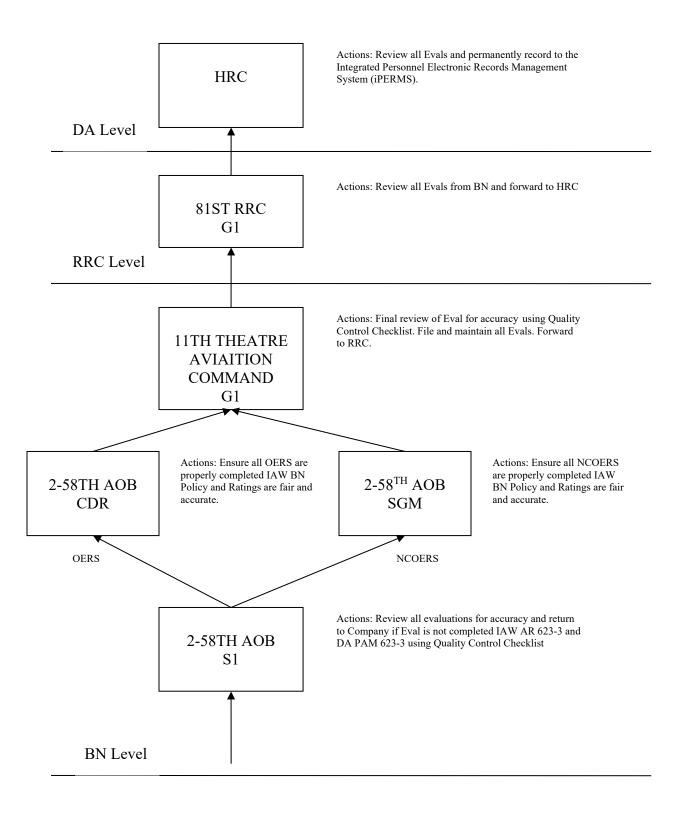
2-58th Airfield Operations **Battalion (AOB) S1 Standing Operating Procedures** And **Helpful Personnel Information** 

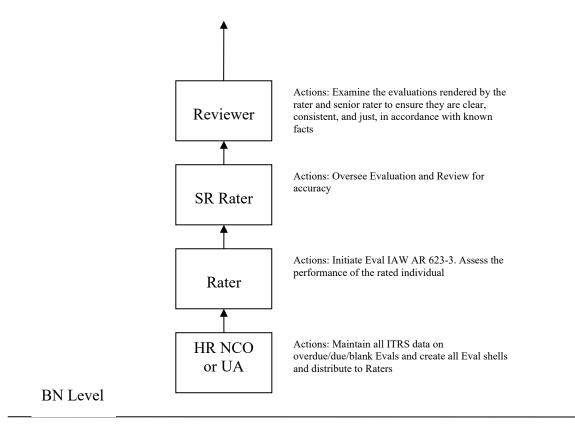
<u>SUBJECT</u>	Page(s) Number
Evalutions a. Flow Chart	01 02-03
Accountability Reports and Alert Roster	04
Retention	05
Enrollment of all Dependents into Defense Enrollment Eligibility Report System (DEERS)	t 06
Lines of Duty (LOD)	07-08
Birth Month Audit Checklist	09
In and Out Processing  a. In-Processing Form  b. Out-Processing Form	10 11 12
Civilian Employment Information (CEI) Re-employment Rights 18 Year Lock-In for Active Federal Service (RC Only)	13 13 13
Lautenberg Amendment	14
Entitlements	15-17
Awards and Decorations	18-20
DA Form 4651	21-38
Leave	39
Enlisted Promotions	40-49
Red Cross	50-51
Acronyms Chart	52-55
References	56-57

# **Evaluations:**

- 1. The Commander will establish and publish and approve a by name rating scheme for each officer and noncommissioned officer and civilian in the unit. This rating scheme will identify the rater, senior rater and reviewer with effective dates for each SGT and above.
- 2. The Commander will review and submit an updated rating scheme on the 1<sup>st</sup> day of each month to the 11th Theatre Aviation Command (TAC) G1 Evaluation Section by e-mail.
- 4. Only the most updated Pure Edge form will be accepted. Platoon Sergeant's will review all evaluations prior to submission to the Battalion S-1 office. All evaluations will be submitted THRU the battalion S1. The Battalion S1 will then submit the evaluation through the rating chain. This will allow for easier tracking and record keeping. Evaluations will not be signed by any person within the rating chain until the evaluation has been reviewed by the Battalion S1 and the Battalion SGM for accuracy.
- 5. It is vital to have all evaluations turned in a timely manner. Here are the guidelines:
  - a. 60 days out ITRS data will be pulled and soldiers with upcoming evaluations will be identified
  - b. 30 days prior to thru date have shell ready
- c. 1-20 days **prior** to the thru date have the evaluations completed and reviewed for accuracy by the Chain of Command.
- d. 10 days **prior** to thru date the Senior rater will submit all evaluations (**UNSIGNED**) to S-1 electronically for approval. S-1 will respond with corrections or approval within 5 working days of submission.
- e. 5 days **prior** to the thru date, the evaluation's will be submitted to the CDR (OER's)/SGM (NCOER's) for final review and ensure accurate ratings.
- f. 0-10 days **after** the thru date, turned into the S-1 Office (**SIGNED**), the S-1 conduct a final quality control check. If no errors are found and the evaluation is correct the S-1will forward it to Headquarters Department of the Army (HQDA) using AKO my forms.
- 6. Keep in mind, this process will be done via AKO my forms to ensure evaluations are submitted in a timely manner and assist with tracking. This will speed up the process of turning in the evaluations.

# FLOW OF EVALUATIONS 2-58TH AOB





## **Accountability Reports and Alert Roster:**

- 1. All Platoon Sergeants will send Accountability Reports to Battalion S-1 at 0800 and 1600 during Battle Assemblies MUTA 4 and for MUTA 5-8 NLT 1 hour after the first Accountability formation and 1 hour before the last formation. This is to ensure that every Soldier is accounted for and that the Battalion is aware of any issues ahead of time.
- 2. The Monday before Battle Assembly, Platoon Sergeants will activate the Alert Roster to ensure 100% of their Soldiers are notified and issues are resolved before Battle Assembly. A report is due to the Battalion S-1 by COB Wednesday before Battle Assembly. The Phone Roster Accountability spreadsheet is the only authorized form to be used.
- 3. The Phone Roster should be updated every month to ensure accuracy. RLAS needs to be updated by the UA or the Human Resource NCO as soon as the Unit is aware of any changes.
- 3. The Sign-in book will be updated NLT 1 hour after accountability formation with correct codes.

# **Retention:**

- 1. Commanders will monitor unit strength and ensure to meet our goal of 100%. Commanders will retain 65% of Skill Level I, 75% of Skill Level 2-5, and 85% of Officer Personnel.
- 2. Commanders will review and maintain request for vacancies announcements to ensure all positions will be filled in a timely manner.
- 3. Commanders will notify their local Recruiting Station Commander if problems arise. If the issue is not resolved, it will be brought to the attention of the Chain of Command.
  - a. The attrition rate will not exceed 24% at any time.
  - b. 100% of Soldiers that's Expiration Term of Service (ETS) is within 120 days will be counseled by the SM's first line leader and through his/her Chain of Command.
  - c. Commanders will have a Retention Plan to ensure that each Soldier is given every opportunity to succeed in his/her career.
- 4. Commanders will appoint a Duty Appointed Retention NCO (DARN) to keep up with current incentives available for all Soldiers.
- a. Every First Term Soldier will be counseled during the SM's first Battle Assembly (BA) by a DARN's personnel.
  - b. Soldiers will be informed of all Veteran benefits applicable upon ETS.
- 5. DARN's personnel will inform all eligible Soldiers of Re-enlistment bonuses and will keep a log IAW AR 135-7.
- 6. Commanders will ensure that each newly assigned Soldier has a Sponsor appointed to help inprocess and mentor the SM during the transition into the unit.
  - a. Welcome Packets will be sent to all newly assigned Soldiers.
  - b. Each Soldier will have a checklist completed to ensure accuracy.
- c. All Full Time Support (FTS) will be sponsored by another FTS personnel to assist in transition to the unit.
  - d. 100% of all non-prior service (NPS) will ship on time to Initial Entry Training (IET).

# Enrollment of all Dependents into Defense Enrollment Eligibility Report System (DEERS)

- 1. Commanders need to emphasize the importance of DEERS to their Soldiers. Commanders will ensure that each Soldier has his/her dependents enrolled into DEERS.
  - a. Each SM will have a DD 1172 for each dependent on record in the SM's 201 File/MPRJ.
  - b. The SM will update their address at the DEERS website https://www.dmdc.osd.mil/appj/address/index.jsp during birth month audits/SRP.
  - c. Subordinate unit Commander/1SG's will ensure 100% of dependents are enrolled in DEERS
- 2. Service member, retiree, or dependent, DEERS registration is the key to getting your TRICARE benefits eligibility established. DEERS is a computerized database of military sponsors, families and others worldwide who are entitled under the law to TRICARE benefits. The following overview will assist you in registering for DEERS and verifying and updating your DEERS information.

#### 3. Things to Keep in Mind:

- a. Each family member's eligibility record must be updated separately when changes occur.
- b. Any changes that impact you or your family (e.g., marriage, birth, divorce, death) need to be reported to DEERS so that eligibility can start or stop under DOD and Service guidance.
  - If you are active duty and re-enlist, separate, retire, or move, make sure your information gets updated in DEERS as soon as possible. If you do not, you and your family might experience a break in eligibility, which means a break in health care coverage.
  - As soon as you re-enlist, take your reenlistment paper to your personnel support center or ID card facility so your information can be updated before your previous enlistment expires rather than waiting for the paperwork to go through distribution.

# **Line of Duty**

- 1. The DA 2173 is the backbone of the LODI (Line of Duty Investigation). A LODI cannot be completed without the 2173. Additionally, bills, Incapacitation Pay and ADME cannot be paid without the LODI. And other problems with medical eligibility could later arise. When completing an investigation (IAW AR 600-8-4 § 3-5) the following forms are used, and submitted in this order:
  - 1. DD 261 (Report of Investigation: Line of Duty and Misconduct Status) (for Formals only)
  - 2. DA Form 2173.
  - 3. Statement or written correspondence indicating that the Soldier was warned of his or her right not to make a statement:
  - 4. DA 2823 with overlay of statement
  - 5. Rights Warning/Waiver.
  - 6. AGKS 6006 (Disability Counseling Statement)
  - 7. Police report. (If applicable)
  - 8. Medical documentation. This could include:
    - a. Treatment records for the initial/emergency visit.
    - b. These items from the medical records (the linked documents are for examples only)
    - c. Physicals:
- 1. DD 2808
- 2. DD 2807-1
- 3. Annual Medical Certificates (DA7349)
- 4. Profiles (DA 3349)
- 5. Previous LODIs
- d. Soldiers Sworn Statement (link DA 2823 with overlay)
- e. Witnesses Sworn Statements
- f. Orders or DA 1379
- g. other documentation pertinent to the investigation:
  - 1. PT Card (DA 705)

- 2. Investigating Officer Appointment Memorandum
- 2. An informal investigation should be performed in cases where the Soldier's injury/illness is not a result of misconduct or negligence, did not happen under doubtful circumstances and the documentation clearly defines the who, what, why and how of the injury/illness.
- 3. Formal investigations are different from the informal chiefly because its purpose is to remove doubt from the surrounding circumstances. Here are some reasons to do a formal (IAW AR 600-8-4, § 2-3):
  - 1. Injury, disease, death, or medical condition that occurs under strange or doubtful circumstances or is apparently due to misconduct or willful negligence.
  - 2. Injury or death involving the abuse of alcohol or other drugs.
  - 3. Self-inflicted injuries or possible suicide.
  - 4. Injury or death incurred while AWOL.
  - 5. Injury or death that occurs while an individual was enroute to final acceptance in the Army.
  - 6. Death of a USAR Soldier while participating in authorized training or duty.
  - 7. Injury or death of a USAR Soldier while traveling to or from authorized training or duty.
  - 8. When a USAR Soldier serving on an AD tour of 30 days or less is disabled due to disease.
  - 9. In connection with an appeal of an unfavorable determination of abuse of alcohol or other drugs (para 4-10a).
  - 10. When requested or directed for other cases.
- 3. Requesting Medical Documents and ROI (Release of Information) While preparing investigations, you will likely find that obtaining medical documentation (and completing the DA 2173) can be difficult. There are a couple ways to do this:
  - 1. Ask the Soldier to obtain the information for you, this is probably easiest in most cases, at least where the Soldier lives close to the treating facility. (However, completing the DA 2173 may not go well if they don't understand how.)
  - 2. Ask the treating facility; this is generally harder, however, in cases where there may be question as to the circumstances, this may be the best choice
- 4. Completion of the investigation is the unit's responsibility. However, your resources are limited, and they need to help you if they want their bills paid quickly. If the investigation is not completed, bill repayment becomes the Soldier's responsibility.

# **Birth Month Audit Checklist:**

Each company will conduct a Birth Month Audit on Soldiers within their Units. The Company Orderly Room will set-up an appointment with the Individual Soldier and start going through his or records using the below checklist.

# BIRTH MONTH AUDIT CHECKLIST

NAME/RANK	SSN
DO YOU HAVE ANY NEW AWARDS TO A DO YOU HAVE ANY DA 1059s TO ADD? DO YOU HAVE ANY CIVILIAN TRANSCR DO YOU HAVE A WILL? DO YOU HAVE A POWER OF ATTORNEY	RIPTS?
RECORDS CUSTODI	AN SECTION
DD93 EMERGENCY DATA SGLV 8286 LIFE INSURANCE DA 5960 BAH VERIFICATION DARP 249 (RETIREMENT POINTS) DA 2-1 UPDATED DA 2A, 2B, 2C (PQR) UPDATED	)
SCHOOLS NEEDED? YES/NO	INITIAL
TRAINING	
AUDITED BY:	

# **In and Out Processing**

- 1. Successful integration and out processing of our Soldiers can have a significant impact on individual Soldier readiness and command supply discipline throughout our organization. Several personnel and logistical actions are required as part of receiving Soldiers into a unit as well as clearing them of responsibility when departing. To ensure these activities are integrated and properly executed, units will utilize a checklist for both in and out processing
- 2. Commanders, 1SGs, Human Resource NCOs, training NCOs, supply NCOs, and other FTS personnel are expected to work together in the execution of this process. The chain of command is expected to take action as appropriate to ensure the individual Soldier's compliance with this process (i.e.- counseling, flagging, holding of personnel actions, authorizing pay or coding Soldiers as UNSAT). Additionally members of the chain of command may be held accountable for losses if not exercising appropriate diligence.
- 3. Units are authorized to add items as necessary for their unique needs and enter "NA" for items that do not apply. Deletion of data fields is not authorized. The checklist(s) will be maintained in the unit files.
- 4. Subordinate Companies will use the Battalions in and Out-Processing forms. This way all units will be aligned and uniformed with the same working document. No unit is authorized in adding or changing the forms without the consent of this HQ's.

# IN PROCESSING FORM

NAME:	RANK:		SSN:	
DUTY ASSIG	NMENT/SECTION:			
	r accession into the unit each soldier is required	to in process	the areas listed	d. Soldiers will
	accession at the unit orderly room. This form			
		a	HDNGO	
UNIT		Section	HRNCO	
A. FIRST LI	NE SUPERVISOR			
	1. Initial Counseling/Rating Scheme			
	2. Unit Policy Letters			
	3. Added to Section Leader Book			
D. IDUT GUD	N. W. (GVIDNI V. V.GO, IN VITA I. V.			
B. UNIT SUP	PLY (SUPPLY NCO INITIAL)			
	1. CIF Issued			
	2. Individual Clothing Record			
	3. Weapon #/Card			
C NDC	4. Unit patches / Distinctive Unit Insignia			
C. NBC	1 Mosls #			
	1. Mask #			
	2. Insert required (Y or N)			
D. MOTOR P	OOL			
<b>D.</b> 101010101	Operator Qualification Record			
	2. Driver's License (military & civilian)			
	3. Accident-Avoidance certificate			
	4. SAMS1-E In-processing sheet complete			
	1 0 1			
E. TRAINING	G/SECURITY/ IT			
	1. APFT Card received			
	2. Weapons Card received			
	3. MOSQ / NCOES ATTRS Input			
	4. USAR ntwk access email & AKO account			
	5. Security Clearance (EPSQ)	<del></del>		
	6. Flight Records received			
F. S1Section				
1. 2123331911	1. SF 1199A (Direct Deposit)			
	2. I.D. Tags/I.D. Cards			
	3. Assignment orders			
	4. RLAS Personal Data (contact info)			
	5. Family Care Plan			
	6. DD 93 and SGLV			
	7. Civilian Employment Info			
	(Updated Online)			
	8. Updated Alert roster with Soldier info			
	9. iPERMS data updated (any missing docs) _			
	10. SDAP orders issued/needed			
	11. SRP Packet been completed			
	12. DD Form 2760 completed			
	13. DA Form 5960 completed			
	14. DD Form 2058 completed			
	15. Form W-4 completed			

	<ul><li>16. DA Form 7425 completed</li><li>17. USAR Form 107-R completed</li></ul>	
G. HRNCO	<ol> <li>Sponsor assigned</li> <li>Welcome Letter sent out</li> <li>OER/NCOER from last uni</li> <li>DTS (released from previous)</li> <li>Government Travel card tra</li> </ol>	us unit)
H. SERGEAN	T MAJOR IINTERVIEW	
I. COMMAN	DER'S INTERVIEW	
BATTALION	COMMANDER:	(COMMANDERS SIGNATURE) (DATE)

# **OUT PROCESSING FORM**

NAME: DUTY ASSIGNMENT/SECTION:	_RANK:	SSN:	
Prior to final release from the unit, Soldie commander will grant final clearance.			
UNIT	Section	HRNCO	
A. FIRST LINE SUPERVISOR			
<ul> <li>B. UNIT SUPPLY (SUPPLY NCO INIT</li> <li>1) CIF</li> <li>2) Individual Clothing</li> <li>3) HAND RECEIPTS</li> <li>a. Temporary</li> <li>b. Section</li> <li>c. Weapon</li> <li>d. Government Credit Cards</li> <li>e. Keys</li> </ul>	TIAL)		
C. NBC			
<ul><li>D. MOTOR POOL</li><li>1) Operator Qualification Record</li><li>2) Driver's License</li></ul>			
<ul><li>E. TRAINING /SECURITY/ IT</li><li>1) APFT / Weapons Card</li><li>2) Training Record</li></ul>			
F. S1 Section 1) Terminate Network Account (if apple)	plicable)		
<ul> <li>G. HRNCO</li> <li>1) Individual evaluation completed</li> <li>2) Evaluations of rated soldiers comp</li> <li>3) Reassignment orders received</li> </ul>	leted		
H. SERGEANT MAJOR			
REMARKS:			
SOLDIERS RECORDS FORWARDED Gaining Unit Info	TO:		
FINAL BY: (COMMAN	NDERS SIGNATURE	) (DATE)	

## **Civilian Employment Information (CEI):**

In March 2003, the Under Secretary of Defense for Personnel and Readiness signed a memo directing all Reserve Components to collect Civilian Employment Information for every member. As required by Congress and IAW Title 10 USC 10204, all Army Reserve and Army National Guard soldiers are required to provide information about their civilian employer. The primary purpose is to assist the Secretary of Defense in accomplishing its employer outreach authorized under 38 USC 4333. The information is also made available to ensure that employment-related factors are considered during premobilization planning and screening. For example: it is important that consideration be given to first responder personnel within a community so that the entire force of emergency workers, e.g., firefighters, police officers, etc., are not mobilized.

Army Reserve members will enter data at https://www.hrc.army.mil. In regards to questions about employment or re-employment rights service members can check the ESGR web site at: https://www.ESGR.org. All RC members are required to keep the information current. Commanders are responsible for ensuring their RC Soldiers are CEI compliant.

#### **Re-employment rights:**

RC Soldiers who are mobilized under Title 10, USC sections 12301(d) and 12302 are exempt from the USERRA five-year limit for retaining re-employment rights as provided in USC 4312(c)(4)(b). Reference the ASA (M&RA) memo, dated 26 SEP 01, subject Reemployment Protections for Activated Reserve Component Members and ASA (Financial Management and Comptroller) memo, dated 2 DEC 03, subject Volunteer Duty beyond 24 months for stabilization of IRR. In regards to questions about employment or re-employment rights service members can check the ESGR web site at: <a href="https://www.ESGR.org">https://www.ESGR.org</a>.

# 18-year lock in for Active Federal Service (RC ONLY):

Efforts should be made to select other qualified Soldiers before mobilizing Soldiers within this category. Any such mobilization should be for the best interest of the Army, not the individual.

### **Lautenberg Amendment:**

The Lautenberg Amendment to the Gun Control Act of 1968, effective 30 September 1996, makes it a felony for those convicted of misdemeanor crimes of domestic violence to ship, transport, possess, or receive firearms or ammunition. The Amendment also makes it a felony to transfer a firearm or ammunition to an individual known, or reasonably believed, to have such a conviction. Soldiers are not exempt from the Lautenberg Amendment.

Summary court-martial convictions, nonjudicial punishment under Article 15, UCMJ, and deferred prosecutions (or similar alternative dispositions) in civilian court do not constitute qualifying convictions within the meaning of the Lautenberg Amendment. The prohibitions do not preclude a Soldier from operating major weapons systems or crew served weapons such as tanks, missiles, and aircraft. The Lautenberg Amendment applies to Soldiers with privately owned firearms and ammunition stored on or off post.

Army policy is that all soldiers known to have, or Soldiers whom commanders have reasonable cause to believe have, a conviction of a misdemeanor crime of domestic are non-deployable for missions that require possession of firearms or ammunition. Soldiers affected by the Lautenberg Amendment are not eligible for overseas assignment. However, soldiers who are based outside the continental United States (OCONUS) will continue to comply with their assignment instructions.

Soldiers with qualifying convictions may not be assigned or attached to tables of organization and equipment (TOE) or modified TOE (MTOE) units. Commanders will not appoint such soldiers to leadership positions that would give them access to firearms and ammunition. Soldiers with qualifying convictions may not attend any service school where instruction with individual weapons or ammunition part of the curriculum is.

Soldiers whom commanders know, or have reasonable cause to believe have, a qualifying conviction may extend if otherwise qualified, but are limited to a one-year extension. Affected Soldiers may not reenlist and are not eligible for the indefinite reenlistment program. Soldiers barred from reenlistment based on a Lautenberg qualifying conviction occurring after 30 September 1996 may not extend their enlistment. However, such soldiers must be given a reasonable time to seek removal of the conviction or a pardon.

Officers are subject to the provisions of the Lautenberg Amendment like any other soldier. The effects of are somewhat different if an officer has a qualifying conviction. Officers may request release from active duty or submit an unqualified resignation under AR 600-8-24, Officer Transfers and Discharges.

#### **ENTITLEMENTS**

Provide personnel policy guidance to Major Commands, Installation Commanders, Power Projection Platforms, Power Support Platforms, and Personnel Support Centers pertaining to entitlements, allowances, and authorizations for military (Active and Reserves) and civilian (DA/DoD, Red Cross, AAFES, Contractor) personnel who are mobilized and/or deployed in support of contingency operations.

## **General**:

Select duty locations may receive special entitlements based on approval from the Assistant Secretary of Defense (OSD) for Military Personnel Policy. Personnel in locations around the world such as USAREUR, EUCOM, PACOM, SOUTHCOM and NORTHCOM may receive entitlements based on the applicable chapter in the DOD Financial Management Regulation (FMR). The Installation Management Agency (IMA) is the primary installation provider for installation support, funding to support mobilized Soldiers on station and responsible for many of the installation authorizations. This includes contracting for lodging when government quarters are not available on the installation, providing multi-passenger vehicles, 7-passenger vans or larger vehicles.

#### **Military Pay and Allowances:**

## a. Basic Pay:

Based on the Soldier's grade and time in service. All regular active-duty Soldiers will be paid by DFAS-Indianapolis under the Defense Joint Military Pay System (DJMS). Mobilized reserve component (RC) soldiers pay will remain on the RC pay system (DJMS-RC).

## b. Basic Allowance for Housing (BAH):

RC mobilized Soldiers are entitled to BAH based on their primary residence, IAW paragraph 260203, DOD-FMR 7000.14-R, volume 7a. Mobilized RC soldiers will not be authorized to change the BAH from which they were ordered to active duty, regardless of whether or not their primary residence changes. Regular active-duty soldiers are entitled to BAH based on their permanent duty station (PDS). Mobilized AGR soldiers (Title 10 or 32) will have the G-1 of either the state of the RRC for validation their AGR status and BAH will be based on their PDS.

#### e. Basic Allowance for Subsistence (BAS):

(1) Soldiers in TCS Status: All Soldiers will receive BAS while in a TCS status, including soldiers in single government quarters. TCS soldiers who are on government installations with dining facilities are directed to use mess facilities. When a soldier is in an authorized per diem status, these soldiers are not required to pay for their meal, as the meal portion of per diem is being cost captured to pay for the meals received at the installation using CONOPS messing procedures. Soldiers are entitled to the incidental rate of per diem only if authorized per diem at these locations.

# g. Family Separation Allowance (FSA):

Soldiers in a TCS status may be authorized FSA Type II (T) at the rate of \$250 per month, IAW Chapter 27, DOD FMR 7000.14-R Volume 7a, when a Soldier is away from their PDS (for mobilized RC personnel this is their home of residence) continuously for a period of 30-days, and the Soldier's dependents are not residing at or near the TCS station. Army/service married couples who were living together prior to and immediately before the deployment and single soldiers with authorized primary dependents may be paid FSA-T. Relocation of dependents at government expense is not authorized.

## i. Hardship Duty Pay – Location (HDP-L):

Authorized for specific areas within the AOR. Rates are established for specific countries and are listed.

# j. Hostile Fire Pay (HFP):

Also known as combat zone pay. Authorized for specific areas within the AOR. The President under an Executive Order must declare HFP

# k. Imminent Danger Pay (IDP):

Authorized for specific areas within the AOR at the rate of \$225 per month.

# **Military Benefits:**

# a. Service Member's Group Life Insurance (SGLI):

Regular Army and RC coverage under SGLI maximum coverage is \$450,000. Increased coverage is not automatic. All deploying soldiers must review and complete SGLI Form 8286 before departure to review their designated beneficiary and make any increases if desired. Effective 1 NOV 2001, the Family SGLI Act was effective for all Soldiers on active duty. Basic coverage is automatic. If a soldier wants to decline this insurance, a VA Form 8286a should be completed and submitted to the servicing military personnel office. Additional information and download of forms are available at www.insurance.va.gov/sglivgli/sglifam.htm.

#### b. RC Soldier Dependents Benefits:

Dependents of RC soldiers ordered to active duty for more than 30-days are eligible for the same benefits (e.g., medical care, TRICARE, CHAMPUS benefits, commissary/ exchange privileges, legal assistance, use of morale, welfare and recreation facilities, etc.;) as dependents of regular Army soldiers (but excluding dental, which requires orders to active duty for over 180-days). Dependents are authorized to be issued DD Form 1172, Active-Duty Dependent ID cards, or may continue to use their DD Form 1172-1, Reserve Family Member ID cards along with a copy of the soldier's active-duty order, to use authorized facilities and to receive authorized benefits.

#### c. Savings Deposit Program (SDP):

Authorized for each soldier who served 30 consecutive days or at least 1 day in each of 3 consecutive months in the AOR. In addition, SDP authorized areas are the waters of the Red Sea, Gulf

of Aldan, the Gulf of Oman and the Arabian Sea (10 degrees north latitude and west 68 degrees east latitude) or the air space there over. This is effective 1 November 2001, per OSD(P&R). See chapter 51 of DOD FMR Volume 7a. Effective 24 February 2003 the SDP program is expanded to any member serving in an assignment outside the United States or its possessions in support of contingency operations in an area that has been designated a combat zone or is in direct support of a combat zone.

# d. Combat Zone Tax Relief (CZTR):

Authorized for the areas in direct support of the combat area. Enlisted and warrant officers (including commissioned warrant officers) for any part of a month, all military pay received for military service that month is excluded from gross income. For commissioned officers, the monthly exclusion is capped at the highest enlisted pay, plus any hostile fire or imminent danger pay received.

#### e. <u>Tax Filing Extension</u>:

Authorized for mobilized/deployed soldiers is authorized up to 180-days after leaving the area of operation.

# f. Thrift Savings Plan (TSP):

All Soldiers, active and reserve, may contribute to the TSP program but must sign up during an open season. Activated reservists have a 60-day window to sign up for the program if not already participating upon call up. The open seasons occur twice a year: 15 April-30 June and 15 October-30 December. Soldiers can sign up using the DFAS MyPay website <a href="http://www.dfas.mil/mypay/">http://www.dfas.mil/mypay/</a> or go to their PAC to fill out a TSP-U-1 election form. All enlisted and warrant officer combat zone TSP contributions are tax exempt. Officer combat zone contributions are tax-exempt up to \$5,882.70. For additional information please visit the TSP web site <a href="http://www.tsp.gov/">http://www.tsp.gov/</a>.

#### g. The Soldiers' and Sailors' Civil Relief Act:

Provides protection of rights, privileges, immunities, and benefits to service members while serving on active duty. These benefits include protection against paying taxes in both the home state and the state in which service members are stationed, exemption from personal property taxes when stationed in a state which is not their domicile, the ability to have civil court cases delayed, and special treatment of certain financial obligations. Service members may also qualify for lowering their interest rates to six percent for obligations incurred prior to entering active service. For more information go to <a href="http://www.defenselink.mil/specials/relief\_act/index.html">http://www.defenselink.mil/specials/relief\_act/index.html</a> or see a legal assistance attorney. All mobilized RC soldiers can receive finance support and information from the local servicing finance office or DMPO.

# **Awards and Decorations:**

The Battalion has the authority to award Army Achievement Medals and below, per AR 600-8-22 Military Awards.

The process will always start with a recommender, using DA Form 638. All awards will be electronically submitted and process electronically using Pure Edge. This will be a faster process for all involved.

Battalion Certificate of Achievements is normally done during annual Training. Any Supervisor can request a COA for a Soldier when the local Command feels it is justified when outstanding performance has been achieved, i.e., 300 score on the PT test, 40 out 40 on the rifle range. When the unit submits for a COA, it does not have to be done on a DA 638, a memorandum with the Soldier's information and achievement will be sufficient.

The Battalion also has the "Coin for Excellence". Leaders can recommend to the CDR or SGM for a presentation of a Coin. These requests will be submitted on an informal memorandum with the Soldier's information and justification. The Coin will only be given from the CDR or SGM to the Soldier.

#### **General Information on Mobilization Decorations:**

# a. Armed Forces Reserve Medal:

Any Reserve Component Soldier who is mobilized in support of contingency operations is eligible to receive the Armed Forces Reserve Medal with "M" device. The individual mobilization order will serve as documentation for wear of the award. Reference <a href="https://www.perscom.army.mil/tagd/awards/index.htm">https://www.perscom.army.mil/tagd/awards/index.htm</a> for detail information.

#### b. Shoulder Sleeve Insignia for Former Wartime Service:

The shoulder sleeve insignia for former wartime service (SSI-FWTS) and overseas service bars are approved for wear by Soldiers who have been assigned to units that have participated in ground operations during Operation Enduring Freedom (OEF) effective date 19 September 2001 and/or Operation Iraqi Freedom (OIF) effective date 19 March 2003.

#### c. The National Defense Service Medal (NDSM):

- (1) Authorized the reinstatement of the NDSM for members of the U.S. Armed Forces serving on Active Duty, to include those in good standing in the selected reserve of the armed forces on or after 11 September 2001 to a date to be determined. Reference MILPER Message 02-150 (3 May 02), Subject Reinstatement of the NDSM.
- (2) The NDSM is awarded for honorable active service and includes the following inclusive periods: 27 JUN 50 to 27 JUL 54; 1 JAN 61 to 14 AUG 74; 2 AUG 90 to 30 NOV 95; and 11 SEP 01 to a date to be determined.
- (3) Qualified Army personnel will wear a bronze service star on the NDSM service ribbon to signify receipt of a second or subsequent award. Second or third award of the NDSM is authorized for Soldiers who served in one or more of the four qualifying time periods. It is not authorized for Soldiers who met the criteria in one time period, left active duty and returned during the same period of eligibility. (Service stars are described in chap 6, ref n).

- (4) Cadets of the U.S. Military Academy are eligible for the NDSM, during any of the inclusive periods listed above, upon completion of the swearing-in ceremonies as a cadet.
  - (5) The NDSM may be issued posthumously.
- (6) Effective immediately, commanders are authorized to issue the NDSM to qualified personnel. Permanent orders are not required. Unit commanders are responsible for the original issue of medals. For requisition purposes, the National Stock Number for the NDSM is 8455-00-281-3214.

#### d. Global War on Terrorism Medals:

- (1) Executive Order 13289, 12 MAR 03 established two new medals for service in the Global War on Terrorism. They are the Global War on Terrorism Expeditionary Medal (GWOTEM) and the Global War on Terrorism Service Medal (GWOTSM). These medals will be awarded to recognize all members of the Armed Forces of the United States serving in or in support of Global War on Terrorism operations, on or after 11 SEP 01 to a date to be determined. Reference DA HRC Message (AHRC PDO-PA, 17 MAR 04) GWOTEM and GWOTSM Implementing Instructions.
- (2) Soldiers may receive both the GWOTEM and the GWOTSM if they meet the requirements of both awards; however, the same period of service establishing eligibility for one cannot be used to justify service eligibility for the other.
- (3) GWOTEM is authorized for Soldiers deployed in support of Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF). Soldiers must have served 30 consecutive days or 60 non-consecutive days in a designated area of operation. Or, the Soldier must have been in combat involving grave danger; or killed; or have suffered a wound or injury that required medical evacuation.
- (4) GWOTSM is authorized for all active-duty Soldiers, including mobilized Guard and Reserve Soldiers, serving on or after September 11, 2001, for 30 consecutive days or 60 non-consecutive days. Authorized for Soldiers who served in support of OEF or OIF outside designated areas of operation and those who participated in airport security operations from 27 SEP 01 to 31 MAY 02.

#### e. Iraq Campaign Medal:

- (1) The Iraq Campaign Medal (ICM) was established by Public Law 108-234 on 28 May 2004 and Executive Order 13363 on 29 November 2004.
- (2) The ICM is authorized to be awarded to Soldiers who deploy to Iraq in direct support of Operation IRAQI FREEDOM (OIF) on or after 19 March 2003 to a date to be determined or the cessation of OIF.
- (3) The area of eligibility encompasses all land area of the country of Iraq and the contiguous water area out to 12 nautical miles, and all air spaces above the land area of Iraq and above the contiguous water area out to 12 nautical miles.
- (4) To be eligible for the ICM, a Soldier must be assigned or attached to a unit participating in OIF for 30 consecutive days or for 60 nonconsecutive days in Iraq or meet one of the following criteria:

- Be engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy action, regardless of the time in Iraq.
- While participating in OIF or on official duties, regardless of time, is killed or wounded/injured requiring medical evacuation from Iraq.
- While participating as a regularly assigned air crewmember flying sorties into, out of, within, or over Iraq in direct support of OIF; each day that one or more sorties are flown IAW the criteria shall count as one day towards the 30 consecutive or 60 nonconsecutive day requirement.

Service members qualified for the GWOTEM by reasons of service between 19 March 2003 and 30 April 2005, in Iraq, shall remain qualified for the medal. Any such Soldier may be awarded the ICM in lieu of the GWOTEM for such service. Additionally, any such Soldier authorized the arrowhead device may be awarded the ICM with arrowhead device in lieu of the GWOTEM with arrowhead device. No Soldier shall be entitled to both medals for the same act, achievement, or period of service.

Only one award of the ICM may be authorized for any individual. Service stars are not prescribed.

The ICM may be awarded posthumously to any Soldier who lost his/her life while, or as a direct result of, participating in qualifying operations, without regard to length of such service, if otherwise eligible.

Description: On a bronze medal 1 3/8 inches in diameter the relief of Iraq, surmounted by two lines throughout, surmounting a palm wreath. Above is the inscription 'IRAQ CAMPAIGN.' On the reverse, the Statue of Freedom surmounting a sunburst, encircled by two scimitars points down crossed at tip of blades, all above the inscription 'FOR SERVICE IN IRAQ.'

Symbolism: The relief of Iraq represents the area of operation. The lines symbolize the Tigris and Euphrates Rivers, recalling Iraq's title as 'the land of two rivers.' The palm wreath denotes peace and honor. The Statue of Freedom represents the ideals and goals of the United States army to bring stability and improve the way of life for Iraq. The sunburst symbolizes hope and success. The two scimitars recall the swords erected by Saddam Hussein during his reign; the points down symbolize the goal for freedom of the Iraqi people, after the fall of Hussein. The ribbon reflects the colors of the Iraq flag. Green is the traditional color for Islam. Red honors the fighting courage for the pursuit of freedom. White denotes generosity and black exemplifies Islam's success.

Medal, regular: NSN 8455-01-527-8023 (includes regular size medal and ribbon bar)

## **DA Form 4651-R** (Request for Reserve Component Assignment or Attachment)

AR 140-10, 135-178, 600-8-24, 635-200

The DA Form 4651-R is a multi-use form. Every Soldier in the United States Army Reserve will eventually use this form for some type of personnel action.

The 4651-R is the Army Reserve Component main use of transferring Soldiers into other Component of the Armed Services, and also discharging a Soldier from the Army Reserves. This Form with supporting documents, when used properly is a powerful tool.

On the next 17 pages are example to provide guidance and proper execution for using the DA Form 4651-R.

# **TPU TRANSFER**

# AR 140-10, para 2-7

# **Required Documentation:**

- ✓ DA Form 4651-R (Must be signed by the Gaining Commander, Loosing Commander, and the Soldier)
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates
- ✓ Personnel Qualification Record (PQR)

# **Verify Information on DA Form 4651-R:**

Name POSN
SSN PARA/LN
Rank DUTY MOS
DOR Position Title
PEBD Grade Authorized
ETS Gaining unit address
MOS Gaining unit UPC

Soldier's Signature

Losing Commander's or Representative Signature

Gaining Commander's Signature

# Effective Date- Put in a requested date

# **RETIREMENT**

# AR 140-10 Chap 6, AR 600-8-24

# **Required Documentation:**

- ✓ DA Form 4651-R (Must be signed by the Commander or Commander's representative, and the soldier)
- ✓ Notification of Eligibility or Retired Pay at age 60 (20 years letter)
- ✓ A Change of Rater NCOER/OER is optional (Provide Memo for option)
- ✓ Personnel Qualification Record (PQR)

#### **Effective Date-** (Put in the requested Retired Date)

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

<u>Additional Information:</u> Soldier must sign 4651-R **no Exceptions.** IAW AR 140-10 6-2d Soldiers transferred to the Retired Reserve will be furnished a DA Form 977 (Certificate of Transfer to Retired Reserve), except as follows; A DA Form 977 is not required for Soldiers transferred to the Retired Reserve in the same grade as shown on their DD Form 363A (Certificate of Retirement).

# **COMPLETION OF CONTRACTUAL AGREEMENT**

# AR 140-10 para 4-9d

#### **Required Documentation:**

- ✓ DA Form 4651-R (Must be signed by the Commander or Commander's Representative)
- ✓ DD Form 4/1 (Enlistment contract showing eight-year obligation)
- ✓ DD Form 3540/2 showing 6x2 contract
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates
- ✓ PQR and DD Form 214/215

Effective Date: Put in the date the SM contracts ends

Additional Information – Soldier must sign 4651-R, return records to Soldiers once an order has been published.

## UNSATISFACTORY PARTICIPATION SEPARATION

# AR 135-178 Chap 13/AR 135-91Chap 4

# **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ Commander's letter (Commander's recommendation for transfer action of the soldier).
- ✓ **Unsat Letters** A minimum of three (3) certified "U" Letters, showing at least nine (9) missed drills. Only four (4) from each letter are counted towards the total of nine (9).
- ✓ DA Form 4856 Counseling (Retention NCO)
- ✓ **Annual training Unsat** Certified notification of Annual Training orders and a certified "U" letter for non-attendance at Annual Training.
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates.
- ✓ PQR and DD Form 214/215
- ✓ Notice of Separation Proceedings (Figure 3-1 AR 135-178) (Certified letter return receipt enclosed unless the Soldier signs in person)
- ✓ Soldiers' response (Figure 3-2 AR 135-178)

#### **Effective Date** (Leave Blank)

**Additional Information** – This action must go through JAG before any discharge orders are published.

# **COGENT PERSONAL REASONS**

# AR 140-10 para 4-9c/AR 635-200

#### **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative and Soldier)
- ✓ Letter from Soldier request for transfer, stating his or her reason
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates
- ✓ Copy of PQR and DD Form 214/215

#### Effective Date (Leave Blank)

# Additional Information – Soldier must sign 4651-R

#### **DEPENDENCY/HARDSHIP**

# AR 135-178 Chap 3 para 6-2

# **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ Statements from at least two disinterested parties (affidavit/statement format) Dependency
- ✓ Court order awarding custody of child (sole parent/parenthood) Hardship
- ✓ Written request from Soldier (affidavit format)
- ✓ Affidavits from Commander & Supervisor (officer) Hardship
- ✓ Commanding Officer Report to Separate Authority (Figure 3-3 AR 135-178) Commander initiates.
- ✓ Notice of Separation Proceedings (Figure 3-1 AR 135-178) (Certified letter return receipt enclosed unless the soldier signs in person)
- ✓ Soldier's response (Figure 3-2 AR 135-178). Election options memorandum from Soldier
- ✓ PQR and DD Form 214/215
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates.

#### Effective Date – Leave Blank

**Additional Information** – Soldier's written request must be specific in nature and show supporting evidence. Once the discharge order has been published return records to the Soldier.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

#### **EMPLOYMENT CONFLICT**

# AR 140-10 para 4-16/AR 600-9

# **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative and Soldier)
- ✓ Letter from employer on company letterhead
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates
- ✓ PQR and DD Form 214/215
- ✓ Letter from Soldier request for transfer, stating his or her reason

# Effective Date (Leave Blank)

**Additional Information** – Soldier must sign 4651-R, once the discharge orders have been published return records to Soldier.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

## **ENLISTMENT IN THE ACTIVE ARMY**

AR 135-178 Chap 3/AR 601-201 Chap 1

#### **Required Documentation:**

- ✓ DA Form 4651-R (Must be signed by the Commander of Commander's Representative)
- ✓ Active Army enlistment contract (DD Form 4/1)
- ✓ DA Form 4187 Personnel Action
- ✓ DD Form 368
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates

Effective Date- One day before effective date on Regular Army contract

**Additional Information -** Orders will not be processed without a copy of the contract from the active-duty recruiter. Any contract signed by the USAR soldier with another branch of service before being properly releases is considered a fraudulent enlistment, once the discharge orders have been published return records to Soldier.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

# **ENLISTMENT IN ARMY NATIONAL GUARD**

## AR 140-10 para 5-2/AR 135-18

# **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ DD Form 4/1 (National Guard Enlistment Contract)
- ✓ DD Form 368
- ✓ DA Form 4187 (Personnel Action Request)
- ✓ NGB Form 60
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates

Effective Date One day before the effective date on the National Guard contract

**Additional Information** – The 90<sup>th</sup> RRC G1 will not process orders until it receives a copy of the contract from the National Guard Recruiter. Any contract signed by a USAR Soldier with another branch of service before being properly released is considered a fraudulent enlistment, once the discharge orders have been published return records to Soldier.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

## ENTRY LEVEL SEPARATION

# AR 135-178 Chap 8/AR 135-178 Chap 2 Section I

#### **Qualification of Entry Level Status (Reserve):**

A member of a Reserve component who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry level status upon enlistment in a Reserve component. Entry level status for such a member of a Reserve component terminates as follows:

- (1) 180 days after beginning training if the soldier is ordered to ADT for one continuous period of 180 days or more: or
- (2) 90 days after the beginning of the second period of ADT if the Soldier is ordered to ADT under a program that splits the training into two or more separate periods of active duty.

#### **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ Counseling DA Form 4856 (Commander and Retention NCO)
- ✓ Notice of Separation Proceedings (Figure 3-1 AR 135-178) (Certified letter return receipt enclosed)
- ✓ Commander's memorandum

#### **Effective Date** – Leave blank

**Additional Information** – Notice to the Soldier must be sent certified. This action must go through JAG before any discharge orders are published.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

#### **ETS DISCHARGE**

#### AR 135-178 Chap 4

#### **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ DD Form 4/1 Initial Enlistment contract. If unavailable a detailed memo from the Battalion Commander explaining the soldiers time in service, and a memorandum signed by the Brigade Commander.
- ✓ Counseling DA Form 4856 (Commander and Retention NCO)
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates.

Effective Date – The effective date of discharge is 2400 hrs on the date of notice of discharge (provided Soldier has met the eight-year requirement).

**Additional Information-** Conditionally promoted Soldier's transferring to the Control Group who have not completed the appropriate NCOES **will** be reduced in rank. A Change of Rater is required when the soldier is discharged or normal expiration of term of service (ETS), except discharge for immediate reenlistment (IAW AR 623-205 para 5-8b)

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

## **MEDICALLY UNFIT FOR RETENTION**

# AR 135-178 Para 6-6/AR 40-501 (Personality Disorder use Para 6-7)

# **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ Command Surgeons memorandum, stating soldier is medically unfit, to include paragraph number from AR 40-501.
- ✓ Counseling DA Form 4856 (Commander Only)
- ✓ Notice of Separation Proceedings (Figure 3-1 AR 135-178) (Certified letter return receipt enclosed unless the soldier signs in person)
- ✓ Soldier's response (Figure 3-2 AR 135-178). Election options memorandum from soldier
- ✓ Commander's memorandum
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates.

#### Effective Date – Same date of Command Surgeon's recommendation

Additional Information – **This** action must go through JAG before any discharge orders are published.

# **MISCONDUCT**

## AR 135-178 Chap 12

# **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ Counseling DA Form 4856
- ✓ FLAG DA Form 268
- ✓ Notice of Separation Proceedings (Figure 3-1 AR 135-178) (Certified letter return receipt enclosed unless the soldier signs in person)
- ✓ Soldier's response (Figure 3-2 AR 135-178). Election options memorandum from Soldier
- ✓ Commander's memorandum
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates.

#### Effective Date – Leave blank

**Additional Information** – Soldier must be flagged IAW AR 600-8-2. Notice to the Soldier must be sent certified. This action must go through JAG before any discharge orders are published.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

## **PREGNANCY**

AR 135-178 Chap 3 para 6-3/AR 135-91, Chap 4 para 4-25 – 4-29

## **Required Documentation:**

- ✓ **DA Form 4651-R** (Must be signed by the Commander or Commander's Representative)
- ✓ Written request from Soldier
- ✓ Written recommendation from Commander (Transfer to IRR or Discharge) Use AR 135-91 fig 4-2 and 4-4.
- ✓ Medical verification of pregnancy
- ✓ Counseling DA Form 4856
- ✓ Notice of Separation Proceedings (Figure 3-1 AR 135-178) (Certified letter return receipt enclosed unless the Soldier signs in person)
- ✓ Soldier's response (Figure 3-2 AR 135-178). Election options memorandum from Soldier
- ✓ PQR and DD Form 214/215
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates.

#### Effective Date – Leave Blank

**Additional Information** – Soldier must sign 4651-R.

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

#### **SANCTUARY 18-YEAR LOCK-IN**

**HRC-R** Newsletter

#### **Required Documentation:**

**USAR TPU Soldiers Only** – Must prepare a DA Form 4651-R ensuring that in Block 5 to request assignment to the USAR Control Group, 1 Reserve Way, St. Louis MO 63132. The form is forwarded through the chain of command to the appropriate Regional Support Command (RSC). The RSC will publish the orders assigning the soldier to the IRR. The effective date of transfer should be the day before the soldier's report date on the EAD Orders.

- ✓ **DA Form 4651-R** Must be signed by the Commander or Commander's Representative and soldier (USAR TPU only).
- ✓ A Change of Rater NCOER/OER must be completed with all signatures and dates

Effective Date Day before the Soldier's report date on the EAD Orders (USAR TPU Soldiers only).

Additional Information – NCOER/OERs for Sanctuary are forwarded to HRC ATTN: TAPC-PDZ-B (EAD MGT Branch), 200 Stovall Street, Alexandria, VA 22332. Soldiers should ensure they update their digital records and photos. All Soldiers are required to set up an AKO account and have it forwarded to their work email. Soldiers should receive notification memos 120 days from retirement that will explain what steps need to be initiated. If a Soldier does not receive a memo contact EAD at 703 325 9097/5105/1790. Soldiers are not authorized to extend beyond the end date on their orders and must retire by the date without prior approval of the proper authority. Soldier must clear all hand receipts and turn in all unit equipment. Return records to the Soldier.

36

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

#### TRANSFER TO THE IRR PROCEDURES

#### AR 140-10/AR 140-6

## **Required Documentation:**

- ✓ A completed and signed (by the unit commander and the Soldier (voluntary requests) DA Form 4651-R, Request for Reserve Component Assignment of Attachment.
- ✓ Soldier's statement of justification and substantiating documentation.
- ✓ A completed and signed (by the unit commander and the Soldier (voluntary requests)) DA Form 4856
- ✓ DA Form 4856 from the Retention NCO

Additional documentation as required or requested

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

## **UNQUALIFED RESIGNATION**

## AR 135-175/AR 600-8-24, Chap 3, Section III/AR 635-5-122

## **Required Documentation:**

- ✓ Memorandum requesting unqualified resignation written by Soldier
- ✓ Supporting documents (substantiating reason for request)
- ✓ Active Army enlistment contract (DD Form 4/1)
- ✓ Unit Commander's Endorsement

**Effective Date-** Request a date, however, this must be approved by HRC.

Additional Information: This action must go through JAG before any discharge orders are published

Once the DA Form 4651-R is Complete, scan to the Battalion S1 for QC. If the DA Form 4651 is missing documents or require additional information, the DA Form 4651-R will be sent back to the unit for corrections. Once the Battalion S1 has an acceptable DA Form 4651-R Packet, the action will be sent forward to our higher headquarters.

### **Leave**

AR 600-8-10

It is the Army policy that the maximum use of accrued leave be utilized as frequently as possible for the welfare and comfort of all Soldiers. Personnel should also be informed that if they have more than 60 days of leave accrued as of the end of the fiscal year, (30 September) they will lose it.

Requesting leave will start at the Platoon Sergeant level. The Platoon Sergeant should develop a leave plan to afford all Soldiers assigned under their command a fair and balance program. A Soldier accumulates 30 days of Leave per Fiscal Year and can carry up to 60 days of leave before the end of the Fiscal Year ends. Platoon sergeants should monitor their full time Soldiers leave days to ensure none of the Soldiers have excess leave after FY.

Request Leave Process:

#### **Requester**:

a. Fills out the DA 31 (Blocks 2 through 11) using Pure Edge and Electronically signs, and sends electronically to the HRNCO after getting verbal approval from 1st Line Leader.

#### **Human Resource NCO (HRNCO):**

b. Reviews the DA Form 31 for correctness and verifies leave dates and ensures the leave request is IAW AR 600-8-10.

39

c. Electronically sends the DA Form 31 to the 1st Line leader for signature/approval.

### First Line leader:

d. Electronically signs/approves the DA Form 31 and sends to the HRNCO for submission to the Commander/ authorized representative for final approval.

### **Commander**:

d. Approves or Disapproves the DA Form 31 and sends back to HRNCO.

## **Human Resource NCO (HRNCO)**:

e. Assigns Control Number and Logs the DA Form 31 (DA 4179), and sends an Electronic Copy back to the Soldier and his/her Platoon Sergeant

### **Human Resource NCO (HRNCO):**

- f. Fill out Block 14 when the SM Departs the Area
- g. Fill out Block 16 when the SM arrives back from Leave
- h. Sends a complete DA Form 31 to finance for processing

## **Enlisted Promotions:**

## **Senior**

The 90<sup>th</sup> Regional Readiness Command holds a senior promotion board twice in a calendar year. The board reviews and considers promotion for the rank of SFC – SGM. The Board is generally held in January and July during the 90<sup>th</sup> RRC Battle Assembly.

The senior promotion packet is the individual responsibility to be put together (checklists on the next page) and seek assistance in their units, i.e., UA's or the Personnel Sergeant. Once the packet has been reviewed and the unit has done a through QC, the packet needs to be review by their respective 1SG's. Once the 1SG's are satisfied with the Promotion Packets, the Packet(s) needs to be sent to S1 for another review. The S1 does a QC and sends to the CSM for another review. Once the Promotion Packet has gone through the entire QC, the packet is sent to the 90<sup>th</sup> Senior Promotion Board Section, before them publish suspense date.

## <u>Junior</u>

The 2-58th Airfield Operations Battalion is authorized to hold and conduct Junior Promotion Boards. The junior promotion packet is the individual responsibility to be put together. The packet must include the DA Form 3355. This form shows the performance of the Soldier in all categories, from PT to Civilian

Education. Only the Commander can recommend a Soldier for promotion. As in the "Senior Packets" the process is very similar. The packet needs to be submitted to the HRNCO no later than 10 days prior to the published suspense date for Quality Control (QC) checks and sent to the SGM for a final QC. Once the HRNCO and SGM are satisfied with the Packet, it will be filed and held until the scheduled promotion board.

The Board members for the Junior Promotion Board are usually the units Commander, SGM, and selected SFC's and above. When the Board is selected, the SGM will always conduct a fair and non-biased Board.

Once the Junior Promotion Board has adjourned, the S1 section will tally all the TPU packets scores, put the scores on a memorandum format and send to the 11th Theatre Aviation Command (TAC) G1 for approval. Once the G1 has approved the Junior Promotion Board proceeding, the results are scanned via e-mail to the 81st Regional Readiness Command by the 11th TAC for Promotion Orders Publication request.

Any Active Guard Reserve's (AGR) that qualifies for Promotion must be present for the Board in Class A uniform or the Army Service Uniform (ASU). The AGR will also put together a Promotion Packet, and it will go through the same QC process as the other Junior and Senior Promotion Packets. The AGR will be asked a series of questions from members of a board from specific topics. These questions are taken from a variety of Army Publications. The topics will be provided to the board members on the day of the Board, this is to keep any rumor or leakage of information. If the AGR is recommended by the Promotion Board, the packet is endorsed by the Battalion Commander and SGM. The packet is forward to the 11th TAC, then to the 81st RRC, and finally Human Resource Command (HRC).

**Things to Keep in Mind:** When the units QC "ALL THE PACKETS" ensured the Soldier is not flagged for PT failure in RLAS. Also, make sure the Soldier Training Module is updated with the SM current data, i.e., PT, Weapon. In the Past the 11th TAC has refused to publish promotion orders due to incorrect data being posted on the Soldier's RLAS information.

#### **Promotion Points Break Down**

#### **APFT Score / Promotion Points:**

299 = 49 298 = 48 297 = 47 296 = 46 295 = 45 294 = 44 293 = 43 292 = 42 291 = 41 290 = 40	287 - 286 = 38 285 - 284 = 37 283 - 282 = 36 281 - 280 = 35 279 - 278 = 34 277 - 276 = 33 275 - 274 = 32 273 - 272 = 31 271 - 270 = 30 269 - 267 = 29 266 - 264 = 28	260 - 258 = 26 257 - 255 = 25 254 - 252 = 24 251 - 249 = 23 248 - 246 = 22 245 - 243 = 21 242 - 240 = 20 239 - 236 = 19 235 - 232 = 18 231 - 228 = 17 227 - 224 = 16	219 - 216 = 14 215 - 212 = 13 211 - 208 = 12 207 - 204 = 11 203 - 200 = 10 199 - 196 = 9 195 - 192 = 8 191 - 188 = 7 187 - 184 = 6 183 - 180 = 5 179 - 0 = 0
	266 - 264 = 28	227 - 224 = 16	179 - 0 = 0

## **Weapons Score / Promotion Points:**

DA Form 3695 (M16)	DA Form 5790 (M16)	DA Form 88 (PISTOL)
40 = 50	40 = 50	30 = 50
39 = 49	39 = 49	29 = 49
38 = 48	38 = 48	28 = 48
37 = 47	37 = 44	27 = 44
36 = 46	36 = 40	26 = 40
35 = 43	35 = 37	25 = 37
34 = 40	34 = 34	24 = 34
33 = 37	33 = 30	23 = 30
32 = 34	32 = 26	22 = 26
31 = 31	31 = 24	21 = 24
30 = 28	30 = 22	20 = 22
29 = 26	29 = 20	19 = 20
28 = 24	28 = 18	18 = 18
27 = 22	27 = 16	17 = 16
26 = 20	26 = 14	16 = 14
25 = 18		
24 = 16		
23 = 14		

#### Awards, Decorations and Achievements (Permanent Awards)

Multiply the number of points authorized by the number of awards received.

#### Awards:

- (1) Soldier's Medal or higher award 35
- (2) Bronze Star Medal (BSM) 30
- (3) Purple Heart 30
- (4) Defense Meritorious Service Medal 25
- (5) Meritorious Service Medal (MSM) 25
- (6) Air Medal -20
- (7) Joint Service Commendation Medal 20
- (8) Army Commendation Medal (ARCOM) 20
- (9) Joint Service Achievement Medal 15
- (10) Army Achievement Medal (AAM) 15
- (11) Good Conduct Medal 10
- (12) Army Reserve Component Achievement Medal 10
- (13) Southwest Asia Medal -3 (Points are based on a 30-day period and only points for Operations Desert Shield/Storm and Provide Comfort (1990–1994) are authorized. Soldier must have served at least 90-consecutive days. The ERB is the source document.) maximum points -12

#### **Badges:**

- (1) Combat Infantry Badge 15
- (2) Combat Field Medical Badge 15
- (3) Expert Infantry Badge 10
- (4) Expert Field Medical Badge 10
- (5) Basic US Army Recruiter Badge 10 (each subsequent award, that is, Gold Achievement Star, Gold Recruiter Badge, Sapphire Achievement Star, will receive 5 points) maximum points 25
- (6) Ranger Tab 10
- (7) Special Forces Tab 10
- (8) Drill Sergeant Identification Badge -10 (additional 5 points for company or higher level drill sergeant of the cycle) maximum points -25
- (9) Parachutist Badge 5
- (a) Awards of higher skill badge count as subsequent awards and will receive points. For example a

soldier awarded the Senior Parachutist Badge and the Parachutist Badge will be credited with two parachutist badges (10 points).

- (b) Soldiers who have been awarded the parachutist badge, are currently serving in an approved TOE/TDA or paid parachutist position and are entitled to receive incentive pay for parachute duty will be awarded extra points, as follows: Parachutist, 20 points; Senior, 25 points; Master, 30 points.
- (c) Soldiers who receive additional points under these provisions and whose status is terminated either voluntarily or for cause will be subject to an immediate adjustment of their promotion points.
- (d) For soldiers who are reassigned, the following action will be taken:
- 1. Losing commander will ensure the promotion points are reduced prior to departure (this can be accomplished during out processing).
- 2. The officer in charge of in-processing will ensure that if the soldier is assigned to an airborne position, the promotion points are increased. This will be accomplished during in-processing.
- (10) Parachute Rigger Badge 5
- (11) Divers Badge 5
- (12) Explosive Ordnance Disposal Badge 5
- (13) Pathfinder Badge 5
- (14) Aircraft Crewman Badge 5
- (15) Nuclear Reactor Operator Badge 5
- (16) Driver or Mechanic Badge (maximum 5 points) 5
- (17) Air Assault Badge 5
- (18) Campaign Star (Battle Star) 5
- (19) Tomb Guard Identification Badge 5

#### **Achievements:**

The board proceedings, award certificate, or DA Form 1059, Service School Academic Evaluation Report may be used as source documents.

- (1) Soldier/NCO of the Quarter BDE Level 10
- (2) Soldier/NCO of the Quarter Installation/Division 15
- (3) Soldier/NCO of the Year MACOM 25
- (4) Distinguished Honor Graduate 15
- (5) Distinguished Leadership Award 10
- (6) Commandants List 5

The Good Conduct Medal ending date (period of service) will be used to determine eligibility for promotion points (orders issued late do not result in a retroactive promotion point adjustment). The date of the order or ending period, whichever is later, will be used to determine eligibility for promotion points on all remaining awards (for example, Army Achievement Medal, Army Commendation Medal, and Meritorious Service Medal).

Foreign Awards: Promotion points are not authorized for foreign awards, decoration(s) or badges.

**Other U.S. Uniformed Services:** Awards and decorations earned in other U.S. Uniformed Services receive the same points as corresponding/equivalent Army awards.

Certificate of Achievement: Certificate of Achievement awarded by commanders/deputy commanders serving in positions authorized the grade of LTC or higher or any general officer. CSMs at the brigade level may award certificates of achievement. – 5. (maximum 20 points)

SFC/MSG/SGM Promotion Packet Composition, Elections and Preferences worksheet (90<sup>th</sup> RRC Form 3353)

Letter to President of the Board (if applicable)

# TAB A

## OFFICIAL MILITARY PHOTOGRAPH

Current height and weight MUST be annotated on LOWER FRONT MARGIN of photograph and signed by the Commander per AR 600-8-19, paragraph 5-33b (1).

# TAB B

Current copy of DA Form 2A and DA Form 2-1 (ALL pages) Certified True and Correct copy of original by records custodian.

- (1) Current deployment/mobilization orders, as applicable.
- (2) Current DA Form 705 (Record APFT within 12 months), height/weight must be within 6 months, current DA Form 5500-R/5501-R (if applicable) or DA Form 3349 exempting Soldier from APFT, as applicable.
- (3) Copy of all DD Forms 214/215, or NGB 22
- (4) Current promotion order, documentation of MOS(s) awarded, and if required, current professional license for MOS qualification or copy of current DA Form 330 (Language Proficiency Questionnaire). Memorandum from security manager verifying security clearance and date of investigation (AR 6-8-19 para 5-33b (4).

(5) Proof of highest level of civilian education obtained.

High school diploma or GED minimum IAW AR 600-8-19, para 5-32c.

# TAB C

Copies of last five years NCOERs (both pages, copied head-to-foot, or as separate pages) and/or signed statement from current unit commander explaining missing report(s).

Most current on top.

All NCOERs must be completed IAW AR 623-3, para 3-37.

# Tab D

Academic Reports for all military courses (DA Form 1059, Certificate of Training or DD 214).

Place NCOES with highest level on top.

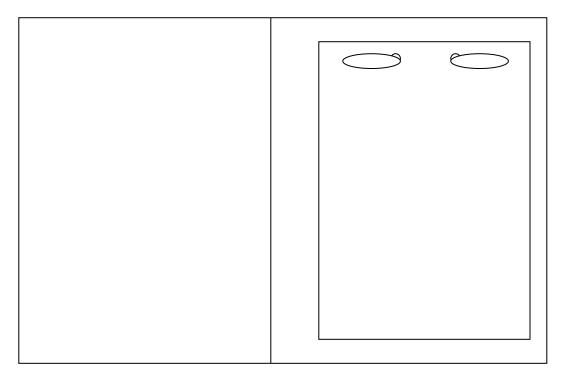
As last document includes DA Form 7432 Sergeants Major Academy Administrative Data Sheet for SGM Promotion packets or requests to be considered for Sergeants Major Academy Alternate attendance only packets).

# Tab E

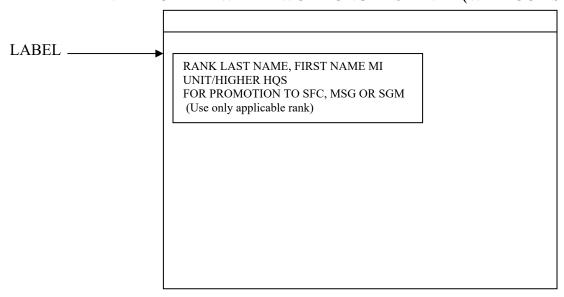
Military awards/decorations (orders, certificates), letters and/or certificates of commendation, appreciation, or achievement.

#### PACKET ASSEMBLY INSTRUCTIONS

- DO NOT STAPLE
- DO NOT USE DOCUMENT PROTECTORS
- DO NOT USE ANY TYPE FOLDER EXCEPT A MANILA FILE FOLDER



# INSIDE OF PACKET MANILA FOLDER WITH TWO PRONG FASTENER (WITHOUT SLIDE)



**OUTSIDE OF PACKET** 

Documents that are printed on the page in the landscape fashion should be put into the packet with the bottom to the right (outside) edge of the folder.

## SFC/MSG/SGM Promotion Packet Composition, Elections and Preferences

For use of this form, see AR 600-8-19; the proponent agency is DCS, G-1

AUTHORITY: Title 5 USC, Section 301. DATA REQUIRED BY THE PRIVACY ACT OF 1974

To establish packet format and member elections and preferences.

Establishes promotion packet format and provides avenue for member elections, preferences, and

DISCLOSURE:

TAB

PRINCIPAL PURPOSE:

ROUTINE USES:

Initials

The furnishing of fraudulent information may result in denial of

**DESCRIPTION/INSTRUCTIONS** 

SECTION A - SOLDIER AND UNIT INFORMATION				
1. NAME (LAST, FIRST MI)		2. SSN:		3. CURRENT GRADE:
4. SOLDIER'S ADDRESS:	5. CITY:		6. STATE:	7. ZIP CODE:
8. SOLDIER'S E-MAIL ADDRESS:		9. SOLDIER'S DAYTIME CO	NTACT NUMBE	R:
10. UNIT:	11. UIC:	12. MSC:	13. COMMANE	O CONVENING BOARD:
14. UNIT POC:		15. UNIT PHONE:	UNIT FAX:	

NOTE: THIS DOCUMENT MUST BE INCLUDED AS THE COVER SHEET FOR THE PROMOTION PACKET. FIX FORM TO TOP OF DOCUMENTS INSIDE A MANILA FOLDER.

#### **SECTION B - PROMOTION PACKET FORMAT**

File the specific items and forms listed below/under the specified tab. All documents should be filed in descending date order with the most current on top. Relative dates are calculated as of the convene date of the board. Documents with dated requirements such as APFT, Ht/Wt, physicals, etc., must be current as of the convene date of the board. Documents with data on the reverse side should be photocopied either as two separate pages or as a two-sided, head-tofoot copy.

		90th RRC Form 3353. Letter to President of the Board (if applicable) should be filed following the last page of this form.
	Α	Official Photograph. (See AR 640-30. Exempt if deployed into area where official facilities are unavailable.) Affix the photo to a blank sheet of white paper. Omit ht/wt information. DA Form 2A will be used to validate height/weight.
	В	Current copy of DA Forms 2A and 2-1 (all pages). Data must be updated in the automated system. Manual changes are authorized only where the data entry permissions level is beyond that authorized for unit level maintenance. Each page must be "Certified True and Correct" by records custodian. (File 1-5 in sequential order under these documents. File in ascending order. Do not include numerical tabs)
	(1)	Mobilization/Deployment Orders (file in sequential order with most current on top).
	(2)	Most recent DA Form 705 (for record within 12 months or less), current DA Form 5500-R/5501-R (within 6 months) or DA Forms 3349 exempting Soldier from APFT, as applicable.
	(3)	Copy of all DD Forms 214/215, or NGB 22, as applicable.
	(4)	Current promotion order, documentation of MOS(s) awarded, and if required, current certifications and/or professional license for MOS qualification or copy of current DA Form 330 (Language Proficiency Questionnaire). Memorandum from Security Manager verifying security clearance and date of investigation.
	(5)	Proof of highest level of civilian education obtained (High School diploma or GED minimum).
	С	Copies of NCOERs and/or signed memo from current commander explaining missing report(s). Must include a minimum of the last 5.
	D	Academic reports for all military courses (DA Forms 1059/Certificates of Training). Include proof of NCOES completion or waiver as applicable. As last document includes DA Form 7432 Sergeants Major Academy Administrative Data Sheet for SGM Promotion packets or requests to be considered for Sergeants Major Academy Alternate attendance only packets).
	E	Military awards/decorations (letters and/or certificates of commendation, appreciation, or achievement).
	•	SECTION C - MOBILIZED/DEPLOYED SOLDIERS
Complete thi	s portion o	nly if currently mobilized/deployed.
	1	I am currently mobilized/deployed. A copy of my orders is provided in tab B.
	2	My duty location is located in - list state or country:
	3	My expected release from active duty (REFRAD) date is:
	4	I understand that if promoted, I must advise the commander of the position into which I am promoted of any change in my status or expected REFRAD date.

5

I understand that if I am released from mobilization and accept a concurrent extended voluntary active duty for operational support assignment, the position into which I am promoted may be released for fill by another qualified Soldier. I also understand that when released from the concurrent voluntary active duty, it is my responsibility to locate a position for which I am qualified, or I will be subject to the overstrength policy in effect at the time of release from voluntary active duty.

Encl 2 of 6 Encl Packet Composition & Preference 90th RRC Form 3353

PAGE 1 OF 3

RC Form 33	353	PAGE 1 OI	= 3		
		SECTION D - ARMY RESERVE I	MILITARY	Y TECHN	ICIANS
Indicate	belov	v if employed as an Army Reserve civilian employee wi	h a dual st	atus conditi	on of employment.
INITIALS		Military Technician (MT) (excludes MTs with a hire date b	efore 2 Dec 9	95, AMSA, EC	S & ASF personnel).
	1.	I understand that it is my responsibility to verify that the gaining dut- civilian employment. If not, it is my responsibility to notify my promo			daries established by the conditions of my
	2.	I understand that if I do not decline promotion within 90 days of the report within 90 days of release from mobilization, my orders will be be removed from the promotion list.			
	-	SECTION E - EXCE	PTIONS		
INITIALS		DESCRIPTION			
		I understand the provisions in Chapter 5, Section IV - Special Prom instructor/drill sergeant status does not apply for promotion outside policy.			
		SECTION F - PROMOTION PREFERENCES, AG	REEMENTS	AND UNDERS	STANDING
1. MILEA	GE, AS	SSIGNMENT & OBLIGATION			
INITIALS		DESCRIPTION			
	a.	I understand that I may be promoted and reassigned into any duty on the needs of the Army. Failure to list mileage, initial statement, which I qualify is available within 50 miles (limited to 90 minutes total).	position for whand sign this d all one way cor	iich I am qualit locument mea mmuting time)	ins I will only be promoted if a position for from my home of residence (See AR 140-10
	b.	I understand that if promoted into an MOS immaterial position, I will based on my primary MOS.	not be award	ed the duty M	OS, but will be considered MOS qualified
	C.	I understand that I will be considered for promotion in my Primary, S Army. If I am no longer qualified to perform in either MOS, I unders consideration.			
	d.	I understand that if I accept promotion, I agree to comply with a rea the higher rank recouped, and I will be removed from the promotion		er or my prom	notion orders may be revoked, funds based or
	e.	I understand that I incur a 1-year obligation to report to and serve in understand that the commander of the position to which I am promo and can only do so after I have been reassigned to the position into remaining obligation which is calculated from the effective date of p	ted is the only which promot	y authority to v	vaive any portion of the 12-month obligation
	f.	I understand that if I am mobilized or deployed and cannot be imme are published and I must report to the gaining position no later than deemed as a declination in which case my promotion orders may be recouped.	the 91st day	after release fi	rom mobilization. Failure to do so, may be
2. DUTY F	POSITI	ONS WITH ADDITIONAL TRAINING OBLIGATION			
INITIALS					
	a.	I do not wish to be promoted into positions requiring additional train I request consideration for promotion into duty positions I have initia			at while this will increase my chance of acting
	b.	promoted, I will also incur an additional training obligation. <i>Initial be consideration</i> .			
Initials/Nur	mber a	ccording to preference	Initials/Numb	oer according of	to preference
/	(1)	Airborne - SQI "P"		/ (4)	First Sergeant - SQI "M"
/	(2)	Drill Sergeant - SQI "X"		/ (5)	Observer/Controller
1	(3)	Instructor - SQI "8"		/ (6)	Nominative (IG, EO, SROTC etc.)
INITIALS	C.	Initials are mandatory for each item below if selections were made	n 2b above.		, , , , , , , , , , , , , , , , , , , ,
	(1)	I prefer assignment in an <b>instructor</b> or <b>drill sergeant</b> (Circle one) promoted into a non offered a non-instructor/drill sergeant position and will remain on the	instructor or c	drill sergeant p	position. If I elected "do not" I will not be
	(2)	I understand that if I have not already completed the required training prescribed by current policy from my promotion effective date, I may unless a waiver is approved by the promotion authority failure to do applicable in accordance with regulatory guidance and current policy.	be required to so will result in y.	to attend the rein involuntary	equired training in lieu of annual training, and reassignment and/or reduction in grade as
	(3)	I understand that if I made elections above but did not initial items in any positions requiring additional training.		and sign belov	v, I will not be considered for promotion into
		RINTED NAME: 4. SOLDIER'S SIGNAT	IDE.		5. DATE SIGNED:

Encl 2 of 6 Encl Packet Composition & Preference 90th RRC Form 3353

#### PAGE 2 OF 3

		S	ECTION G - WAI	IVERS	
1. Waivers. A copy	v of the a	pproved waiver, if required, must be	filed under the military ed	ucation.	
INITIALS		Required for Promotion:	To the rank of:		
	(1) BNCOC		SFC	Waiver approved by the promotion authority	(RRC/GOCOM/ARCOM)
	(2) AN	COC	MSG	and provided at Tab D.	
	(3) SM	1A	SGM	May be conditionally promoted based upon completion of the Sergeant's Major Academy within a designated time from the effective date of promotion.	
2. Noncommissio	ned Offi	cer Education System Requiremen	nt.		
INITIALS		I have completed (circle highes	t lovel applicable): RN	ICOC ANCOC SMC	
		I have completed (circle highes I understand that as a minimum co		OC/SMC is a requirement for consideration a	nd promotion to
	(1)	SFC/MSG/SGM respectively. If I a section.	nm not a graduate of the a	appropriate NCOES course or higher, complete	e remaining items in this
	(2)	any action including promotion con	sideration or promotion b	oval authority. No one below that level may an ased on a pending request. I understand the comotion consideration (file under Academic F	approved waiver must be
	(3)	graduate of the appropriate NCOE sequence number into the next vac	<ol> <li>Upon successful compancy for which I am quality</li> </ol>	G by the promotion board, I will remain on the pletion of BNCOC/ANCOC, as applicable, I wiffied provided I am in a promotable status. If on list 24 months from the date of NCOES gra	ill be promoted within my no vacancy becomes
	(4)		otion to SGM. I understa	lemy as an alternate (applicable to MSG only and that if not recommended for promotion to	
	SE	ECTION H - SOLDIER, RECO	RDS CUSTODIAN	AND COMMANDER VERIFICATION	N
1. SOLDIER UNA	VAILABL	E/STATUS/REMARKS:			
appropriate promot	ccording ion autho the conte	to regulatory guidance, it is my respo ority. I have ensured this Soldier's da ents of the packet are accurate, comp	ta, records and promotion	w, complete and submit this Soldier's promotion packet are accurate according to the recording, and all data elements reflected in this pack	s that I have available. I
a. RECORDS CUSTODIAN'S PRINTED NAME:			b. RANK/GRADE:	c. SIGNATURE:	d. DATE:
3. SOLDIER.					
iPERMs, and all da	ta eleme	romotion packet and I certify that to the nts reflected in this packet with permi is document is signed. My signature	issions at this level are cu	the contents of the packet are accurate, comment and accurate. I have verified that each the obligations incurred if promoted.	plete and posted to applicable item has been
a. SOLDIER'S PRINTED NAME:			b. RANK:	c. SIGNATURE:	d. DATE:
4. COMMANDER.				<u> </u>	
iPERMs, and all da	ta eleme	nts reflected in this packet with permi	issions at this level are cu	the contents of the packet are accurate, com irrent and accurate. I have verified that each his Soldier understands the obligations incurre	applicable item has been
a. COMMANDER'S	PRINTE	ED NAME:	b. RANK:	c. SIGNATURE:	d. DATE:



#### **American Red Cross**

Although we are most familiar with the Red Cross messages when there is a family emergency. While not a part of the Department of Defense, Red Cross staff members deploy alongside the military to such areas as Afghanistan, Kosovo, Saudi Arabia, and Kuwait working and living amongst the troops to ensure they receive vital Red Cross services. Military families rely on the <u>American Red Cross</u> to relay emergency messages between U.S. troops and their families. Emergency communications, counseling and emergency financial assistance are just some of the assistances provided to U.S. military families' everyday by American Red Cross Armed Forces Emergency Services.

To accomplish this, the Red Cross maintains a worldwide Emergency Communications system, anchored by 237 Red Cross stations, with 42,000 volunteers and 624 paid staff, on military installations around the world. These stations are integrated with the nearly 1,800 Red Cross chapters throughout the United States to form a network that quickly gets emergency information to military members worldwide. Through the Veteran Administration Volunteer Services, Red Cross volunteers provide a number of support services to patients in Veterans Administration hospitals. The Red Cross also provides assistance and information to veterans about the benefits through the Department of Veterans Affairs.

#### Red Cross services include:

#### Armed Forces Emergency Services (AFES)

AFES helps military members and military families cope with separation and other special situations related to military service. This includes around-the-clock, around-the-world communication between military members and their families; neutral, impartial assistance, including comfort and counseling; independent verification of emergency situations; and financial assistance and referrals for emergency travel and other family needs. The Red Cross often conducts blood drives and offers a full menu of disaster and health and safety training courses. These activities are available to service members and their families at Red Cross chapters and on military installations. For additional information on Red Cross programs and services, go to <a href="www.redcross.org">www.redcross.org</a> and click on AFES (Armed Forces Emergency Services) or call the toll-free number 1-877-272-7337.

## **Emergency Communications**

Red Cross emergency messages provide military personnel and their commanders with fast, reliable information to help them make decisions regarding emergency leave, deferment, compassionate reassignment and dependency discharge.

51

### **Financial Assistance**

The Red Cross collaborates with the Military Aid Societies in providing financial assistance when an urgent personal or family crisis arises. Financial assistance is provided when there is a demonstrated need for funds for such things as emergency travel, burial assistance, or urgent health and welfare needs such as food and shelter. Red Cross workers will assist veterans in the preparation, development, and effort to obtain evidence to support claim for financial benefits through the Board of Veterans Appeals.

## Counseling

The Red Cross offers counseling, information, referrals and other social services to military families. Red Cross Armed Forces Emergency Services workers are neutral personnel to whom military persons or family members can go for confidential problem solving.

To contact a deployed servicemember, call (877) 272-7337 to reach the Red Cross office nearest you. Most military installations have a Red Cross office on base. To find your nearest Red Cross chapter or office, you can also go to the <u>Red Cross Website</u>.

52

## **Acronyms Chart**

	Acronyms
AA	Active Army
AC	Active Component
ACAP	Army Career and Alumni Program
ACS	Army Community Service
ADME	Active-Duty Medical Extension
AER	Academic Evaluation Report
AGR	Active Guard Reserve
AI	Assignment Instructions
AIP	Assignment Incentive Pay
AKO	Army Knowledge Online
ALO	Authorized Level of Organization
AO	Area of Operations
APFT	Army Physical Fitness Test
ARCENT	Army Component Command, Central Command
ARNG	Army National Guard
AT	Annual Training
AUGTDA	Augmentation Table of Distribution and Allowances
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
CAC	Common Access Card
СВНСО	Community Based Health Care Organization
CDE	Chemical Defense Equipment
CEI	Civilian Employment Information
CENTCOM	United States Central Command
CERP	Commander's Emergency Response Program
CFLCC	Coalition Forces Land Component Command
CIDC	Criminal Investigation Command
CIVTRACKS	Civilian Tracking System
CJTF	Combined Joint Task Force
CLT	Casualty Liaison Team
CMAOC	Casualty and Memorial Affairs Operations Center
CMF	Career Management Field
CO-EAD	Contingency Operation Extended Tour of Active Duty
COLA	Cost of Living Allowance

CONOPS	Contingency Operations
COTTAD	Contingency Operation Temporary Tour of Active Duty
	CONUS Replacement Centers
CZTR	Combat Zone Tax Relief
DARTS	Deployment and Readiness Tracking System
DCS	Deployment Cycle Support
DFR	Dropped From Rolls
DIMA	Drilling Individual Mobilization Augmentee
DJMS	Defense Joint Military Pay System
	Deployment Medication Information Sheets
DMOSQ	Duty MOS Qualified
DoD	Department of Defense
DRM	Director of Resource Management
DUIC	Derivative Unit Identification Code
DUSTWUN	Duty Status Whereabouts Unknown
EAD	Extended Tour of Active Duty
ESA	Expiration of Service Agreements
	Expiration (of) Term of Service
FCG	Foreign Clearance Guide
FCP	Family Care Plan
FLPP	Foreign Language Proficiency Pay
	Forces Command
FRG	Family Readiness Group
FSA	Family Separation Allowance
FY	Fiscal Year
GCMCA	General Court Martial Convening Authority
GOMO	General Officer Management Office
GTAS	Graphical Training Aids
GWOT	Global War on Terrorism
GWOTEM	Global War on Terrorism Expeditionary Medal
GWOTSM	Global War on Terrorism Service Medal
HDP-L	Hardship Duty Pay - Location
	Hostile Fire Pay
HHG	Household Goods
HQDA	Headquarters, Department of the Army
HRC-A	Human Resources Command - Alexandria
HRC-STL	Human Resources Command - St. Louis
HS	Home station
IA	Individual Augmentee, Individual Augmentation
ICDC	Iraq Civil Defense Corps
IDP	Imminent Danger Pay
IDT	Inactive Duty Training
IET	Initial Entry Training
ILD	In Line of Duty
IMA	

IMA	Installation Management Agency
ING	Inactive Army National Guard
IPE	Individual Protective Equipment
IRR	Individual Ready Reserve
IT	Individual Training
ITA	Invitational Travel Authorization
ITO	Invitational Travel Orders
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
LAD	Latest Arrival Date
LOA	Letter of Authorization
LOD	Line of Duty
LODI	Line of Duty Investigation
MACOM	Major Commands
MARC	Manpower Requirements Criteria
MDW	Military District of Washington
MEDEVAC	Medical Evacuation
MEDPROS	Medical Protection System
MFH	Military Funeral Honors
MIA	Missing in Action
MMRB	MOS Medical Retention Board
MOBTDA	Mobilization Table of Distribution and Allowances
MOS	Military Occupational Specialty
MRD	Mandatory Removal Date
MRP	Medical Retention Processing
MSO	Military Service Obligation
MTF	Medical Treatment Facility
MTOE	Modification Table of Organization and Equipment
MWR	Morale, Welfare, and Recreation
MYOS	Maximum Years of Service
NAAD	National AMEDD Augmentation Detachment
NBC	Nuclear, Biological, and Chemical
NCOER	Non-Commissioned Officer Evaluation Report
NCOES	Non-Commissioned Officer Education System
NDSM	National Defense Service Medal
NGB	National Guard Bureau
NIA	New Iraqi Army
NOK	Next of Kin
NRP	Non-unit Related Personnel
OBC	Officer Basic Course
OCAR	Office of the Chief, Reserve Component
OCIE	Organizational Clothing and Individual Equipment
OEF	Operation Enduring Freedom
OER	Officer Evaluation Report
OHA	Overseas Housing Allowance

OIF Operation Iraqi Freedom OMAR Operations and Maintenance Reserve C	Component
*	Joinponent
OMARNG Operations and Maintenance Army Nat	_
ONE Operation Noble Eagle	
OSD Office of Secretary of Defense	
QC Quality Control	
PAI Personnel Asset Inventory	
PCC Personnel Control Center	
PDES Physical Disability Evaluation System	
PDS Permanent Duty Station	
PE Personal Effects	
POV Privately Owned Vehicles	
POW Prisoner of War	
PPRL Permanent Promotion Recommended L	List
PRC Presidential Reserve Call-up	
R&R Rest and Recuperation	
RC Reserve Components	
REFRAD Released from Active Duty	
RRC Regional Readiness Command	
RTU Reinforcement Training Unit	
SDP Savings Deposit Program	
SELRES Selected Reserve	
SLA Special Leave Accrual	
SMIF Soldier Management Individual File	
SMP Simultaneous Membership Program	
SRP Soldier Readiness Program	
SSI-FWTS Shoulder Sleeve Insignia for Former W	artime Service
TAC Type Address Code	
TAG The Adjutant General	
TC Transition Center	
TCS Temporary Change of Station	
TDA Table of Distribution and Allowances	
TDP TRICARE Dental Program	
TDY Temporary Duty	
TOE Table of Organization and Equipment	
TP Temporary Profile	
TPU Troop Program Unit	
TRADOC Training and Doctrine Command	
TSP Thrift Savings Plan	
TST Tuberculosis Skin Testing	
TTAD Temporary Tour of Active Duty	
UCMJ Uniform Code of Military Justice	
UIC Unit Identification Code	
UMR Unit Manning Roster	
USAR United States Reserve Component	

USARC	United States Reserve Component Command
USARPAC	US Army Pacific Command
USASOC	US Army Special Operations Command
USC	United States Code
UTA	Unit Training Assemblies
VA	Veterans Affairs
WIAS	Worldwide Individual Augmentation System
WOBC	Warrant Officer Basic Course
WTC	Warrior Transition Course

## **REFERENCES**

AR	385-10		The Army Safety Program			
AR	385-11		Ionizing Radiation Protection			
AR	385-15		Water Safety			
AR	385-30		Safety Color Code Markings & Signs			
AR	385-40		Accident Reporting and Records			
AR	385-55		Prevention of Motor Vehicle Accidents			
AR	385-63		Policies and Procedures for Firing Ammunition for Training, Target Practice,			
and Con						
AR	385-64		Ammunition and Explosives Safety Standards			
AR	385-55		Motor Vehicle Driver Selection, Testing			
AR	420-90		Fire Protection			
AR	600-55		Motor Vehicle Driver Selection, Testing, and Licensing			
AR	672-74		Army Accident Prevention Awards			
AR	750-6		Ground Safety Notification System			
FORSC	OM 385-1		Forces Command Safety Program			
DA Pan	40-501		Hearing Conservation			
DA Pan	n 385-1		Unit Safety Management			
DA Pan	n 385-3		Protective Clothing and Equipment			
DA Pan	n 738-75	0	Functional User's Manual for the Army Maintenance			
			Management System (TAMMS)			
TM 38-4	110		Storage and Handling of Hazardous Materials			
TBM 5			Respiratory Protection Program			
TBM 5			Occupational Vision			
TBM 5			Prevention, Treatment and Control of Heat Injury			
TDIVI 3	07		Trevention, Treatment and Control of Treat Injury			
TB 43-0	142	S	Safety Inspection & Testing of Lifting Devices FORMS			
DA Esm		204	S IIC Ameri Assident Denset			
DA For		285	•			
DA For		348 2173				
DA For		2173	•			
DA For		4755	, i			
DA Fon		1516				
ווטיו עע	111	1310	Request, Authorization Agreement, Training, Rennoursements and			

## Add. References

GOVERNING AUTHORITY
AR 135-18, Ch 2
AR 600-11, DA PAM 600-3
AR 135-178, Ch 9, para 9-2e
-
AR 140-10, para 4-9c
AR 140-10, para 4-9d
-
AR 135-178, para 6-2
AR 135-178, Ch 11
AR 140-10, para 4-9a
AR 135-178 Ch 3; AR 601-201, AR 601-210 Ch 1
AR 140-10, para 5-2
AR 135-178, Ch 8
AR 135-178, Ch 4
AR 140-10, para 4-1; AR 600-9
AR 104-10, AR 104-6
AR 140-10, Ch 4, para 4-18
USARC, G1, 1 <sup>st</sup> BDE – TBP
AR 135-178, para 6-6; AR 40-501
AR 135-178, Ch 12
AR 135-178, para 6-3; AR 135-91, Ch 4
AR 140-158 Ch 2
AR 140-10, Ch 6; AR 600-8-24
HRC-R Newsletter
AR 140-6; AR 140-10, Ch 4; HRC Memo (dtd 26 Apr 04)

TRANSFER TPU UNQUALIFIED RESIGNNATIONS

UNSATISFACTORY PARTICIPATION

AR 140-10, para 2-7 AR 135-175; AR 600-8-24. AR 635-5-1

AR 135-178, Ch 13; AR 135-91, Ch 4