approval of sequential assignments to ensure officers return to installations that support both the recipient and donor branches.

i. Officers assigned to a CONUS installation designated as force stabilized post (up to 7 years) but who may not be assigned to a life-cycle unit of action will also normally be detailed for 3 years (plus initial military training time).

3–4. Departmental detail

a. Commissioned officers may be detailed to another Service to perform duties in a specified career field. Such details will normally not exceed 3 years.

- b. Army officers detailed to another Service may be further detailed, reassigned, or directed to change station within and by that Service provided the nature of the officer's duties do not change.
- c. A departmental detail involves a change in strength accountability from the Service in which the officer is currently serving to the detailed Service.
- d. For the purpose of separation, the Service to which an officer is detailed will request termination of the detail and reassignment of the officer to an Army transfer activity per AR 635-8.

3-5. Aide-de-camp detail

This paragraph prescribes policies and procedures for the selection, assignment, and reassignment of commissioned officers detailed as aide-de-camp (ADC) to the personal staff or GOs of the RA, ARNGUS, and USAR.

a. Entitlements.

(1) Each GO occupying a position in an approved modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA) may be authorized an ADC per table 3-1 as follows:

- (a) A deputy commander of an installation.
- (b) A deputy commander of a training center.
- (c) An assistant commandant of a service school.
- (d) A deputy or assistant commander who directs a headquarters at a different installation from that of the commander.
- (e) The Vice Chief of Staff of the Army and GOs assigned as deputy commanders or chiefs of advisory groups or military missions may be assigned one ADC each, not to exceed the maximum grade of rank appropriate for the grade of the GO (see table 3-1). Other GOs occupying approved TDA positions who are not commanding troops are not entitled to ADCs.

(2) When commanders believe that the service of an ADC is required in support of GO positions other than those prescribed in this chapter, a request for an exception will be submitted to General Officer Management Office (DACS-GOMO), 200 Army Pentagon, Washington, DC 20310-0200.

b. Selection.

(1) Any GO authorized an ADC may select an assigned ADC of appropriate grade and rank within their own command if that officer is located at the same installation.

(2) Any GO authorized an ADC but unable to select an assigned ADC within their command due to lack of qualified officers may request via DA Form 872 (Requisition for Individual Officer Personnel) a list of qualified officers from HRC (AHRC-ORD) via email at usarmy.knox.hrc.mbx.opmd-ord-non-conference-accounts@mail.mil.

c. Reassignment.

(1) Officers selected as ADCs will comply with current reassignment policies as specified in AR 614-30 and this regulation.

(2) When ordered to perform duty beyond the geographic limits of their commands, GOs may require their ADCs to accompany them. When a GO is ordered to PCS, they may request reassignment of the ADC, provided the GO is authorized an ADC of the same or higher grade at the new assignment. PCS orders will cite the same movement designator code (MDC) for travel expenses as that under which the GO travels.

d. *Limitation on length of duty.* No prescribed duty length is established for commissioned officers serving as ADCs. However, considerations should be given to the impact that long and repetitive assignments as an ADC will have on the ADC's career development.

e. *Component.* Commissioned officers selected for assignment as ADC within the grade limitations specified in table 3-1 may be assigned, regardless of component.

**Table 3-1
Aide-de-camp authorization**

General Officers	LTC	Major	CPT	LT	Totals
CSA	1				1
General	1				1
Lieutenant General		1			1
Major General			1		1
Brigadier General				1	1

Note:

Grade and rank indicated is highest grade and rank authorized. Selection of an ADC of lower grade or rank is discretionary on the part of the GO concerned.

3–6. Army General Staff and Defense agencies

a. This paragraph does not apply to TOS per paragraph 1–12*c.* An officer assigned to the Office of the Secretary of Defense (OSD), the Office of the Chairman of the Joint Chiefs of Staff or Joint Staff, a Defense Agency, or a DOD field activity where the tenure is limited by statute or policy to less than 36 months.

b. A duty detail does not affect the branch in which a commissioned officer is assigned or appointed. The number of duty details an individual may be directed to perform is not limited, except as provided in paragraphs 3–7 and 3–8. Generally, duty details are a command function; however, Headquarters, Department of the Army (HQDA) and DOD have a primary interest in duty details including the following:

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

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

(a) If selected for key position, be graduates of the Command and Staff College or Senior Service College (SSC)-level schooling, as appropriate.

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

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

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

c. WOs programmed for assignment or detail to the AGS should have the following qualifications:

(1) Be a graduate of the WO professional military education (PME) appropriate to the grade of the respective position.

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

3–7. General staff with troops

a. Positions will be designated in an approved MTOE and an approved TDA. Authority to establish and designate general staff with troops (GSWT) positions is delegated to the commanders reporting directly to HQDA or the Joint Chiefs of Staff within the following criteria:

(1) The coordinating staff in the headquarters of a commander occupying a GO position that plans or directs the operations of combined branches of the Army is authorized as GSWT.

(2) All U.S. Army missions, military assistance advisory groups, senior Army advisor groups in each state, the senior Army advisor to those GO commands of the Reserve Component (RC) that have a general staff organization, similar types of organizations meeting the requirements in paragraph 3–1*a.*, and military attaches are authorized as GSWT.

(3) Positions that are purely administrative, technical, or instructional or do not involve more than a single branch are not authorized as GSWT.

(4) Commissioned officers below the grade of CPT and commissioned WOs may be detailed GSWT according to the appropriate authorization document when officers of the appropriate grade are not available for these positions.

(5) Chaplains will not be detailed GSWT.

(6) Officers of the AMEDD and JAGC will not be detailed GSWT without approval of TSG or TJAG, as appropriate.

(7) TSG may designate specific positions recommended by GO commanders of regional medical commands and AMEDD installations as GSWT.

b. Relief when required from position will be accomplished by command memorandum by the commander authorized such positions. Relief from assignment to the unit or from the authorized position requires simultaneous relief from detail.

3–8. Inspector general

a. Under authority of AR 20–1 and 10 USC 7065(a), commissioned officers and commissioned WOs will be detailed as inspectors general (IGs).

(1) The Secretary of the Army (SECARMY) is authorized to detail commissioned officers and commissioned WOs as IGs throughout the Army. The Inspector General of the Army (TIG) has been delegated the authority to approve or disapprove the detail of officers nominated for IG assignments. Personnel approved for IG duty require TIG approval to be diverted or reassigned to a non-IG duty assignment.

(2) Nominees (RA, USAR, and ARNGUS) will meet the standards and submission requirements in accordance with AR 20–1. The following commissioned officers will not be detailed as IGs unless otherwise indicated:

(a) Chaplains.

(b) JAGC officers, except with concurrence of TJAG.

(c) AMEDD officers, except with concurrence of TSG.

b. Detail as an IG is career enhancing and in accordance with current assignment policies that reflect Army leadership priorities. Only those officers who have potential for advancement will be nominated for IG duty. IG duty is a unique opportunity for officers to gain a broad, Armywide perspective and understanding of the Army not usually available in any other assignment. As a result, selection for IG duty represents an investment in these officers that will continue to benefit the Army long after their IG tour of duty is complete.

c. Assignment managers are encouraged to nominate, and commanders/directing authorities are encouraged to nominate locally from currently assigned personnel, officers who are expert in how the Army runs. Specifically nominate those officers who are expert in Army culture; Army professional ethic; Army doctrine; current Army tactics, techniques, and procedures; who have impeccable professional and ethical reputations; who are excellent communicators; who have an Army record that reflects outstanding performance and demonstrated potential for future promotion and service; and who enjoy the total confidence of the commander/directing authority. These essential attributes establish credibility for the IG in the eyes of Soldiers, Family members, and Civilians seeking IG assistance as well as senior Army leaders who rely on IGs for advice and counsel.

d. The best candidates are previous battalion and BDE commanders who recently left or are about to leave command and are very familiar with the organization. Commanders/directing authorities must first gain the concurrence of respective HRC, USARC, or National Guard Bureau (NGB) assignment managers before nominating the officer(s) through HRC/USARC/NGB for TIG to either approve or disapprove the officer(s) to fill the unit's IG positions.

e. Pursuant to DODD 5106.04, nominees must meet the following minimum standards for detail as an IG:

(1) Be a citizen of the United States by either birth or naturalization.

(2) Be in the grade of CPT or above.

(3) A CPT must have successfully completed a key and developmental assignment; specifically, company, battery, or troop level command, and be a graduate of CCC. USAR AGR officers are exempt from this command requirement because of limited command opportunities; however, USAR AGR officers will be nominated for USAR IG positions only if they are within 1 year of promotion to, or under consideration for, the grade of major (MAJ).

(4) Field grade officers will be military education level (MEL) 4 (intermediate level education (ILE)) graduates and branch qualified before beginning an IG assignment. USAR and ARNG field grade officers are exempt from this MEL 4 requirement. Senior officers (for example, COL) will be War College graduates.

(5) Commissioned WOs are in the grade of chief warrant officer two or above and are graduates of, or have credit for, Senior Warrant Officer training.

(6) All officers and WOs will have undergraduate degrees. LTCs and COLs will have a master's degree.

(7) All officers and WOs will have broad, contemporary Army experience and an Army background that reflects outstanding performance, demonstrates potential for future service, and provides credibility for those Soldiers, Family members, and Civilians who seek IG assistance.

(8) Display good military bearing and appearance.

(9) Meet body composition requirements in accordance with AR 600-9.

(10) Receive a passing score on the Army physical fitness test within the last 6 months.

(11) Display moral attributes and personal traits that demonstrate adherence to Army values.

(12) Have no record of punishment under Article 15, Uniform Code of Military Justice (UCMJ); conviction by court-martial; GO letters of reprimand filed in the Army Military Human Resource Record (AMHRR)/official military personnel file; or derogatory information contained in IG records as screened by the U.S. Army Inspector General Agency.

(13) Have no record of civil conviction except for minor offenses.

(14) Have an "A" or "B" profile serial code and a "1" under "S" factor for physical profile.

(15) Possess and maintain at least a secret level clearance.

(16) Remain in a deployable status for all required areas.

f. The nominating agencies or commands will not assign the nominated officer to IG positions, or place him or her in IG offices, until the nomination has been approved by TIG and the officer has successfully completed the U.S. Army Inspector General Course.

g. Assignment managers may identify Soldiers for reassignment any time within the IG duty tour based on the needs of the Army/Army leadership assignment priorities. However, in all instances officers and WOs approved by TIG for IG duty will not be reassigned or removed until assignment managers via DA Inspector General Operations and Support Division notify TIG and a viable replacement is nominated and approved by TIG.

h. In support of DODD 5106.04, Army officers identified for detail as IGs in Joint commands and DOD agencies will, if requested, be nominated in the same manner, but are subject to TIG review and recommendations to Joint commanders and DOD agency heads for suitability to serve as an IG.

3–9. Equal opportunity program manager

- a.* In accordance with DODD 1350.2, under the authority of the SECARMY, commissioned officers will be assigned to full-time equal opportunity program manager (PM) billets.
- b.* Selection, staffing requirements, and tour lengths are in accordance with AR 600–20.
- c.* Equal opportunity PMs must attend and graduate the Defense Equal Opportunity Management Institute Equal Opportunity Advisor Course prior to being designated as equal opportunity PMs.

3–10. Sexual Harassment/Assault Response Prevention Program

- a.* Officers serving in Sexual Harassment/Assault Response Prevention Program (SHARP) positions must meet rank, screening, training, and certification eligibility requirements in accordance with DOD and SHARP policies.
- b.* The SHARP has incentive options for personnel serving as full-time military SHARP PMs, sexual assault response coordinators (SARCs), victim advocates (VAs), and trainers.
- c.* Eligible officers who are full-time SHARP PMs, SARCs, VAs, and trainers may request assignment preference or stabilization, but not both.
 - d.* Full-time SHARP PMs, SARCs, VAs, and trainers may request follow-on assignment to one of three locations preference after successfully completing a full 2-year tour in a SHARP position. If three locations with a valid Army requirement are not available, the assignment manager will offer the officer three supportable requirements to choose from. To be eligible to participate, an officer must—
 - (1) Request assignment preference to three locations with a valid Army requirement for their primary area of concentration (AOC) and grade.
 - (2) Submit a DA Form 4187 through the first LTC/O–5 in the officer’s chain of command to their assignment manager at HRC.
 - (3) Request assignment preference 12 months before the end of the 24-month duty for CONUS tours.
 - (4) Request assignment preference 12 months before the end of the 24-month duty or the date eligible from DEROS, whichever occurs first for OCONUS long tour areas.
 - (5) Use the existing Homebase/Advance Assignment Program (HAAP) or request assignment preference no later than 9 months before the end of the 12-month duty or DEROS, whichever occurs first for OCONUS short tour areas.
 - e.* Full-time SHARP PMs, SARCs, VAs, and trainers may request stabilization at their current location for 12 months after fully completing a full 2 year tour in a SHARP position. To be eligible to participate, an officer must:
 - (1) Request stabilization in a valid Army requirement for their AOC and grade at the current location.
 - (2) Submit a DA Form 4187 through the first LTC/O–5 commander in the officer’s chain of command to their assignment manager at HRC.
 - (3) Request post duty stabilization 12 months before the end of the 24-month duty or CONUS tours. Officers may request up to 12 months in the same location (no PCS cost).
 - (4) Request post duty stabilization 12 months before the end of the 24-month duty or DEROS, whichever occurs first for OCONUS long tour areas. The period will not exceed 12 months stabilization in the same location (no PCS cost). If post duty stabilization exceeds the current DEROS, the officer must simultaneously submit a request either on DA Form 4187 or memorandum for a voluntary FSTE.
 - (5) Request post duty stabilization 9 months before the end of the 12-month duty or DEROS, whichever occurs first for OCONUS short tour areas. The period will not exceed 12 months stabilization in the same location (no PCS cost) If post duty stabilization exceeds the current DEROS, the officer must simultaneously submit a request for a voluntary FSTE.
 - f.* Although every effort will be made to accommodate requests for assignment preference or stabilization the requests are not guaranteed and are subject to the Army’s needs.

3–11. Warrior transition unit cadre

Officers assigned to WTUs represent a combination of RA, USAR, and ARNG with the mission to support the population of warriors in transition. Component force providers such as HRC, USARC, and ARNG, and Army senior commanders (SCs) are responsible for manning WTUs. Army SCs are the approving authority for all WTU cadre assignments. Component force providers will identify, screen, and select officers for WTU cadre positions in accordance with AR 40–58. Commanders are authorized to select WTU cadre from their current population and reassign officers as WTU cadre.

Chapter 4 Transfers

4-1. Request for branch transfers

a. A branch transfer permanently changes a commissioned officer's control branch, component, or department. However, an officer may be transferred involuntarily by HRC when in the best interest of the Army.

b. The Voluntary Transfer Incentive Program (VTIP) is the primary method of branch transfer for officers who wish to branch transfer. Officers wishing to branch transfer must meet the requirements in the most recent VTIP military personnel message. The purpose of the VTIP is to balance officer strength in each year group while matching the desires and qualifications of the officers applying. VTIP is only available to officers requesting a branch transfer between Army competitive category (ACC) branches and functional areas.

c. The DCS, G-1 reserves the authority to execute branch transfers via the functional designation (FD) process. The FD process normally is conducted for 1 or 2 cohort year groups at a time and considers both losing and gaining branch strengths as well as officer preferences in determining which officers change branches. The FD process is only used among ACC branches.

d. Requests for VTIP of ACC officers are submitted to HRC (AHRC-OPL-R) via email at usarmy.knox.hrc.mbx.opmd-retention@mail.mil.

e. Requests for special branch transfers (AMEDD, JAGC, and Chaplain Corps) are submitted by individual officers serving on active duty and will clearly state the reasons for the request; they will be forwarded through the chain of command to the appropriate career management division or special branch management divisions. Branch transfers from special branches will be forwarded to Accessions Branch (AHRC-OPL-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5208.

f. On approval of the branch transfer, the commander of the losing branch revokes any existing AI and submits a control branch change to the Total Army Personnel Database.

g. Branch transfers, voluntary or involuntary, and inter-Service transfers for all ARNG officers are accomplished in accordance with NGR 600-100. Additionally, the Army VTIP does not apply to the ARNG.

4-2. Voluntary branch transfers

a. Officers serving on the active duty list transferring between any ACC branch and a special branch (AMEDD, JAGC, or Chaplain Corps) or between the special branches must be reappointed on active duty. Such reappointment is accomplished by HRC (HRC-OPD-R). The submission of a resignation or request for release from active duty or the initiation of a separation action prior to the acceptance of a new appointment is not required by this regulation. Acceptance of the new appointment will negate the original. Such actions may be accomplished without a break in active duty service. Both the ACC and special branch must approve all transfers. Transfers into AMEDD branches may require a constructive credit (grade) determination. Should such determination be required, USAREC will process the action.

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

c. Officers applying for transfer to MI must have a completed favorable special background investigation, and must be favorably adjudicated for access to sensitive compartmented information (SCI) prior to transfer.

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

- (1) Branch alignment by year group in both the officer's current and requested branch.
- (2) Civilian and military education.
- (3) Overall manner of performance and career potential within requested branch.
- (4) Special qualifications as appropriate.
- (5) Demonstrated aptitude for branch-specific training and assignments.
- (6) Needs of the Army.

e. Branch transfer requests must include a statement from the officer's rating official that the officer meets the body compositions standards in AR 600-9.

f. Branch transfer requests submitted by officers with a physical profile must include a statement from medical authorities concerning physical limitations of the officer.

g. Approval of branch transfer requests for aviators (AOC 15) and medical service corps (AOC 67) to another branch will affect eligibility to Aviation Incentive Pay (AvIP). The loss will be effective the date of approval of the branch transfer or on the date of previous medical or administrative disqualification for aviation service, whichever applies in accordance with DODI 7730.67 and AR 600-105. See paragraph 4-2g(4) for officers participating in FLEP. The following officers will lose AvIP:

- (1) Aviation branch officers who transfer to another branch.

- (2) Medical service corps aviators who change their area of concentration from 67J to another AOC.

Note. 67J transfers to the Aviation branch will not lose entitlement to AvIP.

- (3) Aviation branch officers who request and are approved to “single track” in their functional area.

(4) Aviation branch officers and medical service corps aviators accepted for participation in the FLEP. Loss of entitlement to AvIP for aviation branch participating in the FLEP occurs on the first day the officer begins law school.

h. Requests for transfer must include the following statement: “I understand that upon approval of my branch transfer, I will lose my entitlement to receive and accept AvIP monies on the effective date of the branch transfer, on the first day I begin law school if I am participating in the FLEP, or on the date of previous medical or administrative qualification for aviation service, whichever applies.”

- i.* Director, HRC OPMD is the approval authority for voluntary branch transfer.

4–3. Involuntary branch transfers

a. Involuntary branch transfer actions must be approved by the CG, HRC, under authority delegated by the SECARMY.

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

- (1) Loss of top secret clearance for branches requiring top secret.

- (2) MI officers losing eligibility for access for SCI.

(3) Failure of officers to maintain eligibility for participation in nuclear and chemical weapons personnel reliability programs.

- (4) Demonstrated inability to perform effectively in the current branch or to assimilate branch related training.

- (5) Conscientious objector status when it has been determined that the officer can be better managed by another branch.

- (6) Failure of aviators to maintain physical or technical proficiency.

(7) Officers who, due to physical conditions, become incapable of performing the duties of their career field under worldwide field conditions as determined by an MOS Administrative Retention Review (MAR2).

(8) Aviation branch officers who are involuntarily transferred to another branch (except to medical service corps AOC 67J) and medical service corps aviators who receive an involuntary redesignation of their AOC or branch transfer (except aviation branch) will lose their entitlement to receive and accept AvIP. The loss of entitlement will be effective the date of previous medical or administrative disqualification for aviation service, whichever applies (see AR 600–105).

(9) Projected Reserve Officers’ Training Corps (ROTC) accessions to the Army nurse corps with a military obligation who fail the National Council Licensure Examination twice will be transferred and branched in accordance with the administrative accessions guidelines published by DCS, G–1 (DAPE–MPA) for each U.S. Army cadet command HQDA/ROTC board year cohort.

c. Any commander receiving disqualifying information as in paragraphs 4–3*b*(1) through 4–3*b*(9) will notify the appropriate career management division for action.

d. Under no circumstances will involuntary branch transfer actions be substituted for appropriate administrative or disciplinary action.

4–4. Inter-Service transfers

Policy and procedures pertaining to inter-Service transfers are found in the following references:

- a.* AR 140–10 applies to Reserve officers not on active duty.

- b.* AR 614–120 applies to Army commissioned officers on the active duty list.

Chapter 5

Reassignment of Officers

5–1. Officer reassignment

a. Considerations. The primary CONUS considerations in reassigning an officer will be the officer’s current qualifications and ability to fill a valid requirement. Other factors, such as availability, volunteer status, and TOS will be secondary. When an officer with the required qualifications is identified, then the secondary criteria and other factors will be considered.

(1) The minimum TOS requirement for all assignments within or from CONUS is 36 months unless otherwise referenced in this publication. Request to deviate from the requirement must be considered on a case-by-case basis.

(2) When there is a need for an officer to fill a requirement in CONUS and more than one officer meets the assignment qualifications, the officer with the longest TOS will be considered. In all PCS moves, the TOS requirement should be met

by the departure month, unless a TOS waiver is approved. Waivers, when required, will be granted prior to officer's departure.

(3) Unless otherwise required by statute, PCS moves in CONUS will not be required solely because of the passage of a stipulated time period.

(4) Qualified volunteers should be considered for all assignments. Volunteers who have not met TOS requirement may be considered before qualified nonvolunteers who have met TOS requirements, but such a qualified volunteer requires a TOS waiver.

(5) As an exception, officers may be reassigned before completing minimum TOS requirements without a TOS waiver as outlined below:

- (a) Reassignments to an overseas tour.
 - (b) A newly accessed officer reassigned to a different duty station for initial military training or who is being separated.
 - (c) An officer reassigned to a different duty station for training or educational purposes.
 - (d) Reassignments based on completion or elimination from training or educational programs.
 - (e) Reassignments involving a low cost move (LCM) as defined in paragraph 5-1g.
 - (f) An officer permitted the option to select another location in conjunction with an established program to keep military couples together. In this case, the minimum TOS is only 1 year.
 - (g) Reassignment actions based on waiver of the requirement to complete a full Joint duty assignment (JDA) tour by the Director, Officer and Enlisted Personnel Management, under the Deputy Assistant Secretary of Defense for Military Personnel Policy.
 - (h) An officer reassigned when it is determined EFMP services are no longer available or for an approved compassionate reassignment.
 - (i) An officer reassigned to a different duty station in preparation for a unit deployment or move or rendered excess as a result of such a deployment move.
 - (j) An officer in a professional skill, such as a doctor or lawyer, serving in an assignment in order to validate their professional credentials or develop expertise in selected specialized skills before being assigned to independent duty without supervision.
 - (k) An officer disqualified for duty as a result eligibility or loss of security clearance or professional, medical, or nuclear qualification or certification. OPMD must determine that no vacant positions exist within the limits of the same geographic location in which the officer may serve, pending requalification or recertification.
 - (l) An officer reassigned as a prisoner, including an assignment to and from confinement or reassignment for the purpose of standing trial.
 - (m) An officer reassigned from patient status.
 - (n) An officer reassigned in order to accomplish PCS travel before a medical travel restriction for pregnancy (normally 36 weeks or more gestation) being imposed on the officer or the officer's spouse. This also includes reassignment for the purpose of receiving adequate medical care, including the reassignment of a female officer from an unaccompanied tour because of the lack of adequate obstetric care.
 - (o) Reassignments due to involvement in incidents that cause serious adverse publicity or embarrassment for the Government that may jeopardize the mission or that indicate threat the officer is a potential defector.
 - (p) Reassignments based on officers or their dependents being threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety. The installation's Criminal Investigative Division (CID) and Staff Judge Advocate will provide legal advice to CID and the general court-martial convening authority (GCMCA), but verification of complaints is a law enforcement function.
 - (q) Reassignment of an officer who makes an unrestricted report of sexual assault and who is granted expedited transfer as authorized in DODI 6495.02, or an officer who is a subject in an investigation of a sexual assault who the approving authority selects for transfer. Sexual assault against adults includes, but is not limited to, rape and sexual assault in violation of the UCMJ. See the full definition of sexual assault in DODI 6495.02 and the glossary.
- (6) Officers will be permitted to complete overseas tours of duty and, when possible, will be allowed to voluntarily extend an assignment beyond the prescribed tour based on the needs of the Army.
- (7) Through the pay grade of O-5, promotion will not be the only reason for PCS reassignment before tour completion.
 - (8) Sequential training assignments will be consolidated geographically to the greatest extent possible.
 - (9) The following circumstances may warrant favorable consideration:
 - (a) Officer requests to relocate overseas as a result of a unit movement.
 - (b) Officer is pending assignment as a direct result of a major weapons system change or unit conversion.
 - (c) Officer has completed at least 1 year TOS and is reassigned for initial military training.
 - (d) Officer is serving in a position pending termination.
 - (e) Officer is the most available and best qualified to fill a high priority position that cannot otherwise be filled.

(f) Officer is selected for battalion or BDE command or project or systems manager.

(g) Officer has served 18 to 24 months as a USAREC company, battalion, or BDE commander; or 36 months as a Military Entrance Processing Command commander.

b. *Outside the continental United States.* OCONUS reassignment from overseas will be in accordance with AR 614–30.

(1) Within a designated occupational specialty and grade, officers will be considered for an equitable distribution of overseas duty assignments. Every effort will be made to minimize the periods of forced Family separation and the adverse effects of overseas military service that may be encountered by the officer and their dependents.

(2) Officers may be reassigned within the major overseas command (intratheater transfer).

(3) For overseas tours, curtailments and tour credit will be in accordance with AR 614–30.

(4) Exceptions to completing overseas tours to attend centrally selected schools (SSC and ILE) will be announced annually in the DCS, G–1 slating guidance.

c. *Officers with school-age children.* To the maximum extent practicable within operational and other military requirements, PCS moves for officers who have school-age (kindergarten through 12th grade) dependents should occur at times that avoid disruption of the dependents' school year and minimize educational costs.

d. *Adoption.* When practicable within operational and other military requirements, a PCS move for an officer who is in the process of adopting an unrelated child under 18 years of age should occur at a time that allows for completion of the adoption or avoids disruption of the proceedings.

e. *Reassignment of nondeployable officers.*

(1) Commanders may involuntarily reassign immediately available officers to TDA or low tempo MTOE units located at the home installation or nearest installation having a valid open requirement capable of using the officer's skills.

(2) To be reassigned officers must meet one of the following criteria:

(a) Nondeployable conditions (MRC3).

(b) Have temporary nondeployable conditions (such as medical conditions) that cannot be corrected within 30 days of the unit's main body deployment date, if the officer is in a unit alerted for deployment or potential deployment.

f. *Excess at one location.* Officers are determined to be excess at one location for any of the following reasons will be reassigned, in a reasonable length of time, elsewhere on the same installation or to the nearest installation in need of their skills:

(1) Unit inactivation or deactivation.

(2) Base realignment and closure.

(3) Organization or staffing changes.

(4) Branch transfer changing the specialty or skill designator of an officer.

(5) Disqualification for duty as a result of ineligibility; denial or revocation of security clearance, professional certification, nuclear certification, or medical qualifications to perform; or relief from duty for cause.

g. *Low cost move.* An LCM is defined as a PCS move from which the total expected costs, including the officer's travel and transportation allowances and dislocation allowance, if applicable, do not exceed \$1,000.

(1) *Continental United States.* Unless assigned to a position on the Joint duty assignment list (JDAL) an LCM will not stabilize an officer at the gaining location. The officer remains eligible for worldwide assignment. There are no additional TOS or retention requirements for an LCM. However, if officers are within 1 year of return from an overseas tour, they may not be moved unless they volunteer.

(2) *Outside the continental United States.* An LCM does not obligate the officer to an increased tour length; the officer's DEROS remains the same. There are no additional TOS requirements for the officer. Additionally, the officer is not entitled to free travel home between consecutive overseas tours (COTs) or an in-place consecutive overseas tour (IPCOT) entitlement after completion of their initial tour.

Note. All close proximity moves in which officers are entitled to a COT and/or IPCOT entitlements, also known as "free home travel incentive," will be charged as an operational move (MDC 3E) and will obligate the officer to a new tour requirement.

(3) *Authority.* ACOM, ASCC, and DRU commanders may approve LCM within their allocation from HRC. HRC is the LCM approval authority for commands not provided allocations, for ACOMs that have reached their allocation ceiling, and for an LCM between two ACOMs or activities.

(4) *Processing procedures.* Before an LCM is approved, officers must coordinate with their servicing finance office and local transportation office to provide a total entitlement cost analysis to the personnel command or agency. An LCM request for HRC approval must also include cost data. These procedures are imperative since each move, regardless of the entitlement estimate, will be counted as one \$1,000 LCM. Further, if the costing data of the move exceeds the \$1,000 threshold, the LCM request must be denied by the appropriate assignment authority. Requests for LCM requiring HRC

approval will be forwarded to the CG, HRC, and appropriate career management division. LCM PCS orders must reflect MDC “3F” for OCONUS and “3B” for CONUS.

(5) *Reporting requirements.* A monthly reporting requirement at the beginning of each FY is established with the end of month as a cut-off date. Each ACOM will provide an officer LCM report to Commander, U.S. Army Human Resources Command (HRC-OPM-P), 1600 Spearhead Avenue, Fort Knox, KY 40122-5100, or via email to usarmy.knox.hrc.mbx.opmd-msd-ppsab-policy@mail.mil, not later than the fifth of each month. This report must include name, grade, tour length, the “from” and “to” location and distance, estimated total cost, and the total number of LCMs approved to date for FY. Negative reports are required.

h. Stabilization objective.

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

(2) The Army objective is to provide maximum stability for all officer tours in support of DODI 1315.18 and AR 614-30.

(3) Officers who PCS are stabilized for a minimum of 12 months on their arrival to gaining installation with exception of PCS moves for military or civilian schooling.

i. Reassignment restrictions.

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

(a) Have already conducted a full cost PCS and the follow-on assignment would result in another full cost move in the same FY.

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

(c) Are obligated Army Educational Requirement System (AERS) assets serving in an AERS-validated position and have not completed the required utilization.

(d) Have an HRC approved stabilization in a position with a statutory tour of duty or have not completed a minimum of 12 months TOS.

(e) Are serving a prescribed tour of duty overseas in accordance with the JTR.

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

(2) If an officer becomes excess or requires a change of assignment for any reason the following will be considered:

(a) Reassignment at the same duty station.

(b) Encouragement of voluntary extension of overseas tour.

(c) Curtailment of overseas tour per AR 614-30.

(d) Except for LCMs, requests to move prior to completion of prescribed overseas tour or CONUS tour requirement will be submitted for consideration as an exception to policy. Requests will be initiated by a COL in the chain of command and sent to HRC to the appropriate assignment division.

(3) Officers who exceed the Army body composition standard in AR 600-9 will not be permitted to PCS to attend professional military or civilian schooling. Professional civilian courses are those post-secondary and technical courses, fully or partially funded by the Army, in which the officer participates full-time.

(4) Officers who are one-time nonselects for promotion to the grades of CPT through LTC or chief warrant officer three through chief warrant officer five will not normally be reassigned until final action of a subsequent recommendation for promotion. However, if the promotion review authority denies promotion and retention, the officer will be reassigned only for the purpose of separation. This does not restrict the assignment of officers in a must-move status. Additionally, officers who are one-time nonselects should be removed from orders unless it is in the best interest of the Service or the officer concerned to complete the move (see AR 600-8-29).

(5) First-term officers with a 3 year service obligation will normally be given only one assignment following their Basic Officer Leaders Course (BOLC). First-term officers with a 4 year service obligation will normally be given no more than two assignments following BOLC regardless of tour length.

(6) Officers will be deleted or deferred from an AI that requires a specific security clearance when potential disqualifying information is received from the DOD Consolidated Adjudications Facility, HRC, or the officer’s commander or security officer in accordance with AR 380-67. DOD Consolidated Adjudication Facility will notify the appropriate career management division of any unfavorable security determinations. The career management division makes the decision to defer the officer, if the data received indicates that a final decision will be rendered in time to allow backfill of the requirement (without changing the report date) in the event of an unfavorable determination. A determination will also be made to delete the officer in all other cases and immediately backfill the requirement. If the final personnel security determination is unfavorable, the officer may appeal according to AR 380-67. If the determination is favorable, the offer regains eligibility for future assignments requiring a level of clearance.

(7) Other reassignment restrictions to overseas locations are specified in AR 614-30.

(8) From the time an officer receives a P3/P4 profile until the time the MAR2 process is completed (including a decision on any appeal), the officer is ineligible for reassignment instructions or orders. If the officer has already received reassignment orders prior to initiation of the MAR2 process, the process must be completed and a final decision rendered before the officer proceeds on assignment.

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

a. Reassignment on approval of branch transfer.

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

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

(b) Remain in current assignment until reassigned.

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

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

(b) If current assignment is branch material to the former branch, be reassigned within the overseas ACOM (if career field and/or density allows).

b. Reassignment of promoted officers or officers selected for promotion.

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

(2) HRC and special branches will assign officers expected to be promoted during the next tour of duty and who are in a must-move status to locations being utilized in their branch. The fact that an officer is on an approved DA promotion list will be included in DA AIs. However, officer accountability is a function of control grade (that grade in which the officer is expected to be serving at the end of the FY) for projected strength management and requisitioning purpose.

(3) The reassignment of a 2LT within 60 days of promotion eligibility to 1LT may be delayed until DA Form 78 (Recommendation for Promotion to 1LT/CW2) has been completely processed, to include the promotion review authority's action on recommendations to deny promotion. When final DA Form 78 denies promotion and retention, the officer will be reassigned for the purpose of separation pursuant to AR 600-8-24. All delays must be coordinated with appropriate HRC or special branch career branch.

5-3. Married Army Couples Program

a. Provisions of this section apply to active duty officers in the following categories: RA, USAR AGR, and 10 USC ARNGUS AGR officers and sister Services (Air Force, Marines, Navy, and Coast Guard). Officers married to civilians, nonactive duty members of the Army, or other military Services is a manual process.

b. Army readiness is paramount when considering personnel for assignment. Married Army couples desiring a joint domicile assignment to establish a common household must request such assignment. The assignment desires of these officers to establish a common household will be fully considered. Decisions on career development for these couples should take into consideration the Army goal of providing all qualified personnel equity in assignments, but married Army couples must be prepared to meet their military obligations regardless of assignment. Requests for joint domicile will normally be approved under the following circumstances:

(1) Married Army couples desiring joint assignment to establish a common household or joint domicile must request such assignment by enrolling in the MACP. Application for enrollment must be submitted not later than 30 days from the date of marriage or when the officer becomes eligible. Marriage must be valid per AR 37-104-4. Actions based on intended marriage will not be considered even as an exception to policy.

(2) Only one officer needs to request enrollment in the MACP when both officers are serviced by the same MPD, BCT, and/or BDE S1. Signatures of both officers are required; otherwise both must apply.

(3) After submission of the spouse data, the MPD/BCT/BDE S1 will access the system and verify enrollment prior to notifying officers of their enrollment request.

(4) Enrollment guarantees joint domicile assignment consideration; however, it does not guarantee that the couple will be assigned together at the same location and/or at the same time.

(5) Favorable consideration for joint domicile assignment will depend on:

(a) A valid requisition/requirement existing in the same area for both officers.

(b) Career progression of both officers is not being adversely affected and officer being otherwise eligible for the assignment.

(6) If married to another U.S. military Servicemember, a DA Form 4187 may be submitted to request reassignment to join their spouse.

(7) The guideline for a joint domicile assignment is that couples will be close enough together for officers to establish a common household (50-mile radius or 1 hour driving time of each other). Married officers will not be assigned so they will be in their spouse's rating chain.

(8) As an exception, a reassignment may be granted by HRC, regardless of officer's TOS, to establish a joint domicile when an officer's spouse is assigned to WTU (not applicable for exception if spouse is assigned as WTU cadre). The officer desiring reassignment to the spouse's WTU location must initiate the request for reassignment.

(a) A reassignment in CONUS, under the MACP, to establish a joint domicile may be granted as an exception.

(b) A valid requisition exists in the officer's grade and AOC at the gaining installation, and assignments are near enough each other to establish joint domicile.

(c) Losing installation does not have a critical shortage in the officer's grade and AOC.

(d) Officers must have 24 months TOS remaining after arrival at gaining installation (must be able to serve prescribed tour to joining spouse overseas). If needed, this service may be acquired through extension or reenlistment prior to departing the losing duty station.

(e) When an officer is reassigned to join their spouse, neither will be involuntarily reassigned for at least 12 months from the date the reassigned officer arrives on station. This policy will also apply when both are reassigned to establish a common household. The 12-month period will be computed from the later of the two arrivals when the arrival dates differ. The term "involuntarily reassigned" does not include deployments or other TDY requirements.

(f) Joint domicile assignments will not be considered when one officer is attending school in a PCS status. However, consideration will be given upon school completion.

c. OCONUS tour lengths for married Army couples are prescribed in AR 614–30. Married Army couples may be assigned to the same OCONUS area under the following conditions:

(1) If there is a valid vacancy for both officers.

(2) If a common household can be established as determined by the gaining command.

(3) If both have served a minimum of 12 months at current CONUS duty station.

(4) Family travel is not automatic upon approval of a joint domicile assignment (see AR 55–46). Officers must apply for Family travel and receive approval from the OCONUS command prior to the Family's departure.

(5) When a married Army couple on an approved OCONUS joint domicile assignment arrives OCONUS at different times, the first arriving officer's DEROs will be automatically (without officer's consent) adjusted to equal of the spouse's DEROs. The second arriving officer is not authorized a tour curtailment to meet the spouse's DEROs.

(6) When joint domicile assignment to a short tour OCONUS area cannot be accomplished, the spouse will not be automatically placed on an AI to the same area. However, the spouse may submit an individual request to the same short tour area or a different short tour area. (This assignment does not provide for establishment of a joint domicile, and the couple is not entitled to government Family housing or other special consideration based upon their marital status.) Normally, an assignment to establish a common household in a short tour area will not be approved if housing is not available.

(7) Married Army couples with minor Family members may volunteer for assignment to a dependent-restricted OCONUS area providing they have proper care for their Family members. They will serve the unaccompanied tour unless they request an extension.

(8) If a married Army couple with Family members are both involuntarily assigned to a dependent-restricted OCONUS area, one officer may request a temporary deferment to arrange for care of the Family member(s).

(9) Married Army couples assigned together to a short tour area that authorize Family members will serve the accompanied tour. However, if the AI does not indicate officers are assigned under the MACP, the couple (even though they share a common household) will serve the unaccompanied tour. Couples may request tour extensions.

(10) When either member of a married Army couple completes an unaccompanied overseas tour, neither officer will be required to serve a similar tour until they have served together in CONUS or OCONUS for at least 12 months, when possible.

5–4. Homebase/Advance Assignment Program

a. HAAP CONUS assignments are available for officers (WO through LTC) selected for a dependent-restricted tour. An unaccompanied tour does not equate to a dependent-restricted tour. When possible, officers will be returned to the place of prior assignment (homebase) provided that assignment was CONUS (including Hawaii and Alaska). If not, an advance assignment to another location (sequential) will be made only to CONUS (including Hawaii and Alaska) assignment. The program's intent is to conserve PCS funds and to minimize Family turbulence associated with a move to a dependent-restricted overseas area. All officers, regardless of marital status, may participate in the program.

(1) Officers who participate in the HAAP must sign a written statement indicating that they understand the intent of the program and acknowledge they are not entitled to use their Family travel entitlement or ship HHG except for items shipped to the dependent-restricted overseas area for their personal use (see JTR).

(2) Officers who participate in the advance (sequential) assignment program must sign a written statement indicating that they understand the intent of the program and acknowledge they are not entitled to use their Family travel entitlement to ship HHG except to relocate Family members to location of advance (sequential) assignment. This does not include HHG shipped to the overseas area for personal use (see JTR).

(3) If HHG are moved to other than the programmed HAAP location (even at the officer's own expense), the officer is no longer eligible for HAAP.

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

(5) For a HAAP assignment, the officer will return to the previous permanent duty station or location to which assigned prior to selection for a dependent-restricted tour.

(a) When an officer's Family wishes to remain in place while the officer conducts the dependent-restricted tour, the officer requires a DA Form 4187, sent through the installation commander for review and approval, then forwarded to the appropriate career management division.

(b) A request for a HAAP assignment must arrive at the appropriate career management division within 30 days after an officer is notified of the assignment to a dependent-restricted tour.

(6) An officer receiving an advance (sequential) assignment will be pre-assigned to a designated CONUS installation, Alaska, or Hawaii prior to departure overseas.

(a) An officer with an advance (sequential) assignment may only incur one move and may not elect to move dependents a second time at government expense.

(b) Concurrence of the installation commander is not required for advance (sequential) assignment.

(7) Assignment orders assigning personnel to units that are scheduled for deployment or movement to dependent-restricted areas within 90 days of the officer's reporting date at the new station will contain the following statement: "You are scheduled for a further move to a dependent-restricted area overseas. You are authorized movement of your dependents and shipment of HHG to the vicinity of the new duty station."

(8) The following housing policy supports HAAP:

(a) Officers through the grade of LTC on orders to a dependent-restricted area may retain their government quarters.

(b) Retention of government quarters is voluntary. However, formal notification of intent should be submitted as soon as possible after receipt of orders, but not later than 30 days prior to departure of the sponsor.

(c) Occupants of designated housing may not retain their house, but they may be eligible for priority assignment to other available housing at the same installation, with movement at government expense.

(9) Changes in programmed HAAP assignments will be kept to a minimum. Changes will be made only after notifying the officer of the circumstances requiring the change. If either the HAAP or advance assignment is cancelled or changed by the Army (through no request or fault of the officer) the PCS entitlements not executed by the officer may be used (for example, movement to a designated location).

(10) An officer who moves dependents subsequent to determination of the HAAP assignment may be reprogrammed to an installation closest to the Family's location.

(11) Officer management personnel at all levels will coordinate with the officer selected for a dependent-restricted short tour (12 months) to ensure complete understanding of HAAP provisions and the officer's requirements in HAAP. The following should be discussed with the officer:

(a) Family location in conjunction with the officer's follow-on assignment.

(b) The impact of promotion on assignments. Army requirements and professional development considerations may necessitate a change in initial assignment due to promotion to the next higher grade.

(c) Selection for schools (CCC, ILE, SSC, and WO training) may nullify an officer's HAAP assignment unless attendance is declined.

(d) An approved FSTE may affect the projected HAAP assignment.

(e) An approved intertheater transfer will automatically cancel a HAAP assignment.

(f) Potential for change to HAAP assignment based on unit inactivation, loss of manning priorities support, unanticipated over-strength situations, or higher priority personnel requirements.

b. The following statements will be included in the special instructions of PCS orders for those officers who elect to participate in HAAP:

(1) For homebase assignments, "Officer is participating in the homebase program and has elected to leave Family members at (enter homebase location) while serving in a dependent-restricted location."

(2) For advance (sequential) assignments, "Officer is participating in the advance (sequential) assignment program and has elected to leave Family members at (enter current location) or has elected to send Family members to (enter sequential/advance assignment location) while serving in a dependent-restricted location."

(3) Officers who decline to sign statement or sign statement and later use their PCS entitlements will have their HAAP reviewed and possibly canceled. It is imperative that officer contact their assignment manager. Orders will state, "Officer has elected not to participate in the HAAP."

(4) Finance and accounting officials must review PCS orders for the above statements. If orders are used to substantiate a claim for dependent travel to any location other than HAAP location, forward a copy of the PCS order and travel voucher to the officer's MPD as appropriate. The MPD will notify their HQDA assignment authority that the officer moved Family members to an unauthorized location and that the assignment authority will reconsider the officer's HAAP.

5-5. Permissive reassignment at no expense to the Government

a. A permissive assignment (at no cost to the government) CONUS to CONUS or intratheater OCONUS area is another means for a married Army couple to establish joint domicile. (Only one of the officers needs to apply.)

b. Area moves that are CONUS to OCONUS, OCONUS to CONUS, or intertheater and short tour OCONUS under permissive conditions are not authorized.

c. An application either on DA Form 4187 or memorandum for permissive assignment will include a statement that the application, if approved, is subject the following rules:

(1) Officers must have at least 12 months but less than 24 months at current station. This cannot be waived. However, an officer may submit a request for permissive assignment after serving 6 months at current duty station for movement after completion of the 12-month TOS requirement.

(2) A valid requirement must exist for the officer's grade and career field/military occupational specialty (MOS).

(3) Officer based OCONUS will extend their DEROS when necessary.

(4) No stabilization period is authorized for these assignments.

(5) Officers will pay all expenses incident to travel to the new duty station, including transportation of Family members and shipment of HHG. Officers will also arrange for shipment of HHG. Government facilities including packing, movement, and storage will not be used. Officers may, however, obtain advice from the local transportation office.

(6) Travel time in conjunction with the move will be charged as ordinary leave.

(7) A permissive assignment request may be withdrawn at any time prior to departing the current duty station. If the request is withdrawn, it will also be revoked.

5-6. Disenrollment from the Married Army Couples Program

a. Officers may terminate enrollment in the MACP at any time by initiating a DA Form 4187 to their servicing MPD, BCT, and/or BDE S1.

b. Failure to update MACP information or changes in marital status will cause continued joint domicile assignment consideration (including officers who are legally separated or divorced).

c. Officers that are legally separated or divorced must update current marital status through their servicing MPD/BCT/BDE S1. Officers will be automatically disenrolled from the MACP when their marital status updates in the HRC database.

d. Officers, including those not legally separated or divorced, are required to submit an application DA Form 4187 with both signatures to their respective MPD, BCT, and/or BDE S-1. When officers are serviced by the same MPD, BCT, and/or BDE S1, only one officer needs to submit the application. However, both signatures are required.

5-7. Assignment policies to accommodate individual officer circumstances

a. *Reassignment of officers infected with human immunodeficiency virus.* Officers determined to be infected with human immunodeficiency virus (HIV) and found to be fit for duty will be reassigned per the provisions outline in AR 600-110.

b. *Reassignment of officers as conscientious objector.* Officers will be used in a proper noncombatant arms branch and precluded from unit assignments in which they are required to bear arms per AR 600-43. If, after a thorough evaluation, the branch, installation, or ACOM determines that a 1-A-0 conscientious objector cannot fulfil the requirements of their officer specialty, an involuntary branch transfer may be initiated.

c. *Hostile fire area.* Assignment of sole surviving son or daughter to duty in designated hostile fire/imminent danger area referred to as "hostile fire area." If a Soldier of a Family is killed or dies when serving in a designated hostile fire area, other Soldier(s) of the same Family will, upon approval of their request, be exempt from serving in designated hostile fire areas. If already serving in such an area, the Soldier(s) will be reassigned out of the area. The exemption also applies to Family members of those Soldiers who are in a captured or missing status or who have been determined by the Department of Veterans Affairs or a military Service to be 100 percent physically or mentally disabled.

d. Registered sex offenders. Officers will comply and be assigned according to the provisions of AR 27–10, AR 190–45, DODI 1315.18, DODI 1325.07, DODI 5525.20, and 34 USC Chapter 209 which require registration of military sexual offenders with the Installation Provost Marshal and state sex offenders with the Installation Provost Marshal and state sex offender registration officials.

e. Assignment consideration code assignment restrictions for convicted sexual assault offenders. HRC will enter L3 and/or L8. A Soldier's record can reflect both L3/L8 at the same time.

(1) ASCO code of L3 and L8 are sex-related offenses which include a violation of the following sections of 10 USC and equivalent articles of the UCMJ:

(a) 10 USC 920, Art. 120. This includes rape, sexual assault, aggravated sexual contact, abusive sexual contact, and proof of threat.

(b) 10 USC 920b, Art. 120b. This includes rape, sexual assault, sexual abuse of a child, and proof of threat.

(c) 10 USC 920c, Art. 120c. This includes indecent viewing, visual recording, or broadcasting.

(d) 10 USC 880, Art. 80. Any attempt to commit the offenses listed in paragraphs 5–7e(1)(a) through 5–7e(1)(c).

(2) L3 applies to any Soldier who has received a court-martial conviction, nonjudicial punishment, or punitive administrative action for a sex-related offense. L8 requires a conviction which can include federal, foreign, state, or general or special court martial convictions, but it does not include summary court martial convictions, Article 15, general officer memorandum of reprimand, or involuntary separation actions.

(3) Any Soldier with a documented sex-related offense will have supporting documents labeled as such in the performance folder of the AMHRR. Additionally, he or she will have the ASCO L3 and/or L8 documented in the appropriate human resources system.

(4) Upon discovery that a Soldier within their command received a sexual assault offense conviction that did not result in a punitive discharge or dismissal, commanders will initiate an administrative separation action as directed in AR 600–20. This applies to all personnel currently in the Army, regardless of when the conviction for a sexual assault offense occurred and regardless of component of membership and current status within that component.

(5) Commanders will ensure Soldiers convicted of a sexual assault offense are not assigned or deployed on a TDY, temporary change of station, or PCS status to duty stations OCONUS. The only permitted OCONUS locations are Hawaii, Alaska, the commonwealth of Puerto Rico, or territories or possessions of the United States.

5–8. Transfer procedures for victims of sexual assault

a. The Army is committed to the health, safety, and well-being of its officers. Victims of sexual assault may not wish to remain in their current unit or organization after the sexual assault incident, as remaining may negatively affect their emotional well-being, as well as the cohesion of the unit and/or organization. It is Army policy that a presumption in favor of transferring or reassigning a sexual assault victim will be supported at their request, following that victim's credible unrestricted report of sexual assault. Commanders will consider requests for transfer or reassignment in an expedited manner.

b. Per DODI 6495.02, the intent behind the expedited transfer policy is to address situations where a victim of sexual assault feels safe, but uncomfortable, and to assist in the victim's recovery by moving the victim to a new location, where no one knows of the sexual assault. An example where a victim feels uncomfortable is when a victim may be experiencing ostracism and retaliation.

c. Victims of sex offenses listed under DODI 1325.07; UCMJ, Art. 120; and UCMJ, Art. 120c, are eligible for an expedited transfer.

d. Any threat to life or safety of a Soldier must be immediately reported to the command and CID, and a request to transfer the victim under these circumstances must be handled as a threat to life transfer rather than an expedited transfer for victims of sexual assault.

e. Officers who file an unrestricted report of sexual assault must be informed by the SARC, SHARP VA, commander, or civilian supervisor equivalent, at the time of making the report, or as soon as practicable, of the option to request an expedited transfer from their assigned command or installation, or to a different location within their assigned command or installation. An officer on assignment instructions may also request an assignment deletion when the subject is assigned or inbound to the officer's gaining location.

f. Commanders will take reasonable steps to prevent a transfer from negatively impacting the officer's career to the extent practicable. The commander will ensure the officer is fully informed regarding foreseeable impacts on their career, the potential impact of the transfer or reassignment on the investigation and case disposition or the initiation of other adverse action against the subject, the effect on bonus recoupment, if any, and any other possible consequences of granting the request. Officers requesting the transfer must be informed that they may have to return for the prosecution of the case, if the determination is made that prosecution is the appropriate action.

g. Expedited transfer procedures require that a commander make a determination and provide their reasons and justification on the transfer of an officer based on a credible report of sexual assault. Commanders must consider the following factors in determining whether a transfer or reassignment is appropriate, and, if so, the lowest level of transfer or reassignment that would meet both the needs of the victim and the Army:

- (1) The officer's reasons for the request.
- (2) Potential transfer of the subject instead of the Soldier requesting the transfer.
- (3) Nature and circumstances of the offense.
- (4) Whether a temporary transfer would meet the Soldier's needs and the operational needs of the unit, including situationally unique requirements in deployed areas.
- (5) Training status of the Soldier requesting the transfer.
- (6) Availability of positions within other units on the installation.
- (7) Status of the investigation and potential impact on the investigation and future disposition of the offense, after consultation with CID and servicing legal office.
- (8) Location of the subject.
- (9) Subject's status (Servicemember or civilian).
- (10) Other pertinent circumstances or facts, such as potential disposition of collateral misconduct, availability of positions within other units on the installation, the training status of the requesting officer, and the officer's input.

h. Procedures are as follows:

(1) Requests will be submitted by the officer on a DA Form 4187 to his or her battalion-level commanding officer, with a CID case number, name of investigating agent, and a statement from the Soldier explaining why he or she wants to be moved or deleted from assignment. Victims are encouraged to include all their concerns in the request to aid the commander in understanding their needs and in making an informed decision.

(2) The battalion commander must document the date and time the request is received.

(3) The battalion commander or above must make a credible report determination at the time the request is made, after considering the advice of the supporting judge advocate, or other legal advisor concerned, and the available evidence provided by investigative organizations. Only reports that are determined credible will be forwarded to the approval and/or disapproval authorities for reassignment consideration. If the expedited transfer is rejected because there was no credible report, the grounds on which it was rejected must be documented by the battalion commander.

(4) Requests for expedited transfer or reassignment must be endorsed by an O-5 or higher on DA Form 4187, block 12. Within 72 hours from the receipt of the officer's request, the commander in the chain of command with the appropriate approval authority must provide a decision regarding the officer's request.

(5) Approval and/or disapproval authorities are as follows:

(a) *Local moves that do not cross Army command, Army service component command, and/or direct reporting unit.* The approval authority for local moves that do not cross ACOM, ASCC, and/or DRU is the lowest level commander exercising authority over both the losing and gaining unit. The disapproval authority for local moves that do not cross ACOM, ASCC, and/or DRU is the first GO in the Soldier's chain of command, who may delegate disapproval authority to another GO within the command, or to a member of the senior executive service. These assignments do not require coordination with or notification to HRC.

(b) *Local moves that cross Army command, Army service component command, and/or direct reporting unit.* The approval authority for local moves that cross ACOM, ASCC, and/or DRU is the SC at the installation. The disapproval authority for local moves that cross ACOM, ASCC, and/or DRU is the SC at the installation, provided the SC is a GO. When the SC is not a GO, the disapproval authority is the first GO in the Soldier's chain of command, who may delegate disapproval authority to another GO within the command, or to a member of the senior executive service within 72 hours. Approved assignments require notification to HRC, OPMD, via encrypted email at usarmy.knox.hrc.mbx.opmd-ofc-compassionate@mail.mil. Disapproved assignments do not require coordination with or notification to HRC.

(c) *Permanent change of station moves.* The approval authority for officer PCS moves is the Chief, OPMD. HRC has all assignment waiver authorities to execute PCS of victims of sexual assault. The disapproval authority for officer PCS reassignments is the Commander, HRC. All PCS expedited transfer requests require coordination with HRC. Recommendations for PCS disapproval require a command endorsement, with justification, forwarded to HRC with the original request.

(6) Additional processing requirements for requests for PCS moves are as follows:

(a) Requests for officer reassignment actions must be encrypted and forwarded via email to usarmy.knox.hrc.mbx.opmd-ofc-compassionate-actions@mail.mil. Return correspondence from OPMD will be through email.

(b) Recommendations for PCS approval will have the following statements entered, verbatim, by the commander in section IV on the DA Form 4187 and will be submitted to HRC for decision:

1. "Based on all available evidence, supporting documentation, and the advice of the supporting legal advisor, I believe there are reasonable grounds to conclude a sexual offense under UCMJ, Art. 120 and 120c has been committed against the Soldier requesting transfer and/or reassignment."

2. "A temporary or permanent movement to a unit within the same battalion or BDE, to a unit within the same division, or to a unit on the same installation have all been considered."

3. "I have fully informed the victim of the potential impact of transfer or reassignment on the investigation; of the potential the victim may have to return for prosecution if prosecution is the appropriate course of action; future disposition of the allegation and potential prosecution or other adverse action that may be initiated against the subject; potential for bonus recoupment, if applicable; reasonably foreseeable career impacts; and other possible consequences of granting the request."

4. "The officer understands permanent change of station does not guarantee station of choice. PCS requests will ordinarily be to a valid authorized requirement, CONUS, at the needs of the army."

5. "I believe a reassignment from (losing installation) would be in the best interest of the officer and the organization."

(c) Transfers to a different installation should be completed within 30 calendar days from the date the transfer is approved. Local moves should be completed within 1 week from the date the transfer is approved.

5–9. Policies for assignment to utilize education and professional developing positions

a. Reassignment of officers for Advanced Civil Schooling and Training with Industry. Reassignment of officers for Advanced Civil Schooling and Training with Industry will be in accordance with AR 621–1.

b. Lieutenant's assignment policy (not including Army Medical Department, Judge Advocate General's Corps, and Chaplain Corps).

(1) Assign newly accessed LTs to installations and/or locations where troop leading and/or branch qualifying experience is available.

(2) LTs unable to obtain troop leading/branch qualifying experience at the initial accession assignment locations/installation may volunteer to be reassigned to an overseas area when they have 24 months in service and a sufficient service obligation remaining.

(3) Experienced LTs will normally fill LT positions at locations where troop leading/branch qualifying experience is not available.

c. Company-level command assignment policy.

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

(2) The stability of commanders is critical to unit readiness and cohesion; therefore, the CONUS and overseas long tour company-level command tour length is established at 18 to 24 months. The following factors influence the change of command date:

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

(b) Unit stability consideration consisting of unit readiness and state of unit training. It also consists of pending major exercises or inspections and the availability and stability of other officer and noncommissioned officer (NCO) in the unit.

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

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

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

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

(c) HRC will consider requests for extension or stabilization for up to 12 additional months on station or until completion of 18 months in command.

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

d. Captain's Career Course.

(1) This paragraph establishes policies, prescribes procedures, and assigns responsibilities applicable to the CCC. This paragraph does not apply to AMEDD, JAGC, or Chaplain Corps officers.

(2) Officers will be identified to attend CCC 6 months prior to the course start date.

(3) Students receive personal interviews with HRC assignment managers and finalize any required assignment adjustments.

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

(5) If specific training is required, but due to scheduling difficulties the officer cannot be programmed to attend within 2 weeks following completion of CCC, the officer will proceed to their next duty station. HRC, with the concurrence of the gaining unit, may program the officer for future training when quotas become available.

(6) The Army Training Requirements Resource System (ATRRS) will be used for scheduling CCC and additional training. HRC will input all personnel data for class attendance. Proponent schools will annotate student status and input follow-on module training scheduled.

(7) Deletion from attendance to CCC will occur only when a resignation packet is approved by HRC.

e. Assignment for intermediate level education/Command and General Staff College.

(1) Graduates of resident ILE, not including Chaplain Corps, JAGC, and AMEDD officers, are assigned according to an annual ILE distribution plan prepared by HRC. The ILE plan allocates graduating students to command based on leader development objectives and ACOM support for the grade, branch, and functional area of the officers being assigned.

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

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

f. Graduates of resident Senior Service College and fellowships. Graduates of resident SSC and fellowships are assigned according to the specific nature of the SSC education and the individual qualifications of the graduate. Graduates of the Army War College Distance Education Program return to their assigned commands at the completion of the program. The same criteria used to assign resident SSC graduates are used for studies graduates when they become available for reassignment. Distribution priority is specified for ILE graduates.

g. Assignment of Army competitive category lieutenant colonels who are former battalion commanders.

(1) In most cases, officers who have successfully completed a centrally selected battalion command (battalion command included on the command election list) and are serving in the grade of LTC will be assigned to the following types of positions and/or commands:

(a) OSD and the Joint Staff.

(b) Army Staff.

(c) Other Joint duty positions as delineated on the JDAL.

(d) TRADOC schools.

(e) Field operating agencies of the Army Staff.

(2) The positions and/or commands listed in paragraphs 5–9g(1)(a) through 5–9g(1)(e) are not by priority nor are they exclusive, and do not restrict the assignment of former battalion commanders to any other positions and/or commands. The positions and/or commands on the list are guidelines for assignments where former battalion commanders can best utilized and share their command experience.

h. Assignment for graduates of the School of Advanced Military Studies.

(1) *Advanced Military Studies Program.*

(a) AMSP is a graduate-level program of the School of Advanced Military Studies (SAMS). SAMS provides advance education in military arts and science and graduates earn a master's degree. The program description is referenced in AR 350–1. Following graduation, officers serve one utilization tour, at least 12 months long, in critical battle staff position within a division, corps, or equivalent headquarters.

(b) There is a two-tier distribution plan for the AMSP graduating class and former graduates. Tier I is the annual distribution plan for the AMSP graduating class, minus those graduating AMSP students who are LTCs. Any AMSP graduating LTC will be assigned to a tier II position. Tier II is the formalized plan for the reutilization of the graduates of AMSP and Advanced Strategic Leadership Studies Program (ASLSP).

(c) Tier I distribution is the first assignment after graduation for AMSP students and is phase III of their education process. Officers in tier I utilization tours will serve as a staff plans officer with priority of fill to committed, forward-deployed, contingency, and reinforcing units. Functional area 59 (strategic plans and policy) officers' tier I assignments should be to a corps or ASCC headquarters. Special Forces officers are assigned to U.S. Special Operations Command at forward-deployed units based on the officers' regional orientation. When applicable, adjustments to distribution will be coordinated through FORSCOM, U.S. Army Europe, and Eighth U.S. Army to cover distribution of shortages and support operations command positions.

(d) Subsequent assignments for AMSP graduates (tier II) will be to operational/strategic planning, Joint positions, doctrine writing, or positions that sustain currency/development in the officer's branch or functional area. A minimum number of AMSP and ASLSP graduates in selected operational or theater level headquarters is directed by CSA.

(2) *Advanced Strategic Leadership Studies Program.* ASLSP is the capstone program of SAMS. Focused on the operational and strategic levels of war, ASLSP is a 2 year SSC level course that prepares senior officers for COL level command and for operational planning assignments to combatant and service component commands. During year one, fellows follow a curriculum that includes graduate-level study of military art and science, visits to combatant and service component commands, guest speakers, and practical exercises in campaign and major operations planning. Graduates of ASLSP earn a master's degree in military arts and science and receive MEL code 1 (War College level graduate). During year two, fellows serve as faculty members of ILE at Fort Leavenworth, KS with service as seminar leaders in AMSP.

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

(b) Other ASLSP graduates are considered for assignment to COL level positions in non-Joint U.S. or combined ground component operational headquarters.

(c) ASLSP graduates selected for BDE level command will serve their utilization tours subsequent to command.

(3) *Advanced Strategic Planning and Policy Program.* Advanced Strategic Planning and Policy Program is a multi-year program that develops field grade officers, including former battalion commanders, as strategic planners and as future senior leaders through a combination of practical experience, professional military education, and a doctorate from a civilian university in a strategy related field of study.

5-10. Warrant officer assignments

a. Except as otherwise authorized by the Director, HRC OPMD, WOs will be assigned to positions in the WO's grade, or one grade lower or higher, and classified with the officer's primary MOS. When a vacancy does not exist within a WO's primary MOS, the WO may be assigned either to a vacancy in their secondary MOS or as excess. The career management authority may not delegate exception authority.

b. When unusual circumstances require assignment of a WO outside their primary or secondary MOS, the WO's commander will report the circumstances surrounding such requested assignment by memorandum through channels to the CG, HRC. This memorandum will be forwarded not later than 30 days prior to the time of such assignment and will identify the position to which the WO is to be assigned, their current classification AOC or MOS, the grade authorized, and the duties of the position. The memorandum will also identify special qualification identifiers, additional skill identifiers, and language identification codes possessed by the WO as required in the position. When local conditions dictate assignment of an available WO to the position in question, all factors leading to that determination will be explained fully in the memorandum to CG, HRC. When such conditions are temporary, the anticipated duration of the assignment and planned disposition of the WO concerned will be included. The CG, HRC will evaluate each report to determine whether the assignment is in the best interest of the Army and will promptly advise the reporting command of its determination.

c. Prior to the assignment of a WO to a position not classified within their primary or additional MOS, OPMD will generate a memorandum documenting concurrence. Cite the approval authority in accordance with DA Pam 623-3 in the WO's evaluation report. The appropriate AOC and duty title of the position will be entered in the officer's evaluation report and record of assignment portion in the WO's DA Form 4037 (Officer Record Brief).

d. The following list includes the key, RA, senior chief warrant officer 011A positions which require special assignment management. HRC will provide qualified nominees to the Senior Rater for each position on request and the Senior Rater of the position will make the final selection. The director, OPMD, HRC, may add positions to this list. Only officers who have been developed through completion of all WO PME and with the necessary assignment experiences will be nominated for these positions:

- (1) DCS, G-1 Warrant Officer Promotions and Policy Integrator.
- (2) DCS, G-3/5/7 Warrant Officer Leader Development.
- (3) TRADOC G-3/5/7 Warrant Officer Leader Development.
- (4) Combined Arms Center Command Chief Warrant Officer.
- (5) Deputy Commandant, Warrant Officer Career College (WOCC).

e. Only those WOs who are PME complete for their grade should be considered for command at any level, PME instructor, membership on HQDA centralized selection boards, chief warrant officer of the branch positions, regimental chief warrant officer positions, command chief warrant officer positions, HRC career manager or any of the key Army 011A billets listed in paragraph 5-10d.

5-11. U.S. Army Regimental System

AR 870-21 provides an overview of the U.S. Army Regimental System and disseminates Army policy. AR 870-21 addresses regimental affiliation, corps, special branch affiliation, and honorary and distinguished titles and positions.

5-12. Joint duty assignments

a. Joint duty assignment tour length requirements.

(1) 10 USC 664 states the length of a JDA will not be less than 24 months. Not all officers will depart a standard Joint duty assignment (S-JDA) at 24 months. The military Services may reassign officers at 2 years without a SECDEF JDA tour length waiver. This policy does not change assignment tour length pursuant to DODI 1315.18 or supersede JTR requirements for CONUS or OCONUS.

(2) Officers must complete 24 months of joint duty credit to include constructive credit as described in DODI 1300.19, unless they qualify for a JDA tour length exclusion or waiver listed DODI 1300.19.

(3) Officers in the grade of MAJ or higher must complete a minimum of 12 months of aggregated time in a position where joint experience is awarded (in some cases, officers may need more than 24 total points to qualify for Level III due to the 12-month recency requirement) or have been awarded full JDA credit. Recency requirement is a minimum of 12 months in a position, either aggregated or served all at once, and must come from Joint experience earned in the pay grade of MAJ or higher. Officers must be a MAJ (for pay purposes) for at least 1 day while filling an S-JDA or during the period for which joint experience points are earned.

(4) Temporary duty periods of 30 or more consecutive days away from an officer's assigned Joint organization for Service-related duties, including pre-command or refresher training, or attendance at Joint professional military education courses, will not count toward the 24 month minimum for JDA credit. The Joint organization to which the officer is assigned will track this requirement outside of the Joint Duty Assignment Management Information System. The Joint organization has the authority to waive this requirement on a case-by-case basis when appropriate. TDY periods of less than 30 days do not change an officer's permanent assignment to a JDAL position or JDA credit status.

(5) Officers may be released from a 36-month S-JDA before completing the prescribed tour lengths without a JDA tour length waiver if they are:

(a) Serving in overseas S-JDAs, including Alaska and Hawaii, for which the tour length prescribed by DODI 1315.18 is less than 2 years.

(b) Less than full-time RC officers.

(c) Reassigned for unusual personal reasons, including extreme hardship and medical conditions beyond the control of the officer or the military Service concerned.

(d) Retired or released from active duty.

(e) Suspended from duty and reassigned from the Joint Staff or a combatant command pursuant to 10 USC 155 or 10 USC 164. A suspension from duty that is a result of an adverse action should be documented in the officer's personnel record and in writing to the military Service concerned.

(f) Officers may be released from a 36-month S-JDA after 24 months, before completing the prescribed tour length, without a JDA tour length waiver under the following circumstances:

1. An officer is selected for reassignment to a Centralized Selection List position, Professor of Military Science, HRC Leader Development Division managed position within the Broadening Opportunities Program, SSC, Black Book or Shotgun assignment.

2. Critical Occupational Specialty (COS) Takeout Reassignment to a position coded for the COS specific skill held by the officer being released from the S-JDA. COS pertains to the following AOCs: 11, 13, 14, 15, 18, and 19 series officers.

3. FA48 (Foreign Area Officer Branch) may be required to reassign an officer out of a JDA (JDAL) position in order to meet mission requirements on a U.S. Embassy Country team in the Defense Attaché or Office of Security Cooperation.

4. Officers released from a second or subsequent S-JDA that is not less than 24 months (multi-tour takeout). Officers will be awarded full tour credit. Constructive credit may not be applied to reach the 24 month minimum.

b. Joint tour credit.

(1) An officer may receive full tour credit after 24 months in an S-JDA, experience-based JDA, or combination of S-JDA and experience-based JDA.

(2) JDA tour length waivers must be approved before an officer departs the Joint organization.

(3) For 36-month S-JDA billets, officers will only be awarded accrued credit for serving less than 22 months in an S-JDA with an approved SECDEF Joint tour length waiver.

(4) Constructive credit may be awarded to an officer, for reasons of military necessity, if reassigned from an S-JDA within 60 days of meeting the 2-year JDA tour length.

(5) Waiver requests submitted after an officer has departed will not be granted and accrued JDA credit will not be awarded.

(6) Officers who serve the unaccompanied tour length or tours that are less than 2 years receive accrued JDA credit as discussed in DODI 1300.19.

(7) RC officers have two options to earn Joint qualification, the S–JDA path and the experience-based JDA path. Full tour credit is 4 years with a minimum annual participation of 36 days a year. Refer to DODI 1300.19.

c. Joint qualified officer requirements. Joint qualified officer requirements are prescribed in DODI 1300.19 and for both RA and RC officers.

Chapter 6

Officer Initiated Actions

6–1. Individual requests for reassignment actions

a. Requests by officers for PCS, deletion, deferment, stabilization, or dependent deferment of travel from orders will be submitted in accordance AR 600–8–11 and procedures outlined in this chapter. These requests will be carefully reviewed and endorsed by the officer’s chain of command to ensure that only those reassignments essential to the needs of the Service or those meeting specific criteria are approved.

b. Requests for overseas tours submitted pursuant to AR 614–30 will not be processed under the provisions of this chapter.

c. Officers alerted or on order for reassignment who submit a request will be advised that—

(1) The needs of the Army are the major determining factor in approval or disapproval of a request.

(2) Once an application has been submitted, the officer will be retained at the home station pending a final decision.

d. When circumstances require dependents to reside separately from the officer, a request may be submitted. Officers can reference AR 37–104–4 for pay and allowances.

6–2. Compassionate requests

a. Application. Requests for a change in assignment based on compassionate circumstances will be submitted using DA Form 4187 and DA Form 3739 (Application for Compassionate Actions) endorsed with recommendation by the first commander in the chain of command exercising GCMCA, with a memorandum from a physician explaining diagnosis, prognosis, treatment plan, and any other supporting documentation. Requests may be submitted via email to HRC (HRC–OPM–P) at usarmy.knox.hrc.mbx.opmd-ofc-compassionate-actions@mail.mil. Chaplains submit documentation to their respective chaplain career manager (see website <https://www.hrc.army.mil/content/chaplain%20branch> for point of contact information).

b. Requirements. A valid requirement should exist at the requested activity to which the officer requests assignment. In situations where a valid requirement does not exist and the command has exhausted other means of resolving the problem, the officer should be advised to seek a hardship discharge. The reassignment request will be forwarded to the appropriate career division for action even if the officer has requested a hardship discharge. If the officer’s request is denied and a hardship discharge has been requested, the officer will be granted the hardship discharge by the appropriate approval authority.

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

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

(2) The problem is expected to be resolved within a reasonable time. The condition or situation affecting the officer’s family may be permanent or continuing; however, the problem created by the situation must be resolved within a reasonable period of time, normally less than 1 year.

(3) Deferment should be used instead of deletion if the extreme family problem can be resolved within 90 days of the report date in accordance with AR 600–8–11.

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

d. Determination: The conditions that normally warrant approval or disapproval of requests for change in assignment listed below are provided to assist commanders in processing these actions. Each case will be reviewed individually.

(1) The following conditions normally warrant favorable consideration:

(a) Documented and/or recent death of an authorized family member.

(b) Documented terminal illness of an authorized family member.

(c) Documented and/or recent rape of an authorized family member.

(d) Documented child abuse, child custody, and/or child protective service case where the child is at risk of being placed in foster care or placed for adoption (this would include incarceration of an authorized Family member with a minor child/children).

(e) A recent severe psychotic episode involving a spouse or child.

(f) Adoption cases in which the home study, conducted to determine if a child is to be placed, has been completed and the child is scheduled to be placed in the officer's home within a short period, normally 90 days. Additionally, the officer must have initiated the adoption proceedings before the assignment notification.

(2) The following conditions alone will normally warrant disapproval:

(a) Divorce or separation actions resulting from Family separation due to military requirements.

(b) The officer has recently been awarded custody of a dependent child or children under the terms of a divorce or legal separation by temporary or permanent court order.

(c) Psychoneurosis of a Family member resulting from Family separation due to military requirements.

(d) Pregnancies involving threatened miscarriage, breech birth, caesarean section, or rhesus isoimmunization (Rh) incompatibility of spouse.

(e) Minor allergies suffered by members of the Family due to climatic conditions.

(f) Problems relating to homeownership.

(g) Financial problems resulting from mismanagement, or where the difficulty is related to off-duty employment, a spouse's employment or private business activities.

e. Attachment of officers in a leave status.

(1) Prior to the officer's departure on leave, the officer's request for compassionate reassignment was processed and forwarded by the officer's assigned activity or installation and the request was received at HRC; or

(2) While the officer is on leave, a documented emergency occurs and the officer has not yet submitted a request. HRC (AHRC-OPM-P) is the approval authority for requests for compassionate attachment. The period of attachment will be for 14 days. Officers are attached once the compassionate packet is complete and ready for submission to HRC. Officer will remain on station till HRC makes the determination.

6-3. Compassionate stabilization due to death of a spouse

a. This policy was established to assist an officer during a period of extreme hardship to ensure he or she is afforded the stability and allowed time to address personal affairs.

b. Officers who experience the death of a spouse are automatically stabilized for a period of not less than 12 months upon HRC Casualty and Mortuary Affairs Operations Center (CMAOC) notification to HRC. Stabilization actions should be completed no later than 30 days after the receipt from CMAOC.

(1) Once stabilized, an officer may submit DA Form 4187 to request or extend their stabilization period to 24 months through their chain of command to Commander, U.S. Army Human Resources Command (HRC-OPD-P), 1600 Spearhead Avenue, Fort Knox, KY 40122-5100.

(2) OCONUS officers who request to extend their stabilization and have a DEROS prior to the requested stabilization termination date must include the following statement: "Upon approval, I will extend my overseas tour to meet the stabilization."

6-4. Compassionate stabilization

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

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

6-5. Compassionate deletions and deferments

Compassionate deletion or deferment is a request based on compassionate reasons or extreme Family concerns in accordance with AR 600-8-11.

6–6. High school senior stabilization

a. Requests should be submitted no earlier than March of the student's sophomore year, and not later than the commencement of the student's junior school year (for example, student's projected graduation date is June 2021, submit request between March through September 2019). Requests submitted outside of this time frame will be considered as an exception to policy and must be justified as to the delay of submission. Officers may be eligible to PCS before the start of the student's junior year of high school.

b. Director, HRC OPMD is the disapproval authority. OPMD division chief is the approval authority. All requests will be submitted to HRC for consideration, regardless of chain of command recommendation. Officer will request stabilization using a DA Form 4187 or memorandum. The request will be submitted to HRC for consideration. Officer's request will include the following:

(1) A letter and/or memorandum from the high school with the student's name and projected graduation date (included as an attachment to the request).

(2) A copy of the DD Form 1172–2 (Application for Identification Card/DEERS Enrollment) will be attached to the officer's request.

(3) OCONUS officers with a DEROS prior to their request stabilization date must include the following statement in their request: "I will extend my Foreign Service tour to meet the stabilization requirement based on my new DEROS."

(4) Officers enrolled in MACP must both apply if both desire stabilization under these provisions.

(5) Requests for an officer on AI to a dependent-restricted tour will be considered on a case-by-case basis since the intent of the procedure is to stabilize the Family member. Officers who are scheduled to attend a PCS school (for example, Command and Staff College) will also be considered on a case-by-case basis.

(6) If the stabilization/deletion/deferment request is approved, the officer's stabilization date will be 30 days after the high school student's graduation.

c. For the Chaplains branch, the personnel director (DACH–PEZ) is the approval and disapproval authority for high school stabilization.

6–7. Specialized needs stabilization

a. Soldiers' Families with special needs to be stabilized for up to 4 years so medical and/or educational services, which cannot be immediately replicated and/or readily acquired elsewhere, are not disrupted.

b. The provisions of this section apply to RA and USAR AGR officers only. ARNG and USAR officers must contact their servicing personnel office for guidance. RA officers assigned to non-Army agencies or units must comply with all directives and regulations that apply to their command before submitting the request. (For example, officers assigned to the Defense Courier Service.)

c. EFMP enrolled officers may request stabilization from PCS movement any time during their career. The stabilization, including all continuous (cumulative) time at the duty station will be for a minimum of 4 years. OCONUS assigned officers with a DEROS prior to the requested stabilization end date must agree to extend their overseas tour to meet the stabilization requirement. The intent of the program is to provide stability for officers with special needs Family members at locations where medical and or educational resources exist to meet their needs.

d. The stabilization for the Family member also applies to the officer. However, the officer may be required to travel TDY away from home station to participate in combat or operational deployments, training exercises, or for personnel management or professional development reasons; for example, CCC or ILE. The four year stabilization period (if approved) starts on the date the Family member began receiving the required services.

e. While a Family member EFMP registration is a prerequisite for submitting a stabilization request, it is not a sufficient reason for request approval. It is important to note that the goal of EFMP stabilization is to provide sustained care of an officer's Family member. Officers who are enrolled in the EFMP are considered eligible for worldwide assignment according to the needs of the Army. One or more of the following criteria must be met for the Army to consider a stabilization request:

(1) A PCS move would disrupt access to necessary and effective medical or educational services, and the disruption would place the Family member's health, safety, or development in jeopardy. A difference in educational methodology at a potential PCS location is not a sufficient justification for stabilization.

(2) The Family member has a diagnosis that requires extensive support from state and local resources, which the Family is unlikely to reacquire at a new duty station in a timely period without jeopardizing the Family member's health, safety, or development.

(3) The Soldier has multiple Family members who are receiving a combination of tri-service medical care (TRICARE), state, and local services. The aggregate services would be difficult to reacquire in a timely period at a new duty location.

(4) The request must be submitted through the chain of command to the ACOM/ASCC/DRU level for a recommendation. The request must be forwarded to HRC regardless of the chain of command recommendation. Director, HRC OPMD

is the approval/disapproval authority. The Office of TSG will review medically-based requests and provide recommendations regarding the necessity for stabilization. The officer's request packet will include the following:

- (a) DA Form 4187 requesting stabilization or withdrawal.
- (b) DD Form 2792 (Family Member Medical Summary).
- (c) DD Form 2792-1 (Special Education/Early Intervention Summary), if applicable.
- (d) A letter from the treating physician or education specialist addressing diagnosis, prognosis, treatment plan, and the potential impact if HRC does not approve the stabilization.
- (e) For OCONUS requests, the responsible regional medical command and/or school official must provide a memorandum confirming the availability of resources to meet the needs of the EFM during the projected stabilization period. (The EFMP staffs are not resourced for administrative work so the Office of TSG EFMP Chief has directed all EFMP offices to NOT prepare memos. The EFMP check/coordination is the Army recognized means of confirming care for all special needs Family members.)
- (f) Requests for stabilization will be coordinated with the officer's career management branch. Upon approval, OPMD will ensure the year-month availability for assignment is adjusted for officer.
- (g) Normal reassignment rules apply for officers on AI. That is, the officer may request deletion or deferment in accordance with AR 600-8-11.
- (h) Upon completion of the stabilized tour, officers are subject to assignment in accordance with the needs of the Army, unless a second request for stabilization is approved for the current duty station.
- (i) Officers may request withdrawal from stabilization at any time during the stabilization period based on the professional development needs, a change in the dependent's EFMP status, or other such circumstances impacting the stabilization.

6-8. Terminal assignment

A terminal tour assignment allows the officer the opportunity to serve in a position located near a designated home of retirement. Such an assignment is encouraged as much as possible within Army requirements and the effective use of personnel and funds. However, reassignment within CONUS will not be made solely for retirement purposes. A minimum of 24 months remaining time in service is required upon arrival at new duty station to be eligible for assignment within CONUS. If the officer is currently serving an overseas tour, a completed prescribed overseas tour is required.

6-9. Retirement instead of permanent change of station

- a. Officers on orders to a course of instruction, an overseas station, or any other assignment that will subject them to an active duty obligation will comply with the assignment orders unless an exception is granted by HRC. Exceptions will be considered on an individual basis provided the resignation or release from active duty is submitted within 30 days of receipt of the alert or reassignment order, whichever is earlier.
- b. Officers who have at least 19 years and 6 months of active federal service and who receive an alert or orders for a PCS reassignment may request retirement instead of complying with such alert or orders, whichever is earlier, and is subject to the conditions prescribed in AR 600-8-24.

Chapter 7 Requisitions

7-1. Requisition of officers

- a. OPMD distributes officers by grade, skill, or specialty at the distribution management sublevel (DMSL) level. Installation SCs are responsible for the distribution of skill and grade under their authority at the local installation. Units will prioritize vacant positions within their command and request validation of their vacancies through OPMD (see app C for DMSL codes).
- b. OPMD generates and publishes a distribution plan based on current and projected strength, available inventory, prioritized unit vacancies, and Army priorities.
- c. Officer movement is not based on TOS. Officers will depart units based on Army priorities and professional development requirements, such as professional military education, key developmental experience, and broadening programs.
- d. Do not requisition replacements for officers whose applications for extension of active duty are pending.
- e. Do not request accelerated reporting dates unless the requisition qualifies for a critical fill and supports gap mitigation for an assignment with a DEROS.
- f. Do not submit requisitions for battalion level command positions for which offices are centrally selected by a DA centralized selection list board.

g. OPMD utilizes a selective process to assign officers to high profile designated positions supporting senior leaders in DA and DOD organizations. Officers chosen for these positions have demonstrated outstanding performance, have impeccable military appearance, and are competitive for schooling, command, or equivalent within their career fields. Units provide input to HRC by identifying traits and characteristics required to fill these positions. Requisitioning officers for these positions require a DA Form 872 submission to HRC. The following is a list of assignments requiring this form:

- (1) AERS.
- (2) AGS positions (Shotgun Program requests).
- (3) CSA Black Book Program.
- (4) Defense Agency positions.
- (5) GSWT (two star and above).
- (6) Strategist positions.
- (7) IG positions.
- (8) Air University staff and faculty.
- (9) Naval War College staff and faculty.
- (10) Civil Works Detail.

7–2. Requisitioning for general officer staff

OPMD processes requests for GO staff requirements under the Shotgun Program. Under this platform, RA and RC flag officer/member of the senior executive service, ADC, chief of staff, executive officer, military assistant, and special assistant positions in commands lacking the internal population to resource staff vacancies must submit a DA Form 872 (for Regular Army). Submit DA Form 872 to assigned OPMD account manager or via email to usarmy.knox.hrc.mbx.opmd-ord-non-conference-accounts@mail.mil. OSD submits SD Form 37 (Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel) signed by the requesting GO or their chief of staff/senior executive service equivalent. Commands lacking authorized positions must provide a recommendation for a position aligned under an approved authorization document to place of the requirement under.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website at <http://armypubs.army.mil>. DOD publications are available on the OSD website at <http://www.esd.whs.mil/dd>.

AR 20–1

Inspector General Activities and Procedures (Cited in para 3–8*a*.)

AR 27–10

Military Justice (Cited in para 5–7*d*.)

AR 37–104–4

Military Pay and Allowances Policy (Cited in para 5–3*b*(1).)

AR 55–46

Travel Overseas (Cited in para 5–3*c*(4).)

AR 140–10

Assignments, Attachments, Details, and Transfers (Cited in para 4–4*a*.)

AR 190–45

Law Enforcement Reporting (Cited in para 5–7*d*.)

AR 380–67

Personnel Security Program (Cited in para 1–13*g*.)

AR 600–8–10

Leaves and Passes (Cited in para 1–8.)

AR 600–8–11

Reassignment (Cited in para 1–9.)

AR 600–8–24

Officer Transfers and Discharges (Cited in para 5–2*b*(3).)

AR 600–8–29

Officer Promotions (Cited in para 5–1*i*(4).)

AR 600–9

The Army Body Composition Program (Cited in para 3–8*e*(9).)

AR 600–20

Army Command Policy (Cited in para 1–6.)

AR 600–105

Aviation Service of Rated Army Officers (Cited in para 4–2*g*.)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 5–7*a*.)

AR 608–75

Exceptional Family Member Program (Cited in para 1–7.)

AR 614–30

Overseas Service (Cited in para 1–11*a*(4).)

AR 614–120

Inter-Service Transfer of Army Commissioned Officers on the Active Duty List (Cited in para 4–4*b*.)

AR 621–1

Training of Military Personnel at Civilian Institutions (Cited in para 5–9*a*.)

AR 635–8

Separation Processing and Documents (Cited in para 3–4*d*.)

AR 870–21

The U.S. Army Regimental System (Cited in para 5–11.)

DA Pam 623–3

Evaluation Reporting System (Cited in para 5–10*c*.)

DODD 1350.2

Department of Defense Military Equal Opportunity (MEO) Program (Cited in para 3–9*a*.)

DODD 5106.04

Defense Inspectors General (Cited in para 3–8*e*.)

DODI 1315.18

Procedures for Military Personnel Assignments (Cited in para 1–12*c*.)

DODI 1325.07

Administration of Military Correctional Facilities and Clemency and Parole Authority (Cited in para 5–7*d*.)

DODI 5525.20

Registered Sex Offender (RSO) Management in DOD (Cited in para 5–7*d*.)

DODI 6495.02

Sexual Assault Prevention and Response (SAPR) Program Procedures (Cited in para 5–1*a*(5)(*q*).)

DODI 7730.67

Aviator Incentive Pays and Bonus Program (Cited in para 4–2*g*.)

NGR 600–100

Commissioned Officers—Federal Recognition and Related Personnel Actions (Cited in para 1–13*d*.) (Available at <http://www.ngbpdc.ngb.army.mil/>)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. USC material is available at <http://uscode.house.gov/>. DOD publications are available on the OSD website at <http://www.esd.whs.mil/dd>. The UCMJ is available at <http://www.ucmj.us/>.

AR 11–2

Managers' Internal Control Program

AR 15–6

Procedures for Administrative Investigations and Boards of Officers

AR 25–2

Army Cybersecurity

AR 25–22

The Army Privacy Program

AR 25–30

Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 25–55

The Department of the Army Freedom of Information Act Program

AR 40–58

Warrior Care and Transition Program

AR 40–501
Standards of Medical Fitness

AR 50–5
Nuclear Surety

AR 50–6
Chemical Surety

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army

AR 135–101
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 195–2
Criminal Investigation Activities

AR 350–1
Army Training and Leader Development

AR 570–4
Manpower Management

AR 600–8–101
Personnel Readiness Processing

AR 600–8–105
Military Orders

AR 600–43
Conscientious Objection

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army

AR 608–1
Army Community Service

AR 623–3
Evaluation Reporting System

CJCSI 1800.01E
Officer Professional Military Education Policy (Available at <https://www.jcs.mil/library/>.)

DA Pam 25–403
Guide to Recordkeeping in the Army

DA Pam 600–8
Military Human Resources Management Administrative Procedures

DA Pam 600–8–101
Personnel Processing Procedures

DODI 1300.19
DOD Joint Officer Management (JOM) Program

DODI 1322.10
Policy on Graduate Education for Military Officers

JTR
Joint Travel Regulations (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

UCMJ, Art. 15
Commanding officer’s non-judicial punishment

UCMJ, Art. 120
Rape and Carnal Knowledge

5 USC

Government Organization and Employees

10 USC

Armed Forces

10 USC 155

Joint Staff

10 USC 164

Commanders of combatant commands: assignment; powers and duties

10 USC 664

Length of joint duty assignments

10 USC 880

Art. 80. Attempts

10 USC 920

Art 120. Rape and sexual assault generally

10 USC 920b

Art. 120b. Rape and sexual assault of a child

10 USC 920c

Art. 120c. Other sexual misconduct

10 USC 930

Art. 130. Stalking

10 USC 936

Art. 136. Authority to administer oaths

10 USC 3533

Corps of Engineers: assignment or transfer of officers to duties involving civil functions

10 USC 7065

Assignment and detail: officers assigned or detailed to basic and special branches

32 USC

National Guard

34 USC Chapter 209

Child Protection and Safety

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at <http://armypubs.army.mil>.

DA Form 872

Requisition for Individual Officer Personnel (Prescribed in para 3–5*b*(2).)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at <http://armypubs.army.mil>. DD forms are available on the Executive Services Directorate website at <http://www.esd.whs.mil/directives/forms>.

DA Form 11–2

Internal Control Evaluation Certification

DA Form 78

Recommendation for Promotion to 1LT/CW2

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3739

Application for Compassionate Actions

DA Form 4037

Officer Record Brief (Available through normal supply channels)

DA Form 4187

Personnel Action

DD Form 1172–2

Application for Identification Card/DEERS Enrollment

DD Form 2792

Family Member Medical Summary

DD Form 2792–1

Special Education/Early Intervention Summary

SD Form 37

Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel (Stocked and issued by WHS/HRD)

Appendix B

Army Command and Distribution Management Sublevel Codes

B-1. General

The information in this appendix may be used in conjunction with paragraph 7-1.

B-2. Distribution management sublevel codes

Table B-1 is provided as a reference. It contains command codes used in requisition and strength management identification.

Command Codes	Command	DMSL	DMSL Name
2A	U.S. Army Cyber Command	160	160th Signal Brigade
2A	U.S. Army Cyber Command	1SB	1st Signal Brigade
2A	U.S. Army Cyber Command	2SB	2nd Signal Brigade
2A	U.S. Army Cyber Command	311	311th Theater Signal Command
2A	U.S. Army Cyber Command	335	335th Theater Signal Command
2A	U.S. Army Cyber Command	516	516th Signal Brigade
2A	U.S. Army Cyber Command	7ST	7th Theater Signal Command
2A	U.S. Army Cyber Command	9SC	U.S. Army Network Enterprise Technology Command
2A	U.S. Army Cyber Command	CPB	Cyber Protection Brigade
2A	U.S. Army Cyber Command	CYH	U.S. Army Cyber Command Headquarters
2A	U.S. Army Cyber Command	MFH	Cyber Mission Force Headquarters
3A	3rd U.S. Army Central Command	1TH	1st Theater Sustainment Command
3A	3rd U.S. Army Central Command	4BC	4th Battlefield Coordination Detachment
3A	3rd U.S. Army Central Command	ARA	U.S. Army Central Command Headquarters
3A	3rd U.S. Army Central Command	ARF	U.S. Army Central Command Forward
3A	3rd U.S. Army Central Command	ARO	U.S. Army Central Command Others
3A	3rd U.S. Army Central Command	MFO	U.S. Army Task Force Sinai
3A	3rd U.S. Army Central Command	USM	U.S. Army Security Assistance Support Activity Saudi Arabia
5A	5th U.S. Army Northern Command	ARN	U.S. Army North
6A	6th United States Army/South	GMO	Joint Task Force Guantanamo
6A	6th United States Army/South	TFB	Joint Task Force Bravo
6A	6th United States Army/South	USO	U.S. Army South
A1	Southern European Task Force U.S. Army Africa	SET	U.S. Army Africa/Southern European Task Force
AE	U.S. Army Acquisition Support Center	AMO	Program Executive Office (PEO) Ammunition
AE	U.S. Army Acquisition Support Center	AVN	PEO Aviation
AE	U.S. Army Acquisition Support Center	BIO	Joint PEO Chemical and Biological Defense
AE	U.S. Army Acquisition Support Center	C3T	PEO Command Control Communications-Tactical
AE	U.S. Army Acquisition Support Center	CSS	PEO Combat Support and Combat Service Support
AE	U.S. Army Acquisition Support Center	EIS	PEO Enterprise Information Systems

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
AE	U.S. Army Acquisition Support Center	GCS	PEO Ground Combat Systems
AE	U.S. Army Acquisition Support Center	IEW	PEO Intelligence Electronic Warfare and Sensors
AE	U.S. Army Acquisition Support Center	MLS	PEO Missiles and Space
AE	U.S. Army Acquisition Support Center	SDR	PEO Soldier
AE	U.S. Army Acquisition Support Center	SJB	U.S. Army Acquisition Support Center
AE	U.S. Army Acquisition Support Center	SOI	PEO System of Systems Integration
AE	U.S. Army Acquisition Support Center	STR	PEO Simulation Training and Instrumentation
AF	U.S. Army Futures Command	AFC	Army Futures Command
AF	U.S. Army Futures Command	ART	U.S. Army Artificial Task Force
AF	U.S. Army Futures Command	CFT	Futures Command Cross Functional Teams
AF	U.S. Army Futures Command	FCM	U.S. Army Futures and Concepts Center
AF	U.S. Army Futures Command	RDE	U.S. Army Combat Capabilities Development Command
AJ	Army Tactical Application Element	SPO	U.S. Army Special Operations Command Others
AN	Arlington National Cemetery	ANC	Arlington National Cemetery
AP	U.S. Military Entrance Processing Command	MEP	U.S. Military Entrance Processing Command
AR	U.S. Army Reserve Command	RRB	Reserves (COMPO 3 Units)
AS	U.S. Army Intelligence and Security Command	902	902nd Military Intelligence Group
AS	U.S. Army Intelligence and Security Command	ASO	U.S. Army Intelligence and Security Command Headquarters
AS	U.S. Army Intelligence and Security Command	207	207th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	470	470th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	500	500th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	505	505th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	513	513th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	66I	66th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	704	704th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	706	706th Military Intelligence Group
AS	U.S. Army Intelligence and Security Command	ACB	780th Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	AIB	Aerial Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	IOC	1st Information Operations Command
AS	U.S. Army Intelligence and Security Command	J04	U.S. Army Intelligence and Security Command Joint
AS	U.S. Army Intelligence and Security Command	MIB	501st Military Intelligence Brigade
AS	U.S. Army Intelligence and Security Command	NGI	U.S. Army National Ground Intelligence Center
AT	U.S. Army Test and Evaluation Command	N6J	U.S. Army Element Joint Test Activities
AT	U.S. Army Test and Evaluation Command	TEC	U.S. Army Test and Evaluation Command
BA	U.S. Army Installation Management Command	IMN	U.S. Army Installation Management Command Training
BA	U.S. Army Installation Management Command	IMP	U.S. Army Installation Management Command Pacific
BA	U.S. Army Installation Management Command	IMR	U.S. Army Installation Management Command Readiness

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
BA	U.S. Army Installation Management Command	IMS	U.S. Army Installation Management Command Sustainment
BA	U.S. Army Installation Management Command	IMH	U.S. Army Installation Management Command Headquarters
BA	U.S. Army Installation Management Command	IMU	U.S. Army Installation Management Command Europe
CB	U.S. Army Criminal Investigation Command	3MP	3rd Military Police Group
CB	U.S. Army Criminal Investigation Command	6MP	6th Military Police Group
CB	U.S. Army Criminal Investigation Command	701	701st Military Police Group
CB	U.S. Army Criminal Investigation Command	CBO	U.S. Army Criminal Investigation Command Headquarters
CE	U.S. Army Corps of Engineers	CEF	U.S. Army Corps of Engineers Field Operating Activities
CE	U.S. Army Corps of Engineers	CEH	U.S. Army Corps of Engineers Headquarters
CE	U.S. Army Corps of Engineers	COE	U.S. Army Corps of Engineers Non-Headquarters
CE	U.S. Army Corps of Engineers	FES	U.S. Army Corps of Engineers Forward Support Teams
CS	U.S. Army Chief of Staff	AIN	U.S. Army Deputy Chief of Staff, G-2
CS	U.S. Army Chief of Staff	CAR	U.S. Army Chief of Reserve
CS	U.S. Army Chief of Staff	CHA	U.S. Army Chief of Chaplains
CS	U.S. Army Chief of Staff	CSA	U.S. Army Chief of Staff
CS	U.S. Army Chief of Staff	DCL	U.S. Army Deputy Chief of Staff, G-4
CS	U.S. Army Chief of Staff	DCP	U.S. Army Deputy Chief of Staff, G-8
CS	U.S. Army Chief of Staff	ENG	U.S. Army Chief of Engineers
CS	U.S. Army Chief of Staff	GRD	Regular Army Support to National Guard Component
CS	U.S. Army Chief of Staff	LSA	U.S. Army Judge Advocate General
CS	U.S. Army Chief of Staff	ODP	U.S. Army Deputy Chief of Staff G-3/5/7
CS	U.S. Army Chief of Staff	PER	U.S. Army Deputy Chief of Staff G-1
CS	U.S. Army Chief of Staff	PMG	U.S. Army Provost Marshal General
CS	U.S. Army Chief of Staff	SAG	U.S. Army Surgeon General
CS	U.S. Army Chief of Staff	SIM	U.S. Army Assistant Chief of Staff for Installation Management
DF	Department of Defense Agencies	UHS	U.S. Army Element Uniformed Services University of the Health Sciences
DF	Department of Defense Agencies	7HJ	U.S. Army Element Army and Air Force Exchange Service
DF	Department of Defense Agencies	7JJ	Defense Equal Opportunity Management Institute
DF	Department of Defense Agencies	AFI	U.S. Army Element Defense Media Activity
DF	Department of Defense Agencies	ARP	U.S. Army Element Defense Advanced Research Project Agency
DF	Department of Defense Agencies	BID	Defense Threat Reduction Agency
DF	Department of Defense Agencies	C1D	U.S. Army Element Defense Information Systems Agency
DF	Department of Defense Agencies	DAS	Defense Attaché System

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
DF	Department of Defense Agencies	DAU	Defense Acquisition University
DF	Department of Defense Agencies	DCM	U.S. Army Element Defense Contract Management Agency
DF	Department of Defense Agencies	DGD	U.S. Army Element Defense Logistics Agency
DF	Department of Defense Agencies	DHA	U.S. Army Element Defense Health Agency
DF	Department of Defense Agencies	DHR	U.S. Army Element Defense Human Resources Activity
DF	Department of Defense Agencies	DIG	DOD Inspector General
DF	Department of Defense Agencies	DJD	National Geospatial Intelligence Agency
DF	Department of Defense Agencies	DLS	U.S. Army Element Defense Legal Services Agency
DF	Department of Defense Agencies	DSC	U.S. Army Element Defense Security Cooperation Agency
DF	Department of Defense Agencies	FPA	U.S. Army Element DOD Pentagon Force Protection Agency
DF	Department of Defense Agencies	JPA	U.S. Army Element Joint POW/MIA Accounting Command
DF	Department of Defense Agencies	MDA	U.S. Army Element Missile Defense Agency
DF	Department of Defense Agencies	OSD	U.S. Army Element Secretary of Defense
DF	Department of Defense Agencies	OUD	U.S. Army Element Defense Commissary Agency
DF	Department of Defense Agencies	RRI	U.S. Army Element Armed Forces Radiobiology Research Institute
DF	Department of Defense Agencies	WHS	White House Support Units
DF	Department of Defense Agencies	WSD	White House Communication Agency
DF	Department of Defense Agencies	Z7D	U.S. Army Element Defense Intelligence Agency
DJ	Joint Special Operations Forces Activities	SOC	Special Operations Command Central
DJ	Joint Special Operations Forces Activities	SOE	Special Operations Command Europe
DJ	Joint Special Operations Forces Activities	SOF	Special Operations Command Africa
DJ	Joint Special Operations Forces Activities	SOK	Special Operations Command Korea
DJ	Joint Special Operations Forces Activities	SOP	Special Operations Command Pacific
DJ	Joint Special Operations Forces Activities	SOS	Special Operations Command South
DJ	Joint Special Operations Forces Activities	SOT	Special Operations Command North
DJ	Joint Special Operations Forces Activities	XHQ	U.S. Army Element U.S. Special Operations Command Headquarters
E1	U.S. Army Europe	NCO	NCO Academies (Others)
E1	U.S. Army Europe	10H	10th Army Air and Missile Defense Command
E1	U.S. Army Europe	12A	12th Combat Aviation Brigade (H)
E1	U.S. Army Europe	173	173rd Airborne Brigade Combat Team (IBCT)
E1	U.S. Army Europe	18P	18th Military Police Brigade
E1	U.S. Army Europe	30M	30th Medical Brigade
E1	U.S. Army Europe	41F	41st Field Artillery Brigade
E1	U.S. Army Europe	6SG	16th Sustainment Brigade

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
E1	U.S. Army Europe	ADE	Europe Air Defense Artillery Brigade
E1	U.S. Army Europe	CMO	U.S. Army Joint Multinational Readiness Center—Others
E1	U.S. Army Europe	CMT	U.S. Army Joint Multinational Readiness Center
E1	U.S. Army Europe	CR2	2nd Cavalry Regiment (SBCT)
E1	U.S. Army Europe	E1H	U.S. Army Europe and Seventh Army
E1	U.S. Army Europe	E1O	U.S. Army Europe and Seventh Army Others
E1	U.S. Army Europe	E40	21st Theater Sustainment Command
FA	32nd Army Air and Missile Defense Command	108	108th Air Defense Artillery Brigade
FA	32nd Army Air and Missile Defense Command	31B	31st Air Defense Artillery Brigade
FA	32nd Army Air and Missile Defense Command	32D	32nd Army Air and Missile Defense Command
FA	32nd Army Air and Missile Defense Command	69A	69th Air Defense Artillery Brigade
FA	32nd Army Air and Missile Defense Command	ADB	11th Air Defense Artillery Brigade
FB	U.S. Army Financial Management Command	6DB	U.S. Army Financial Management Command
FC	U.S. Army Forces Command	16A	16th Combat Aviation Brigade (M)
FC	U.S. Army Forces Command	194	194th Armor Brigade (MCOE)
FC	U.S. Army Forces Command	101	1st Brigade Combat Team (IBCT), 101st Airborne Division
FC	U.S. Army Forces Command	11A	1st Brigade Combat Team (SBCT), 1st Armored Division
FC	U.S. Army Forces Command	11B	11th Signal Brigade
FC	U.S. Army Forces Command	11C	1st Brigade Combat Team (ABCT), 1st Cavalry Division
FC	U.S. Army Forces Command	11I	1st Brigade Combat Team (ABCT), 1st Infantry Division
FC	U.S. Army Forces Command	11M	1st Brigade Combat Team (IBCT), 10th Mountain Division
FC	U.S. Army Forces Command	12I	1st Brigade Combat Team (SBCT), 2nd Infantry Division
FC	U.S. Army Forces Command	13C	13th Expeditionary Sustainment Command
FC	U.S. Army Forces Command	13I	1st Brigade Combat Team (ABCT), 3rd Infantry Division
FC	U.S. Army Forces Command	14I	1st Brigade Combat Team (SBCT), 4th Infantry Division
FC	U.S. Army Forces Command	16M	16th Military Police Brigade
FC	U.S. Army Forces Command	17F	17th Field Artillery Brigade
FC	U.S. Army Forces Command	182	1st Brigade Combat Team (IBCT), 82nd Airborne Division
FC	U.S. Army Forces Command	18F	18th Field Artillery Brigade
FC	U.S. Army Forces Command	18H	XVIII Airborne Corps Headquarters
FC	U.S. Army Forces Command	1AB	1st Security Force Assistance Brigade

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
FC	U.S. Army Forces Command	1AC	11th Armored Cavalry Regiment
FC	U.S. Army Forces Command	1AC	11th Armored Cavalry Regiment
FC	U.S. Army Forces Command	1CH	I Corps Headquarters
FC	U.S. Army Forces Command	1CO	I Corps Others
FC	U.S. Army Forces Command	1MB	1st Medical Brigade
FC	U.S. Army Forces Command	201	2nd Brigade Combat Team (IBCT), 101st Airborne Division
FC	U.S. Army Forces Command	20E	20th Engineer Brigade
FC	U.S. Army Forces Command	21A	2nd Brigade Combat Team (ABCT), 1st Armored Division
FC	U.S. Army Forces Command	21C	2nd Brigade Combat Team (ABCT), 1st Cavalry Division
FC	U.S. Army Forces Command	21I	2nd Brigade Combat Team (ABCT), 1st Infantry Division
FC	U.S. Army Forces Command	21M	2nd Brigade Combat Team (IBCT), 10th Mountain Division
FC	U.S. Army Forces Command	22I	2nd Brigade Combat Team (SBCT), 2nd Infantry Division
FC	U.S. Army Forces Command	23I	2nd Brigade Combat Team (ABCT), 3rd Infantry Division
FC	U.S. Army Forces Command	24I	2nd Brigade Combat Team (IBCT), 4th Infantry Division
FC	U.S. Army Forces Command	282	2nd Brigade Combat Team (IBCT), 82nd Airborne Division
FC	U.S. Army Forces Command	2AB	2nd Security Force Assistance Brigade
FC	U.S. Army Forces Command	2BF	201st Expeditionary Military Intelligence Brigade
FC	U.S. Army Forces Command	301	3rd Brigade Combat Team (IBCT), 101st Airborne Division
FC	U.S. Army Forces Command	31A	3rd Brigade Combat Team (ABCT), 1st Armored Division
FC	U.S. Army Forces Command	31C	3rd Brigade Combat Team (ABCT), 1st Cavalry Division
FC	U.S. Army Forces Command	31M	3rd Brigade Combat Team (IBCT), 10th Mountain Division
FC	U.S. Army Forces Command	33I	1st Battalion, 28th Infantry Regiment (IBTF)
FC	U.S. Army Forces Command	34I	3rd Brigade Combat Team (ABCT), 4th Infantry Division
FC	U.S. Army Forces Command	35S	35th Signal Brigade
FC	U.S. Army Forces Command	36E	36th Engineer Brigade
FC	U.S. Army Forces Command	382	3rd Brigade Combat Team (IBCT), 82nd Airborne Division
FC	U.S. Army Forces Command	3AB	3rd Security Force Assistance Brigade
FC	U.S. Army Forces Command	3CH	III Corps Headquarters
FC	U.S. Army Forces Command	3CR	3D Cavalry Regiment (SBCT)
FC	U.S. Army Forces Command	3CS	3rd Expeditionary Sustainment Command

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
FC	U.S. Army Forces Command	42M	42nd Military Police Brigade
FC	U.S. Army Forces Command	44M	44th Medical Brigade
FC	U.S. Army Forces Command	4AB	4th Security Force Assistance Brigade
FC	U.S. Army Forces Command	504	504th Expeditionary Military Intelligence Brigade
FC	U.S. Army Forces Command	525	525th Expeditionary Military Intelligence Brigade
FC	U.S. Army Forces Command	555	555th Engineer Brigade
FC	U.S. Army Forces Command	593	593rd Expeditionary Sustainment Command
FC	U.S. Army Forces Command	5AB	5th Security Force Assistance Brigade
FC	U.S. Army Forces Command	62M	62nd Medical Brigade
FC	U.S. Army Forces Command	75F	75th Field Artillery Brigade
FC	U.S. Army Forces Command	7SB	7th Transportation Brigade
FC	U.S. Army Forces Command	89M	89th Military Police Brigade
FC	U.S. Army Forces Command	916	U.S. Army National Training Center Support Brigade
FC	U.S. Army Forces Command	A01	101st Combat Aviation Brigade (M), 101st Airborne Division
FC	U.S. Army Forces Command	A1A	Combat Aviation Brigade (H), 1st Armored Division
FC	U.S. Army Forces Command	A1C	Combat Aviation Brigade (H), 1st Cavalry Division
FC	U.S. Army Forces Command	A1I	Combat Aviation Brigade (M), 1st Infantry Division
FC	U.S. Army Forces Command	A1M	Combat Aviation Brigade (M), 10th Mountain Division
FC	U.S. Army Forces Command	A3I	Combat Aviation Brigade (M), 3rd Infantry Division
FC	U.S. Army Forces Command	A4I	Combat Aviation Brigade (H), 4th Infantry Division
FC	U.S. Army Forces Command	A82	Combat Aviation Brigade (M), 82nd Airborne Division
FC	U.S. Army Forces Command	ATS	U.S. Army Air Traffic Services Command
FC	U.S. Army Forces Command	AUP	Associated Unit Personnel Exchange Program
FC	U.S. Army Forces Command	FCH	U.S. Army Forces Command Headquarters
FC	U.S. Army Forces Command	FCO	U.S. Army Forces Command—Others
FC	U.S. Army Forces Command	FIO	Fort Irwin—Others
FC	U.S. Army Forces Command	FPO	Fort Polk—Others
FC	U.S. Army Forces Command	H01	Headquarters, 101st Airborne Division
FC	U.S. Army Forces Command	H1A	Headquarters, 1st Armored Division
FC	U.S. Army Forces Command	H1C	Headquarters, 1st Cavalry Division
FC	U.S. Army Forces Command	H1I	Headquarters, 1st Infantry Division
FC	U.S. Army Forces Command	H1M	Headquarters, 10th Mountain
FC	U.S. Army Forces Command	H3I	Headquarters, 3rd Infantry Division
FC	U.S. Army Forces Command	H4I	Headquarters, 4th Infantry Division
FC	U.S. Army Forces Command	H7I	Headquarters, 7th Infantry Division
FC	U.S. Army Forces Command	H82	Headquarters, 82nd Airborne Division
FC	U.S. Army Forces Command	ICE	Intelligence, Cyber, Electronic Warfare and Space
FC	U.S. Army Forces Command	JAG	Judge Advocate General Detachments—FORSCOM

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
FC	U.S. Army Forces Command	JTC	U.S. Army Joint Readiness Training Center Operations Group
FC	U.S. Army Forces Command	MPL	Military Police Internment/Resettlement Fort Leavenworth
FC	U.S. Army Forces Command	NTC	U.S. Army National Training Center Operations Group
FC	U.S. Army Forces Command	P46	FORSCOM Public Affairs Detachments
FC	U.S. Army Forces Command	S01	101st Airborne Division Sustainment Brigade
FC	U.S. Army Forces Command	S1A	1st Armored Division Sustainment Brigade
FC	U.S. Army Forces Command	S1C	1st Cavalry Division Sustainment Brigade
FC	U.S. Army Forces Command	S1I	1st Infantry Division Sustainment Brigade
FC	U.S. Army Forces Command	S1M	10th Mountain Division Sustainment Brigade
FC	U.S. Army Forces Command	S3I	3rd Infantry Division Sustainment Brigade
FC	U.S. Army Forces Command	S4I	4th Infantry Division Sustainment Brigade
FC	U.S. Army Forces Command	S82	82D Airborne Division Sustainment Brigade
FC	U.S. Army Forces Command	SFA	Security Force Assistance Command
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	48C	48th Chemical Brigade
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	52E	52nd Explosives Ordnance Group
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	71E	71st Ordnance Group
FL	20th Chemical, Biological, Radiological, Nuclear, Explosives Command	CBH	20th Chemical Biological Radiological Nuclear Support Command
FZ	U.S. Army Forces Command First Army	1AE	First Army East
FZ	U.S. Army Forces Command First Army	1AF	First Army Headquarters
FZ	U.S. Army Forces Command First Army	1AW	First Army West
FZ	U.S. Army Forces Command First Army	AE1	First Army Division East Brigade 1
FZ	U.S. Army Forces Command First Army	AE2	First Army Division East Brigade 2
FZ	U.S. Army Forces Command First Army	AE3	First Army Division East Brigade 3
FZ	U.S. Army Forces Command First Army	AE4	First Army Division East Brigade 4
FZ	U.S. Army Forces Command First Army	AE5	First Army Division East Brigade 5
FZ	U.S. Army Forces Command First Army	AW1	First Army Division West Brigade 1
FZ	U.S. Army Forces Command First Army	AW2	First Army Division West Brigade 2
FZ	U.S. Army Forces Command First Army	AW3	First Army Division West Brigade 3
FZ	U.S. Army Forces Command First Army	AW4	First Army Division West Brigade 4
FZ	U.S. Army Forces Command First Army	AW5	First Army Division West Brigade 5
FZ	U.S. Army Forces Command First Army	AW6	First Army Division West Brigade 6
GB	National Guard Bureau (COMPO 1 Units)	NGB	U.S. Army Element National Guard Bureau
HC	U.S. Army Human Resources Command	HRC	U.S. Army Human Resources Command
HR	Regular Army Support to Reserve Component (COMPO 1 Units)	ARC	Regular Army Support to Reserve Component

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
J1	U.S. Army Element Supreme Headquarters Allied Power Europe (SHAPE) (Joint)	650	650th Military Intelligence Group
J1	U.S. Army Element SHAPE (Joint)	ACO	Allied Command Operations
J1	U.S. Army Element SHAPE (Joint)	AFN	Regional Headquarters Allied Forces North Europe
J1	U.S. Army Element SHAPE (Joint)	AFS	Regional Headquarters Allied Forces South Europe
J1	U.S. Army Element SHAPE (Joint)	MAN	U.S. Army Element U.S. Delegation to the NATO Military Committee
JA	Joint Activities	NHQ	U.S. Army Element U.S. Northern Command Headquarters
JA	Joint Activities	7OJ	Inter-American Defense Board
JA	Joint Activities	JFS	U.S. Army Element Joint Forces Staff College
JA	Joint Activities	7IJ	U.S. Army Element Navy Activities
JA	Joint Activities	7NJ	U.S. Army Element National Defense University
JA	Joint Activities	AJJ	U.S. Army Element Air Force Activities
JA	Joint Activities	CBC	U.S. Army Element Cyber Command
JA	Joint Activities	DCD	U.S. Army Element Joint Chiefs of Staff
JA	Joint Activities	DCS	Defense Courier Service
JA	Joint Activities	DOD	Department of Defense Others
JA	Joint Activities	FHQ	U.S. Army Element Africa Command
JA	Joint Activities	JGJ	U.S. Army Support Outside DOD Activity
JA	Joint Activities	JQJ	U.S. Army Element Joint Intelligence Coordination Staff CIA
JA	Joint Activities	MOG	U.S. Army Military Observer Group Washington
JA	Joint Activities	NAG	U.S. Army National Assessment Group
JA	Joint Activities	UNX	U.S. Army Element United Nations Headquarters
JA	Joint Activities	Z1J	U.S. Army Element Joint Theater Air and Missile Organization
JC	U.S. Army Central Command (Joint)	CHQ	U.S. Army Element Central Command Headquarters
JC	U.S. Army Central Command (Joint)	CIC	U.S. Army Element Joint Intel Center Central Command
JC	U.S. Army Central Command (Joint)	MAC	U.S. Army Element Central Command Security Assistance Offices
JE	U.S. European Command (Joint)	EHQ	U.S. Army Element European Command
JE	U.S. European Command (Joint)	EIC	U.S. Army Element Joint Intel Center Europe Command
JE	U.S. European Command (Joint)	MAE	U.S. Army Element European Command Security Assistance Organizations
JN	U.S. Northern Command (Joint)	NHQ	U.S. Army Element U.S. Northern Command Headquarters
JN	U.S. Northern Command (Joint)	FTN	U.S. Army Element Joint Task Force Civil Support Command
JN	U.S. Northern Command (Joint)	JFN	U.S. Army Element U.S. Northern Command Joint Task Force North

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
JN	U.S. Northern Command (Joint)	NCR	U.S. Army Element Joint Task Force National Capital Region
JN	U.S. Northern Command (Joint)	NOR	U.S. Army Element North American Aerospace Defense Command
JP	U.S. Indo-Pacific Command (Joint)	UKJ	U.S. Army Element U.S. Forces Korea
JP	U.S. Indo-Pacific Command (Joint)	ALC	U.S. Army Element Alaska Command
JP	U.S. Indo-Pacific Command (Joint)	HIC	U.S. Army Element Joint Intel Center Indo-Pacific Command
JP	U.S. Indo-Pacific Command (Joint)	J4J	U.S. Army Element U.S. Forces Japan Headquarters
JP	U.S. Indo-Pacific Command (Joint)	MAP	U.S. Army Element Indo-Pacific Command Security Assistance Offices
JP	U.S. Indo-Pacific Command (Joint)	PHQ	U.S. Army Element Indo-Pacific Command Headquarters
JP	U.S. Indo-Pacific Command (Joint)	TFW	U.S. Army Element Joint Interagency Task Force West
JR	U.S. Strategic Command (Joint)	RHQ	U.S. Army Element Strategic Command Headquarters
JS	U.S. Southern Command (Joint)	MAS	U.S. Army Element Southern Command Security Assistance Organizations
JS	U.S. Southern Command (Joint)	SHQ	U.S. Army Element U.S. Southern Command Headquarters
JS	U.S. Southern Command (Joint)	TFS	U.S. Army Element Joint Interagency Task Force South
JT	U.S. Transportation Command (Joint)	THQ	U.S. Army Element U.S. Transportation Command Headquarters
MA	U.S. Military Academy	MAY	U.S. Military Academy
MC	U.S. Army Medical Command	1HH	U.S. Army Landstuhl Regional Medical Center
MC	U.S. Army Medical Command	72I	U.S. Army Walter Reed Institute of Research
MC	U.S. Army Medical Command	77I	U.S. Army Medical Materiel Agency
MC	U.S. Army Medical Command	7PH	Tripler Army Medical Center
MC	U.S. Army Medical Command	86I	U.S. Army Medical Research Institute of Chemical Defense
MC	U.S. Army Medical Command	DAH	U.S. Army Medical Department Activity—Fort Drum
MC	U.S. Army Medical Command	HAH	Madigan Army Medical Center
MC	U.S. Army Medical Command	HCH	William Beaumont Army Medical Center
MC	U.S. Army Medical Command	HKH	U.S. Army Medical Department Activity—Fort Leonard Wood
MC	U.S. Army Medical Command	HMH	Walter Reed Army Medical Center
MC	U.S. Army Medical Command	HNH	Brooke Army Medical Center
MC	U.S. Army Medical Command	HRH	U.S. Army Medical Department Activity—U.S. Military Academy
MC	U.S. Army Medical Command	HSP	Regional Health Command Pacific
MC	U.S. Army Medical Command	HSR	U.S. Army Medical Research and Materiel Command
MC	U.S. Army Medical Command	HSS	U.S. Army Medical Department Center and School
MC	U.S. Army Medical Command	HVH	U.S. Army Medical Department Activity—Fort Meade

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
MC	U.S. Army Medical Command	HYH	U.S. Army Medical Department Activity—Fort Eustis
MC	U.S. Army Medical Command	HZH	U.S. Army Medical Department Activity—Fort Knox
MC	U.S. Army Medical Command	IAH	U.S. Army Medical Department Activity—Fort Belvoir
MC	U.S. Army Medical Command	IEH	U.S. Army Medical Department Activity—Fort Benning
MC	U.S. Army Medical Command	IGH	Womack Army Medical Center
MC	U.S. Army Medical Command	IHH	U.S. Army Medical Department Activity—Fort Campbell
MC	U.S. Army Medical Command	IJH	U.S. Army Medical Department Activity—Fort Jackson
MC	U.S. Army Medical Command	INH	U.S. Army Medical Department Activity—Fort Stewart
MC	U.S. Army Medical Command	IPH	U.S. Army Medical Department Activity—Fort Hood
MC	U.S. Army Medical Command	IQH	U.S. Army Medical Department Activity—Fort Polk
MC	U.S. Army Medical Command	IRH	U.S. Army Medical Department Activity—Fort Sill
MC	U.S. Army Medical Command	ITH	U.S. Army Medical Department Activity—Fort Riley
MC	U.S. Army Medical Command	IUH	U.S. Army Medical Department Activity—Fort Carson
MC	U.S. Army Medical Command	IZH	Eisenhower Army Medical Center
MC	U.S. Army Medical Command	PHA	Public Health Command Atlantic
MC	U.S. Army Medical Command	PHC	Public Health Command Central
MC	U.S. Army Medical Command	PHP	Public Health Command—Pacific
MC	U.S. Army Medical Command	RHA	Regional Health Command Atlantic
MC	U.S. Army Medical Command	WCR	Warrior Transition Units Capital Region
MC	U.S. Army Medical Command	18C	18th Medical Command
MC	U.S. Army Medical Command	19H	U.S. Army Medical Department Activity—Fort Irwin
MC	U.S. Army Medical Command	73I	U.S. Army Institute of Surgical Research
MC	U.S. Army Medical Command	74I	U.S. Army Research Institute of Environmental Medicine
MC	U.S. Army Medical Command	76I	U.S. Army Aeromedical Research Laboratory
MC	U.S. Army Medical Command	7JH	U.S. Army Medical Department Activity—Japan
MC	U.S. Army Medical Command	7KH	U.S. Army Medical Department Activity—Korea
MC	U.S. Army Medical Command	7SH	U.S. Army Medical Department Activity—Alaska
MC	U.S. Army Medical Command	82I	U.S. Army Element Joint Health Service Agency
MC	U.S. Army Medical Command	BJH	U.S. Army Medical Department Activity—Bavaria
MC	U.S. Army Medical Command	ERD	Dental Health Command Europe
MC	U.S. Army Medical Command	HHH	U.S. Army Medical Department Activity—Fort Huachuca
MC	U.S. Army Medical Command	HPH	U.S. Army Medical Department Activity—Redstone Arsenal
MC	U.S. Army Medical Command	I3H	U.S. Army Medical Command
MC	U.S. Army Medical Command	IDH	U.S. Army Medical Department Activity—Fort Lee
MC	U.S. Army Medical Command	IKH	U.S. Army Aeromedical Center
MC	U.S. Army Medical Command	IVH	U.S. Army Medical Department Activity—Fort Leavenworth
MC	U.S. Army Medical Command	MMC	U.S. Army Medical Materiel Center—Europe

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
MC	U.S. Army Medical Command	PHE	Public Health Command—Europe
MC	U.S. Army Medical Command	RDA	Dental Health Command Atlantic
MC	U.S. Army Medical Command	RDC	Dental Health Command Central
MC	U.S. Army Medical Command	RDP	Dental Health Command Pacific
MC	U.S. Army Medical Command	RHC	Regional Health Command Central
MC	U.S. Army Medical Command	RME	Regional Health Command Europe
MW	U.S. Army Military District of Washington	12B	12th Aviation Battalion
MW	U.S. Army Military District of Washington	AFB	U.S. Army Field Band
MW	U.S. Army Military District of Washington	MDO	U.S. Army Military District of Washington Others
MW	U.S. Army Military District of Washington	TAB	U.S. Army Band
MW	U.S. Army Military District of Washington	TOG	3D Infantry Group The Old Guard
MW	U.S. Army Military District of Washington	TRP	U S Army Transportation Agency White House
NG	National Guard	GGB	National Guard (COMPO 2 Units)
P1	U.S. Army Pacific	16A	16th Combat Aviation Brigade (M)
P1	U.S. Army Pacific	NCO	NCO Academies (Others)
P1	U.S. Army Pacific	UKJ	U.S. Army Element U.S. Forces Korea
P1	U.S. Army Pacific	UJO	U.S. Army Japan Others
P1	U.S. Army Pacific	10A	10th Support Group
P1	U.S. Army Pacific	125	1st Brigade Combat Team (SBCT), 25th Infantry Division
P1	U.S. Army Pacific	130	130th Engineer Brigade
P1	U.S. Army Pacific	18M	65th Medical Brigade
P1	U.S. Army Pacific	196	196th Infantry Brigade
P1	U.S. Army Pacific	19O	19th Expeditionary Sustainment Command
P1	U.S. Army Pacific	225	2nd Brigade Combat Team (IBCT), 25th Infantry Division
P1	U.S. Army Pacific	2FO	210th Field Artillery Brigade
P1	U.S. Army Pacific	325	3rd Brigade Combat Team (IBCT), 25th Infantry Division
P1	U.S. Army Pacific	35A	35th Air Defense Artillery Brigade
P1	U.S. Army Pacific	38A	38th Air Defense Artillery Brigade
P1	U.S. Army Pacific	425	4th Brigade Combat Team (IBCT), 25th Infantry Division
P1	U.S. Army Pacific	5BC	5th Battlefield Coordination Detachment
P1	U.S. Army Pacific	8MP	8th Military Police Brigade
P1	U.S. Army Pacific	8th	8th Theater Sustainment Command
P1	U.S. Army Pacific	94H	94th Army Air and Missile Defense Command
P1	U.S. Army Pacific	9TO	I Corps Tactical Command Post Forward
P1	U.S. Army Pacific	A25	Combat Aviation Brigade (L), 25th Infantry Division
P1	U.S. Army Pacific	A2I	Combat Aviation Brigade (H), 2nd Infantry Division

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
P1	U.S. Army Pacific	H25	Headquarters, 25th Infantry Division
P1	U.S. Army Pacific	H2I	Headquarters, 2nd Infantry Division
P1	U.S. Army Pacific	P1H	U.S. Army Pacific Headquarters
P1	U.S. Army Pacific	P1O	U.S. Army Pacific Others
P1	U.S. Army Pacific	P8H	Eighth U.S. Army Headquarters
P1	U.S. Army Pacific	P8O	Eighth U.S. Army Others
P1	U.S. Army Pacific	S25	25th Infantry Division Sustainment Brigade
P1	U.S. Army Pacific	S2I	2D Infantry Division Sustainment Brigade
P1	U.S. Army Pacific	UAO	U.S. Army Alaska Others
SA	Secretary of the Army	ACW	Assistant Secretary of the Army for Civil Works
SA	Secretary of the Army	ADM	Administrative Assistant Secretary of the Army
SA	Secretary of the Army	ALT	Assistant Secretary of the Army for Acquisition, Logistics and Technology
SA	Secretary of the Army	AUD	U.S. Army Auditor General
SA	Secretary of the Army	CIO	U.S. Army Chief Information Officer, G6
SA	Secretary of the Army	CLL	U.S. Army Chief of Legislative Liaison
SA	Secretary of the Army	CPA	U.S. Army Chief of Public Affairs
SA	Secretary of the Army	CSL	U.S. Army General Counsel
SA	Secretary of the Army	FIN	Assistant Secretary of the Army for Financial Management and Comptroller
SA	Secretary of the Army	ILE	Assistant Secretary of the Army Installations, Energy and Environment
SA	Secretary of the Army	MRA	Assistant Secretary of the Army for Manpower and Reserve Affairs
SA	Secretary of the Army	NMC	U.S. Army National Military Cemeteries
SA	Secretary of the Army	OBT	U.S. Army Office of Business Transformation
SA	Secretary of the Army	OIG	U.S. Army Inspector General
SA	Secretary of the Army	OSA	Secretary of Staff Army
SA	Secretary of the Army	USA	Deputy Under Secretary of the Army
SB	Secretariat Field Operating Agencies	6JS	U.S. Army JAG School
SB	Secretariat Field Operating Agencies	1XB	Army Public Affairs Operations Group
SB	Secretariat Field Operating Agencies	ECR	U.S. Army Equal Employment Opportunity and Civil Rights Office
SB	Secretariat Field Operating Agencies	MRB	Department of the Army Review Boards Agency
SB	Secretariat Field Operating Agencies	MRG	U.S. Army Marketing and Research Group
SB	Secretariat Field Operating Agencies	NWB	U.S. Army Inspector General Agency
SC	U.S. Army Space and Missile Defense Command	GMD	U.S. Army Missile Defense Brigade
SC	U.S. Army Space and Missile Defense Command	SCO	U.S. Army Space and Missile Defense Command

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
SC	U.S. Army Space and Missile Defense Command	SPB	1st Space Brigade
SE	Field Operation Agencies Resourced by OA-22	6WS	U.S. Army Combat Readiness Center
SE	Field Operation Agencies Resourced by OA-22	SMD	Unspecified Nominative Agencies
SE	Field Operation Agencies Resourced by OA-22	5XS	U.S. Army Center for Army Analysis
SE	Field Operation Agencies Resourced by OA-22	5YV	U.S. Army Command and Control Support Agency
SE	Field Operation Agencies Resourced by OA-22	6IS	U.S. Army Legal Services Agency
SE	Field Operation Agencies Resourced by OA-22	DIS	U.S. Army Corrections Command
SE	Field Operation Agencies Resourced by OA-22	FAB	Defense Forensics and Biometrics Agency
SE	Field Operation Agencies Resourced by OA-22	FMS	U.S. Army Force Management Support Agency
SE	Field Operation Agencies Resourced by OA-22	K1S	U.S. Army Logistics Innovation Agency
SE	Field Operation Agencies Resourced by OA-22	OPG	U.S. Army Operations and Plans Support Group G3/5/7
SE	Field Operation Agencies Resourced by OA-22	POG	U.S. Army Personnel Operations Group
SF	Field Operating Agencies of the Army Staff	EXS	Personnel Exchange Program
SJ	Secretary Army Joint Activities	CMH	U.S. Army Center of Military History
SJ	Secretary Army Joint Activities	FAO	Field Operating Activities, Others
SJ	Secretary Army Joint Activities	HSV	U.S. Army Headquarters Services
SJ	Secretary Army Joint Activities	ITA	U.S. Army Information Technology Agency
SJ	Secretary Army Joint Activities	SHJ	U.S. Army Resources and Programs Agency
SP	U.S. Army Special Operations Command	SPO	U.S. Army Special Operations Command Others
SP	U.S. Army Special Operations Command	SWC	U.S. Army John F Kennedy Special Warfare Center and School
SP	U.S. Army Special Operations Command	4PO	4th Psychological Operations Group
SP	U.S. Army Special Operations Command	8PO	8th Psychological Operations Group
SP	U.S. Army Special Operations Command	CAB	95th Civil Affairs Brigade
SP	U.S. Army Special Operations Command	RGH	75th Ranger Regiment Headquarters
SP	U.S. Army Special Operations Command	RGR	75th Ranger Regiment Battalions
SP	U.S. Army Special Operations Command	S03	3rd Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S05	5th Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S07	7th Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	S10	10th Special Forces Group (Airborne)

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
SP	U.S. Army Special Operations Command	S11	1st Special Forces Group 1st Battalion (Airborne)
SP	U.S. Army Special Operations Command	SAC	U.S. Army Special Operations Aviation Command
SP	U.S. Army Special Operations Command	SFC	U.S. Army Special Forces Command (Airborne)
SP	U.S. Army Special Operations Command	SO1	1st Special Forces Group (Airborne)
SP	U.S. Army Special Operations Command	SOA	160th Special Operations Aviation Regiment
SP	U.S. Army Special Operations Command	SPH	U.S. Army Special Operations Command Headquarters
SP	U.S. Army Special Operations Command	SPT	528th Special Operations Sustainment Brigade
SP	U.S. Army Special Operations Command	SX1	10th Special Forces Group 1st Battalion (Airborne)
TA	U.S. Army Recruiting Command and Cadet Command	RCH	U.S. Army Recruiting Command Headquarters
TA	U.S. Army Recruiting Command and Cadet Command	1RB	U.S. Army Recruiting Command 1st Recruiting Brigade
TA	U.S. Army Recruiting Command and Cadet Command	2RB	U.S. Army Recruiting Command 2nd Recruiting Brigade
TA	U.S. Army Recruiting Command and Cadet Command	3RB	U.S. Army Recruiting Command 3rd Recruiting Brigade
TA	U.S. Army Recruiting Command and Cadet Command	5RB	U.S. Army Recruiting Command 5th Recruiting Brigade
TA	U.S. Army Recruiting Command and Cadet Command	6RB	U.S. Army Recruiting Command 6th Recruiting Brigade
TA	U.S. Army Recruiting Command and Cadet Command	AMU	U.S. Army Marksmanship Unit
TA	U.S. Army Recruiting Command and Cadet Command	ASB	U.S. Army Accessions Mission Support Battalion
TA	U.S. Army Recruiting Command and Cadet Command	CC1	U.S. Army Cadet Command 1st Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC2	U.S. Army Cadet Command 2nd Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC3	U.S. Army Cadet Command 3rd Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC4	U.S. Army Cadet Command 4th Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC5	U.S. Army Cadet Command 5th Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC6	U.S. Army Cadet Command 6th Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC7	U.S. Army Cadet Command 7th Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CC8	U.S. Army Cadet Command 8th Brigade
TA	U.S. Army Recruiting Command and Cadet Command	CCH	U.S. Army Cadet Command Headquarters
TA	U.S. Army Recruiting Command and Cadet Command	GKC	U.S. Army Parachute Team

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
TA	U.S. Army Recruiting Command and Cadet Command	SRB	U.S. Army Recruiting Command Medical Recruiting Brigade
TC	U.S. Army Training and Doctrine Command	194	194th Armor Brigade (MCOE)
TC	U.S. Army Training and Doctrine Command	GGB	National Guard (COMPO 2 Units)
TC	U.S. Army Training and Doctrine Command	NCO	NCO Academies (Others)
TC	U.S. Army Training and Doctrine Command	15S	U.S. Army Signal School
TC	U.S. Army Training and Doctrine Command	165	165th Infantry Brigade (IMTCOE)
TC	U.S. Army Training and Doctrine Command	171	171st Infantry Brigade (IMTCOE)
TC	U.S. Army Training and Doctrine Command	193	193rd Infantry Brigade (IMTCOE)
TC	U.S. Army Training and Doctrine Command	197	197th Infantry Brigade (MCOE)
TC	U.S. Army Training and Doctrine Command	198	198th Infantry Brigade (MCOE)
TC	U.S. Army Training and Doctrine Command	199	199th Infantry Brigade (MCOE)
TC	U.S. Army Training and Doctrine Command	1EB	U.S. Army Engineer School
TC	U.S. Army Training and Doctrine Command	23Q	U.S. Army Quartermaster School
TC	U.S. Army Training and Doctrine Command	316	316th Cavalry Brigade (MCOE)
TC	U.S. Army Training and Doctrine Command	3CB	U.S. Army Chemical School
TC	U.S. Army Training and Doctrine Command	428	428th Field Artillery Brigade
TC	U.S. Army Training and Doctrine Command	434	434th Field Artillery Brigade
TC	U.S. Army Training and Doctrine Command	59O	U.S. Army Ordnance School
TC	U.S. Army Training and Doctrine Command	8TB	U.S. Army Transportation School
TC	U.S. Army Training and Doctrine Command	ADS	U.S. Army Air Defense Artillery School
TC	U.S. Army Training and Doctrine Command	ALU	U.S. Army Logistics University
TC	U.S. Army Training and Doctrine Command	ATC	Aviation Center of Excellence
TC	U.S. Army Training and Doctrine Command	CAC	U.S. Army Combined Arms Center
TC	U.S. Army Training and Doctrine Command	CHS	U.S. Army Chaplain School
TC	U.S. Army Training and Doctrine Command	CYS	U.S. Army Cyber School
TC	U.S. Army Training and Doctrine Command	DLI	Defense Language Institute
TC	U.S. Army Training and Doctrine Command	FCE	Fires Center of Excellence Headquarters
TC	U.S. Army Training and Doctrine Command	IMT	Initial Military Training Center of Excellence Headquarters
TC	U.S. Army Training and Doctrine Command	MIS	U.S. Army Intel Center of Excellence
TC	U.S. Army Training and Doctrine Command	MNS	U.S. Army Maneuver Support Center of Excellence Headquarters
TC	U.S. Army Training and Doctrine Command	MPS	U.S. Army Military Police School
TC	U.S. Army Training and Doctrine Command	MUS	U.S. Army School of Music
TC	U.S. Army Training and Doctrine Command	RTB	U.S. Army Ranger Training Brigade
TC	U.S. Army Training and Doctrine Command	SMA	U.S. Army Sergeants Major Academy
TC	U.S. Army Training and Doctrine Command	SSI	U.S. Army Soldier Support Institute
TC	U.S. Army Training and Doctrine Command	TCO	U.S. Army Training and Doctrine Command Others

Table B-1
Army command and distribution management sublevel codes—Continued

Command Codes	Command	DMSL	DMSL Name
TC	U.S. Army Training and Doctrine Command	WHC	Western Hemisphere Institute for Security
TC	U.S. Army Training and Doctrine Command	WOD	U.S. Army Warrant Officer Career College
TC	U.S. Army Training and Doctrine Command	AAS	U.S. Army Aeronautical Services Agency
TC	U.S. Army Training and Doctrine Command	AWG	U.S. Army Asymmetric Warfare Group
TC	U.S. Army Training and Doctrine Command	CAS	U.S. Army Sustainment Center of Excellence
TC	U.S. Army Training and Doctrine Command	CCE	U.S. Army Cyber Center of Excellence Headquarters
TC	U.S. Army Training and Doctrine Command	MCE	U.S. Army Maneuver Center of Excellence Headquarters
TC	U.S. Army Training and Doctrine Command	MTA	Military Advisor Training Academy
TC	U.S. Army Training and Doctrine Command	REF	U.S. Army Rapid Equipping Force
TC	U.S. Army Training and Doctrine Command	TCH	U.S. Army Training and Doctrine Command Headquarters
TC	U.S. Army Training and Doctrine Command	TKL	U.S. Army Mission Command Training Program
TC	U.S. Army Training and Doctrine Command	TSC	U.S. Army Training Support Center
TH	Trainees, Holdees, and Students	CLF	Civil Life
TH	Trainees, Holdees, and Students	ICA	Industrial College of the Armed Forces
TH	Trainees, Holdees, and Students	MRC	Marshall Center
TH	Trainees, Holdees, and Students	NWC	U.S. Army National War College Students
TH	Trainees, Holdees, and Students	STT	U.S. Army Student Detachment
TW	U.S. Army War College	AWC	U.S. Army War College
X1	U.S. Army Materiel Command	ACA	U.S. Army Contracting Command
X1	U.S. Army Materiel Command	AMC	U.S. Army Materiel Command
X1	U.S. Army Materiel Command	AML	U.S. Army Materiel Command Separate Reporting Activities
X1	U.S. Army Materiel Command	AMM	U.S. Army Aviation and Missiles Command
X1	U.S. Army Materiel Command	CEC	U.S. Army Communications-Electronics Command
X1	U.S. Army Materiel Command	CSB	Contracting Support Brigades
X1	U.S. Army Materiel Command	FSB	Army Field Support Brigades
X1	U.S. Army Materiel Command	FSC	U.S. Army Sustainment Command
X1	U.S. Army Materiel Command	JMC	U.S. Army Joint Munitions Command
X1	U.S. Army Materiel Command	RPO	Rapid Port Opening Elements
X1	U.S. Army Materiel Command	SDO	U.S. Army Military Surface Deployment and Distribution Command Headquarters
X1	U.S. Army Materiel Command	SEC	United States Army Security Assistance Command
X1	U.S. Army Materiel Command	TAC	U.S. Army Tank Automotive and Armaments Command

Appendix C

Internal Control Evaluation

C–1. Function

The function covered by this evaluation is officer readiness and eligibility for assignments.

C–2. Purpose

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

C–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 management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

C–4. Test questions

1. Have the officer's current qualifications and ability to fill a valid requirement been part of the primary consideration for reassignment?
2. Have the officer's availability, volunteer status, TOS, and other criteria been a part of the secondary consideration when more than one officer meets the primary considerations for the same assignment?
3. Has it been determined that the reassignment requires a waiver(s) such as TOS, second PCS in the same FY (2XPCS Same FY), OCONUS tour curtailments, or post deployment stabilization?
4. Has the waiver(s) been submitted to the proper approving authority?
5. Are waivers, when required, approved before the officer's departure?
6. Has EFMP been vetted for the follow-on assignment location for medical/education support requirements via EFMP tool kit?
7. Has the appropriate documentation been submitted for an LCM?
8. Have assignment stabilization requests been processed in accordance with this regulation?

C–5. Supersession

This evaluation replaces the evaluation previously published in AR 614–100, dated 25 January 2019.

C–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–1 (HRC–OPD–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5500.

Glossary

Section I

Abbreviations

ACC

Army competitive category

ACOM

Army command

ADC

aide-de-camp

AERS

Army Educational Requirement System

AGR

Active Guard Reserve

AGS

Army General Staff

AI

assignment instruction

AMEDD

Army Medical Department

AMHRR

Army Military Human Resource Record

AMSP

Advanced Military Studies Program

AOC

area of concentration

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

ASCO

assignment consideration code

ASLSP

Advanced Strategic Leadership Studies Program

ATRRS

Army Training Requirements Resource System

AvIP

Aviation Incentive Pay

BCT

brigade combat team

BDE
brigade

BOLC
Basic Officer Leaders Course

CAR
Chief, Army Reserve

CCC
Captain's Career Course

CG
commanding general

CID
Criminal Investigative Division

CMAOC
Casualty and Mortuary Affairs Operations Center

CNGB
Chief, National Guard Bureau

COL
colonel

CONUS
continental United States

COS
critical occupational specialty

COT
consecutive overseas tour

CPT
captain

CSA
Chief of Staff, Army

DA
Department of the Army

DCS
Deputy Chief of Staff

DD Form
Department of Defense form

DEROS
date eligible for return from overseas

DMSL
distribution management sublevel

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense instruction

DRU
direct reporting unit

EFM
exceptional family member

EFMP
Exceptional Family Member Program

eMILPO
electronic military personnel office

FD
functional designation

FLEP
Funded Legal Education Program

FORSCOM
U.S. Army Forces Command

FSTE
Foreign Service tour extension

FY
fiscal year

GCMCA
general court-martial convening authority

GO
general officer

GSWT
general staff with troops

HAAP
Homebase/Advance Assignment Program

HHG
household goods

HIV
human immunodeficiency virus

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

IG
inspector general

ILE
intermediate level education

IMA
individual mobilization augmentee

IPCOT
in-place consecutive overseas tour

IRR
Individual Ready Reserve

JAGC
Judge Advocate General's Corps

JDA
Joint duty assignment

JDAL

Joint duty assignment list

JTR

Joint Travel Regulations

LCM

low cost move

LT

lieutenant

LTC

lieutenant colonel

MACP

Married Army Couples Program

MAJ

major

MAR2

MOS Administrative Retention Review

MDC

Movement designator code

MEL

military education level

MI

military intelligence

MOS

military occupational specialty

MPD

military personnel division

MTOE

modified table of organization and equipment

NCO

noncommissioned officer

NGB

National Guard Bureau

NGR

National Guard regulation

OCONUS

outside the continental United States

OPMD

Officer Personnel Management Directorate

OSD

Office of the Secretary of Defense

PCS

permanent change of station

PEO

Program Executive Office

PM

program manager

PME
professional military education

RA
Regular Army

RC
Reserve Component

ROTC
Reserve Officers' Training Corps

RRS–A
Records Retention Schedule–Army

RTD
returned to duty

SAMS
School of Advanced Military Studies

SARC
sexual assault response coordinator

SC
senior commander

SCI
sensitive compartmented information

SD Form
Secretary of Defense form

SDAP
Special Duty Assignment Pay

SECARMY
Secretary of the Army

SECDEF
Secretary of Defense

SHAPE
Supreme Headquarters Allied Power Europe

SHARP
Sexual Harassment/Assault Response Prevention Program

S–JDA
standard Joint duty assignment

SSC
Senior Service College

TDA
table of distribution and allowances

TDY
temporary duty

TIG
The Inspector General of the Army

TJAG
The Judge Advocate General

TOS
time on station

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TRICARE

tri-service medical care

TSG

The Surgeon General

UCMJ

Uniform Code of Military Justice

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USC

United States Code

USMA

U.S. Military Academy

VTIP

Voluntary Transfer Incentive Program

WO

warrant officer

WOCC

Warrant Officer Career College

WTU

warrior transition unit

Section II**Terms****All others tour**

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

Army Educational Requirements System assets

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

Assignment alert

The official notification to an officer of an impending assignment when alerted by writing, voice, email, or other medium from DA or HRC assignment officials. An assignment is finalized when an officer has been placed on orders to fill a valid requisition and provided the report date and the location.

Branch detail

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

Branch immaterial position

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

Collateral misconduct

Victim misconduct that might be in time, place, or circumstance associated with the victim's sexual assault incident. Collateral misconduct by the victim of a sexual assault is one of the most significant barriers to reporting assault because of the victim's fear of punishment. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (for example, underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders).

Commissioned officer

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

Control branch

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

Department detail

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

Detail

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

Must-move status

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

Obligated Army Educational Requirement System asset

Officers who attend civil schooling under the Army Advanced Civil Schooling Program and who are required to serve a 24-month utilization tour (36 months for USMA) in a valid AERS-coded position.

Partial mobilization

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

Regimental affiliation

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

Regimental requirement

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

Sexual assault

The intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. As used in this regulation, the term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. (See DODI 6495.02.)

Slating

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

Utilization tour

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

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