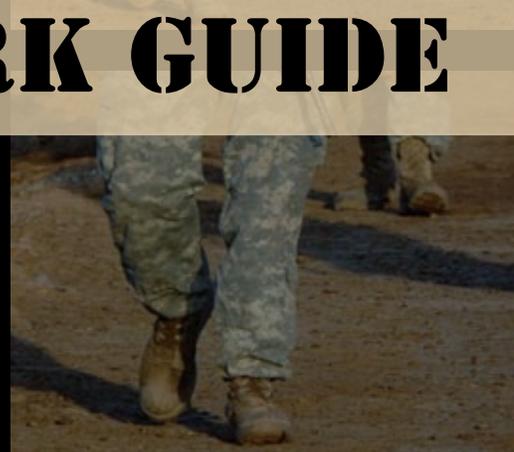


11011

# U.S. ARMY CASEWORK GUIDE



11011





# CALL TO DUTY

## BOOTS ON THE GROUND

January 2007

Dear Staff Member:

Today our Soldiers are engaged in a global war on terrorism. They sacrifice their personal comfort and safety to answer a higher calling. "Boots on the Ground" represents the commitment of the United States of America and the multiple capabilities of the American Soldier.

As it has always been, Soldiers, both Active and Reserve, are the heart of Today's Army. The Warrior Ethos and the Soldiers Creed reflect the true characteristics of the quality of Soldier we have in Today's Army.

### Warrior Ethos

I will always place the mission first  
I will never accept defeat  
I will never quit  
I will never leave a fallen comrade

With these words of fortitude and encouragement, our Soldiers are dedicated to seeing that the mission is accomplished.

While our Soldiers are engaged in operational deployments worldwide, it can become difficult, at times, for them to handle personal matters. To assist them and your office in your efforts, my staff has prepared the Army Casework Guide for the 110<sup>th</sup> Congress. This publication is just a snap shot of the current Army issues which effect our Soldiers on a daily basis. Additionally, an electronic version of this publication is available on our website: [www.hqda.army.mil/ocll](http://www.hqda.army.mil/ocll).

We are committed to ensuring that timely and accurate information along with professional services is conveyed to your offices. We welcome the opportunity to work with you and encourage you to contact us whenever we can be of assistance.

Sincerely,



Galen B. Jackman  
Major General, U. S. Army  
Chief of Legislative Liaison



# Introduction

The Office, Chief of Legislative Liaison provides liaison between the Army and Congress. Our Congressional Inquiry Division, located in the Pentagon, processes your constituent inquiries. Our House and Senate Liaison Divisions are available to discuss your needs in person. Letters may be delivered to the House or Senate Liaison Divisions for courier delivery to the Pentagon.

## **Please address constituent inquiries to:**

Office, Chief of Legislative Liaison  
ATTN: Congressional Inquiry Division  
1600 Army Pentagon  
Washington, DC 20310-1600

Facsimile service is available 24 hours a day at (703) 693-4942/4943 or 697-3847/0690. Should you need to contact our office by telephone, please call (703) 697-8381.

Constituent requests should include the following information: authorization for release of information in accordance with the Privacy Act\*, full name, Social Security number, current military address, and specific assistance desired. In addition, a DD Form 2870 (Authorization for Disclosure of Medical or Dental Information), is required for the release of medical information.

## **Contact information for our Capitol Hill offices:**

### **House**

Room B-325  
Rayburn Building  
(202) 225-3853  
FAX (202) 685-2674

### **Senate**

Room SR 183  
Russell Building  
(202) 224-2881  
FAX (202) 685-2570

For emergency situations after hours (nights, weekends, and holidays), contact our duty officer at (703) 819-2621. If unable to reach the duty officer, please contact the Army Operations Center at (703) 697-0218.

### ***\*The Privacy, Freedom of Information, and Health Insurance Portability and Accountability Acts***

The Privacy Act generally restricts the Army from disclosing any record pertaining to an individual without proper authorization from that individual. The Freedom of Information Act also limits the disclosure of records which, if disclosed, would result in a “clearly unwarranted invasion of the personal privacy” of an individual. Furthermore, the Health Insurance Portability and Accountability Act of 1996 must be adhered to when responding to inquiries pertaining to medical or dental information. A separate release form (DD Form 2870) will be obtained from the Soldier prior to the disclosure of his/her protected health information. These Acts attempt to balance the interest of an individual in protecting their personal information from public scrutiny and the interest of the public having available information pertaining to Government affairs.



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# List of Forms

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# Recruiting Program

The U.S. Army Recruiting Command (USAREC) is responsible for recruiting applicants and determining their eligibility and qualifications for enlistment. Enlistment is permitted only after applicants meet the qualification standards.

Soldiers sign an enlistment contract when they enlist or reenlist. The purpose of the contract is to ensure that guarantees promised by the Army are upheld in return for service rendered by the Soldier. These guarantees include such options as station of choice, training of choice, and enlistment incentives (education and monetary bonuses). The Army recruiter explains the nature and availability of enlistment options to an applicant so the applicant is aware of what the commitment involves. The availability of enlistment options is dependent on current Army requirements and is subject to change at any time. The Army guidance counselor, located at the Military Entrance Processing Station (MEPS), determines whether the applicant is qualified for the desired enlistment option. Eligibility is determined by the applicant's qualifications which depend on aptitude test scores, education level, moral qualifications, and a medical examination. If the applicant is determined qualified, the enlistment agreement is completed and signed.

When a Soldier believes the Army has not met the provisions of the enlistment agreement, a claim of unfulfilled enlistment commitment/erroneous enlistment should be forwarded through his/her chain of command to:

Commander  
U.S. Army Human Resources Command  
ATTN: AHRC-EPT-S  
2461 Eisenhower Avenue  
Alexandria, VA 22331-0400

The basic enlistment criteria are outlined in Army Regulation 601-210, Regular Army and Army Reserve Enlistment Program. The basic eligibility criteria for non-prior service applicants are as follows:

**Age:**

- (1) Not less than 17 years of age (with parental consent), but has not reached 42 years of age.
- (2) 18 years of age, but has not reached 42 years of age (age limitation is governed by Title 10, United States Code, section 505a).

**Citizenship:**

- (1) Citizen of the United States.

## **Enlistment Agreement**

## **Non-Prior Service Enlistment Standards**

- (2) Alien who has been lawfully admitted to the United States for permanent residence.
- (3) National of the United States.
- (4) Naturalized citizen of the United States.

**Test:**

Achieve qualifying scores on the Armed Services Vocational Aptitude Battery, which includes the Armed Forces Qualification Test. This test will determine basic eligibility to enlist and specific options/training available to an individual.

**Education:**

- (1) High school diploma graduate.
- (2) College graduate.
- (3) High school senior.
- (4) Home study diploma (if accompanied by State certification and transcripts)
- (5) Alternate high school credentials (GED certificate, occupational program certificate of attendance, correspondence school diploma). There are limited openings for non-high school graduates and alternate credential holders.

**Physical:**

Applicant must meet procurement physical fitness standards of Army Regulation 40-501, Chapter 2.

**Medical:**

Meet procurement medical fitness standards and any additional medical requirements of the specific option for which enlisting.

**Dependents:**

- (1) Without a spouse and with no dependents.
- (2) Married, and in addition to the spouse, has two or fewer dependents.
- (3) Waiver may be considered on dependents pending further screening and interview with recruiter.

**Moral:**

Recruiter will interview applicant on any records of arrest, charges, juvenile court adjudications, traffic violations, probation periods, dismissed or pending charges or convictions, including those which have been expunged or sealed, to determine eligibility. Waivers may be considered in some cases. Applicants concealing or withholding information will be released from the Delayed Entry Program (DEP) and incur a six-month waiting period to reapply for enlistment. Applicants who depart for active duty/training with concealed charges will be discharged from military service and incur a two-year wait before they can be considered for reentry.

**Tattoo policy:**

Tattoos or brands on the face or head are prohibited. Tattoos or brands that will be visible in a Class A uniform are prohibited.

Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within units. Waivers are not authorized.

The reentry eligibility criteria complement the active duty reenlistment programs by identifying individuals to fill skills and grades required.

**Age:**

Between the ages of 18 and 42 (17 with signed parental consent). However, age minus the applicant's number of years of prior active Federal service may not exceed the age of 42.

**Citizenship:**

Be a citizen, national, or alien who is lawfully admitted to the United States for permanent residence. Must be a United States citizen to go beyond eight years of service.

**Test:**

Meet aptitude area requirements of three scores of 85 or above on the Armed Services Vocational Aptitude Battery.

**Education:**

Possess a high school diploma or GED certificate obtained during or prior to initial service. Prior service non-high school graduates are not eligible for enlistment.

**Medical:**

Meet retention standards in accordance with Army Regulation 40-501, Standards of Medical Fitness, Chapter 3, if separated for less than six months. If separated more than six months, meet procurement standards (except that weight must meet retention weight standards).

**Dependents:**

Regardless of the number of dependents, a waiver is not required for enlistment in the Active Army or Army Reserve for an applicant with a spouse whose entry pay grade will be E-4 or higher. For enlistment in the Active Army, an applicant with a spouse is qualified without a waiver if entry pay grade will be E-5 or higher, or E-4 if the applicant has at least two years of previous active military service. Additionally, if the entry pay grade is E-3 or below and the applicant is married, the applicant is eligible if there are three or fewer dependents in addition to the spouse. If the entry paygrade is E-2 or below and the applicant is married, the applicant is eligible if there are two or fewer dependents in addition to the spouse. All other applicants must have their eligibility determined by recruiting officials. Waiver requests are considered in some cases. Any applicant for the Army Reserve who previously served in the U.S. Armed Forces on active duty and became a single parent while on

**Prior Service  
Enlistment Standards**

active duty, will not be disqualified for enlistment based on this fact, if the person is otherwise qualified for enlistment and the person's status as a single parent was not a factor in the discharge or release from active duty.

**Reentry Eligibility Code  
(RE Code)**

Enlisted personnel separated from any Active Component of the Services (Army, Navy, Marines, or Air Force), and those separated from the Army Reserve and Army National Guard (ARNG) are assigned RE codes to indicate their eligibility to reenter the branch of service from which they separated. The Army cannot change or explain why another Service assigns a particular code. Questions concerning the assignment of a code should be addressed to the discharging Service. The Army has three types of RE codes: fully qualifying; disqualifying (can be waived); and disqualifying (cannot be waived).

The RE code will not be changed unless it was in error at the time of separation/discharge. If an individual feels that his/her RE code was assigned incorrectly, he/she should submit a letter requesting a determination of the RE code, with a copy of his/her DD Form 214, to:

Commander  
U.S. Army Human Resources Command  
ATTN: AHRC-EPR-P  
2461 Eisenhower Avenue  
Alexandria, VA 22331-0451

Upon receipt, his/her official military records will be evaluated and he/she will be advised of the appropriate RE code. If recruiting officials are unable to determine an enlistment eligibility or the reason a soldier was assigned the specific RE code, they may write to the above address.

**Delayed Entry Program (DEP)/  
Future Soldier**

The DEP provides for recruitment of applicants up to 365 days prior to actual entry on active duty. Enlistment in the Army's DEP constitutes a legally binding contract between the Army and the individual. However, members of the DEP may be discharged for exceptional reasons such as family hardship, acceptance of a college scholarship, or failure to remain qualified for enlistment. To be considered for discharge from the DEP, applicants must submit a detailed statement of their reason for requesting discharge to their recruiter. Current regulations require an interview be conducted by a commissioned officer. Members of the U.S. Army Reserve (USAR) do not enter the DEP; they become members of a USAR unit at the time of enlistment. The USAREC maintains separation authority until the Soldier reports for active duty training. The USAR unit becomes the separation authority once the Soldier reports for active duty for training.

Recruiting personnel are responsible for initially determining whether an individual meets enlistment criteria and if waiver consideration is appropriate. The individual should contact the nearest Army recruiting station for assistance in determining his/her current eligibility for enlistment in the Army. Applicants should bring all discharge papers—specifically, Certificate of Release or Discharge from Active Duty, DD Form 214. No action on a request for a waiver can be taken unless it is submitted by a recruiting official. Recruiters have been delegated the authority to determine, from personal interview and examination, whether an individual is qualified for enlistment and whether a case is sufficiently meritorious to be considered for a waiver.

**Enlistment of Women**

Current national and Army assignment policies limit the assignment of women to positions having a low probability of direct involvement in combat. Consequently, the Army enlists fewer women than men. At this time, we are able to meet the Army's requirements for female accessions by accepting only those applicants who have both a higher probability of completing their initial enlistment, as indicated by a high school diploma or its equivalent, and the required aptitude for service based on an individual's Armed Forces Qualification Test score.

**Educational Credentials**

For Army enlistment purposes, the following educational credentials are defined as Tier 1, equivalent to a high school diploma:

- (1) A diploma issued to an individual who has attended and completed a 12-year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed the program requirements.
- (2) A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or postsecondary educational institution. The diploma must have been issued as a result of attendance, not issued solely on the basis of a test. Accordingly, a GED certificate is not considered equivalent for Army enlistment purposes; it is considered a Tier 2 credential.
- (3) Successful completion of at least 15 semester hours (or 22 quarter hours, or 675 clock hours) of college-level credit from an educational institution that maintains accreditation in the current *Accredited Institutions of Postsecondary Education*. Credit that is earned through testing or for the pursuit of high school completion is considered Tier 2.
- (4) Home school diplomas are Tier 1, provided transcripts accompany them and they are certified by the state education department or the local school district.

(5) GED certificates earned through the National Guard Youth Challenge Program (NGYCP), or accredited state Job Corps Centers, are considered Tier 1 if they are accompanied by the NGYCP certificate or Job Corps Center completion certificate.

The Army's recruiting and enlistment policies seek to provide the best quality Army, at the least possible cost, by enlisting those men and women who have the greatest aptitude for military service and the highest probability of successfully completing an enlistment. Soldiers who are not high school graduates (including those who possess GED certificates) fail to complete their initial term of enlistment at a rate nearly twice that of high school graduates. At the same time, the Armed Forces Qualification Test is the primary indicator of aptitude for military training, and applicants must score 50 or higher on this test.

## **Officer Accessions**

The Deputy Chief of Staff for Personnel is responsible for the accession of Army officers onto active duty. With the exception of Medical, Judge Advocate General's and Chaplain's Corps, the Commander, U.S. Army Human Resources Command is responsible for management of accession programs.

## **United States Military Academy (USMA), West Point**

Admission to West Point is gained through a unique system of nomination, qualification, and selection. A nomination is the legal authority for the Military Academy to consider a candidate for admission. Those authorized to nominate individuals for appointment to USMA include the Vice President; Members of Congress; the delegate to the House of Representatives from Washington, DC; Resident Representative of Northern Mariana Islands; the Commissioners-Governors of Puerto Rico, Guam, and the Virgin Islands; and the Department of the Army. Each Member of Congress may have five enrolled cadets at the Military Academy. They may nominate up to ten candidates to compete for each vacancy. Candidates found fully qualified for admission but not selected for the specified vacancy for which they were originally nominated are placed on a national waiting list. Each year several hundred candidates are offered admission from this list. Applicants for West Point must meet certain basic requirements specified by public law. Each will also be evaluated for qualifications in three areas: academic, physical fitness, and medical. Briefly, these are:

### **Basic Requirements:**

Applicant must be a citizen of the United States, at least 17 and not yet 23 years of age on July 1st of the year they seek admission. Applicant must not be married, pregnant, nor have any legal obligation to support a child or children.

### **Academic Requirements:**

Applicant must provide complete scholastic transcripts (to include college), extracurricular records, the results of their ACT or SAT, and the recommendations of their high school

faculty. Leadership, community, extracurricular, and athletic involvement are also considered in the overall evaluation.

**Physical Fitness Qualifications:**

A Candidate Fitness Assessment is required. This is used to determine physical fitness qualifications.

**Medical Qualifications:**

Applicant must complete a Department of Defense qualifying medical examination, which is administered by the Department of Defense Medical Examination Review Board (DODMERB). Once a candidate has contacted the DODMERB and scheduled a qualifying medical examination, they can verify their status by visiting the following Web site: <https://dodmerb.tricare.osd.mil>.

In addition to high school students, sons and daughters of career military personnel, deceased or 100 percent disabled veterans, and Congressional Medal of Honor awardees are eligible to apply for nominations. Also, Soldiers of the Active Army, Army Reserve, and Army National Guard and applicants enrolled in a Junior or Senior Army Reserve Officers' Training Corps are eligible to apply for nomination. All applicants must meet the basic eligibility and entrance requirements.

Qualified, nominated, outstanding candidates will be offered admission as their records become complete. Admission files, to include nominations, must be completed by the last working day in February of the year of application. Students generally report in late June. Upon graduation, students will be awarded a Bachelor of Science degree and a commission in the U.S. Army. USMA graduates are obligated to serve five years on active duty and three years in an inactive reserve status. USMA uses a pre-application system. Interested parties should begin in at least their junior year of high school and may obtain more information by visiting the West Point Admissions home page at <http://admissions.usma.edu> or by contacting:

Directorate of Admissions  
Building 606  
West Point, NY 10996-1905  
(845) 938-4041

Army ROTC offers a program of instruction at 273 colleges and universities throughout the United States and its territories. The program draws students from an additional 1,100 colleges and universities through an affiliation program. The program is designed to parallel the academic instruction at the university, and, upon completion of a baccalaureate degree, the student may receive a commission in the U.S. Army. Not all ROTC graduates will receive active duty. Some ROTC students may receive Reserve Forces Duty with the Army National Guard or U.S. Army Reserve.

**U.S. Army Senior Reserve  
Officers' Training Corps  
(ROTC)**

During the Basic Course (freshman and sophomore years), any student may take Army ROTC as an additional academic course. To participate in the Advanced Course (junior and senior years), qualified applicants must contract with ROTC and pass a medical examination. Three- and four-year scholarship recipients must successfully complete these courses. Advanced Course students must attend a four-week summer training exercise. Persons desiring to enter ROTC after their freshman year may be required to attend a four-week summer training session to learn the skills taught in the Basic Course. Upon entering the Advanced Course, all contract students (scholarship and non-scholarship) will receive a monthly stipend.

The Army ROTC Scholarship Program offers awards in the form of two-, three-, and four-year scholarships. Recipients receive tuition or room and board, certain educational fees, and a flat rate for the purchase of books, supplies, and equipment. Additionally, a stipend is granted for each academic year the scholarship is in effect.

Four-year scholarships are awarded to qualified high school seniors who will be attending college full-time and to current college freshmen in five-year degree programs. Selection is based on a whole person score made up of the student's college board scores, school officials' evaluations, leadership, extracurricular and athletic activities, and results of a personal interview and selection board conducted by the Professor of Military Science (PMS).

Two- and three-year ROTC scholarships are awarded to advancing college freshmen, sophomores, and qualifying graduate students. Selection is based on such factors as college academic achievement, extracurricular and athletic activities, and results of a personal interview and selection board conducted by the PMS. For additional information, constituents can find information at <http://www.goarmy.com/rotc> or may contact:

Headquarters, Cadet Command  
55 Patch Road, Building 56  
Fort Monroe, VA 23651  
(757) 788-4571

Qualified enlisted active duty Soldiers may also compete for Army ROTC scholarships through the "Green to Gold" program. You may get additional information on this program through [http://www.goarmy.com/rotc/enlisted\\_soldiers.jsp](http://www.goarmy.com/rotc/enlisted_soldiers.jsp) or by contacting officials at the above address.

## **Officer Candidate School (OCS)**

OCS is a 14-week officers training program taught at Fort Benning, Georgia. It is primarily designed to provide a means for highly qualified active duty soldiers to receive a commission; however, up to 500 civilian personnel a year may be recruited for the OCS College Option Program. The College Option Program enables civilians with a four-year degree to enlist in the Army for OCS. Selectees must complete Basic Training prior to attending OCS.

The Enlisted In-Service Program allows Active Army warrant officers and enlisted members who have completed Advanced Individual Training (AIT) to apply. A selection panel at the U.S. Army Human Resources Command reviews applications. Both of these programs require an individual to meet the following requirements:

- Be a U.S. Citizen
- Have 90 semester hours of college (Enlisted In-service Program) or Baccalaureate Degree (College Option Program).
- Be at least 18 years old but less than 29 years old at the convene date of the USAREC selection board. Waivers are considered for individuals who exceed 29 years of age.
- Possess a General Technical (GT) score of 110 or higher.
- Have achieved a minimum score on the ACT or 700 SAT (test date is immaterial).
- Pass the Army Physical Fitness Test (APFT).
- Be of good moral character.
- Have a favorable security records review.
- Meet medical standards for officer candidates.
- Meet Army height/weight standards.

Direct Appointment is primarily used as a means to access highly qualified professionals such as those with health care, legal, and chaplain specialties into the Army. An individual must have completed an advanced academic degree in a field needed by the Army. Grade/rank of appointment will depend upon the experience and education of the individual. For information contact:

## **Direct Appointment**

### Health Services Directorate:

HQ, U.S. Army Recruiting Command  
ATTN: RCHS  
1307 Third Avenue  
Fort Knox, KY 40121  
(502) 626-0367/0373  
<http://healthcare.goarmy.com>

### Judge Advocate:

Department of the Army  
Judge Advocate Recruiting Office  
1777 North Kent Street, Suite 5200  
Rosslyn, VA 22209  
(703) 696-2822 or (866) ARMY JAG (276-9524)  
<http://www.jagcnet.army.mil>  
<http://www.goarmy.com/job/jag/jag.htm>

### Chaplain:

HQ, U.S. Army Recruiting Command  
ATTN: RCRO-SM-CH  
1307 Third Avenue  
Fort Knox, KY 40121-2726  
(502) 626-0435/0702  
<http://chaplain.goarmy.com/index02.htm>

## **Warrant Officer Appointments**

Warrant officers are appointed through a combination of in-service programs and recruitment of civilians according to the needs of the Army. All technical specialists (non-aviation specialties) are selected from within the Army's enlisted ranks. Aviation warrant officers are selected from approximately 60 percent in-service and 40 percent civilian enlistments. The U.S. Army Recruiting Command has total responsibility for warrant officer recruiting, with the exception of U.S. Army Reserve technical warrant officer positions. These positions are handled by the Office of the Chief, Army Reserve.

Warrant officer candidates must attend a six-week Warrant Officer Candidate School (WOCS) at Fort Rucker, Alabama. Upon completion of WOCS, the individual is appointed a warrant officer, grade W-1, then sent to attend a Warrant Officer Basic Course for his/her particular specialty. This course provides functional training and reinforces the leadership training provided in WOCS.

Warrant officer flight training applicants must be at least high school diploma graduates and preferably have two years of college. They must undergo a complete Class I flight physical and must not be more than 76 inches, or less than 63 inches in height (sitting height not to exceed 40 inches). Additionally, they must successfully complete all aptitude tests. Applicants must be evaluated by the Army Recruiting Command review board prior to their 29th birthday. Waivers, while not normally approved, will be considered for exceptional circumstances.

## **Army Health Professions Scholarship Program**

The Army Health Professions Scholarship Program offers financial support to students in the health professions and permits them to be commissioned as officers in the Army Reserve. While completing school, the recipient receives tuition, books, and a stipend for ten and one-half months each year, plus the pay and allowances of a second lieutenant during an annual 45-day active duty for training period. Application may be made through:

HQ, U.S. Army Recruiting Command  
ATTN: RCHS-OP  
1307 Third Avenue  
Fort Knox, KY 40121-2726  
(502) 626-0367  
<http://healthcare.goarmy.com>

## **F. Edward Hébert School Of Medicine**

The School of Medicine's principal emphasis is on training medical officers for the Army, Navy, and Air Force. Students are selected with the understanding that they will be trained for service to the nation, including assignments abroad or at sea. Dedication to the idea of service to country must be foremost among an applicant's reasons for attending the school. The School of Medicine is a tuition-free institution. In addition, books and instruments are furnished to students either without charge or on a loan basis. While enrolled in the School of Medicine, students serve on active duty

as Reserve commissioned officers with full pay and allowances as a first lieutenant. Both civilian and uniformed services personnel are eligible for admission. The term “uniformed services personnel” means individuals who are currently on active duty for a period of 90 days or more in any of the seven components making up the uniformed services. Applicants must be at least 18 years old at the time of matriculation, but no older than 30 as of June 30th in the year of admission (civilians and enlisted personnel). Applicants older than 30 years of age may apply to the School of Medicine. If they are recommended for a position by the Admissions Committee and approved by the Dean; an age waiver will be requested from the Office of the Secretary of Defense (Health Affairs) prior to extending an offer. The age limits for entrance parallel those governing appointment in the regular medical corps of the armed forces (Section 532, Title 10, United States Code). However, the age of any student who has served on active duty as a commissioned officer in the uniformed services may exceed the age limit by a period equal to the time served on active duty, provided the student is no older than 35 as of June 30th in the year of admission.

Each fall the School of Medicine matriculates a class consisting of 165 students (63-Army, 51-Navy, 51-Air Force). After successfully completing the M.D. program, students are obligated to serve no less than seven years active duty, exclusive of internship, residency, or other service obligations. For application forms, contact:

Association of American Medical Colleges  
Section for Student Services  
2502 M Street, N.W.  
Lobby - 26  
Washington, DC 20037-1300  
<http://www.aamc.org/students/start.htm>

For information about the M.D. program, contact:

Admissions Office  
Uniformed Services University of the Health Sciences  
4301 Jones Bridge Road, Room A1041  
Bethesda, MD 20814-4799  
(301) 295-3101 or (800) 772-1743  
<http://www.usuhs.mil>

The graduate programs of the Uniformed Services University of the Health Sciences (USUHS) School of Medicine offer training leading to Doctor of Philosophy degrees in the biomedical sciences. Doctor of Public Health, Master of Public Health, Master of Science in Public Health, and Master of Tropical Medicine and Hygiene are offered in Preventive Medicine and Biometrics. A Master of Medical History is offered to uniformed members. The University offers a number of stipend positions on a competitive basis and tuition remission. Salaries range from \$14,500 to \$15,500 and are comparable with the support provided to graduate students at other universities in the

**Uniformed Services  
University of the Health  
Sciences (USUHS) School of  
Medicine**

geographic area. Additionally, there are a limited number of Dean's Special Fellowships that supplement student stipends. USUHS is a Federal institution. Tuition and fees are waived for civilian students. Active duty military personnel accepted to study at USUHS must have the consent and sponsorship of their parent Service and incur a Service obligation at the completion of their studies. Civilian students do not incur a service obligation to the U.S. Government after the completion of their graduate training program.

Applications for admission are due by January 15th, and applicants must apply directly to the university. Each applicant must complete a baccalaureate degree program from an accredited institution prior to matriculation at USUHS. There is no application fee.

For more information about the programs, contact:

Graduate Programs in Biomedical Sciences  
(800) 772-1747 or (301) 295-3913  
<http://cim.usuhs.mil/geo>

## **Graduate School of Nursing**

The mission of the Graduate School of Nursing (GSN), Uniformed Services University of the Health Sciences, is to prepare advanced practice nurses to deliver primary care, including anesthesia services, to active duty members of the uniformed services, their families, and all other eligible beneficiaries.

Applicants for the GSN must be commissioned officers in one of the uniformed services. A commitment to the nation must be paramount in the applicant's decision to attend the School. Graduates will be prepared to deliver care in a wide variety of settings and communities, both nationally and internationally. Major emphasis is on the nursing perspective of health promotion and disease prevention within the context of primary care.

The GSN's two programs, Family Nurse Practitioner and Nurse Anesthesia, are targeted for current and future shortages in health care, those of primary care and anesthesia. Graduates receive the Master of Science in Nursing degrees and qualify for certification in their specialties. They are prepared to contribute to the uniformed services' peacetime health care delivery systems, to military medicine to support combat operations, civil disaster and humanitarian missions.

For more information about the programs, contact:

Graduate School of Nursing  
(301) 295-9004  
<http://www.usuhs.mil/gsn/gsnmenu.html>

## REENTRY CODES

Code	Applies to Persons	Eligibility for Reenlistment
RE-1		
RE-1A RE-1B	Fully qualified when last separated.	Fully qualified.
RE-1C	Separated who do not possess scores of 90 or higher in any three or more aptitude areas of the ASVAB, if tested before 1 Oct 80, or scores of 85 or higher, if tested on or after 1 Oct 80.	Fully qualified provided otherwise eligible.
RE-2 RE-2A RE-2B RE-2C	Fully qualified when last separated for convenience of the government or pregnancy under AR 635-200.	Fully qualified, provided otherwise eligible. Pregnancy discharge requires waiver.
RE-3	<p>1. Not qualified for continued Army service, but the disqualification can be waived.</p> <p>2. With "Trainee Discharge Program (TDP) - Overweight" noted in block of DD Form 214.</p>	<p>Ineligible for enlistment unless a waiver is granted.</p> <p>Eligible for USAR enlistment/reentry enlistment/reentry without waiver. However, applicant must meet standards of AR 600-9. Two-year waiting period not required for overweight (TDP) if applicant meets AR 600-9 for RA or USAR enlistment.</p>
RE-3A	<p>1. Not possessing scores of 90 or higher in any three or more aptitude test areas of the AQB or ACB. (However, this code is no longer used for this disqualification).</p> <p>2. With more than four years of service for pay who have incurred an additional service requirement after 5 Aug 78.</p>	<p>Fully qualified for enlistment if mental requirements can be met. Prior service mental requirements can not be waived.</p> <p>Fully qualified for enlistment in the RA USAR. Ineligible for RA until 93 days after date of separation. Grade determination required by HRC.</p>
RE-3B	Lost time during last period of service.	Waiver required.
RE-3C	Who do not meet the reentry grade and service criteria of AR 601-210.	Waiver required.
RE-4	Separated from last period of service with a nonwaivable disqualification. (Includes DA Bar to Reenlistment.)	Ineligible.
RE-4A	Who did not meet basic eligibility citizenship requirement at time of last separation from active duty.	Ineligible for enlistment. However, case may be submitted to HRC for consideration. Citizenship requirements can not be waived.
RE-4R	Enlisted personnel retiring after 20 or more years active Federal service.	Ineligible.



# Assignments

The needs of the Army are the main consideration in selecting Soldiers for assignment. Consistent with these needs, an attempt will be made to assign Soldiers to their area of preference.

When illness, death, or extreme and unusual circumstances necessitate a Soldier's presence with his/her family, and no other possibility exists for resolution of family difficulties, the Soldier may be authorized worldwide reassignment to the installation nearest his/her family, provided a valid grade/military occupational specialty requirement exists there. Approval authority for reassignment when extreme family problems are a factor rests with the U.S. Army Human Resources Command (HRC). Commanders who have General Court Martial Convening Authority have been delegated the authority to disapprove requests when they clearly do not meet the prerequisites for reassignment.

If the problem involves a family member, he or she must be related to the Soldier in one of these ways: a spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the Soldier. Other persons, including parents-in-law, may also be considered, provided they are documented as authorized family members, and there are no other family members of the spouse's family to help resolve the situation. Normally, approval is not granted to those requests where the conditions existed at the time of the Soldier's latest entry on active duty; if the problem is chronic in nature and cannot be resolved within a reasonable period of time (normally a year); or if the problem can be resolved through the use of leave, correspondence, power of attorney, or through the help of family members or other parties.

Problems concerning compassionate reassignments must normally be resolvable within one year. The following conditions normally warrant consideration:

Recent death of the Soldier's spouse or child.

Terminal illness of a family member (life expectancy of less than one year).

Prolonged hospitalization of a family member (90 days or more).

Severe psychotic condition involving temporary hospitalization of a spouse or child.

Adoption cases in which the home study has been completed and the child is scheduled to be placed in the Soldier's home within 90 days. Adoption normally must have been initiated prior to assignment instructions being received.

## Compassionate Requests

Soldier's minor children are being made wards of the court, placed in an orphanage or foster home as a result of family separation.

The following conditions do not normally warrant approval:

Death of a family member other than spouse or child.

Divorce or separation resulting from family separation because of military service.

Psychoneurosis of a family member resulting from family separation due to military requirements.

Pregnancies involving threatened miscarriage, breech birth, cesarean section, or RH incompatibility.

Minor allergies of family members owing to climatic conditions.

Problems relating to home ownership.

Financial problems resulting from mismanagement.

The recent award of custody of a child to the Soldier.

Chronic problems relating to parents or parents-in-law.

## **Attachment**

Soldiers in an emergency leave status can apply for a compassionate reassignment/permissive attachment at the nearest Army installation or activity. Soldiers should present documentation showing the problem exists. If the Soldier is attached, he/she will remain attached until the request has been considered (normally 10 days).

## **Pregnancy Deferment**

When a wife is in the eighth month of pregnancy on the date the Soldier is scheduled to depart for overseas duty, the installation commander can approve a pregnancy deferment. Pregnant Soldiers are ineligible for overseas assignment unless an exception is approved.

## **Married Army Couples Program**

Under the Married Army Couples Program, both Soldiers will be considered for a joint assignment at the time either of the two is nominated for reassignment. Both Soldiers must be enrolled in the program prior to receipt of assignment instructions. Enrollment is a simple process of verifying that two Soldiers are married to one another, and then ensuring the information is forwarded to HRC. Enrollment must be accomplished at the Soldier's servicing Army personnel office. Once either of the Soldiers is nominated for assignment, the other Soldier is automatically considered for assignment to the same location. Requests will normally be approved when there is a need for the military skills of both Soldiers in one

area, career progression of both Soldiers is not adversely affected, and the Soldiers are eligible for the assignment.

Sole parents or dual-service couples with children are considered deployable and are expected to be available for duty as assigned. They are expected to plan for the care of their family in the event of their absence. A Soldier may be involuntarily separated from the Army if he/she is unable to perform prescribed duties, is repeatedly absent from work, or is not available for worldwide assignment because of parenthood.

## **Sole Parents**

Soldiers being assigned to a 12-month dependent-restricted short-tour area will be notified of their homebase/advance assignment prior to departure from their current duty station. This applies to all Soldiers in the rank of specialist/corporal (promotable), or specialists/corporals on a second or subsequent enlistment through the rank of master sergeant, and officers up to the rank of lieutenant colonel.

## **Homebase/Advance Assignment Program**

This program enables the Army to recognize the exceptional family members of Soldiers and consider their special needs during assignment selection. The program is mandatory. Enrollment data is revalidated every three years. Soldiers enroll in the program through their local Army medical treatment facility. When a Soldier becomes eligible for assignment overseas, all his/her family members will be screened and, if required, enrolled in the EFMP. Once enrolled, the Soldier's assignment is coordinated with the gaining command to determine if the required educational and/or medical services are available. Family travel decisions outside the continental United States will not be finalized for Soldiers indicating their family members require special needs unless the Soldier is enrolled in the EFMP, or the gaining command is notified of these needs.

## **Army Exceptional Family Member Program (EFMP)**

When the needed services are not available at the gaining command, an alternate assignment will be considered on the basis of existing assignment priorities. However, enrollment in the program does not guarantee a Soldier will always receive an assignment compatible with the special needs of his/her family members. In addition, deletions and deferments from assignment instructions will not be granted solely for the purpose of enrolling in the EFMP. Soldiers may be assured HRC maintains information provided on the EFMP questionnaires in a secure manner. Assignment managers only know that the Soldier is in the EFMP, but they do not know the specific educational/medical problem.

All Soldiers being assigned to an overseas area where family members are authorized to reside may make application for concurrent travel and command sponsorship of their family members. Normally, application should be made immediately after notification of reassignment. Overseas commanders control the entry of family members into their commands. They authorize travel

## **Overseas Travel of Family Members**

of family members to their commands either on a concurrent or deferred travel basis depending upon the availability of Government or economy housing.

If housing will be available within 60 days, concurrent travel is authorized. If housing will be available from 61 to 140 days, deferred travel will be authorized. When suitable housing has been secured either on the local economy or in government quarters, and the overseas commander approves, transportation for the family members in a deferred status is granted. Relocation of families and unaccompanied baggage to a designated place is not authorized at Government expense.

Family member travel will be disapproved if housing will not be available within 140 days after the Soldier's arrival in the overseas command. In such cases, the family members and household goods are authorized to be moved to a "designated location" in the continental United States. Once housing becomes available, family travel will be authorized to the overseas command.

Soldiers who bring their family members into an overseas command and who receive command sponsorship serve a "With Dependents" tour. Those electing to serve overseas without their family members serve an "All Others" tour that is shorter in length—for example, 24 months rather than 36 months (except in Hawaii and Alaska). Those required to serve an unaccompanied tour, serve a "Restricted" tour in which tour lengths are normally 12 months. Under certain conditions, Soldiers are authorized to change their tour status. The overseas commander can approve requests for changes from the "With Dependents" to an "All Others" tour, provided that family members have not traveled in conjunction with the Permanent Change of Station (PCS) orders. A change from an "All Others" tour to a "With Dependents" tour, when family members and household goods previously have been moved to a designated location, can be approved only for extreme hardship reasons as an exception to policy. Generally, Soldiers are required to serve an "In Place Consecutive Overseas Tour" to be eligible for a second Government paid move.

## **Passports**

All Soldiers and Department of the Army civilians traveling overseas on official business to a country requiring a passport and all command-sponsored family members must obtain separate no-fee passports.

A no-fee passport identifies the bearer as an official traveler, is issued for a specific purpose, and is normally issued for no longer than five years. A no-fee passport may not be used for personal travel from the United States to a foreign country. Procuring passports as early as possible is extremely important. To avoid delays, Soldiers must follow the procedures outlined by their military personnel office and passport agent. Passport/visa applications must be completed in accordance with Department of Defense Regulation 1000.21, Passport and Passport Agent Service

Regulation, and the Department of State *Passport Agent's Manual*.  
Soldiers whose family members are foreign nationals are personally responsible for obtaining and maintaining family members' passports.

The Army is not able to assist in procuring foreign passports or United States passports for foreign nationals. The Department of State is the approval authority for all passport applications.

# Army Family Programs

## **Information, Referral, and Follow-up Program (IR&F)**

Army Family Programs are critical to the readiness of our Soldiers, particularly during times of deployment. The Army continues to invest in family well-being, which is also a strong recruiting and retention tool. The challenge is to provide flexible programs and services that encourage self-reliance and remain responsive to the changing needs of Soldiers and their families in an environment where high operational tempo, frequent deployments, and long separations create increased stress. Army Family Programs enhance mission readiness and promote Soldier and family wellness. Additional information can be found at the following Web site: [www.MyArmyLifeToo.com](http://www.MyArmyLifeToo.com).

The IR&F provides commanders, Soldiers, and family members with a single point of contact for information regarding military and civilian community resources to assist with individual family and community concerns. It serves as a link between families and human service agencies that can assist them in solving social, economic, medical, or educational concerns. By linking people with available and appropriate resources at the lowest cost, it avoids duplication of effort and enhances both military and community delivery systems.

## **Deployment and Mobilization Assistance**

The Integrated Multi-Component Family Support Network provides a seamless customer-focused network of services to families, regardless of component assigned or where they live. Support services are provided to eligible family members at or near their hometown or home installation during mobilization, deployments, contingency operations, and in emergencies (mass casualties, evacuations, and natural disasters). This support includes information and referral, emergency financial assistance, emergency food and shelter, and crisis intervention. Commanders establish Family Readiness Groups (FRG) and Rear Detachments to serve as a link between Soldiers, family members and the unit. The FRG, in conjunction with the Rear Detachment, acts as a conduit for reliable information and refers families to appropriate community service agencies, when necessary.

Army Community Service (ACS) personnel conduct pre-deployment briefings as part of Family Readiness Processing, interview Soldiers during readiness processing, and conduct training for Rear Detachments, FRG leaders, and Family Assistance Team members. The ACS Operation Resources for Educating About Deployment and You (OP R.E.A.D.Y) training program assists commanders in meeting family readiness objectives. This program trains and helps Soldiers and families succeed during deployments. ACS Centers also have video-teleconferencing equipment and Internet-accessible computers, making it easier and less costly for family members to communicate with Soldiers during deployments. Virtual Family Readiness Groups link the deployed Soldier, the family, the FRG

leader, the unit commander, the Rear Detachment, and other family readiness personnel on their own controlled access Web portal to exchange information and provide a sense of community, using technology to automate manual processes and provide enhanced services and communications.

Family Assistance Centers, FRGs, and Rear Detachments provide assistance to families, coordinate with state and local agencies, identify families with problems requiring additional support, provide orientations for Reserve Component units and their families, and shift to a 24-hour family assistance operation if warranted.

The Financial Readiness Program helps commanders establish educational and counseling programs in personal financial affairs for Soldiers and families by teaching self-reliance, debt reduction, money management, credit and financial planning, and insurance and consumer issues.

### **Financial Readiness Program**

Soldiers earn promotion points by completing such selected ACS programs as the new Parent Support Program, financial readiness training, OP R.E.A.D.Y. classes, and Army Family Team Building. These points help Soldiers advance their careers.

### **Promotion Points**

The Army is committed to the prevention of spousal and child abuse and neglect by providing a variety of services to strengthen Army families and enhance resiliency. This proactive program is supported by a system of educational programs and procedures for identification, reporting, investigation, and treatment. Responsibilities for FAP are divided between ACS and Medical Treatment Facility staffs.

### **Family Advocacy Program (FAP)**

Victim advocacy is an integral part of the Army's Family Advocacy Program. The victim advocacy program promotes early identification and intervention in incidents of domestic violence and sexual assault and provides victims a safety net, assistance in securing medical treatment for injuries, information on their legal rights and proceedings, and referral to military and civilian shelters and other resources. Providing increased protection for victims through ongoing safety planning with victim advocates and a coordinated community response is critical to domestic violence and sexual assault prevention and intervention efforts. Services provided include information and referral, crisis assistance, and support services on a 24-hour basis to victims of domestic violence and sexual assault.

### **Victim Advocacy**

The SAPR reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive policy that focuses on education, prevention, integrated victim support, rapid reporting, thorough investigation, appropriate action, and follow-up. Army

### **Sexual Assault Prevention and Response Program (SAPR)**

**Army Spouse Employment Partnership (ASEP)**

policy promotes sensitive care for victims of sexual assault and accountability for those who commit these crimes. Victim advocacy is a major component of the SAPR.

ASEP affords every Army spouse the opportunity to become employed by providing information and referral services for employment, education, training, transition, and volunteer opportunities. ASEP enhances career opportunities by creating partnerships with DOD, other Federal agencies, nonprofit organizations, and private corporations, enabling Army spouses to pursue or continue their careers concurrently with those of their Soldiers.

**Army Family Action Plan (AFAP)**

The AFAP is a key resource that provides information to Army senior leaders on standard-of-living concerns, satisfactions, and expectations of Army constituents. The AFAP solicits well-being issues from Active Army and Reserve Component Soldiers, retirees, family members, and civilian employees via conferences convened annually at installation, major command, and Headquarters, Department of the Army levels. In conjunction with the AFAP, a General Officer Steering Committee (GOSC) meets semi-annually to review the progress of active AFAP issues. The GOSC is the final deciding authority for issues to be closed as resolved or unattainable.

**Army Family Team Building (AFTB)**

AFTB is a global educational program designed to improve readiness by teaching and promoting personal and family readiness. With 40-plus modules, it introduces families to the Army way of life, available services and programs, and sources of personal and professional development for spouses. The program, implemented at every active duty installation and in the Army National Guard and Army Reserve, is available online.

**Military One Source (MOS) Program**

The MOS is an information and referral service that addresses topics ranging from everyday concerns to deployment and reunion issues. The MOS supplements existing family programs by providing a 24-hour, seven-day-a-week toll-free information and referral telephone line and Web-based service available to Active Army and Reserve Component Soldiers, deployed civilians, and their families worldwide. MOS will provide referrals to professional civilian counselors for counseling in the continental United States, Alaska, Hawaii, Puerto Rico, and Guam. Outside the United States, face-to-face counseling is provided via Medical Treatment Facility services.

**Relocation Readiness Program (RRP)**

The RRP provides Soldiers, civilian employees, retirees, and their families before, during, and after relocation planning and guidance to reduce or eliminate relocation difficulties. Services include assessment and relocation counseling, pre-arrival information, lending closet of basic housekeeping items, post-move briefings, overseas orientations, cultural adaptation with language programs and outreach trips, guidance and referral to citizenship immigration services, and skills training/cultural mediation to

assist multi-cultural families. Specialized services are available for “waiting families” who reside separately from the military and civilian sponsor. Special workshops and support group sessions are organized for identified “at risk” families to address methods of managing the emotional and situational stressors of relocation.

Army CYS Programs consist of child development services; school age services; youth services; and CYS liaison, education, and outreach services. The delivery of predictable and consistent services to children ages 4 weeks to 18 years is a direct, mission-related necessity to an Army that is 52 percent married and has an additional 6.9 percent of Soldiers who are single parents. The goal is to support family self-reliance and reinforce Army values by providing quality programs that are available and affordable to Army families. CYS programs offer safe and constructive environments that provide peace of mind to Soldiers during duty hours. Fees charged are governed by DOD directive and are based on family income. The Army is also implementing programs designed to meet the child and youth needs of geographically isolated and dispersed Soldiers who do not have access to installation-based CYS programs.

School transition is always a challenge in the mobile military lifestyle. CYS school liaison officers at each installation assist Soldiers with local school issues. The Secondary Education Transition individual memorandums of agreement (with about 249 signatories from local school districts as of Fiscal Year 2005) ensure that Army youth are not academically or socially disadvantaged when moving from one school district to another. The agreement facilitates the mutual development of reciprocal practices, acts as a conduit for information exchange between school systems, accelerates the exchange of emerging partnership opportunities, and increases predictability of the high school experience for military-connected students.

## **Child and Youth Services (CYS) Programs**

# Donations for Soldiers

## Gifts to DOD Personnel

Monetary gifts to Department of Defense (DOD) personnel, such as victims of war and their families, should be made directly to private relief organizations that provide assistance to affected personnel. Donations made to charitable organizations with 501(c)(3) tax-exempt status are deductible for those who itemize deductions on their tax returns.

Listed below are several relief organizations that provide support for our troops and families in need. This list may not be complete and does not constitute an endorsement of any particular organization. All of the organizations listed below are "501(c)(3)" organizations under the Internal Revenue Code. As such, contributions to these funds may provide tax benefits as permitted by law for donor who itemizes expenses for income tax reporting purposes.

### **The Army Emergency Relief (AER) Society**

200 Stovall Street  
Alexandria, VA 22332-0600  
Web site: <http://www.aerhq.org>

### **The Navy & Marine Corps Relief Society**

P.O. Box 791297  
Baltimore, MD 21279-1297  
Web site: <http://www.nmcrs.org>

### **The Air Force Aid Society**

1745 Jefferson Davis Highway, Suite 202  
Arlington, VA 22202  
Web site: <http://www.afas.org>

### **Coast Guard Mutual Assistance**

4200 Wilson Boulevard, Suite 610  
Arlington, VA 22203-1804  
Web site: [www.cgmahq.org](http://www.cgmahq.org)

### **The Federal Employee Education & Assistance Fund (FEEA)**

8441 W. Bowles Avenue, Suite 200  
Littleton, CO 80123-9501  
Web site: <http://www.feea.org>

### **Armed Services YMCA of the USA**

6359 Walker Lane, Suite 200,  
Alexandria, VA 22310  
Web site: <http://www.asymca.org/>

### **American Red Cross**

Armed Forces Emergency Services  
Web site: [www.redcross.org/services/afes/](http://www.redcross.org/services/afes/)

**United Service Organizations (USO)**

1008 Eberle Place, SE, Suite 301,  
Washington Navy Yard  
Washington, DC 20374-5096  
Web site: <http://www.uso.org>

**Veterans of Foreign Wars**

406 W. 34<sup>th</sup> St.  
Kansas City, MO 64111  
Web site: [www.vfw.org](http://www.vfw.org)

Gifts for deployed personnel are discouraged since they overload the transportation and distribution systems and offer a threat of bio-terrorism to deployed personnel. DOD urges the public not to send unsolicited mail, care packages, or donations to service members unless they are family members or personal friends.

On October 30, 2002, DOD suspended "Operation Dear Abby" and "Any Servicemember" mail programs because of these concerns. In lieu of sending mail, the public may log on to the following Web sites to show support, to including greeting cards and virtual thank you cards.

[http://www.defendamerica.mil/support\\_troops.html](http://www.defendamerica.mil/support_troops.html)  
(online thank you card for troops)

[http://www.usocares.org/src/uso\\_home.htm](http://www.usocares.org/src/uso_home.htm)  
(contribute to the purchase of a care package of items requested by troops such as sunscreen, disposable cameras, prepared calling cards)

<http://www.army.mil/operations/iraq/faq.htm>.

<http://anyservicemember.navy.mil> (e-mail message to deployed troops of any Service from your home state)

Individuals, organizations, and businesses may offer time and resources to help families of deployed troops. Many opportunities are listed "On the Homefront" at [www.usafreedomcorps.gov](http://www.usafreedomcorps.gov).

In addition, many local service organizations are providing ways for volunteers to help local military families.

**Gifts for Deployed Personnel****Assistance to Families  
of Soldiers**

# Inspector General Action Process

Active and retired Department of the Army military and civilian personnel and their family members have the right to register complaints or seek the assistance of an Inspector General (IG) in person or in writing. U.S. Code and Army regulations strictly prohibit any type of disciplinary or other adverse action against an individual for registering a complaint or cooperating with an Inspector General.

In accordance with Army Regulation 20-1, the IG action process is used to address all matters of concern presented or referred for IG action. Anyone may submit a complaint, allegation, or request for assistance directly to any Army IG concerning matters of Army interest. Matters of concern presented or referred to IGs are carefully analyzed to determine if they are appropriate for IG involvement. By policy, IGs do not circumvent the chain of command or intervene in grievances if applicable redress procedures are established and available.

Individuals frequently seek relief from adverse legal and administrative action for which a specific means of redress or remedy is provided by law or regulation. In such cases, Army IGs will not intervene until the individual has first attempted to resolve the matter by means provided by law or regulation. Additionally, IGs do not normally conduct duplicate or redundant investigations, or intervene in matters where appropriate resolution action is ongoing but incomplete. If after using the appropriate redress procedures, the individual still desires IG assistance, and if the redress process available to him/her has been exhausted, then an IG will examine the procedures and actions accomplished to ensure that the individual was afforded due process and that his/her rights were protected as intended by law and regulation.

Matters for which specific redress, remedy, or appeal procedures exist include, but are not limited to, the following:

- Court-martial actions
- Nonjudicial punishment
- Officer evaluation reports
- Noncommissioned officer evaluation reports
- Enlisted reductions
- Reports of survey
- Complaints under Article 138, Uniform Code of Military Justice (UCMJ), that a Soldier has been wronged by a commanding officer
- Types of discharge received
- Pending or requested discharges
- Relief for cause
- Adverse information filed in personnel records claims

For Department of the Army-level IG assistance, individuals may call: (800) 752-9747.

# Medical and Health Care

All active duty Soldiers, their family members, retirees and their family members, survivors, and certain former spouses receive health care benefits. There are limits and rules they must follow to obtain care. Regional contractor staff, local TRICARE Service Center staff, and Beneficiary Counseling and Assistance Coordinators (BCAC) at each military treatment facility (MTF) provide information on health care requirements. Debt Collection Assistance Officers (DCAOs) located at MTFs provide assistance regarding claims issues.

Active duty Soldiers, their family members, retirees and their family members, surviving family members of deceased active or retired Soldiers, and certain former spouses (who meet length-of-marriage rules and other requirements) are eligible for health care. TRICARE delivers health care, but it does not determine who is and who is not eligible to receive care—the Uniformed Services make that decision. The Services supply eligibility information to the Defense Enrollment Eligibility Reporting System (DEERS), whose computerized database maintains eligibility information. Sponsors are responsible for ensuring that their family members are properly enrolled in DEERS and that their information is kept up to date in DEERS through the unit personnel office.

For information about DEERS registration, contact the DEERS Support Office (DSO) Telephone Center at 1-800-538-9552, or for the deaf (TTY/TDD) at 1-866-363-2883. Hours of operation are Monday through Friday from 6:00 a.m. to 3:30 p.m. Pacific time, except Federal holidays.

TRICARE, the Department of Defense's health care program, provides a triple-option benefit. The TRICARE options available include: TRICARE Prime or TRICARE Prime Remote, a health maintenance organization HMO-type enrollment program; TRICARE Extra, a preferred provider option (PPO); and TRICARE Standard, a fee-for-service option. For more on these and other programs, go to <http://www.tricare.osd.mil>.

TRICARE's geographic regions recently transitioned from 12 stateside regions into three: TRICARE North region, supported by Health Net Federal Services; TRICARE South region, supported by Humana Military Healthcare Services; and TRICARE West region, supported by TriWest Healthcare Alliance. The toll free numbers are as follows:

North region: CT, DE, DC, IL, IN, KY, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, VT, VA, WV, WI (and some zip codes in IA, MO, and TN)  
1-877-TRICARE (1-877-874-2273)

## Eligibility

## TRICARE and Its Regions

South region: AL, AR, FL, GA, LA, MS, OK, SC, TN, (excluding 35 Tennessee zip codes in the Fort Campbell, KY area) and TX (excluding, only, the extreme southwestern El Paso-area)  
1-800-444-5445

West region: AK, AZ, CA, CO, HI, ID, IA (except 82 Iowa zip codes that are in the Rock Island, Illinois area), KS, MN, MO (except the St. Louis area), MT, NE, NV, NM, ND, OR, SD, TX (the southwestern corner, including El Paso, only), UT, WA, and WY  
1-888-TRIWEST (1-888-874-9378)

In addition to the three regional contracts, TRICARE includes several other contractual agreements, such as the Uniformed Services Family Health Plan (in select locations, for active duty family members and retirees and their family members), TRICARE global remote overseas, TRICARE dental programs, and pharmacy programs. The following are toll free numbers for each of these programs:

TRICARE Latin America & Canada	(888) 777-8343, option 3
TRICARE Europe	(888) 777-8343, option 1
TRICARE Pacific	(888) 777-8343, option 4
Humana Puerto Rico	(800) 700-7104
TRICARE Dental Program (TDP)	(800) 866-8499
TRICARE Retiree Dental Program (TRDP)	(888) 838-8737
TRICARE Mail Order Pharmacy (TMOP)	(866) 363-8667
TRICARE Retail Pharmacy (TRRx)	(866) 363-8779
TRICARE For Life (TFL/Medicare eligible)	(888) 363-5433

## **TRICARE Prime**

TRICARE Prime is an HMO-type program under which enrollees are assigned to a primary care manager (PCM). All active duty Soldiers are covered by TRICARE Prime and continue to receive most of their care from Uniformed Services medical personnel. Active duty members and their family members must complete enrollment forms but do not pay a premium or co-payments, except for pharmaceuticals acquired from pharmacies other than the MTF and for benefits under the Extended Care Health Option (ECHO) program. The point-of-service option, which includes higher co-payments and a deductible, allows Prime enrollees the freedom to receive non-emergency services without a referral from their PCM, but they pay significantly higher out-of-pocket expenses.

## **TRICARE Prime Remote (TPR)**

TPR provides health care through civilian providers for those active duty Soldiers on remote assignment, (that is), those who live and work more than 50 miles from the nearest MTF. TPR provides health care for TRICARE-covered and authorized care. The regional contractor and the Military Medical Support Office (MMSO) provide

support services for remotely located active duty Soldiers. The toll free number for MMSO is (888) 647-6676 (1-888-MHS-MMSO).

TPRADFM offers prime-like benefits to eligible family members of active duty Soldiers who reside with their sponsors in TPR zip code areas. For an explanation of the benefits, please see <http://www.tricare.osd.mil/tptr>. For more information about the specific requirements for receiving the TPR and TPRADFM benefits, contact the regional contractor or see the TRICARE Fact Sheet at <http://www.tricare.osd.mil/factsheets/benefits>.

TRICARE Extra and TRICARE Standard are available for all TRICARE-eligible beneficiaries who elect to enroll in them or are not able to enroll in TRICARE Prime. Active duty Soldiers are not eligible for Extra or Standard. There is no enrollment required for TRICARE Extra or Standard—no annual enrollment fees, no enrollment forms. Beneficiaries are responsible for annual deductibles and cost-shares. Beneficiaries may see any TRICARE authorized provider they choose, and the government will share the cost with the beneficiaries after deductibles.

TRICARE Extra is a PPO in which beneficiaries choose a doctor, hospital, or other medical provider within the TRICARE provider network. Network providers can be located by calling the local TRICARE service center or the TRICARE Web site.

TRICARE Standard is a fee-for-service option. Participants can see an authorized provider of their choice. Having this flexibility means that care generally costs more.

When beneficiaries age 65 and over become entitled to Medicare Part A, by law, they can use TFL if they purchase Medicare Part B. This applies as well to beneficiaries under age 65 who become entitled to Medicare Part A on the basis of disability or end-stage renal disease. These beneficiaries are not eligible for TRICARE Prime but are eligible to use Medicare providers. Those beneficiaries under age 65 are eligible to enroll in TRICARE Prime. Under TFL, TRICARE acts as a second payer to Medicare for benefits payable by both Medicare and TRICARE. Beneficiaries can use an authorized Medicare provider, and claims will be automatically sent to TRICARE after Medicare pays its portion. There are no enrollment fees for TFL beneficiaries who are only required to pay the Medicare Part B premium. TRICARE is the first payer for TRICARE benefits not covered by Medicare, such as pharmacy, which is available only under TRICARE.

Some military treatment facilities will have capacity to offer a primary care affiliation program called TRICARE Plus. Enrolled beneficiaries have priority access to primary care at MTF; however, beneficiaries who choose to use TRICARE Extra, TRICARE

## **TPR for Active Duty Family Members (TPRADFM)**

## **TRICARE Extra & TRICARE Standard**

## **TRICARE For Life (TFL) & TRICARE Plus (TPlus)**

Standard, or TRICARE for Life may also continue to receive care in a MTF on a space-available basis.

### **Uniformed Services Family Health Plan (USFHP)**

USFHP provides the TRICARE Prime benefit through networks of civilian providers in six specific areas of the country. Enrollment is open to active duty family members, retirees, and retiree family members that reside in the service area of the USFHP, including retiree and retiree family members that are Medicare eligible. Enrollment fees do not apply to active duty family members and are waived for retirees and retiree family members who pay Medicare Part B premiums.

### **TRICARE Overseas**

TRICARE Overseas covers beneficiaries outside the 50 United States (OCONUS). It blends many features of the stateside TRICARE program, while allowing for differences unique to foreign countries. The three TRICARE Overseas regions are Europe, Pacific, and Latin America/Canada. The overseas program is a dual option benefit consisting of TRICARE Overseas Prime and TRICARE Overseas Standard (where there are authorized host nation providers). Retirees are not eligible for enrollment in TRICARE Overseas Prime, but the Standard plan overseas is similar to the stateside TRICARE Standard option. Medicare does not pay for services received overseas; overseas retirees who are TFL beneficiaries (Medicare eligible and enrolled in Medicare Part B) use the Standard plan.

### **TRICARE Global Remote Overseas (TGRO)**

TRICARE Global Remote Overseas has partnered with International SOS, Incorporated (ISOS) to deliver TRICARE Prime benefits to permanently assigned active duty Soldiers and their accompanying family members enrolled in the TRICARE Overseas Program Prime who live in designated remote overseas locations. The TGRO healthcare contract eliminates up-front payment and the need for sponsors or family members to file claims when seeking care through ISOS.

ISOS also assists in obtaining urgent, emergency, and dental care for eligible active duty Soldiers on temporary duty or on an authorized leave status in a TGRO location.

### **TRICARE Puerto Rico**

As of May 1, 2004, Humana Military Healthcare Services, Incorporated, provides ongoing health care services and support through enrollment in TRICARE Overseas Program Prime in Puerto Rico for active duty Soldiers and their families located in the Commonwealth of Puerto Rico. Active duty Soldiers are eligible to receive routine, urgent, and emergency medical and dental services under the new contract on a cashless, claimless basis. Active duty family members may also receive routine, urgent, and emergency medical services under the new contract on a cashless, claimless basis.

Humana also assists in obtaining urgent, emergency, and dental care for eligible active duty Soldiers on temporary duty or on an authorized leave status in the Commonwealth of Puerto Rico.

Starting June 1, 2004, under a new contract with the DOD, Express Scripts, Incorporated, became the new claims processor for the TRICARE Retail Pharmacy (TRRx) benefit. In the past, retail pharmacy services were provided through various TRICARE regional managed care support contractors. The new single contract integrates the previous regional pharmacy contract.

The new TRRx pharmacies are located nationwide across the United States, including the District of Columbia, and in the territories of Puerto Rico, the U.S. Virgin Islands, and Guam. To locate a network pharmacy, beneficiaries may use the TRICARE pharmacy locator services on the Express Scripts Web site at [www.express-scripts.com/TRICARE](http://www.express-scripts.com/TRICARE), or call (866) DOD-TRRx.

Express Scripts operates the TRICARE retail pharmacy for all beneficiaries, except those enrolled in the USFHP administered by the Designated Providers.

Active duty Soldiers obtain health care at Uniformed Services hospitals or clinics. They are assigned to a PCM who manages their primary and specialty health care needs. In non-emergencies, PCM or commander approval is required before obtaining health care services outside an MTF. Active duty members must contact their PCM, commander, or MMSO (under TPR) as soon as possible after emergency services are obtained from civilian providers.

Military hospitals provide inpatient/outpatient care for most medical conditions. There is no charge for outpatient care. For inpatient care in a MTF, a daily fee is currently charged to active duty Soldiers and retired officers, except if hospitalized for injuries incurred as a result of a conflict or hazardous service. A daily fee is charged for TRICARE Standard beneficiaries' inpatient care. There is no charge for inpatient care for active duty family members enrolled in TRICARE Prime or retired enlisted personnel.

Active duty Soldiers do not pay deductibles, cost shares, or co-payments. Active duty Soldiers and their families do not pay premiums or co-payments when enrolled in TRICARE Prime. Retirees and family members pay annual premiums of \$230 for individuals or \$460 for families and make co-payments for civilian health care. TRICARE Standard deductibles and cost shares apply to the TRICARE Standard and Extra programs. TRICARE Standard and Extra deductibles for active duty family members are based on the pay grade of the sponsor. Annual deductibles for family members of active duty E-4s and below are \$50 for an individual and \$100 for the entire family. The annual deductibles for all others are \$150 for an individual and \$300 for a family. TRICARE Service Center staff,

## **TRICARE Retail Pharmacy**

## **Coverage**

## **Deductibles/Premiums**

health benefits advisors (HBA) and/or BCACs at MTFs are available to provide all beneficiary information on TRICARE benefits and services. It is important for TRICARE Prime enrollees to adhere to program requirements in order to avoid increased program charges under the point-of service (POS) option. The Prime POS deductible is \$300 for an individual and \$600 for a family, with a subsequent cost share of 50 percent.

### **Third Party Collection Program**

Chapter 55, Section 1095, Title 10, United States Code, allows MTFs to collect for inpatient/outpatient services provided to medically insured family members and retirees. The money collected through this program is retained by the MTF to be used to enhance Third Party Collection Program operations, and to enhance and expand medical services.

### **Access to Records**

Military medical records are the property of the U.S. Government. Health and civilian employee records are retired at the time of separation. Outpatient treatment records are retired two years following the last treatment. Upon request to the facility maintaining the record, a patient may be provided a copy of his/her record. If a physician or dentist determines that releasing the record could adversely affect a patient's physical or mental health, a copy may be released to another physician or dentist named by the patient.

### **Deployment Health**

DOD has promoted a number of initiatives to help protect the health of Soldiers before, during and after deployments, including pre- and post-deployment health assessments, occupation and environmental health surveillance, appropriate vaccines against potential biological threats, rapid casualty care, programs to prevent combat stress and post traumatic stress disorder, and the Post-Deployment Health Clinical Practice Guideline.

DOD also performs an outreach function and publishes the Deployment Quarterly, which provides useful information to Soldiers and their families. Those with questions can visit the following Web site: <http://www.deploymentlink.osd.mil> or call the toll free help line at 1-800-497-6261 to speak with a DOD representative directly.

### **Illnesses Among Veterans of the Gulf War (Operations Desert Shield/ Desert Storm)**

Concerns about illnesses among veterans of the Gulf War arose initially through reports of unusual or unexplained symptoms in individuals and units that served in the war. The Department of Veterans Affairs (VA) and the DOD established programs through which Gulf War veterans who were ill, or who were concerned about their health could receive detailed medical evaluations and treatment, if necessary.

The DOD program called the Comprehensive Clinical Evaluation Program (CCEP) began in June 1994 and was modeled on the VA registry program, which started in 1992. Reviews of the VA and

DOD evaluation programs by the National Academy of Sciences' Institute of Medicine in 1998 and 2000 recommended that post-deployment health care be refocused at the primary care level. In response to these reviews, the DOD and the VA developed a clinical practice guideline (CPG) for post-deployment health care with the help of experienced multi-disciplinary groups and independent organizations (including the RAND Corporation and the Institute of Medicine). All Gulf War veterans are eligible to receive these evaluations and are encouraged to do so if they are ill, or if they have concerns about the health impact of their deployment. Active duty Soldiers and their family members who wish to undergo an examination using the CPG can enroll by calling (800) 796-9699. Veterans can sign up for the VA evaluation at (800) 749-8387.

In addition to these programs for medical examinations and care, the two departments have underwritten extensive research efforts to look for possible causes of illness and for treatment for Gulf War veterans. Many of these studies have been completed and the results have been published in peer-reviewed medical journals. Large-scale studies have compared Gulf War veterans to other Soldiers who did not deploy to the Gulf War theater. These studies have shown that Gulf War veterans report more symptoms than the comparison group; however, Gulf War veterans remaining on active duty have not been hospitalized more frequently since the war. In the first few years following the Gulf War, veterans experienced higher rates of death due to motor vehicle accidents; that trend is no longer observed. Gulf War veterans have lower rates of death from natural causes when compared with non-Gulf War veterans. Both deployed and non-deployed Soldiers had about half the death rate of the general population. The offspring of Gulf War veterans have had the same rates of birth defects as the children of those who did not deploy. Information on these and other federally funded research studies about Gulf War veterans' health is available on Medsearch, a tri-agency (Health and Human Services (HHS), DOD, and VA) library of Gulf War-related research projects. It is available at: <http://www.gulfink.osd.mil/medsearch>.

Much of the research has focused on possible causes of unexplained illness among Gulf War veterans. Unexplained illnesses are varying combinations of symptoms for which extensive evaluations failed to achieve diagnoses to explain the symptoms. The research portfolio is funded by the DOD, VA, and HHS, and most studies have been conducted at academic medical centers around the country. Although a variety of possible causes have been investigated, the studies to date have established no definite link to factors in the Gulf War. At this time, theories that unexplained illnesses have been caused by such things as chemical warfare agents, depleted uranium, vaccines, pyridostigmine bromide, pesticides, insect repellents, smoke from oil well fires, sand, and infections have not been verified. The DOD established the Office of the Special Assistant for Gulf War Illnesses (OSAGWI) in November 1996. In August 2000, the mission was expanded to include all deployments. In May 2002, the office was formally designated the Deployment Health Support Directorate (DHSD). This Directorate is now part of the office of the Assistant

Secretary of Defense for Health Affairs (ASD(HA)) and continues the mission of assisting Gulf War veterans. It also facilitates force health protection initiatives, and coordinates health-related deployment issues between the ASD(HA) and the Services. The Directorate is committed to developing and disseminating relevant information in a timely manner to incorporate lessons from previous deployments. Individuals with questions or concerns about the health effects of military deployments may call the DHSD at (800) 497-6261. More information is also available online at <http://www.gulflink.osd.mil>.

## **Medical Holdover Soldiers**

The Department of the Army conducts Medical Holdover Operations (MHO) to expeditiously and effectively evaluate, treat, return to duty, and/or administratively process out of the Army and refer to the Veterans Health System or TRICARE Health System Reserve Component (RC) Soldiers who have suffered injury or illness while mobilized. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) is responsible for the Medical Holdover Program oversight. The U.S. Army Medical Command has overall responsibility for implementing and coordinating the Medical Holdover Program. Soldiers are eligible for the MHO Program when they are (1) identified as needing ongoing definitive health care for medical conditions identified, incurred, or aggravated while in an active duty (AD) status, and (2) require diversion from their assigned mobilization mission for medical care and treatment. Examples include:

- A Soldier is on mission longer than 25 days (25-day rule) and has a medical condition making him or her non-deployable.
- A Soldier gets injured during training prior to deployment, which precludes training with the unit.
- A Soldier's unit deploys, and the Soldier's injury or illness precludes him or her from deployment.
- A Soldier is medevaced from a theater.
- A Soldier is demobilizing and is identified through Medical Soldier Readiness Processing if he or she has sustained injury, disease, or an aggravated pre-existing condition while mobilized and requires treatment before going home.

Soldiers referred to the MHO Program are assigned or attached to one of the Army's 18 Medical Retention Processing Units (MRPUs). Soldiers are initially attached to MRPU's co-located with the Medical Treatment Facility (MTF) where the Soldier is receiving treatment. If the Soldier needs care for more than 60 days, if eligible, he or she is assigned to an MRPU closer to home or attached to one of the units of the Community Based Health Care Organization (CBHCO). The CBHCO is an Army program which allows, when it is appropriate, for MHO Soldiers to receive treatment and rehabilitate at or near their homes using the Tricare Network or local MTFs. There are eight regional CBHCOs that cover the continental United States.

All MHO Soldiers receive dedicated command and control, administrative support, and medical management throughout their assignment or attachment to the MHO Program.

## AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION

### PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), the notice informs you of the purpose of the form and how it will be used. Please read it carefully.

**AUTHORITY:** Public Law 104-191; E.O. 9397 (SSAN); DoD 6025.18-R.

**PRINCIPAL PURPOSE(S):** This form is to provide the Military Treatment Facility/Dental Treatment Facility/TRICARE Health Plan with a means to request the use and/or disclosure of an individual's protected health information.

**ROUTINE USE(S):** To any third party or the individual upon authorization for the disclosure from the individual for: personal use; insurance; continued medical care; school; legal; retirement/separation; or other reasons.

**DISCLOSURE:** Voluntary. Failure to sign the authorization form will result in the non-release of the protected health information.

This form will not be used for the authorization to disclose alcohol or drug abuse patient information from medical records or for authorization to disclose information from records of an alcohol or drug abuse treatment program. In addition, any use as an authorization to use or disclose psychotherapy notes may not be combined with another authorization except one to use or disclose psychotherapy notes.

### SECTION I - PATIENT DATA

1. <b>NAME</b> ( <i>Last, First, Middle Initial</i> )	2. <b>DATE OF BIRTH</b> ( <i>YYYYMMDD</i> )	3. <b>SOCIAL SECURITY NUMBER</b>
4. <b>PERIOD OF TREATMENT: FROM - TO</b> ( <i>YYYYMMDD</i> )	5. <b>TYPE OF TREATMENT</b> ( <i>X one</i> ) <input type="checkbox"/> OUTPATIENT <input type="checkbox"/> INPATIENT <input type="checkbox"/> BOTH	

### SECTION II - DISCLOSURE

6. I AUTHORIZE _____ TO RELEASE MY PATIENT INFORMATION TO: <i>(Name of Facility/TRICARE Health Plan)</i>	
a. <b>NAME OF PHYSICIAN, FACILITY, OR TRICARE HEALTH PLAN</b>	b. <b>ADDRESS</b> ( <i>Street, City, State and ZIP Code</i> )
c. <b>TELEPHONE</b> ( <i>Include Area Code</i> )	d. <b>FAX</b> ( <i>Include Area Code</i> )
7. <b>REASON FOR REQUEST/USE OF MEDICAL INFORMATION</b> ( <i>X as applicable</i> ) <input type="checkbox"/> PERSONAL USE <input type="checkbox"/> CONTINUED MEDICAL CARE <input type="checkbox"/> SCHOOL <input type="checkbox"/> OTHER ( <i>Specify</i> ) <input type="checkbox"/> INSURANCE <input type="checkbox"/> RETIREMENT/SEPARATION <input type="checkbox"/> LEGAL	

8. <b>INFORMATION TO BE RELEASED</b>  	
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9. <b>AUTHORIZATION START DATE</b> ( <i>YYYYMMDD</i> )	10. <b>AUTHORIZATION EXPIRATION</b> <input type="checkbox"/> <b>DATE</b> ( <i>YYYYMMDD</i> ) <input type="checkbox"/> ACTION COMPLETED
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### SECTION III - RELEASE AUTHORIZATION

I understand that:

a. I have the right to revoke this authorization at any time. My revocation must be in writing and provided to the facility where my medical records are kept or to the TMA Privacy Officer if this is an authorization for information possessed by the TRICARE Health Plan rather than an MTF or DTF. I am aware that if I later revoke this authorization, the person(s) I herein name will have used and/or disclosed my protected information on the basis of this authorization.

b. If I authorize my protected health information to be disclosed to someone who is not required to comply with federal privacy protection regulations, then such information may be re-disclosed and would no longer be protected.

c. I have a right to inspect and receive a copy of my own protected health information to be used or disclosed, in accordance with the requirements of the federal privacy protection regulations found in the Privacy Act and 45 CFR § 164.524.

d. The Military Health System (which includes the TRICARE Health Plan) may not condition treatment in MTFs/DTFs, payment by the TRICARE Health Plan, enrollment in the TRICARE Health Plan or eligibility for TRICARE Health Plan benefits on failure to obtain this authorization.

I request and authorize the named provider/treatment facility/TRICARE Health Plan to release the information described above to the named individual/organization indicated.

11. <b>SIGNATURE OF PATIENT/PARENT/LEGAL REPRESENTATIVE</b>	12. <b>RELATIONSHIP TO PATIENT</b> <i>(If applicable)</i>	13. <b>DATE</b> ( <i>YYYYMMDD</i> )
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### SECTION IV - FOR STAFF USE ONLY (*To be completed only upon receipt of written revocation*)

14. <b>X IF APPLICABLE:</b> <input type="checkbox"/> AUTHORIZATION REVOKED	15. <b>REVOCAION COMPLETED BY</b>	16. <b>DATE</b> ( <i>YYYYMMDD</i> )
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17. <b>IMPRINT OF PATIENT IDENTIFICATION PLATE WHEN AVAILABLE</b>	<b>SPONSOR NAME:</b> <b>SPONSOR RANK:</b> <b>FMP/SPONSOR SSN:</b> <b>BRANCH OF SERVICE:</b> <b>PHONE NUMBER:</b>
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# U.S. Army Wounded Warrior Program

On April 30, 2004, the Army introduced an initiative to enhance the care and support of its severely wounded Soldiers and their families—the U.S. Army Wounded Warrior Program (AW2). This system of support guides these Soldiers and their families from medical evacuation through treatment, rehabilitation, return to duty or military retirement, and transition into the civilian community.

To be qualified as an AW2 Soldier, a Soldier must have suffered severe injuries or illness (30 percent or greater disability rating) incurred after September 10, 2001, in support of the Global War on Terrorism. These injuries include: loss of limb; loss of vision; spinal cord injury or paralysis; traumatic brain injury; permanent disfigurement; severe burns; post traumatic stress disorder; or qualifying conditions requiring extensive hospitalizations or multiple surgeries.

AW2 assists severely wounded Soldiers with any problem, obstacle, or issue they may encounter from their medical evacuation to their medical retirement, or if they choose, their return to active duty or active reserve. In addition, AW2 continues to assist Soldiers beyond their medical retirement to ensure they will not be left behind.

AW2's Soldier Family Management Specialists are strategically located throughout the United States at major military installations, medical treatment facilities, and Department of Veterans Affairs (VA) Medical Centers. These Soldier Family Management Specialists provide personalized support to severely injured Soldiers and their families during their rehabilitation and transition back to duty, or back into their home communities.

AW2's has a staff of Financial, VA, Human Resource, Medical, and Employment Specialists to help Soldiers quickly resolve issues; work with employers to provide meaningful employment; and help Soldiers remain on active duty/reserve or make a seamless transition to civilian life.

If you would like to find the Soldier Family Management Specialist assigned to your region, please call 1-800-237-1336. For more information about AW2, please visit the following Web site:  
[www.AW2.Army.mil](http://www.AW2.Army.mil)

# Emergency Situations

The Army notifies the primary next of kin and secondary next of kin, as designated on the Soldier's DD Form 93 (Record of Emergency Data) in person as soon as possible when a Soldier is reported as deceased, duty status, whereabouts unknown (DUSTWUN), or in any of the possible categories of Missing (e.g., missing – captured).

The Army telephonically notifies only the primary next of kin as designated on the Soldier's DD Form 93 as soon as possible when a Soldier is reported as Very Seriously Ill/Injured or Seriously Ill/Injured (VSI/SI).

If a Soldier is hospitalized (VSI/SI) in the continental United States (CONUS) and the primary next of kin reside in CONUS or both are in an overseas area, the hospital commander or attending physician will notify the primary next of kin or designated person.

In accordance with the National Defense Authorization Act for Fiscal Year 2005, (Public Law 108-136), Travel and Transportation Orders (T&TOs (formally called Invitational Travel Orders)) now include transportation costs, lodging, meals and incidentals for three family members (in order of precedence) upon approval of a T&TO. If the attending physician requests the presence of the family, the Army authorizes round trip transportation, lodging, meals and incidentals for three immediate family members to visit an injured or ill Soldier serving on active duty when the attending physician(s) determine the Soldier to be VSI or SI. This includes Soldiers medically retired for an illness or injury who are continually hospitalized.

The new law also provides travel for three family members of Not Seriously Injured (NSI) Soldiers who become injured while in a combat operation or zone; who are hospitalized once the Soldier arrives in the United States\*; and the attending physician requests the family. This travel is not to exceed 30 days.

Typically, T&TOs are for a pre-determined timeframe; however, extensions are possible on a case by case basis.

(\* This used to be CONUS, but the law states United States thus allowing for hospitalization in Alaska, Hawaii and United States territories or protectorates.)

When death occurs or when a Soldier is listed as DUSTWUN or determined to be missing, the Army appoints a Casualty Assistance Officer to help the primary next of kin by providing guidance and assistance with such matters as informational updates and other special assistance in the case of a missing or DUSTWUN Soldier or with memorial services/burial arrangements, claims for dependent

## Hospitalized Soldiers

## Next of Kin Travel Authorization

## Death/Missing

benefits, and any special financial or legal problems for families of deceased Soldiers. Assistance can vary from case to case depending on the needs of the family.

### **Emergency Leave**

Soldiers may be authorized emergency leave up to 30 days for emergency situations within the immediate family. The immediate family includes the following family members of either the Soldier or the Soldier's spouse: parents, including stepparents; spouse; children, including stepchildren; sisters, including stepsisters; brothers, including stepbrothers; an only living blood relative; or someone who has served *in loco parentis*. A person *in loco parentis* is one who stood in place of a parent to the Soldier or the Soldier's spouse for 24 hours a day, for a five-year period before the Soldier or the Soldier's spouse became 21 years of age. The person must have provided a home, food, clothing, medical care, and other necessities, as well as furnished moral and disciplinary guidance and affection. A grandparent or other person normally is not considered to have stood in place when the parent also lived at the same residence. A person is not considered *in loco parentis* for performing baby-sitting or providing day care services. The Soldier must sign a statement verifying *in loco parentis*.

### **Soldiers Stationed Overseas**

A Soldier granted emergency leave while stationed outside CONUS is authorized "space required" travel on military-owned or chartered aircraft at Government expense between the overseas military departure terminal and the air terminal of entry into the United States, and return to the overseas command. The Soldier's spouse traveling for such an emergency is authorized to travel on a "space required" basis also. Roundtrip commercial transportation is granted when the installation transportation officer determines that "space required" Government-procured transportation is not reasonably available. All expenses incident to travel from the air terminal of entry into the United States to the leave destination must be borne by the Soldier. Members performing temporary duty in or outside the United States may be authorized emergency leave travel for situations involving the immediate family. Travel is from the location of the Soldier at the time of notification to his/her duty station.

### **Soldiers Stationed in the United States**

A Soldier granted emergency leave while stationed in CONUS defrays expenses incident to the travel. In this connection, Soldiers are authorized travel by military aircraft on a "space available" basis, but this method of travel is generally unpredictable and often involves long waiting periods at military air terminals with no assurance of eventual flights. For the Soldier who has an emergency outside CONUS, "space required" government-procured transportation is provided, if available. If the Soldier's domicile is outside CONUS, round-trip commercial transportation is provided when "space required" Government-procured transportation is not reasonably available.

Spouses and other family members are not authorized “space available” travel in CONUS. However, they are authorized “space available” transportation to an area outside CONUS. Spouses and other family members are authorized “space required” Government-procured transportation, or funded commercial transportation if “space required” transportation is not reasonably available.

When a death or serious illness occurs, a member of the Soldier’s family should contact the local Red Cross or the nearest Army recruiting station immediately. The Red Cross will assist in confirming the requirement for emergency leave. However, Red Cross verification of an emergency condition is not a mandatory requirement for the commander to grant emergency leave. Upon notification of an emergency condition, the commander will acknowledge the Soldier’s intentions, including estimated departure and arrival times, if appropriate.

## **Red Cross Assistance**

When a Soldier requires additional leave, an extension of his/her original leave must be approved by the Soldier’s commanding officer. If the Soldier is due to return overseas upon completion of leave, and if sufficient time is available, the Red Cross or the nearest Army recruiting station will assist in contacting the overseas commander. If time is of the essence, the Soldier should be directed to contact the Army Travelers’ Assistance Center (ATAC) at (800) 582-5552.

## **Leave Extensions**

The ATAC exists to help Soldiers and family members traveling to and from overseas. The ATAC can assist in extending leaves, changing travel arrangements, and they can work with Soldiers to help resolve personal emergencies that may prevent the Soldier or family from complying with their travel orders. The ATAC can be contacted 24 hours a day by calling (800) 582-5552. Callers should be advised to listen carefully to the recording prior to selecting one of the options. The ATAC is staffed between the hours of 8:00 a.m. and 10:00 p.m. Monday—Friday. After normal duty hours, calls are tracked by an automated system. If a caller telephones after normal duty hours and has an emergency that requires the immediate attention of the duty officer, the call will be returned within 30 minutes regardless of the time of day or night. Callers having an emergency requiring immediate attention should be advised to listen carefully and follow the recorded instructions.

## **Army Travelers’ Assistance Center (ATAC)**

The Army authorizes an immediate change of duty station for a Soldier when a confirmed threat to life exists for him/her or an immediate family member. Appropriate precautionary measures, as determined by the commander, will be provided to the Soldier pending the outcome of an investigation. If it is determined that a valid threat exists, the Soldier will be transferred expeditiously to another locale.

## **Threat to Life**

# Military Justice

A military criminal case begins when a Soldier is suspected or accused of violating a punitive article of the Uniform Code of Military Justice (UCMJ). If an investigation determines there is sufficient evidence to support the allegations, the commander may decide to take no action, take or initiate administrative action subject to regulations of the Secretary concerned, offer the Soldier nonjudicial punishment, or, if the case warrants, prefer court-martial charges.

## Nonjudicial Punishment

Article 15 of the UCMJ authorizes a commander to impose nonjudicial punishment upon a Soldier who has committed a minor offense. Nonjudicial punishment under Article 15 is intended to be primarily corrective in nature (that is, restriction to specified limits, reduction in grade, limited forfeiture of pay, performance of extra duties, and oral/written admonition or oral/written reprimand).

If a commander offers nonjudicial punishment (an Article 15) to a Soldier, the Soldier may agree to proceedings pursuant to the Article 15 or demand trial by court-martial. Acceptance of the Article 15 proceedings does not indicate guilt or innocence. The recipient of a formal Article 15 must be afforded an opportunity to consult with legal counsel. If the Soldier accepts nonjudicial punishment proceedings, the commander determines whether the Soldier committed the offense and if necessary, determines the appropriate punishment. The Soldier may appeal these determinations to the next higher commander. An Article 15 is not a court-martial conviction. However, depending upon the rank of the Soldier, the record of punishment may be placed in the Soldier's Official Military Personnel File where it could be used to judge the character of service for purposes of promotion, reenlistment, and any subsequent administrative proceeding or court-martial. In lieu of formal proceedings, a commander may elect to use summarized proceedings under Article 15 for enlisted personnel only. The maximum punishment at such proceedings is extra duties for 14 days, restriction for 14 days, an oral reprimand, or any combination thereof. Because of the nature of limited punishment, a Soldier has no right to counsel when offered a Summarized Article 15. The records of summarized proceedings under Article 15 are maintained locally and destroyed after two years, or upon a Soldier's transfer from the unit to another General Court-Martial Convening Authority.

## Courts-Martial

If the commander concludes that trial by court-martial is appropriate, formal charges, supporting documents, and the commander's recommendations are forwarded through the chain of command to the officer authorized to convene a court-martial appropriate for the offense charged. This officer is called the

convening authority. Each commander reviews the charges and supporting documents and makes an independent recommendation as to the appropriate disposition of the case. Officers in command perform a quasi-judicial function in administering military justice. The discretionary decision whether to prosecute is vested in the appropriate commander, who receives legal advice prior to exercising that discretion. Superior authority may not interfere with the commander's exercise of his/her discretion. The three levels of courts-martial are: summary court-martial, special court-martial, and general court-martial.

The summary court-martial is the lowest level of court-martial and is composed of one commissioned officer, who need not be an attorney. The convening authority for a summary court-martial is normally a battalion commander (lieutenant colonel). Only Soldiers who consent to trial at this level may be tried by summary court-martial. The Soldier may be represented by civilian counsel at his/her own expense, but has no right to representation by a military attorney at the court-martial. Prior to trial, each Soldier is afforded the opportunity to consult with military counsel from the U.S. Army Trial Defense Service (USATDS). Unless directed by the convening authority, a verbatim record of the proceeding is not prepared. Authorized punishments for soldiers in the grades of E-1 through E-4 may include confinement for 30 days, forfeiture of two-thirds pay per month for one month, and reduction to the lowest pay grade. For Soldiers above E-4, summary courts-martial may not adjudge confinement or reduction except to the next pay grade. Officers may not be tried by summary courts-martial.

## **Summary Court-Martial**

The intermediate level of trial, a special court-martial, is composed of a military judge who is an attorney and no fewer than three members, including at least one-third enlisted soldiers, if an enlisted accused so requests. The members are the equivalent of a Soldier "jury". The Soldier may also request trial by military judge alone. The convening authority for a special court-martial is normally a brigade commander (colonel). The convening authority for a special court-martial empowered to adjudge a bad conduct discharge is normally a general officer commanding a division or post.

## **Special Court-Martial**

Any Soldier, regardless of rank, may be tried by special court-martial. Soldiers are entitled to representation by military counsel from USATDS, at no expense to the Soldier, and to civilian counsel at his/her own expense. A verbatim record of the proceedings is not prepared except when directed by the convening authority, or in those cases where the court has imposed a punitive discharge.

Authorized punishments include confinement for one year, reduction to the lowest pay grade, forfeiture of two-thirds pay per month for one year, and, a bad conduct discharge. However, a special court-martial cannot sentence a commissioned or warrant officer or cadet to be confined, reduced in rank, or to be dismissed from the Service.

## **General Court-Martial**

The highest level of court-martial, a general court-martial, is composed of a military judge and not less than five members, including at least one-third enlisted members if the enlisted accused so requests. As in the case of a special court-martial, the Soldier may request trial by military judge alone. The convening authority for a general court-martial is normally a general officer commanding a division or post. A Soldier tried by general court-martial is entitled to representation by military counsel from USATDS at no expense to the Soldier, and by civilian counsel at no expense to the Government. Prior to the convening authority deciding whether to refer a case to general court-martial, an investigation under Article 32, UCMJ, is conducted unless waived by the accused. A verbatim record of trial is prepared if the court adjudges a punitive discharge in excess of six months confinement, forfeiture of pay greater than two-thirds pay per month, and forfeiture of pay for more than six months or any other punishment that exceeds the maximum that can be imposed by a special court-martial. Authorized punishments for general court-martial exceed those for any lesser court-martial and may include, in appropriate cases: death; confinement for periods up to life; a dishonorable discharge (enlisted), or dismissal (officer); forfeiture of all pay and allowances; and in some cases a fine.

## **Pretrial Confinement**

A commander may order a Soldier into pretrial confinement if he/she has reasonable grounds to believe that an offense has been committed that can be tried by court-martial; that the Soldier concerned committed it; and that confinement is necessary, either to ensure the Soldier's presence at trial, or because it is foreseeable that the Soldier will engage in additional serious criminal misconduct. The commander must also have reason to believe that less severe forms of restraint are inadequate. Not later than 48 hours after the Soldier has entered into pretrial confinement, the Soldier's case must be reviewed by a neutral and detached officer and a decision made whether pretrial confinement should continue. If pretrial confinement is to continue, the commander must prepare a written memorandum detailing the reasons for continuing confinement. A legally qualified military defense counsel will consult with the Soldier concerning the pretrial confinement.

A Judge Advocate, appointed as a military magistrate, will review the legality of pretrial confinement. This review must be accomplished within seven days from the time the Soldier enters pretrial confinement, and it continues periodically until the Soldier is released or tried. The magistrate is empowered to direct the release of Soldiers from pretrial confinement.

## **Action by the Convening Authority**

In addition to convening the court-martial, the convening authority is responsible for reviewing the findings and sentence in each case. The convening authority may never increase the severity of the sentence, but it may approve, set aside, modify, or reduce any part of the findings and sentence. In the case of a general court-martial or special court-martial, that includes a bad conduct discharge sentence, the convening authority may not act until advice is

received from the senior legal adviser and the counsel representing the Soldier has had an opportunity to comment.

After the convening authority has taken action, each case is reviewed to ensure that the findings and sentence are legally proper and correct. Only an appellate authority listed below has the lawful power to overturn a court-martial conviction. The Soldier's appellate defense counsel is the proper person to bring any legal issues to the attention of the appellate courts.

If a court-martial sentence does not include a discharge or at least a one-year confinement, initial review will be by a Judge Advocate. Thereafter, even if there is no appeal, the Soldier may petition The Judge Advocate General for relief under the provisions of Article 69, UCMJ. The Judge Advocate General may vacate, or modify in part, the findings or sentence, or both, of a court-martial.

If the convening authority approves a sentence including a punitive discharge or confinement for one year or more, and the Soldier has not waived or withdrawn appellate review, the U.S. Army Court of Criminal Appeals (USACCA) will automatically consider the case. The USACCA is composed of experienced senior military judges. If the Court of Criminal Appeals affirms any portion of the sentence or on good cause shown, a Soldier may petition the U.S. Court of Appeals for the Armed Forces. This court is composed of five civilian judges. If the Court of Appeals for the Armed Forces considers a case but denies relief, the Soldier may petition the U.S. Supreme Court. Review by either the Court of Appeals for the Armed Forces or the United States Supreme Court is discretionary. General court-martial convictions resulting in sentences that do not include a discharge or confinement for more than one year, must be examined for error by the Office of The Judge Advocate General, unless the accused waives this review.

In addition to the appellate review described above, the Soldier may seek other extra-judicial relief. Within two years of the approved court-martial sentence, the Soldier may petition The Judge Advocate General for a new trial on the grounds of newly discovered evidence or fraud on the court. Further, at any time after action by the convening authority, the Soldier may petition the Secretary of the Army for clemency on the unexecuted portion of the sentence under Article 74, UCMJ. Attorneys from the USATDS are available on a case-by-case basis to assist the Soldier with these actions.

The ACPB automatically reviews the cases of all Soldiers whose court-martial sentence includes confinement of at least 12 months. The ACPB considers eligible individuals for clemency no later than a date set by regulation depending upon the length of the approved sentence and at least annually thereafter. The review is conducted to determine whether parole or sentence reduction and other forms of clemency are appropriate.

## **Appellate Review**

## **Other Review and Clemency Actions**

## **Army Clemency and Parole Board (ACPB)**

# Identification and Privilege Card

## Individuals Eligible for ID Cards

The Department of Defense (DOD) issues the Uniformed Services Identification and Privilege (ID) Card to identify individuals eligible for benefits and privileges administered by the military, (that is, medical care, commissary, exchange, and theaters). It is the responsibility of the Soldier to apply for family member ID cards. The application form, DD Form 1172, and additional information concerning specific procedures are available at all military installation personnel offices. The application form, when executed, serves to enroll or update eligible beneficiaries in the Defense Enrollment Eligibility Reporting System (DEERS). This allows Soldiers and their families to receive proper medical care at all DOD medical facilities. In situations where eligibility is being initially established or the individual is not enrolled in DEERS, documentation (originals or certified true copies) will be required, (that is, marriage certificates, retirement orders, birth certificates). This requirement cannot be waived.

### *Spouses*

Lawful spouse including common-law spouse

Unremarried former spouse of a Soldier or retired Soldier

- (1) The former spouse must have been married to the Soldier or former Soldier for a period of at least 20 years.
- (2) While the Soldier or former Soldier performed at least 20 years of service creditable for retired pay (Public Laws 97-252 and 98-525).
- (3) The period of the marriage and creditable service must overlap by at least 20 years.

Unremarried former spouse described above, except:

- (1) The period of marriage and the Soldier's creditable service is at least 15 years but less than 20 years.
- (2) The final decree of divorce, dissolution, or annulment of the marriage was before April 1, 1985.
- (3) If the marriage terminated on or after April 1, 1985, but before September 29, 1988, then entitlements shall exist for two years after the divorce, dissolution, or annulment.
- (4) If the marriage is terminated after September 29, 1988, the entitlements shall exist for one year after the divorce, dissolution, or annulment.

Surviving spouse of a Reserve Component Soldier who died after September 30, 1985, from an injury or illness incurred or aggravated while:

(1) On active duty under a call or order to active duty of 30 days or less.

(2) On active duty for training or on inactive duty training.

(3) While traveling to or from the place of duty (Public Law 99-145).

Surviving spouse of a Reserve Component Soldier who died while on active duty under orders for a period of more than 30 days. Surviving dependents of a retired Reserve Component Soldier, who at the time of his/her death, was eligible for retired pay, but died before reaching age 60.

### ***Children***

Legitimate children, legitimated children, adopted children, legitimate stepchildren, and wards who are 10 years of age, and not more than 21 years of age, and unmarried. Children under age 21 who have married but are presently unmarried because of divorce, death, or annulment may resume eligibility. Children under 10 years of age who reside with a guardian, divorced parent, sole parent or Army married couple, or other person not eligible for medical care or other privileges. Adopted children, legitimate children, legitimated children, stepchildren, or wards who are 21 years of age or over and unmarried, are dependent for over half of their support from the sponsor, and one of the following:

(1) Incapable of self-support because of a mental or physical handicap that existed before their 21st birthday. A dependency determination must be executed by the Defense Finance and Accounting Service upon initial application.

(2) Have not passed their 23rd birthday and are enrolled in and attending class in a full-time course of study at an approved institution of higher learning.

(3) Illegitimate children and illegitimate stepchildren. Dependency determinations by the Defense Finance and Accounting Service are required unless sponsor has court-ordered paternity for an illegitimate child.

(4) Wards of retired Soldiers are entitled if dependency and residency are met on or after July 1, 1994. Wards of active duty Soldiers are entitled if dependency and residency are met on or after October 5, 1994. Pre-adoptive wards are eligible effective on or after October 5, 1994. Legal custody wards must provide court order showing residency is for a period of at least 12 consecutive months to be eligible for medical. Pre-adoptive and placement agency wards must provide documents from the placement agency (recognized by the Secretary of Defense).

(5) Orphans who are surviving unmarried children, either adopted or natural born, who are under the age of 21, or over 21 if enrolled in a full-time course of study, of Soldiers who died

while on active duty or in a paid retired status. The surviving children must have been dependents of the sponsor for over half of their support at the time of death of the parent(s).

***Parents***

Parents, including fathers, mothers, fathers-in-law, mothers-in-law, stepparents, and parents by adoption who depend on the sponsor for more than half their support and who reside in a household maintained by or for the military sponsor. A dependency determination must be executed upon the initial application and each subsequent card renewal.

***Others***

Recipients of the Medal of Honor and their eligible family members.

Honorably discharged veterans with a 100-percent service-connected disability certified by the Department of Veterans Affairs and their eligible family members.

# Personnel Security Program

The Army Personnel Security Program applies to all military members of the Active Army, Army National Guard and U.S. Army Reserve, and Department of the Army civilians. It also applies to Army contractors who require access to sensitive compartmented information in the performance of their duties.

Army Regulation 380-67, Personnel Security Program  
Department of Defense 5200.2-R, Personnel Security Program

A security clearance is the favorable determination of eligibility for access to national security information.

An individual must undergo a Personnel Security Investigation (PSI) in order to be granted a security clearance. This investigation is an inquiry into an individual's loyalty, character, trustworthiness and reliability. The investigation focuses on an individual's character and conduct, emphasizing such factors as honesty, trustworthiness, reliability, financial responsibility, criminal activity and emotional stability. All investigations consist of checks of national records and credit checks; some also include interviews with individuals who know of the individual, as well as the individual themselves.

A request for a PSI is submitted on an individual once it is determined that his duty position requires access to national defense information. The individual's Unit Security Manager will ask him/her to complete a Personnel Security Questionnaire, to provide personal details on their background. This questionnaire will then be submitted to either the Defense Security Service or the Office of Personnel Management.

Once the PSI is completed, it is then forwarded to the U.S. Army Central Personnel Security Clearance Facility (CCF), where an adjudicator will review it and compare it to established qualifying criteria for granting access to classified information.

The adjudication process involves an assessment of all relevant information, both favorable and unfavorable. This information must be considered and assessed in terms of accuracy, completeness, relevance, seriousness and overall significance. In all adjudications, the protection of national security shall be the paramount determinant.

An unfavorable adjudication is taken whenever derogatory information is developed or otherwise becomes available to the CCF. If further information is needed to confirm or disprove

## Regulations

## What is a security clearance?

## Personnel Security Investigation

## Adjudication Process

the derogatory information, additional investigations will be requested. Based upon the receipt of derogatory information, CCF will determine whether or not to suspend an individual's access to classified information until a final determination is made.

No final unfavorable personnel security clearance/access determination shall be made unless the individual concerned has been provided a written statement of reasons (SOR) as to why the unfavorable action is being taken. The SOR will contain a summary of the security concerns and supporting adverse information and instructions for responding to the SOR. The individual is afforded an opportunity to reply to the SOR in writing; however, failure to submit a timely response may result in denial/revocation of eligibility and refusal to submit a response may result in forfeiture of all future appeal rights with regard to the final unfavorable action.

Once a final unfavorable determination has been made by the CCF, the individual will be provided a written response stating the reason(s) for the unfavorable action. At this time, the individual has the opportunity to appeal the final unfavorable action in one of two ways. The individual may notify the U.S. Army Personnel Security Appeals Board (PSAB), within 10 calendar days after receipt of CCF's final action, of their intent to appeal directly to the PSAB and by providing them, within the next 30 calendar days, with any supporting material as to why they believe the determination should be overturned. The other option is to request a personal appearance before a Defense Office of Hearings and Appeals (DOHA) Administrative Judge. In either case, CCF will forward the individual's case file, including all information supplied, to either the PSAB or DOHA for consideration.

The Appeals Board will then consider all the information available to them and will either uphold or overturn CCF's final determination.

## **Types of Personnel Security Investigations (PSI)**

National Agency Check (NAC)—Investigation conducted for trustworthiness positions (no classified access).

Entrance National Agency Check (ENTNAC)—No longer valid for clearance eligibility.

Access National Agency Check with Written Inquiries (ANACI)—Conducted on DOD civilian employees for eligibility for access to Confidential or Secret information, and/or assignment to a non-critical sensitive position. (Initial investigation).

National Agency Check and Local Agency and Credit Check (NACLAC)—Minimum PSI conducted on commissioned military officers; conducted on enlisted military members and contract employees for eligibility for access at the Confidential and Secret level.

Secret Periodic Reinvestigation (SPR)—Conducted on military, civilian, and contract personnel with access to Secret and Secret

Special Access Program (SAP) information; on military members in an eligibility required Military Occupational Specialty (MOS); on DOD civilian employees in non-critical sensitive positions. SPRs are conducted at 10-year intervals.

Single Scope Background Investigation (SSBI)—Conducted on military, civilian, and contract personnel who require access to Top Secret and critical SAP information; on civilian personnel in critical sensitive positions w/no access requirement and on non-U.S. citizens for Limited Access Authorization (LAA).

Single Scope Background Investigation Periodic Reinvestigation (SBPR)—Conducted on military, civilian and contract personnel with access to Top Secret and critical DOD SAP information; conducted on DOD civilian employees in critical sensitive positions with no access to classified information. PRs are conducted at five-year intervals.

Special Investigative Inquiry (SII)—Intended only to prove or disprove actual or potential derogatory issues; security eligibility cannot be granted based on a SII, but it can be utilized to deny/revoke.

# National Committee for Employer Support of the Guard and Reserves

The National Committee for Employer Support of the Guard and Reserves (ESGR) is an agency within the Office of the Assistant Secretary of Defense for Reserve Affairs. The ESGR assists in preventing, resolving, or reducing employer and/or employee problems and misunderstandings that result from National Guard or Reserve membership, training, or duty requirements through information services and informal mediation.

## **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

Chapter 43 of Title 38, U.S. Code, provides reemployment protection and other benefits for veterans and employees who perform military service. It clarifies the rights and responsibilities of National Guard and Reserve members, as well as their civilian employers. USERRA applies almost universally to all employers—including the Federal Government—regardless of the size of their business.

Congress provided clear protection for all members of the uniformed services (including non-career National Guard and Reserve members, as well as active duty personnel) in the USERRA. The Act seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services. The Department of Labor is the enforcement authority for USERRA, and it processes all formal complaints of violations of the law.

## **Ombudsmen Services Program**

The ESGR Ombudsmen Services Program was established to address potential problems arising among the nation's employers regarding military services requirements of employees. It provides information, counseling, and informal mediation of issues relating to compliance with the USERRA.

Trained ESGR volunteers and the Ombudsmen Services national staff are available to respond to inquiries and conflicts presented by employees or employers. More than 95 percent of all such requests for assistance are resolved in this informal process. Many problems result from poor communication between employers and their employees or from a lack of familiarization with the rights and responsibilities of each as defined by law.

For additional information about the USERRA or the Ombudsmen Services Program, please contact 1-800-336-4590 or visit the following Web site: [www.esgr.com](http://www.esgr.com).

# Servicemembers Civil Relief Act

The Servicemembers Civil Relief Act (SCRA) was signed into law (Public Law 108-109) on December 19, 2003, and clarifies and updates the provisions that existed in the Soldiers' and Sailors' Civil Relief Act (SSCRA), while adding some additional protections. The SCRA provides protections to Servicemembers who have difficulty meeting their personal financial and legal obligations because of their military service. It is intended to postpone or suspend certain civil obligations to enable the Servicemember to devote full attention to military duty. The Act applies to the United States, the states, the District of Columbia, all U.S. territories and in all courts, therein. Reservists and members of the National Guard are protected under the SCRA while on active duty. The protection begins on the date of entering active duty and generally terminates within 30 to 90 days after the date of discharge from active duty. Some areas covered under the Act are termination of leases, eviction proceedings, installment contracts (real or personal property), mortgage foreclosures, stay of proceedings, and minimum rate of interest.

There are two primary types of Powers of Attorney.

**General:** A general POA gives a designated representative the authority to conduct any transaction on the Servicemember's behalf. The benefit to a general power of attorney is that the representative can use the power to handle any unforeseen issues that may arise. The danger of a general POA is that the Servicemember is legally bound by any decisions the representative makes, to include selling personal possessions and acquiring new possessions using the Servicemember's credit.

**Limited/Special:** A limited or special POA grants the designated representative the authority to act only on specific matters. For example, a special POA may be used to manage all transactions associated with moving (housing, transportation, and closing accounts). Another example is a separate POA that authorizes the representative to get medical treatment for eligible family members and make medical decisions for those family members who are minors.

Most POA have a beginning and an ending date. If during the period of the POA, the Servicemember wishes to no longer have that individual designated to act on his or her behalf, the Servicemember can revoke the POA.

## Servicemembers Civil Relief Act (SCRA)

## Powers of Attorney (POA)

# Financial Matters

There are various types of pay allowances that a Soldier may receive. The most frequently used types of pay are listed below.

## **Basic Pay**

An amount paid to Soldiers according to rank and years of service.  
<http://www.dod.mil/militarypay/pay/bp/index.html>

## **Basic Allowance for Housing (BAH)**

An amount of money a Soldier receives to pay for quarters not provided by the Government. The amount paid is based on private sector surveys of market rental prices for each pay grade, dependency status, and location. BAH replaces the separate payments of Variable Housing Allowance (VHA) and Basic Allowance for Quarters (BAQ). Also, there are several types of BAH to satisfy various housing situations that occur among military members (BAH-II with dependent rate, BAH-II without dependent rate, partial BAH, and BAH-DIFF).  
<http://www.dod.mil/militarypay/pay/bah/index.html>

## **Basic Allowance for Subsistence (BAS)**

A cash allowance payable to officers at all times, to help reimburse them for the expense of subsisting themselves. For enlisted personnel, an amount paid to supplement their food cost when messing facilities are not available or the Soldier is required to pay for meals at the messing facility.  
<http://www.dod.mil/militarypay/pay/bas/index.html>

## **Family Separation Allowance (FSA)**

Family Separation Allowance is payable when a Soldier is separated from his/her family for at least 30 days due to military orders. Type I FSA is paid to a Soldier with dependents who is on permanent duty outside the United States or in Alaska who meets all of the following conditions:

1. Transportation of dependents to the permanent duty station or to a place near that station is not authorized at Government expense.
2. Dependents do not live at or near the permanent duty station.
3. Adequate Government quarters or housing facilities are not available, and the Soldier is instructed to reside off-base.

Type II FSA provides for added expenses incurred because of an enforced family separation under one of the following conditions:

1. Transportation of dependents (including dependent(s) acquired after the effective date of orders) is not authorized at Government expense, and the dependents do not live in the vicinity of the Soldier's permanent duty station.

2. The Soldier is on temporary duty (TDY) away from the permanent duty station continuously for more than 30 days, and the Soldier's dependents are not residing at or near the TDY station (such as basic training and AIT).

<http://www.military.com/benefits/military-pay/family-separation-allowance>

Amounts payable for active duty performed while serving in special assignments or career fields, (that is, diving duty, sea duty, overseas extension, aviator retention, hardship duty, medical, dental, foreign language proficiency, drill sergeant, and recruiting). Enlistment, reenlistment, and critical skills bonuses are also considered special pay.

## **Special Pay**

Amounts payable to Soldiers who perform duties that present certain hazards, (that is, parachute, flight, toxic chemical, and demolition duty).

<http://www.military.com/benefits/military-pay/special-pay/hazardous-duty-incentive-pay>

## **Hazardous Duty Incentive Pay**

While in a designated Hostile Fire Pay (HFP)/Imminent Danger Pay location, a Soldier may be entitled to the CZTE. This exclusion allows for all or part of the Base Pay, HFP, and all other taxable wages to be exempt from Federal taxes for all Soldiers. State tax exclusion is up to the individual states. There are no limitations for enlisted and warrant officers; however, the tax exempt portion of base pay for officers cannot be more than the base pay equivalent to that earned by the Sergeant Major of the Army. HFP is tax exempt for all ranks.

<http://www.military.com/benefits/military-pay/combat-zone-tax-exclusions>

## **Combat Zone Tax Exclusion (CZTE)**

Amounts paid to Soldiers stationed outside the continental United States (CONUS) to help defray a Soldier's housing and living expenses in high cost areas. These allowances include: Temporary Lodging Allowance; Overseas Housing Allowance; Cost of Living Allowance; and Interim Housing Allowance. Similar entitlements are paid to Soldiers stationed in the continental United States, Alaska, and Hawaii in the form of Temporary Lodging Expense, Basic Allowance for Housing, and CONUS Cost of Living Allowance.

<http://www.military.com/benefits/military-pay/overseas-and-station-allowances>

## **Station Allowances**

An annual replacement allowance paid to enlisted Soldiers for the purchase/maintenance of uniforms. A civilian clothing allowance may be paid under some circumstances when Soldiers are required to wear civilian attire. Officers are paid an initial uniform allowance and may qualify for an additional allowance when on active duty in excess of 90 continuous days.

<http://www.military.com/benefits/military-pay/clothing-allowances>

## **Clothing/Uniform Allowance**

**Advance Pay**

An amount paid to Soldiers to meet extraordinary expenses incidental to a permanent change of station and repayable over a specified period of time.

[http://www.military.com/spouse/fs/0,,fs\\_relocate\\_benefit,00.html](http://www.military.com/spouse/fs/0,,fs_relocate_benefit,00.html)

**Casual Pay**

A partial payment towards entitlements earned that have not yet been paid. The casual pay is collected on a later pay date.

**Local Pay**

The Fiscal Year 1991 Defense Authorization Act provided a nondisability separation pay for both officers and enlisted Soldiers involuntarily separated from active duty. Active duty and full-time Guard and Reserve Soldiers, who have at least six years of honorable service and who fully meet retention standards, are entitled to full separation pay.

**Involuntary Separation Pay**

Soldiers who do not meet retention standards apart from their involuntary separation and whose service is other than adverse may be eligible for half separation pay.

**Combat-Related Special Compensation Pay (CRSC)**

The CRSC program became effective May 31, 2003, for qualified retirees with combat-related disabilities. Payments are retroactive to June 1, 2003, for otherwise qualified members. The criteria of eligibility to receive CRSC payments have been expanded effective January 1, 2004, to include members with any percentage of combat-related disability compensated by the VA. Each Branch of Service is responsible for processing applications for their own retirees. The eligibility criteria for Army retirees can be found at the following Web site: <http://www.crsc.army.mil/>.

**Concurrent Retirement and Disability Payments (CRDP)**

Created by the Fiscal Year 2004 National Defense Authorization Act, CRDP restores military retired pay that is offset (by VA disability compensation) to retirees who are VA-rated as at least 50 percent service-disabled. During the 10-year phase-in of CRDP (2005-2014), incremental restoration of retired pay is being made to eligible retirees.

**Payments for Reserve Components (Army National Guard and U.S. Army Reserve)**

Members of the Reserve Components are paid through the Defense Joint Military Pay System—Reserve Components, via electronic fund transfer. The Defense Finance and Accounting Service—Indianapolis is responsible for paying Soldiers in the Army National Guard and the U.S. Army Reserve. There is an average of eight paying updates during a monthly cycle. The monthly cycle begins on or around the fourth Friday of each month, depending on weekends and holidays, and ends the following month on or around the fourth Thursday. Again, the ending date depends on holiday schedules. Almost all members of the Reserve Components are required to receive their pay through electronic fund transfer to their bank. There is approximately a one-week time frame for the Defense Joint

Military Pay System—Reserve Components to process and pay entitlements for inactive duty for training drills and for active duty periods of less than 30 days. This time frame depends on the unit’s timely submission of entitlements. Members who perform periods of active duty for 30 days or more are paid on the 15th and 30th of each month.

Members of the Reserve Components perform Basic and Advanced Individual Training at an active Army training post. They may elect to receive their pay either twice a month or once a month.

Members of troop program units may perform multiple unit training assemblies commonly called “weekend drills.” Soldiers earn one day’s pay for each four hours of training.

Annual Training (AT) can be performed by Reserve Component members of troop program units, the Individual Mobilization Augmentee (IMA) program, or the Individual Ready Reserve (IRR). Periods of training can be as little as one day at a time (alias fragmented annual training), or as long as 29 days. AT over 17 days requires advance approval. Members of the IRR average 14 days for a period of annual training.

Members of troop program units (TPU) and some members of the IRR may perform Active Duty for Training for periods ranging from one day to normally not more than 30 days.

Members of the IRR and TPU may perform Active Duty for Special Work to support various specified Reserve projects and programs for a period ranging from one day to two years, but not normally longer than six months.

The Active Guard Reserve is either a National Guard or United States Army Reserve member serving on active duty in the Full Time Support Program.

A Soldier’s pay may be garnished for outstanding debts to either a Government or a civilian source. The Finance Office may collect up to two-thirds of a Soldier’s pay to satisfy a nonappropriated debt or, on a funds availability basis, to satisfy an appropriated fund debt. The Soldier will be notified of any debt filed for collection prior to processing the identified debt and provided an opportunity to challenge the debt.

<http://www.dod.mil/dfas/militarypay/garnishment.html>

## **Initial Active Duty Training**

## **Inactive Duty for Training**

## **Annual Training**

## **Active Duty for Training**

## **Active Duty Special Work**

## **Active Guard Reserve**

## **Indebtedness Remission or Cancellation of Indebtedness**

Active Army enlisted Soldiers may apply for remission or cancellation of indebtedness to the Government (Army) based on injustice and/or hardship. The debt must be one that may be considered under Army Regulation 600-15, Indebtedness of Military Personnel. Also, National Guard and Reserve Soldiers on inactive duty training or active duty for training may apply for remission or cancellation of indebtedness based on hardship as a result of a Report of Survey.

Soldiers must complete DA Form 3508-R (Application for Remission or Cancellation of Indebtedness) and provide supporting documentation. Any debt or part of a debt that has been collected prior to the commander's signature on the application will not be considered for remission or cancellation. Also, final action has to be made before or at the time of the Soldier's honorable discharge, otherwise, it cannot be considered.

<http://www.dod.mil/dfas/militarypay/garnishment.html>

### **Involuntary Allotments for Judgment of Indebtedness**

The Hatch Act Reform Amendments of 1993, (codified at Section 5520a, Title 5, United States Code), authorized "involuntary allotments" against the pay of active duty and Reserve (on active duty for a period of more than 180 days pursuant to Title 10) military members to satisfy commercial debts. Garnishments or wage withholding orders are not necessary, nor will they be accepted, to start an involuntary allotment. Creditors who have been awarded a civil judgment against a military member may seek enforcement of the judgment by applying for an involuntary allotment from the Soldier's military pay. If approved, the allotment can pay up to a maximum of 25 percent of the Soldier's disposable pay per monthly pay period. (Note: Not all pay that a Soldier receives is subject to involuntary allotment. A complete listing of pay subject to involuntary allotment and pay excluded from involuntary allotment is contained in the regulation.)

A creditor may initiate this process against a military member by submitting an Involuntary Allotment Application, DD Form 2653, along with a certified copy of a final judgment issued by a civil court. An original and two copies of both the form and the judgment are required. Also, the application must contain the member's full name and social security number for positive identification. Involuntary Allotment Applications should be sent to the following address:

Defense Finance and Accounting Service-Cleveland  
ATTN: DFAS-DGG/CL  
P. O. Box 998002  
Cleveland, OH 44199-8002

<http://www.dod.mil/dfas/militarypay/garnishment.html>

### **Survivor Benefit Plan (SBP)**

Congress created the Survivor Benefit Plan (SBP) in 1972 to offer retirees the option to receive reduced retired pay during their lifetime so that a portion of it would continue to their survivor(s)

upon their death. Without SBP participation, retired pay stops at the time of death of the retiree. Election into SBP must be made prior to the date of retirement. A retiring Soldier may elect coverage for a spouse, former spouse, children, spouse and children, former spouse and children, or natural person with an insurable interest. Married Soldiers who elect less than full spouse coverage must provide written spousal concurrence.

SBP's original two-tiered annuity design (that is, 55 percent until age 62, and 35 percent thereafter) is currently being phased out. SBP will become a level-tiered 55 percent benefit for all, regardless of age or Social Security entitlement, by April 1, 2008. The phase-out of the two tiered design is occurring in 5 percent increments over 2-1/2 years, October 1, 2005, through April 1, 2008. The 55 percent annuity payable to children is divided among the retiree's eligible children. Child eligibility stops at age 18, or 22 if a full-time unmarried student.

In the event of death on active duty, all Soldiers have automatic, free SBP coverage (Public Law 108-136). In active duty deaths, surviving spouses may request that the Headquarters, Department of the Army elect "child only" coverage.

While SBP elections are generally permanent and irrevocable, Public Law 105-85 authorizes a retiree to terminate coverage during months 25 to 36 following commencement of retired pay with spouse or former spouse written concurrence. No refund is payable; no reenrollment is permitted.

Additionally, Public Law 108-136 authorized a one-year open enrollment period October 1, 2005, through September 30, 2006. The law required a one-time, lump sum buy-in cost, plus monthly premiums; and the retiree must survive two years from the election date for the election to be effective. For more information on SBP, go to <http://www.armyg1.army.mil/rso/sbp.asp>.

AER is a private, nonprofit organization established to help Soldiers, active and retired, and their families, including spouses and children of deceased Army Soldiers. Funds come from voluntary contributions, the earnings of AER's investment fund, and the repayment of loans. AER emergency financial assistance is provided to meet validated emergency financial needs such as food, rent, utilities, funeral expenses, emergency transportation and vehicle repair.

Assistance is provided either as a loan without interest, as a grant, or as a combination of a loan and a grant based upon the applicant's personal financial situation. Also, as a secondary mission, AER administers the Spouse Education Assistance Program (SEAP). The SEAP is a need-based education program designed to provide Army spouses, residing with active duty Soldiers in Europe, Korea, Japan and Okinawa Commands, with financial assistance in pursuing educational goals. SEAP does not apply to second undergraduate-

**Army Emergency Relief  
(AER)**

level schools/courses, graduate level schools/courses, second bachelor and masters degrees. Additionally, AER has an educational assistance program for unmarried dependent children, stepchildren, or legally adopted children of Army Soldiers on active duty, retired, or deceased while on active duty or after retirement. The children of Gray Area Retirees are also eligible. For additional information about AER, please visit the following Web site:  
<http://www.aerhq.org/>

## **Nonsupport**

AR 608-99, Family Support, Child Custody, and Paternity, outlines Army policy regarding the obligation of Soldiers to support their family members, which is defined to include spouses and children. AR 608-99 generally provides that unless there is a court order or agreement, a Soldier separated from his or her family members will pay them, each month, a minimum of the Basic Allowance for Housing II (BAH-II) at the "With Dependents" rate so long as they are not living in Government family housing. If the family is living in Government family housing, the Soldier is not required to provide additional financial support. There are exceptions to AR 608-99, such as when both parents are in the military, when family members live in Government family quarters, and when the spouse earns more money than the Soldier. Additionally, the Special Court-Martial Convening Authority may grant exceptions to this regulation for spousal support only, provided there is not a court-order or a written financial support agreement.

A Soldier's commander is responsible for enforcing AR 608-99. This regulation is punitive, which means that a Soldier can be punished for violating its requirements. The commander cannot force a Soldier to pay any support due his or her family members, and unless there is a court order for support or a written support agreement, family members may not be able to collect BAH arrearages. For this reason, family members seeking financial support from Soldiers should obtain a court order whenever possible. In the absence of a court order, a Soldier voluntarily providing support for family members may terminate his or her support payments at any time. If support is stopped while the Soldier is stationed outside the United States, it is much more difficult to obtain a court order than when the Soldier is stationed within the United States. Also, if the Soldier later leaves the Army, the Army will have no authority over him or her.  
<http://www.dod.mil/dfas/militarypay/garnishment.html>

## **Locating a Soldier**

As a result of the September 11, 2001, terrorist attack, other suspected terrorist's events, and ongoing and potential military action, the Department of the Army has deemed it necessary to temporarily suspend its Worldwide locator service, except from users of Army Knowledge Online (AKO) account or a .mil domain.  
<https://www.hrc.army.mil>

## **Involuntary Allotments**

Involuntary allotments pursuant to Section 665, Title 42, United States Code may be initiated against a Soldier when there is an

existing court or administrative order for child support, or for both child and spousal support, and the Soldier is in arrears an amount equal to or greater than two months of support payments. To establish an involuntary allotment, the family member should contact their local office of child support enforcement, who may assist them free of charge, or for a nominal fee.

<http://www.dod.mil/dfas/militarypay/garnishment.html>

Federal law authorizes the pay of active, reserve, and retired Members of the military and the pay of civilian employees of the Federal government to be garnished (or attached) for the payment of child and/or spousal support. The law is found at Section 659, Title 42, United States Code, and the implementing regulations are found at Part 581, Title 5, Code of Federal Regulations.

In order to implement a garnishment or wage assignment against any member of the military or any civilian employee of the DoD, an income withholding order, or similar process, must be served upon DFAS at the following address:

Defense Finance and Accounting Service-Cleveland  
ATTN: DFAS-DGG/CL  
P. O. Box 998002  
Cleveland, OH 44199-8002

The order submitted cannot be the divorce decree or other order that directs the individual (debtor) to make the payment. Rather, the order must direct the Government, as the employer, to withhold monies and remit payments to satisfy the support obligation. The withholding order need not name the specific Government office in which the obligor is employed. The order must provide the appropriate information about the person to receive payment.

In order for the withholding order to be processed, it must include the debtor's full legal name and social security number. Other identifying information concerning the debtor, such as a home or work address, would expedite the processing of the order. Without such an order, the Army has no legal authority to withhold child or spousal support from a Soldier's pay without the Soldier's consent.  
<http://www.dod.mil/dfas/militarypay/garnishment.html>

Army Regulation 608-99, Family Support, Child Custody, and Paternity, and numerous state and Federal laws prohibit Soldiers from abducting or withholding a child under the age of 14 years from the child's lawful custodian. A "lawful custodian" is a person authorized to have physical custody of the child pursuant to court order. Although the Army may punish a Soldier for violating this regulation, it has no legal authority to take custody of a child and return the child to the lawful custodian.

If a Soldier outside the United States is charged with a felonious state kidnapping or abduction offense, found in contempt, and the

## **Wage Assignment Garnishment Orders for Child/Spousal Support**

## **Child Custody**

presiding judge has issued a warrant for arrest, the Soldier may be returned, at Army expense, to a United States port of entry for delivery to the appropriate state law enforcement agents, if state law enforcement agents agree to escort the Soldier to their state.

The Army has no similar authority over a Soldier's civilian spouse who violates the law. The Army has no authority to return a child wrongfully abducted or retained by a Soldier or his or her civilian spouse outside the United States. The proper authority is:

U.S. Department of State  
Office of Overseas Citizens Services  
Office of Children's Issues  
Washington, D.C. 20520  
Toll-free: 1-888-407-4747  
Web site: [www.travel.state.gov](http://www.travel.state.gov)

## **Paternity**

A person making a paternity claim should always try to obtain a court order or the functional equivalent, establishing the paternity of the child and the amount of support the Soldier is required to pay. In the absence of a court order, or a functional equivalent, a Soldier has no legal obligation under AR 608-99 to provide support. A Soldier may voluntarily admit paternity and provide financial support; however, if support is stopped while the Soldier is stationed outside the United States, it will be much more difficult to obtain a court order than when the Soldier is stationed within the United States. Also, if the Soldier later leaves the Army, the Army will have no authority over him or her. Mothers seeking to establish paternity should contact their local Office of Child Support Enforcement (OCSE) for assistance in obtaining a court order for paternity, child support, and wage assignment. The OCSE will locate the Soldier for purposes of establishing paternity and other court orders.

# Separations

A hardship or dependency separation will be granted to a Soldier if evidence submitted clearly indicates that the condition is not temporary and separation will alleviate the situation. A Soldier desiring a hardship or dependency discharge must submit an application to his/her unit commander. A Soldier on orders for an overseas assignment who applies for hardship or dependency separation prior to departure will be held at the losing station pending final disposition. A Soldier assigned to an overseas unit, who is temporarily in the United States, should process his/her application at the nearest Army installation. Final approval or disapproval is the responsibility of the field commander.

In circumstances not involving death or disability of a member of a Soldier's family, a Soldier may be separated from the service to care for and support his/her family. Separations under this program include:

## ***Parenthood of Married Soldier***

A married Soldier who becomes a parent by birth, adoption, or marriage (stepparent), and whose child/children under 18 years of age resides within the household, may apply for separation under hardship. The Soldier must submit evidence that the roles of parent and Soldier are incompatible and he/she cannot fulfill his/her military obligation without neglecting the child or children.

## ***Sole Parent***

A Soldier, who is a "sole parent" and whose child/children is under 18 years of age and resides within the household, may apply for separation under hardship.

When death or disability results in a family member becoming dependent upon the Soldier for care or support, he/she may be separated. (Pregnancy of wife is not considered a disability.)

A Soldier may be considered for separation as an exception to policy in extraordinary circumstances. Examples of extraordinary circumstances are the denial of a unique schooling opportunity, the denial of a grant or scholarship, or the denial of employment, which is a "once-in-a-lifetime" opportunity.

Requests should be submitted to the commander. Each case is judged on its own merits and must be fully supported by substantiating documentation. The U.S. Army Human Resources Command, or higher authority at Headquarters, Department of the Army will make the final decision.

**Hardship (Army Regulation [AR] 635-200, Chapter 6, paragraph 6-3b)**

**Dependency (AR 635-200, Chapter 6, paragraph 6-3a)**

**Exceptions to Policy (AR 635-200, Chapter 5, paragraph 5-3)**

**Surviving Sons or Daughters  
(AR 635-200, Chapter 5,  
paragraph 5-4)**

A Soldier who qualifies as a surviving family member may request separation, except during a period of war or national emergency declared by Congress. A surviving family member is any son or daughter in a family whose parent (or one or more sons or daughters) served in the Armed Forces of the United States and:

Was killed in action

Died in the line of duty as a result of wounds, accident, or disease

Is in a captured or missing-in-action status

Is 100-percent physically disabled (to include 100-percent mental disability) due to service connection as determined by the Department of Veterans Affairs or one of the military Services. This person must be hospitalized on a continuing basis and not gainfully employed because of the disability.

**Pregnancy (AR 635-200,  
Chapters 5, 8, and 11,  
paragraph 11-3)**

Enlisted women who are found to have been pregnant upon enlistment will be involuntarily separated with an uncharacterized separation. An enlisted woman who becomes pregnant while in training will be involuntarily separated with an uncharacterized separation when the training commander determines, in coordination with the medical officer (obstetrician), that she cannot fully participate in the training required for her military occupational specialty because of her physical condition. When Service medical authorities determine that a woman is pregnant, she will be counseled concerning her rights, entitlements, and responsibilities with respect to continued active duty and informed that she may request separation, or she may remain on active duty. An enlisted woman who decides to request a separation for pregnancy may request a specific separation date. The specified date will not be later than 30 days prior to the expected date of delivery, or the latest date her physician will authorize her to travel. The approval authority for the discharge has been delegated to the installation where the Soldier is assigned. Women who are separated for pregnancy, which occurred after entry on active duty, or initial active duty for training, are entitled to maternity care in a military medical facility only. TRICARE may not be used.

**Separation for Medical  
Conditions Which Existed  
Prior to Service (AR 635-200,  
Chapter 5, paragraph 5-11)**

If the Army discovers within the first six months of enlistment that a Soldier is not medically qualified due to failure to meet procurement medical standards, he/she may be administratively separated. Medical proceedings must establish that a medical condition was identified within six months of the Soldier's initial entrance on active duty or active duty for training which:

Would have permanently disqualified the individual for entry into the Army had it been detected at that time.

Disqualifies him/her for retention in the Army under retention medical standards. Service normally will be described as uncharacterized.

This policy provides for separation because of a Soldier's inability to perform prescribed duties, repeated absences, or nonavailability for worldwide assignment as a result of parenthood. The Soldier's service is characterized as honorable, under honorable conditions, or uncharacterized.

**Involuntary Separation  
Due to Parenthood  
(AR 635-200, Chapter 5,  
paragraph 5-8)**

An enlistment is fraudulent if the Soldier intentionally concealed any enlistment disqualification. A fraudulent enlistee may be discharged, have his/her enlistment voided, or be retained, depending upon the specific cause and circumstances of the case. If discharged, service may be characterized as honorable, general, or under other than honorable conditions, or it may be uncharacterized.

**Fraudulent Entry  
(AR 635-200, Chapter 7,  
paragraph 7-17)**

A Soldier enrolled in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) may be separated because of an inability or refusal to participate in, cooperate in, or successfully complete the program. Unless an uncharacterized description of service is authorized, an honorable or general character of service will be issued. Information concerning a Soldier's participation in the ADAPCP cannot be released without special written consent of the Soldier.

**Separation for Alcohol or  
Other Drug Abuse  
Rehabilitation  
(AR 635-200, Chapter 9)**

A Soldier who is subject to trial by a court-martial, which could lead to a bad conduct or dishonorable discharge (BCD or DD), may request discharge in lieu of such trial. The Soldier is normally issued a discharge under other than honorable conditions.

**Discharge in Lieu of Trial  
by Court-Martial  
(AR 635-200, Chapter 10)**

A Soldier may be separated because of unsatisfactory performance or conduct (or both) while in an entry-level status (first 180 days of continuous active military service). Army policy provides for the separation of Soldiers who: have demonstrated they are not qualified for retention because they cannot or will not adapt socially or emotionally to military life; cannot meet the minimum standards prescribed for successful completion of training because of lack of aptitude, ability, motivation, or self-discipline; have demonstrated character and behavior characteristics incompatible with satisfactory continued service; are unable to complete training because of pregnancy; or have failed to respond to counseling. The service of a Soldier separated under these provisions will be described as uncharacterized.

**Entry Level Performance  
and Conduct  
(AR 635-200, Chapter 11)**

A commander may separate a Soldier for unsatisfactory performance when it is clearly established that:

He/she will not develop sufficiently to become a satisfactory Soldier.

The seriousness of the circumstances is such that the Soldier's retention would have an adverse impact on military discipline, good order, and morale.

**Separation for  
Unsatisfactory Performance  
(AR 635-200, Chapter 13)**

It is likely the Soldier will be a disruptive influence in present and future duty assignments.

It is likely that the circumstances forming the basis for initiation of separation proceedings will continue or recur.

The ability of the Soldier to perform duties effectively in the future and potential for advancement or leadership are unlikely.

The service of a Soldier separated for unsatisfactory performance will be characterized as honorable or under honorable conditions.

**Misconduct: Conviction by a Civil Court After Entry on Active Duty (AR 635-200, Chapter 14, Section II)**

A Soldier who has been convicted by civil authorities, or civil court action taken was tantamount to a finding of guilty, may be considered for discharge. Specifically, circumstances of the offense must warrant separation by either a punitive discharge, which would be authorized for the same or a closely related offense under the Manual for Courts-Martial, or the sentence by civil authorities includes confinement for six months or more regardless of whether the sentence is suspended or the Soldier is placed on probation. Normally, a discharge under other than honorable conditions is appropriate.

**Acts or Patterns of Misconduct (AR 635-200, Chapter 14, Section III)**

A Soldier is subject to separation for the following acts or patterns of misconduct:

Numerous military disciplinary infractions.

Discreditable involvement with civil or military authorities; conduct prejudicial to good order and discipline.

Commission of a serious military or civil offense, if the circumstances of the offense warrant separation and a punitive discharge would be authorized for the same or a closely related offense under the Manual for Courts-Martial.

Abuse of illegal drugs. Normally, a discharge under other than honorable conditions is appropriate.

**Homosexual Conduct (AR 635-200, Chapter 15)**

A Soldier will normally be discharged for homosexual conduct if he/she has engaged in, attempted to engage in, or solicited another to engage in a homosexual act; has stated he/she is a homosexual or bisexual; or has married or attempted to marry a person of the same biological sex.

**Failure to Meet Body Fat Standards (AR 635-200, Chapter 18)**

A Soldier will be considered for separation when he/she does not make satisfactory progress in a body fat reduction program after six months, or fails to maintain standards in the 12 months following removal from the program. Service is characterized as honorable.

Soldiers can be denied reenlistment if their continued service is deemed not to be in the best interest of the Army. The two types of bars to reenlistment are:

An HQDA Bar to Reenlistment results from qualitative screening of a Soldier's records by the Department of the Army Selection Board. This is known as the Army's Qualitative Management Program (QMP). Under this program, the records of noncommissioned officers in the rank of staff sergeant through sergeant major are reviewed at Department of the Army level to determine if there are any reasons the Soldier should not be continued on active duty. Among the reasons for imposition of a bar to reenlistment are: deficiencies in physical fitness/military bearing; accountability and responsibility; training; leadership; competence; and personal values. A Soldier presented a bar to reenlistment under this program has the opportunity to appeal, and an appeal must be submitted within a set time frame. If an appeal is disapproved, the Soldier faces involuntary separation. Boards of senior commissioned and noncommissioned officers consider appeals. The QMP is based on the premise that reenlistment is a privilege that should be limited only to the Army's best Soldiers.

A Field Commander's Bar to Reenlistment is the most common type of bar. It is initiated by the Soldier's commander against a Soldier whose performance is marginal and who possesses no potential for future military service as a noncommissioned officer. The commander may void a Field Commander's Bar at any time. The Soldier may also appeal the bar to the next higher commander.

A commander may deny a Soldier the privilege of reenlisting when he/she fails to meet required reenlistment qualifiers, (that is, trainability, physical readiness, weapons qualification, a record of nonjudicial punishment, and failure to meet weight standards and retention control point (highest year of tenure) for his/her particular rank).

Military life is demanding and rigorous. Those who cannot adapt to the Army lifestyle may be eligible for administrative discharge if certain criteria are met. However, no action of any type can be taken until a Soldier returns to military control. If you have a constituent who is AWOL, please encourage him/her to go to the nearest military facility where he/she will be treated fairly and provided an opportunity to explain the circumstances. Upon consideration of the mitigating factors of the situation, the commander can decide whether to retain or discharge the Soldier.

## **Bars to Reenlistment**

### **Headquarters, Department of the Army (HQDA) Bar (AR 601-280, Chapter 10)**

### **Field Commander's Bar (AR 601-280, Chapter 8)**

### **Reenlistment (AR 601-280, Chapter 3)**

### **Absent Without Leave (AWOL)**

DISCHARGE BENEFITS  
ADMINISTERED BY THE ARMY

Benefit	DISCHARGE BENEFITS ADMINISTERED BY THE ARMY					Authority
	Honorable	General-Under Honorable Conditions	Under Other Than Honorable Conditions	Bad Conduct	Dishonorable	
Payment for Accrued Leave	E	E	NE	NE	NE	37 USC 501-504
Transportation to Home	E	E	E	E	E	37 USC 404
Transportation of Family Members and Household Goods to Home	E	E	NE	NE	NE	37 USC 406
Wearing of Military Uniforms	E	E	NE	NE	NE	10 USC 771a, 772
Montgomery GI Bill Education Benefits*	E	NE	NE	NE	NE	37 USC 3011

Key: E - Eligible  
NE - Not Eligible

\*The Department of Veterans Affairs is the Program Administrator

# Physical Disability System

The United States Army Physical Disability Agency (USAPDA) manages the Army Physical Disability Evaluation System (PDES). This system determines whether a Soldier is fit or unfit because of a medical condition that prevents the performance of his/her duties. A Soldier is referred to this system if a Medical Evaluation Board (MEB) determines that he/she does not meet medical retention standards, or the Military Occupational Specialty Medical Retention Board (MMRB) directs referral into the system. A Soldier's commander may request the Medical Treatment Facility (MTF) to conduct a fitness for duty examination on the Soldier. The results of this examination will determine whether a MEB is required, which will in turn determine whether referral into the system is required.

The MMRB is an administrative screening board convened by the Soldier's command. It evaluates the ability of a Soldier with a permanent medical profile of a three or four numerical rating to physically perform in his/her primary military occupational specialty (PMOS) in a worldwide field environment. Referral into the physical disability system is one of four actions the MMRB Convening Authority may direct. This referral mandates a MEB and a Physical Evaluation Board (PEB) unless the MEB reduces the profile to less than a numerical rating of three. Issues regarding findings of an MMRB should be directed to the installation that conducted the MMRB and not to USAPDA.

The MEB is a Soldier's first step in the disability evaluation system process. Their findings are reviewed by two physicians (one of whom may or may not be the attending physician), and must be approved by the Deputy Commander for Clinical Services or approving authority. Once approved, the MEB findings, as well as personnel and administrative documents pertaining to the Soldier, are forwarded to the PEB by the Physical Evaluation Board Liaison Officer (PEBLO). The PEBLO counsels the Soldier on disability processing and is the Soldier's link in processing the case through the MTF.

Once these records/documents are received by the PEB, the second step in the process begins. The PEB is an administrative, fact-finding board consisting of three voting members: the President (usually a colonel), the Personnel Management Officer (a field grade officer), and the Medical Officer. The Army ensures proper Reserve representation on the board when a Reserve Soldier is being considered.

Initially, the PEB conducts an informal board without the Soldier's presence. It considers the Soldier's medical condition, job requirements, and performance. Based on the evidence, a determination is made as to whether the Soldier is fit or unfit. Soldiers are unfit only for medical conditions that prevent them from being able to reasonably perform their duties. The presence of a medical impairment does not, in itself, justify a finding of

unfitness. If the Soldier has continued to function in his/her PMOS despite the medical impairment, the Soldier is found fit and returned to duty. This finding, however, does not alter the Soldier's physical profile or other medical restrictions. Conversely, if the Soldier's medical condition renders him/her unable to reasonably perform his/her duties, the PEB will find the Soldier physically unfit. If unfit, and if the disability is compensable, a rating of the condition will be accomplished by using the Veterans Administration Schedule for Rating Disabilities in conjunction with the guidance in Army Regulation 635-40 and Department of Defense Instruction 1332.39.

In general, for an unfitting disability to be compensable, the impairment must have been incurred or permanently aggravated in the line of duty. If the condition is determined to have existed prior to service and was not permanently aggravated by service, the disability is compensable if the member is currently on active duty orders of more than 30 days, and the member has eight years of active service. This eight-year provision is codified in Section 1207a, Title 10, United States Code (10 USC 1207a), and was passed in the National Defense Authorization Act of Fiscal Year 2000.

Disability ratings may vary between the Army and the Department of Veterans Affairs (VA). The Army rates only conditions determined to be physically unfitting for military service, while the VA may rate any service-connected impairment. Another difference is based on the term of the rating. The Army's ratings are final, except when a medical condition improves or worsens while a Soldier is on the Temporary Disability Retired List (TDRL); VA ratings may be adjusted with time, depending upon the progress of the condition. Further, the Army's disability compensation is based and affected by years of service and basic pay, while VA compensation is a flat amount based upon the percentage rating received.

Once a rating is determined, the board renders one of the following findings: unfit, separate with severance pay (conditions rated at less than 30 percent); unfit, separate without disability benefits (in the case of conditions due to intentional misconduct or willful neglect or determined to be pre-existing without permanent service aggravation and for which 10 USC 1207a is inapplicable); unfit, placement on the TDRL (conditions considered unstable and rated at 30 percent or more, or the Soldier has 20 years of active Federal service); or unfit, Permanent Disability Retirement (conditions considered stable and rated at 30 percent or more, or the Soldier has 20 years of active Federal service).

A Soldier whose disability is not stable, but otherwise meets the criteria for permanent retirement, is placed on the TDRL. While on the TDRL, the Soldier is subject to reexamination at least every 18 months, followed by the PEB evaluation. The PEB reevaluation may result in final disposition or retention on the TDRL.

A Soldier has the right to concur or nonconcur with the informal PEB findings and to submit a statement of rebuttal. If the Soldier is found unfit, he/she has the right by law to demand a formal hearing. A Soldier found fit has no statutory right to a formal hearing, but

may request one. Soldiers who demand a formal board have the right to legal representation by regularly appointed military counsel or counsel of their choice (at no cost to the government). He/she can choose to either appear, or have counsel appear alone in his/her behalf. The Soldier may also have witnesses testify for him/her. On the basis of the evidence and testimony presented, the PEB renders a finding of fit or unfit. Again, the Soldier can accept the board's finding or disagree and submit a rebuttal statement.

The case is then forwarded to the USAPDA for administrative processing of the finding. The case is still subject to quality review and modification by the USAPDA. If the Soldier disagrees with the final PEB finding and submits a statement of rebuttal, the USAPDA is required to review the case.

The third step in the disability evaluation process involves the USAPDA's case review. Not all cases are reviewed, but all cases that involve a nonconcurrence by the Soldier are mandatorily reviewed by the agency. The USAPDA may concur with the PEB, or the USAPDA may modify the PEB's finding. If the USAPDA modifies the case, the Soldier is once again given the opportunity to concur or nonconcur with the finding. If the Soldier has not had a formal board, he/she can request one at this time, or the USAPDA may direct one. If the Soldier nonconcur again and submits a rebuttal, his/her case is referred to the United States Army Physical Disability Appeals Board (APDAB) for final determination.

The final step in the process is administrative. For regular Army and Active Guard Reserve Soldiers, the USAPDA transmits the required data to complete the orders process. The USAPDA assigns a "not later than" date 90 days after the completion of processing at the USAPDA headquarters. It is the purview of the installation commander, through the transition point, to establish a release or separation date within this 90-day window. For Medical Holdover Soldiers, the no later than date is 30 days from date of completion. For Soldiers on the TDRL, USAPDA administratively processes and executes the findings, including the disposition of orders and any submission of compensation entitlement to the Defense Finance and Accounting Service.

A Soldier who believes there was an error or injustice in the adjudication of his/her case may apply to the Army Board for Correction of Military Records (ABCMR) or the Army Disability Rating Review Board (ADRRB) for relief, as appropriate. The ABCMR is a statutory board established within the Office of the Secretary of the Army for the express purpose of considering applications to determine the existence of an error or injustice and to make appropriate recommendations. The ADRRB is a component of the Army Council of Review Boards and reviews disability percentage ratings upon request of a Soldier who has been retired for physical disability. For more detailed information about the ABCMR process go to: <http://arba.army.pentagon.mil>.

For more information about USAPDA go to:  
<https://www.hrc.army.mil/site/active/TAGD/Pda/pdapage.htm>.

# Official Military Personnel Files

## **Active Duty Officers**

U.S. Army Human Resources Command  
ATTN: AHRC-MSR-S  
200 Stovall Street  
Alexandria, VA 22332-0444  
(703) 325-8790  
FAX (703) 325-5204  
Web site: <https://iperms.army.mil/rms/login.jsp>

## **Active Duty Enlisted Personnel**

Director, Soldier Record Data Center  
ATTN: AHRC-ERP  
8899 East 56th Street  
Indianapolis, IN 46249-5301  
1-866-771-6357  
(317) 510-3361 or (317) 510-3737  
FAX (317) 510-3727  
Web sites: <https://www.hrc.army.mil/site/EREC/index.htm>  
<https://iperms.army.mil/rms/login.jsp>  
(Army Knowledge Online account required for access to the second Web site.)

## **Personnel Released from Active Duty with Reserve Obligation; Reserve Personnel; Army Personnel Separated after October 2002 by Discharge, Resignation, or Death; Retired Officer and Enlisted Personnel**

U.S. Army Human Resources Command  
ATTN: AHRC-CC-A  
1 Reserve Way  
St. Louis, MO 63132-5200  
(314) 592-0847 (Congressional offices only)  
1-800-318-5298 (toll free for Soldiers)  
FAX (314) 592-0532  
Web site: <https://iperms.army.mil/rms/login.jsp>  
(Army Knowledge Online account required for access to this site.)

## **Army Personnel Separated after 1912 and prior to October 2002 by Discharge, Resignation, or Death; Retired Officer and Enlisted Personnel**

National Personnel Records Center  
Military Personnel Records  
9700 Page Avenue  
St. Louis, MO 63132  
(314) 801-0800 (This number is a recording that instructs the public on how to send their written requests.)  
(314) 801-0816 (Congressional offices only)

National Archives and Records Administration  
Old Military and Civil Records  
700 Pennsylvania Avenue, N.W.  
Washington, DC 20408  
(202) 357-5385  
FAX (202) 357-5936

The Adjutant General for the appropriate State  
Web site: <https://statepermsompf.hoffman.army.mil/rms/login.jsp>  
(Army Knowledge Online account is required for access to this site.)

**Army Personnel Separated in  
1911 or Earlier**

**National Guard Personnel  
not on Active Duty**

# National Personnel Records Center

The National Personnel Records Center (NPRC), located in St. Louis, Missouri, is part of the National Archives and Records Administration (NARA). The Center holds the military personnel records of discharged and deceased veterans of all Services.

To request military records, veterans and the next-of-kin of deceased veterans may use the Web site at <http://www.archives.gov/veterans>. All other requesters should use the SF 180 (Request Pertaining To Military Records). This form is available electronically through the above Web site, from Veterans Affairs offices, through veterans' service organizations, or by contacting the National Personnel Records Center at 9700 Page Avenue, St. Louis, MO 63132-5100. General questions and emergency requests, from Congressional Staff members only, may be directed to the NPRC's Customer Service representatives at (314) 801-0816.

On July 12, 1973, a disastrous fire at NPRC destroyed approximately 80 percent of the records of persons discharged from the Army between November 1, 1912, and January 1, 1960. Veterans who lost files in the fire should submit photocopies of any military documents, particularly separation documents, when making a request to assist in verifying military service.

In the event a veteran has no records in his/her possession, the essential military service data is available from a number of alternate sources. The Department of Veterans Affairs, for example, maintains records on veterans who filed a claim prior to July 1973. Other sources of information include various kinds of "organizational" records such as morning reports, payrolls, military orders, and records maintained by State Adjutant Generals, and other state veterans' service offices. By using these alternate sources of information, NPRC employees can often reconstruct the veteran's beginning and ending dates of active service, the character of the service, rank at separation, time lost while on active duty, and periods of hospitalization. Usually the Center is able to issue NA Form 13038, Certification of Military Service, which is considered to be the equivalent of a DD Form 214, Report of Separation from Active Duty, for the purpose of establishing eligibility for veteran's benefits.

The key to reconstructing military data is to get enough specific information from the veteran to allow Center personnel to search the available alternate sources. This information normally includes:

- Full name used during service
- Branch of service
- Approximate dates of service
- Social security or service number
- Place of discharge
- Last unit of assignment
- Place of entry into service

Official Military Personnel Files (OMPF), active duty health records, clinical records, medical treatment records, morning reports, unit rosters and Philippine Army and Guerrilla records.

Clinical (hospital inpatient) records created for military personnel while on active duty are filed at NPRC Military Personnel Records (MPR) by the name of the hospital in which the member was treated. Therefore, NPRC (MPR) needs the name of the hospital, month (if known) and year of treatment, as well as the veteran's name and social security or service number to locate a clinical record.

Clinical records are retired to NPRC (MPR) in annual collections by the creating hospital. Army records are retained one calendar year before retirement. Teaching hospitals that maintain Clinical Record Libraries may retain records up to five years before retirement to NPRC (MPR). Clinical records created prior to 1960 for Army personnel were usually filed in the OMPF. They were not retired to NPRC in separate shipments by hospitals. Therefore, many of the documents recording inpatient care for Army veterans were destroyed in the 1973 fire. An exception to this would be those clinical records (dating back as early as 1957 for Army hospitals) that were maintained at Clinical Record Libraries at selected treatment facilities.

By comparison, outpatient records (referred to as active duty health records) that include induction and separation physicals, routine medical care when the person was not admitted to a hospital, dental, and mental health records were retired to NPRC (MPR) in the OMPF until the early 1990s. Now they are sent to the Department of Veterans Affairs, Records Management Center, 4360 Goodfellow Boulevard, Building 104, St. Louis, Missouri 63120-8950. To determine the location of a specific health record, contact the VA at 1-800-827-1000.

NPRC (MPR) stores records of inpatient, outpatient, dental, and mental health treatment provided to military retirees. These records reflect health care for former members during their retirement years and do not include active duty medical records. Some record collections date from the 1940s and 1950s, but more comprehensive information exists beginning in the 1960s. The retiree records are sent to NPRC (MPR) from facilities of all military services after one to three years of inactivity and are retained for 50 years from the year of last patient activity.

Medical records of individuals (dependents and others) treated at Army medical facilities are stored at the National Personnel Records Center, Civilian Personnel Facility. These records are from 1954 to the present. Records prior to 1954 were destroyed in accordance with legal authorities in effect at the time. Dependent medical folders are transferred to the center between one and five years after last treatment.

## **Types of Records Maintained at NPRC**

### **Medical Records for Former Military Personnel**

### **Medical Records for Military Retirees**

### **Medical Records for Dependents and Others**

## Morning Reports

Morning reports are created each morning. They are an “exception based” system, only containing information on those individuals who are not “Present and Accounted for”. Among the reasons for being listed on a morning report are:

- Promotion or demotion
- Being killed, wounded, or missing in action
- Being assigned to a unit, or leaving a unit
- Going to a hospital for treatment, or to another activity for training

In order to verify that a particular action occurred, NPRC must be provided with the exact unit of assignment (“Company A, 1st Battalion, 116th Infantry Regiment”), a description of the action (“I was wounded and sent to a hospital”) and an approximate date (“June, 1944”). Without this type of information, they may not be able to perform a search.

The collection of morning reports covers the period November 1, 1912 to 1974.

## Unit Rosters

Unit Rosters are created monthly, quarterly, or semi-annually. During certain time periods, separate rosters were created for officers and enlisted personnel. At other times, consolidated rosters listed both officers and enlisted personnel. Some units created rosters only for enlisted personnel. The rosters typically list the members of a particular unit for the last day of the month in which the roster was created.

NPRC stores unit rosters for the Army only, for the same years as the morning reports, 1912 to 1974. (This includes rosters of units of the Army Air Force prior to September 1947; however, no Air Force unit rosters are available after that date.) Unfortunately, the rosters for the years 1944, 1945, and 1946 were destroyed in the 1970s; no other source for this type of information for these years exists at NPRC.

Neither morning reports nor unit rosters contain historical information concerning battles or engagements.

## INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

**1. Information needed to locate records.** Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can.

**2. Restrictions on release of information.** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel/health records must have the release authorization in Section III of the SF 180 signed by the member or legal guardian, but if the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Employers and others needing proof of military service are expected to accept the information shown on documents issued by the military service departments at the time a service member is separated.

**3. Where reply may be sent.** The reply may be sent to the member or any other address designated by the member or other authorized requester.

**4. Charges for service.** There is no charge for most services provided to members or their surviving next of kin. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

**5. Health and personnel records.** Health records of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs a week or two after the last day of active duty. (See page 2 of SF180 for record locations/addresses.)

**6. Records at the National Personnel Records Center.** Note that it takes at least three months, and often up to seven, for the file to reach the National Personnel Records Center in St. Louis after the military obligation has ended (such as by discharge). If only a short time has passed, please send the inquiry to the address shown for active or current reserve members. Also, if the person has only been released from active duty but is still in a reserve status, the personnel record will stay at the location specified for reservists. A person can retain a reserve obligation for several years, even without attending meetings or receiving annual training. (See page 2 of SF180 for record locations/addresses.)

**7. Definitions and abbreviations.** DISCHARGED -- the individual has no current military status; HEALTH -- Records of physical examinations, dental treatment, and outpatient medical treatment received while in a duty status (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

**8. Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from [inquire@nara.gov](mailto:inquire@nara.gov) or write to the Code 6 address on page 2 of the SF 180.

### PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then filed in the requested military service record as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

# REQUEST PERTAINING TO MILITARY RECORDS

To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type. If you need more space, use plain paper.

## SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.		3. DATE OF BIRTH		4. PLACE OF BIRTH	
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)							
BRANCH OF SERVICE		DATES OF SERVICE		CHECK ONE		SERVICE NUMBER DURING THIS PERIOD (If unknown, write "unknown")	
		DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED		
a. ACTIVE SERVICE							
b. RESERVE SERVICE							
c. NATIONAL GUARD							
6. IS THIS PERSON DECEASED? If "YES" enter the date of death.				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE?			
<input type="checkbox"/> NO <input type="checkbox"/> YES _____				<input type="checkbox"/> NO <input type="checkbox"/> YES			

## SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. **REPORT OF SEPARATION** (DD Form 214 or equivalent). This contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one Report of Separation. Be sure to show EACH year that a Report of Separation was issued, for which you need a copy.

An **UNDELETED** Report of Separation is requested for the year(s) \_\_\_\_\_

This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.

A **DELETED** Report of Separation is requested for the year(s) \_\_\_\_\_

The following information will be deleted from the copy sent: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

2. **OTHER INFORMATION AND/OR DOCUMENTS REQUESTED** \_\_\_\_\_

3. **PURPOSE** (Optional - An explanation of the purpose of the request is strictly voluntary. Such information may help the agency answering this request to provide the best possible response and will in no way be used to make a decision to deny the request.) \_\_\_\_\_

## SECTION III - RETURN ADDRESS AND SIGNATURE

1. **REQUESTER IS:**

Military service member or veteran identified in Section I, above  
 Next of kin of deceased veteran \_\_\_\_\_ (relation)

Legal guardian (must submit copy of court appointment)  
 Other (specify) \_\_\_\_\_

2. **SEND INFORMATION/DOCUMENTS TO:**  
 (Please print or type. See item 3 on accompanying instructions.)

3. **AUTHORIZATION SIGNATURE REQUIRED** (See item 2 on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name \_\_\_\_\_  
 Street \_\_\_\_\_ Apt. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature (Please do not print.) \_\_\_\_\_  
 Date of this request ( ) \_\_\_\_\_ Daytime phone \_\_\_\_\_  
 Email address \_\_\_\_\_

## LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Health Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve or Fleet Marine Corps Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired 10/16/1992 – 9/30/2002	14	11
	Discharged, deceased, or retired on or after 10/1/2002	7	11
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/1972	7	
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted	9	
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers	8	
	Current National Guard enlisted not on active duty in Army (including records of Army active duty performed after 6/30/1972)	13	
	Current National Guard officers not on active duty in Army (including records of Army active duty performed after 6/30/1972)	12	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	15	

### ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	U.S. Army Human Resources Command ATTN: AHRC-PAV-V 1 Reserve Way St. Louis, MO 63132-5200	12	Army National Guard Readiness Center NGB-ARP 111 S. George Mason Dr. Arlington, VA 22204-1382
3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	U.S. Army Human Resources Command ATTN: AHRC-MSR 200 Stovall Street Alexandria, VA 22332-0444	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Commander USAEREC ATTN: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100
5	Marine Corps Reserve Support Command (Code MMI) 15303 Andrews Road Kansas City, MO 64147-1207	10	Navy Personnel Command (PERS-313C1) 5720 Integrity Drive Millington, TN 38055-3130	15	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852



# Awards and Decorations

Federal law and Army policy require that recommendations for military awards and decorations be formally submitted into official channels within two years of the act that is to be recognized.

However, Section 1130, Title 10, United States Code (10 USC 1130) provides an avenue for consideration of military decorations that otherwise could not be considered due to existing Federal law and Army policy. Specifically, 10 USC 1130 allows for the submission of any award or decoration that was not previously submitted within the prescribed time limitations, requests for unit awards, and upgrades to previously issued awards. However, a Member of Congress must refer requests submitted under this provision to the appropriate Service Secretary.

Army individual decorations include the Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Silver Star, Legion of Merit, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal, Meritorious Service Medal, Air Medal, Army Commendation Medal, and Army Achievement Medal. There are no time limitations for award of the Purple Heart and other awards such as service medals, badges, or lapel buttons.

Under the provisions of 10 USC 1130, it is the responsibility of the requester to obtain all supporting documentation. The attached checklist and DA Form 638 (Award Recommendation) will assist constituents in preparing a well-supported award recommendation.

Recommendations that were previously submitted and acted upon can be reconsidered if there is conclusive evidence that new, substantive information is available that was not previously considered. Awards submitted within the prescribed time limitations can be acted upon if there is evidence the award was not processed to a conclusion either through inadvertence or because it was lost. A request for reconsideration of a disapproved or downgraded recommendation must be placed in official channels within one year from the date of the awarding authority's decision. A one-time reconsideration by the award authority shall be conclusive.

However, a Member of Congress can request a review of a proposal for the award or presentation of a decoration (or the upgrading of a decoration) that is not authorized to be presented or awarded due to limitations established by law or policy for timely submission of a recommendation. In all cases, when making inquiries regarding a soldier's award or those of an Army veteran, it is essential to provide the social security number or previous Army serial number. Providing a copy of the veteran's separation documents with each request or inquiry is also helpful (DD Form 214 for post-World War II Soldiers and WD AGO Form 53-55 (enlisted) and WD AGO Form 53-98 (officer) for World War II Soldiers.)

**Replacement  
Medals/Ribbons/Certificates**

There is a service available to Army veterans and retirees for replacing medals, ribbons, and certificates either previously issued but lost, or issued, but for some reason never received by the Soldier. The Army may charge the individual for each medal replaced. There is no set fee because some medals are more costly than others. This service is available to the constituent by corresponding directly with:

National Personnel Records Center  
ATTN: Army Reference Branch  
9700 Page Avenue  
St. Louis, MO 63132-5100

Current members of the Army Reserve and Army National Guard should contact their local commanders for assistance, or write to:

U.S. Army Human Resources Command  
ATTN: AHRC-PSV-V  
One Reserve Way  
St. Louis, MO 63132-5200

**Army Air Corps/Air Force  
Awards Before 1948**

Inquiries concerning awards for members of the Army Air Corps and Army Air Force before 1948 should be addressed to the Army Legislative Liaison, except for awards of the Distinguished Flying Cross and Air Medal, which should be forwarded to the Department of the Air Force.

**Award Presentations**

Consistent with tradition and Army regulations, awards and decorations are to be presented with an appropriate degree of formality in a fitting ceremony. If assistance is required in presenting an approved award to a constituent, the Adjutant General's office at the nearest Army installation may be contacted.

**Cold War  
Recognition Certificates**

In accordance with section 1084 of the Fiscal Year 1998 National Defense Authorization Act, the Secretary of Defense approved awarding Cold War Recognition Certificates to all members of the Armed Forces and qualified Federal Government civilian personnel who faithfully and honorably served the United States any time during the Cold War era (September 2, 1945, to December 26, 1991). Individuals requesting a certificate must certify that their character of service was honorable and provide proof of service. Any official government or military document with recipient's name, social security number/military service number/foreign service number and date of service is acceptable. To request a Cold War Certificate, fax or mail documentation using the following sample letter. The fax number is (800) 723-9262.

**Sample Letter  
to Request a Cold War  
Recognition Certificate**

John Doe  
P.O. Box 000  
Pleasantville, Virginia 00000  
April 5, 1999

CDR HRC  
Cold War Recognition, Hoffman II  
ATTN: AHRC-CWRS, 3N45  
200 Stovall Street  
Alexandria, VA 22332-0473

Please send me a Cold War Recognition Certificate for my service to the United States government during the authorized period of September 2, 1945 to December 26, 1991.

Enclosed is a copy of source document with my Social Security Number/ Military Service Number/Foreign Service Number, which verifies my service during the Cold War Era. I understand that the enclosed source document will not be returned.

Please mail my Cold War Recognition Certificate to the following address:

John Doe  
P.O. Box 000  
Pleasantville, Virginia 00000

Submission of this request confirms my faithful service to the nation during the Cold War Era. If my service was in the Armed Forces, I further certify that my discharge was honorable or general under honorable conditions. If I served as a Federal civilian employee, I further certify that the character of my service was honorable.

Sincerely,  
John Doe

Commemorative medals are offered for sale by private vendors and are not issued by the Department of the Army. These medals are manufactured for sale by private dealers in military insignia and are not recognized as official U.S. military decorations and cannot be recorded on the individual's DD Form 214, WD AGO 53-55, or WD AGO 53-98.

The Republic of Korea (ROK) War Service Medal is authorized for U.S. military personnel who have:

Served between the outbreak of hostilities, June 25, 1950, and the date the armistice was signed, July 27, 1953.

Been on permanent assignment or on temporary duty for 30 consecutive days or 60 non-consecutive days; and performed their duty within the territorial limits of Korea, in the waters immediately adjacent thereto, or in aerial flight over Korea, participating in actual combat operations or in support of combat operations.

**Commemorative Medals**

**The Republic of Korea War  
Service Medal**

The ROK government specifies the eligibility period and criteria. Only the ROK-provided medal is approved by the U.S. Government to meet the U.S. criteria for wear on the military uniform. The ribbon is not approved for wear.

To apply, veterans must provide a copy of their discharge paper, commonly known as a DD-214, or a corrected version of that document, a DD-215. National Guard members must provide their statement of service equivalent, NGB Form 22.

Additional information on how to apply for or request the medal can be found by contacting the Air Force Personnel Center, Monday–Friday, 7:30 a.m.–4:30 p.m. (CST) at (800) 558-1404, or the Awards and Decorations Section (210) 565-2356, fax (210) 565-3118, or by writing to HQ AFPC/DPPRA, 550 C Street West, Suite 12, Randolph Air Force Base, TX 78150-4712.

The Department of Defense’s 50th Anniversary of the Korean War Commemoration officially ended on September 30, 2003. However, general information about the Korean War can still be found at <http://korea50.army.mil>.

Because the order of precedence for non-U.S. service medals and ribbons is determined by date of approval, the ROK War Service Medal should be worn after the Kuwait Liberation Medal, which was the last foreign medal approved for wear by U.S. military personnel. For the majority of Korean War veterans, the medal will be worn after the United Nations Medal, or the Republic of Vietnam Campaign Medal if they served during that conflict.

## **Korea Defense Service Medal (KDSM)**

The Korea Defense Service Medal is authorized to members of the Armed Forces who have served on active duty in support of the defense of the Republic of Korea from July 28, 1954 to a date to be determined. The area of eligibility encompasses all land area of the Republic of Korea, and the contiguous water out to 12 nautical miles, and all air spaces above the land and water areas. Service members must have been assigned, attached, or mobilized to units operating in the area of eligibility for 30 consecutive or 60 nonconsecutive days, or meet the following criteria:

- (1) Be engaged in combat during an armed engagement, regardless of the time in the area of eligibility,
- (2) Be wounded or injured in the line of duty and requires medical evacuation from the area of eligibility.
- (3) Have participated as a regularly assigned air crewmember flying sorties into, out of, or within the area of eligibility in direct support of military operations. Each day that one or more sorties are flown in accordance with these criteria shall count as one day toward the 30 to 60 day requirement.

Personnel who serve in operations and exercises conducted in the area of eligibility are considered eligible for the award as long as the basic time criteria is met. Owing to the extensive time period for KDSM eligibility, the nonconsecutive service period for eligibility

remains cumulative throughout the entire period. The KDSM may be awarded posthumously to any Soldier who lost his/her life without regard to length of such service. Only one award of the KDSM is authorized for any individual.

This medal is awarded to Soldiers who deployed abroad for service in the Global War on Terrorism Operations on or after September 11, 2001, to a date to be determined. The initial award is limited to Soldiers deployed abroad in Operations Enduring Freedom and Iraqi Freedom in the following Department of Defense designated specific geographic areas of eligibility (AOE): Afghanistan, Bahrain, Bulgaria (Bourgas), Crete, Cyprus, Diego Garcia, Djibouti, Egypt, Eritrea, Ethiopia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kenya, Kuwait, Kyrgyzstan, Lebanon, Oman, Pakistan, Philippines, Qatar, Romania (Constanta), Saudi Arabia, Somalia, Syria, Tajikistan, Turkey (east of 35 degrees east latitude), Turkmenistan, United Arab Emirates, Uzbekistan, Yemen, that portion of the Arabian Sea north of 10 degrees north latitude and west of 68 degrees longitude, Bab El Mandeb, Gulf of Aden, Gulf of Aqaba, Gulf of Oman, Gulf of Suez, that portion of the Mediterranean Sea east of 28 degrees east longitude, Persian Gulf, Red Sea, Strait of Hormuz, and Suez Canal. To be eligible for the award, a Soldier must be assigned, attached or mobilized to a unit participating in designated operations for 30 consecutive days, or for 60 nonconsecutive days in the AOE, or meet one of the following criteria:

- (1) 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 time in the AOE.
- (2) While participating in the designated operation, regardless of time, be killed or wounded/injured requiring medical evacuation from the AOE.
- (3) Be Soldiers participating as regularly assigned air crewmembers flying sorties into, out of, or within, or over the AOE in direct support of Operations Enduring Freedom and/or Iraqi Freedom. Each day that one or more sorties are flown in accordance with the criteria shall count as one day toward the 30 consecutive or 60 nonconsecutive day requirement.

The medal may be awarded posthumously to any Soldier who lost his/her life while, or as a direct result of, participating in Global War on Terrorism Operations, without regard to length of such service, if otherwise eligible. Only one award of the GWOTEM may be authorized for any individual.

This medal is awarded to Soldiers who have participated in or served in support of Global War on Terrorism Operations outside the designated AOE for the GWOTEM, on or after September 11, 2001, to a date to be determined. Initial award of the GWOTSM will be limited to airport security operations (from September 27, 2001, through May 31, 2002) and Soldiers who supported Operations Noble Eagle, Enduring Freedom and Iraqi Freedom. All Soldiers

**Global War on Terrorism  
Expeditionary Medal  
(GWOTEM)**

**Global War on Terrorism  
Service Medal (GWOTSM)**

on active duty, including Reserve Component Soldiers mobilized, or National Guard Soldiers activated on or after September 11, 2001, to a date to be determined, having served 30 consecutive days or for 60 nonconsecutive days are authorized the GWOTSM. The medal may be awarded posthumously to any Soldier who lost his/her life while, or as a direct result of, participating in Global War on Terrorism Operations, without regard to length of such service, if otherwise eligible. Only one award of the GWOTSM may be authorized for any individual.

**Afghanistan Campaign Medal (ACM)**

The Afghanistan Campaign Medal is authorized to be awarded to Soldiers who deploy into Afghanistan in direct support of Operation Enduring Freedom (OEF) on or after October 24, 2001, to a date to be determined, or until the cessation of OEF. To be eligible, a Soldier must be assigned or attached to a unit participating in OEF for 30 consecutive or 60 nonconsecutive days in the designated geographical area, or be engaged in combat against the enemy, or been killed or wounded while performing official duties in the designated area. Personnel cannot receive both the ACM and GWOTEM for the same tour or period of service during OEF.

**Iraq Campaign Medal (ICM)**

The Iraq Campaign Medal is authorized to be awarded to Soldiers who deploy into Iraq in direct support of Operation Iraqi Freedom on or after March 19, 2003, to a date to be determined, or until the cessation of OIF. To be eligible, a Soldier must be assigned or attached to a unit participating in OIF for 30 consecutive or 60 nonconsecutive days in the designated geographical area, or be engaged in combat against the enemy, or been killed or wounded while performing official duties in the designated area. Personnel cannot receive both the ICM and GWOTEM for the same tour or period of service during OIF.

**Purple Heart**

An individual is entitled to the Purple Heart when certain criteria have been met. The criteria require it to be awarded to Soldiers for wounds or injuries received as a direct result of enemy action, the wounds must have required treatment by a medical official, and the incident was made a matter of official record. Documentation reflecting medical treatment following the incident must be provided.

Verification of entitlement may be possible by conducting a review of morning reports and Surgeon General Hospital Admission Reports for the period in question. During World War II, the Korean War, and the Vietnam conflict, annotations were normally made in the daily unit morning report when a Soldier was absent from the unit for sickness or wounds received in action. To obtain these reports, the individual should provide detailed information concerning their injuries to the National Personnel Records Center, ATTN: Army Reference Branch, 9700 Page Avenue, St. Louis, MO 63132-5100. Specific unit of assignment, down to company level, the dates involved, the name of the servicing medical unit, along with a

social security or service number, will allow a thorough search to be conducted on all available reports. If documentation can be located to substantiate an award of the Purple Heart, the individual and the Military Awards Branch will be provided with the necessary information so a final determination may be made.

For further awards information please visit the Military Awards Branch Web site at <https://www.hrc.army.mil>.

The following agencies may be able to provide additional documentation to support an individual's request for military awards or decorations.

Commander  
U.S. Army Human Resources Command  
ATTN: AHRC  
9700 Page Avenue  
St. Louis, MO 63132-5000

Director  
National Personnel Records Center  
ATTN: NCP-MA  
9700 Page Avenue  
St. Louis, MO 63132-5200

National Archives at College Park  
ATTN: Textual Reference Branch  
8601 Adelphi Road  
College Park, MD 20740-6001  
<http://www.nara.gov>

## **Repositories of Potential Sources of Information**

## Award Recommendation Checklist

AWARD RECOMMENDATION CHECKLIST  
MILITARY AWARDS BRANCH  
AHRC-PDO-PA  
200 Stovall Street, Room 3567  
Alexandria, VA 22332-0471  
Please visit the Awards Branch Homepage via HRC  
online at: <https://www.hrc.army.mil>

### ELEMENTS REQUESTED TO SUPPLEMENT AWARD RECOMMENDATION

- ( ) Original or reconstructed recommendation for award (DA Form 638)
- ( ) Original or reconstructed narrative of the action(s) performed by the soldier being recommended
- ( ) Original of reconstructed citation
- ( ) Referral by a Member of Congress
- ( ) Eyewitness statement(s) attesting to the act(s) performed by the soldier being recommended
- ( ) Sworn affidavit(s) from individuals(s) making statement(s) on behalf of soldier being recommended
- ( ) Chain of Command endorsements (if available)
- ( ) Discharge document (i.e., WD AGO 53-55, DD Form 214)
- ( ) Other related documentation pertaining to the soldier and the act(s) to be recognized (e.g., extracts of unit records, sketches, maps, diagrams, photographs, etc.)

NOTE: Complete packet must be submitted as original and three copies.

**RECOMMENDATION FOR AWARD**

For use of this form, see HQDA Letter 600-06-1; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO	2. FROM	3. DATE (YYYYMMDD)
-------	---------	--------------------

**PART I - SOLDIER DATA**

4. NAME (Last, First, Middle Initial)	5. RANK	6. SSN
7. ORGANIZATION	8. PREVIOUS AWARDS	
9. BRANCH OF SERVICE	10. RECOMMENDED AWARD	11. PERIOD OF AWARD
		a. FROM (YYYYMMDD)    b. TO (YYYYMMDD)
12. REASON FOR AWARD		
12a. INDICATE REASON	12b. INTERIM AWARD <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input type="checkbox"/>
13. PROPOSED PRESENTATION DATE (YYYYMMDD)		

**PART II - RECOMMENDER DATA**

14. NAME (Last, First, Middle Initial)	15. ADDRESS
16. TITLE/POSITION	17. RANK
18. RELATIONSHIP TO AWARDEE	19. SIGNATURE

**PART III - JUSTIFICATION AND CITATION DATA** (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS
ACHIEVEMENT #1
ACHIEVEMENT #2
ACHIEVEMENT #3
ACHIEVEMENT #4
21. PROPOSED CITATION

NAME <i>(Last, First, Middle Initial)</i>		SSN	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. <i>I certify that this individual is eligible for an award in accordance with AR 600-8-22; and that the information contained in Part I is correct.</i>		22a. SIGNATURE	22b. DATE (YYYYMMDD)
23. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
24. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ		27b. PERMANENT ORDER NO.	31. DISTRIBUTION
28a. NAME OF ORDERS APPROVAL AUTHORITY <i>(Last, First, Middle Initial)</i>		28b. RANK	
28c. TITLE/POSITION		29. APPROVED AWARD	
28d. SIGNATURE		30. DATE (YYYYMMDD)	

NAME <i>(Last, First, Middle Initial)</i>		SSN	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
<b>25-A1. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A2. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A3. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A4. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
<b>25-A5. INTERMEDIATE AUTHORITY</b>	a. TO	b. FROM	c. DATE <i>(YYYYMMDD)</i>
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME <i>(Last, First, Middle Initial)</i>		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			



# Army Review Boards

Regular Army, Reserve Component, former Soldiers, and family members may encounter situations where they feel they have been victims of an error or injustice related to their military service. In such cases, those concerned often desire that military records be corrected or changed to reflect action beneficial to them. Since no change can be made except as provided by law, Congress established two boards to provide administrative redress: the Army Discharge Review Board (ADRB) and the Army Board for Correction of Military Records (ABCMR). Additional information can be found online at <http://arba.army.pentagon.mil/index.htm>.

The ADRB is authorized to change or upgrade discharges and the reason for certain discharges of members of the Army discharged within the past 15 years. Soldiers discharged more than 15 years ago or discharged as a result of a punitive discharge adjudged by a general court-martial must apply to the Army Board for Correction of Military Records for consideration. The ADRB makes its decision based on the Soldier's military record and evidence provided by the former Soldier.

Application to the ADRB must be made on a DD Form 293, Application for Review of Discharge from the Armed Forces of the United States (see DD Form 293 on page 98). A blank DD Form 293 can be printed from the Department of Defense forms Web site, <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>, or from the Army Review Boards Agency Web site.

The DD Form 293 application with supporting evidence must be mailed to:

Army Review Boards Agency  
Support Division St. Louis  
ATTN: SFMR-RBR-SL  
9700 Page Avenue  
St. Louis, MO 63132-5200

Application may also be made online at <http://actsonline.army.mil>. The applicant will still need to mail supporting evidence and a signature page with an original signature to the above address as directed in this online site.

Panels of the Board meet regularly in Arlington, VA, and are scheduled periodically in major cities throughout the United States subject to the availability of travel funds. Applicants may request a records review by the Board without their presence, and they may request to appear before the Board in Arlington, or before a travel panel/hearing examiner visiting their geographical area. Cases are heard in the order applications are received. Applicants requesting

**Army Discharge  
Review Board  
(ADRB)**

**Army Board for Correction  
of Military Records  
(ABCMR)**

a records review can expect a wait of up to 10 months before their case is heard. A personal appearance hearing before an ADRB travel panel may take up to 12 months.

The Secretary of the Army, acting through the ABCMR, has the authority to correct an error or remove an injustice in an Army military record. The Board can consider a wide range of issues to include promotions, evaluations, awards, pay, physical disability retirement, discharges, removal of unfavorable information, and review of court-martial sentences. However, the Board will not consider an application until the applicant has exhausted all other effective administrative remedies afforded by existing Federal law or Army regulations related to the applicant's issue. In the case of review of a discharge that occurred within the last 15 years, applicants must first appeal to the ADRB, unless the discharge was part of a general court-martial sentence.

The ABCMR is composed of civilian employees appointed by the Secretary of the Army, who are assisted by an administrative staff. The ABCMR is the highest level of administrative appeal within the Department of the Army. Each case is considered individually based on merit, the evidence presented, and a Soldier's service records.

Applications are normally considered in the order received. The ABCMR has a heavy case docket and a waiting period of up to 10 months to receive a decision is not unusual.

A claimant, his/her heir, or legal representative must file the application for correction of a record within three years after discovery of the alleged error or injustice. However, the ABCMR may excuse failure to file within the prescribed time if it finds it would be in the interest of justice to do so. Applications not explaining the reasons for failure to file within three years may be returned without action.

An application to the ABCMR is made on a DD Form 149, Application for Correction of a Military Record, under the provisions of Section 1552, Title 10, United States Code (see DD Form 149 on page 96). A blank DD Form 149 also can be printed from the Department of Defense forms Web site, <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>, or from the Army Review Boards Agency Web site.

Applications for active duty personnel must be mailed with supporting evidence to:

Army Board for Correction of Military Records  
1901 South Bell Street, 2nd Floor  
Arlington, VA 22202-4508

Applications for other than active duty personnel should be mailed to:

Army Review Boards Agency  
Support Division St. Louis  
ATTN: SFMR-RBR-SL  
9700 Page Avenue  
St. Louis, MO 63132-5200

Application may also be made online at <http://actsonline.army.mil>. The applicant will still need to mail supporting evidence and a signature page with an original signature to the above address as directed in this online site.

**APPLICATION FOR CORRECTION OF MILITARY RECORD  
UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552**

*(Please read instructions on reverse side BEFORE completing this application.)*

OMB No. 0704-0003  
OMB approval expires  
Jun 30, 2009

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 10 US Code 1552, EO 9397.

**ROUTINE USE(S):** None.

**PRINCIPAL PURPOSE:** To initiate an application for correction of military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record.

**DISCLOSURE:** Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.

**1. APPLICANT DATA** *(The person whose record you are requesting to be corrected.)*

a. <b>BRANCH OF SERVICE</b> <i>(X one)</i>	<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD
b. <b>NAME</b> <i>(Print - Last, First, Middle Initial)</i>	c. <b>PRESENT OR LAST PAY GRADE</b>		d. <b>SERVICE NUMBER</b> <i>(If applicable)</i>	e. <b>SSN</b>	

<b>2. PRESENT STATUS WITH RESPECT TO THE ARMED SERVICES</b> <i>(Active Duty, Reserve, National Guard, Retired, Discharged, Deceased)</i>	<b>3. TYPE OF DISCHARGE</b> <i>(If by court-martial, state the type of court.)</i>	<b>4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY</b> <i>(YYYYMMDD)</i>
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**5. I REQUEST THE FOLLOWING ERROR OR INJUSTICE IN THE RECORD BE CORRECTED:** *(Entry required)*

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**6. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST FOR THE FOLLOWING REASONS:** *(Entry required)*

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**7. ORGANIZATION AND APPROXIMATE DATE (YYYYMMDD) AT THE TIME THE ALLEGED ERROR OR INJUSTICE IN THE RECORD OCCURRED** *(Entry required)*

**8. DISCOVERY OF ALLEGED ERROR OR INJUSTICE**

a. <b>DATE OF DISCOVERY</b> <i>(YYYYMMDD)</i>	b. <b>IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THE APPLICATION.</b>
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**9. IN SUPPORT OF THIS APPLICATION, I SUBMIT AS EVIDENCE THE FOLLOWING ATTACHED DOCUMENTS:** *(If military documents or medical records are pertinent to your case, please send copies. If Veterans Affairs records are pertinent, give regional office location and claim number.)*

<b>10. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C.</b> <i>(At no expense to the Government)</i> <i>(X one)</i>	<b>YES. THE BOARD WILL DETERMINE IF WARRANTED.</b>	<b>NO. CONSIDER MY APPLICATION BASED ON RECORDS AND EVIDENCE.</b>
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<b>11.a. COUNSEL</b> <i>(If any)</i> <b>NAME</b> <i>(Last, First, Middle Initial)</i> <b>and ADDRESS</b> <i>(Include ZIP Code)</i>	<b>b. TELEPHONE</b> <i>(Include Area Code)</i>
	<b>c. E-MAIL ADDRESS</b>
	<b>d. FAX NUMBER</b> <i>(Include Area Code)</i>

**12. APPLICANT MUST SIGN IN ITEM 15 BELOW. If the record in question is that of a deceased or incompetent person, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY THE APPLICATION. If the application is signed by other than the applicant, indicate the name *(print)* and relationship by marking one box below.**

<input type="checkbox"/> SPOUSE	<input type="checkbox"/> WIDOW	<input type="checkbox"/> WIDOWER	<input type="checkbox"/> NEXT OF KIN	<input type="checkbox"/> LEGAL REPRESENTATIVE	<input type="checkbox"/> OTHER <i>(Specify)</i>
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<b>13.a. COMPLETE CURRENT ADDRESS</b> <i>(Include ZIP Code)</i> <b>OF APPLICANT OR PERSON IN ITEM 12 ABOVE</b> <i>(Forward notification of all changes of address.)</i>	<b>b. TELEPHONE</b> <i>(Include Area Code)</i>
	<b>c. E-MAIL ADDRESS</b>
	<b>d. FAX NUMBER</b> <i>(Include Area Code)</i>

<b>14. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM.</b> <i>(U.S. Code, Title 18, Sections 287 and 1001, provide that an individual shall be fined under this title or imprisoned not more than 5 years, or both.)</i>	<b>CASE NUMBER</b> <i>(Do not write in this space.)</i>
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<b>15. SIGNATURE</b> <i>(Applicant must sign here.)</i>	<b>16. DATE SIGNED</b> <i>(YYYYMMDD)</i>
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## INSTRUCTIONS

1. All information should be typed or printed. Complete all applicable items. If the item is not applicable, enter "None."
2. If space is insufficient on the front of the form, use the "Remarks" box below for additional information or attach an additional sheet.
3. List all attachments and enclosures in item 9. Do not send original documents. Send clear, legible copies. Send copies of military documents and orders related to your request, if you have them available. Do not assume that they are all in your military record.
4. The applicant must exhaust all administrative remedies, such as corrective procedures and appeals provided in regulations, before applying to the Board of Corrections.
5. ITEM 5. State the specific correction of record desired. If possible, identify exactly what document or information in your record you believe to be erroneous or unjust and indicate what correction you want made to the document or information.
6. ITEM 6. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board by the evidence that you supply, or it must otherwise satisfactorily appear in the record, that the alleged entry or omission in the record was in error or unjust. Evidence, in addition to documents, may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting the application. All evidence not already included in your record must be submitted by you. The responsibility of securing evidence rests with you.
7. ITEM 8. U.S. Code, Title 10, Section 1552b, provides that no correction may be made unless a request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.
8. ITEM 10. Personal appearance before the Board by you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of your application. If the Board determines that a personal appearance is warranted and grants approval, appearance and representation are permitted before the Board at no expense to the government.
9. ITEM 11. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.
10. ITEM 12. The person whose record correction is being requested must sign the application. If that person is deceased or incompetent to sign, the application may be signed by a spouse, widow, widower, next of kin (son, daughter, mother, father, brother, or sister), or a legal representative that has been given power of attorney. Other persons may be authorized to sign for the applicant. Proof of death, incompetency, or power of attorney must accompany the application. Former spouses may apply in cases of Survivor Benefit Plan (SBP) issues.
11. For detailed information on application and Board procedures, see: Army Regulation 15-185 and [www.arba.army.pentagon.mil](http://www.arba.army.pentagon.mil); Navy - SECNAVINST.5420.193 and [www.hq.navy.mil/bcncr/bcncr.htm](http://www.hq.navy.mil/bcncr/bcncr.htm); Air Force Instruction 36-2603, Air Force Pamphlet 36-2607, and [www.afpc.randolph.af.mil/safmrbr](http://www.afpc.randolph.af.mil/safmrbr); Coast Guard - Code of Federal Regulations, Title 33, Part 52.

### MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

<p style="text-align: center;"><b>ARMY</b></p> <p><b>(For Active Duty Personnel)</b>          Army Board for Correction of Military Records          1901 South Bell Street, 2nd Floor          Arlington, VA 22202-4508</p> <p><b>(For Other than Active Duty Personnel)</b>          Army Review Boards Agency          Support Division, St. Louis          9700 Page Avenue          St. Louis, MO 63132-5200</p>	<p style="text-align: center;"><b>NAVY AND MARINE CORPS</b></p> <p>Board for Correction of Naval Records          2 Navy Annex          Washington, DC 20370-5100</p>
<p style="text-align: center;"><b>AIR FORCE</b></p> <p>Board for Correction of Air Force Records          SAF/MRBR          550-C Street West, Suite 40          Randolph AFB, TX 78150-4742</p>	<p style="text-align: center;"><b>COAST GUARD</b></p> <p>Board for Correction of Military Records          of the Coast Guard (C-60) Room 4100          400 7th St., SW          Washington, DC 20590</p>

**17. REMARKS**



13. CONTINUATION OF ITEM 6, ISSUES *(If applicable)*

14. CONTINUATION OF ITEM 8, SUPPORTING DOCUMENTS *(If applicable)*

15. REMARKS *(If applicable)*

**MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW.**

**ARMY**

Army Review Boards Agency  
Support Division, St. Louis  
9700 Page Avenue  
St. Louis, MO 63132-5200  
(See <http://arba.army.pentagon.mil>)

**NAVY AND MARINE CORPS**

Naval Council of Personnel Boards  
720 Kennon Street, S.E.  
Room 309 (NDRB)  
Washington Navy Yard, DC 20374-5023

**AIR FORCE**

Air Force Review Boards Agency  
SAF/MRBR  
550-C Street West, Suite 40  
Randolph AFB, TX 78150-4742

**COAST GUARD**

U.S. Coast Guard  
Commandant (CG-122)  
2100 Second Street, S.W. Room 5500  
Washington, DC 20593

## INSTRUCTIONS FOR COMPLETION OF DD FORM 293

### REQUESTING COPIES OF YOUR OFFICIAL MILITARY PERSONNEL FILE

Information on how to obtain military or health records is available at the National Personnel Records Center website at [www.nara.gov/regional/mpr.html](http://www.nara.gov/regional/mpr.html) or at your local Veterans Administration office.

Applicants are strongly encouraged to submit any request for their military records prior to applying for a discharge review rather than after submitting a DD Form 293 in order to avoid substantial delays in processing of the application and scheduling of review. Applicants and their counsel may also examine their military personnel records at the site of their scheduled review prior to the review. The Board shall notify applicants of the date of availability of the records for examination in their standard scheduling information.

Submission of a request for an applicant's military records (including a request pursuant to the Freedom of Information Act or Privacy Act) after the DD Form 293 has been submitted will automatically result in the suspension of processing of the application for discharge review until the requested records are sent to an appropriate location for copying, are copied, and are returned to the possession of the headquarters of the Discharge Review Board. Processing of the application shall then be resumed at whatever stage of the discharge review process is practicable.

**DD FORM 293 - PLEASE PRINT OR TYPE INFORMATION.** (Items on the form are self-explanatory unless otherwise noted below.)

**ITEM 1b.** Use the name which you served under while in the Armed Forces. If your name has since changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 11.

**ITEM 1e.** Indicate the address to be used for all future correspondence regarding this application. If you change this address while this application is pending, you must notify the Discharge Review Board immediately. Failure to attend a hearing as a result of an unreported change in address may result in a waiver of your right to a hearing.

**ITEM 2.** If you received more than one discharge, the information in this item should refer to the discharge that you want changed. **Discharge Review Boards cannot consider any type of discharge resulting from a sentence given by a general court-martial.**

**ITEM 3.** If the discharge you want reviewed was issued over 15 years ago, instead of applying on a DD Form 293, you must petition the appropriate Board for Correction of Military Record using DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552.*

**ITEM 5.** If you request a change of narrative reason for separation, you must list the specific reason for discharge that you believe to be appropriate, otherwise the Board will presume that you do not want a change in reason for discharge. If you do not request a change of discharge characterization in this item, the Board will presume you want to change discharge to Honorable.

If you were separated on or after 1 October 1982 while in an entry level status with an under other than honorable conditions discharge and less than 180 days of active service, you can request a change of discharge characterization to "Uncharacterized" and discharge reason to "Entry Level Separation".

**ITEM 6.** "Issues" are the reasons why you think your discharge should be changed. You are not required to submit any issues with your application. However, if you want the Board to respond in writing to the issues of concern, you must list your specific issues in accordance with those instructions and regulations governing the Board. Issues must be stated clearly and specifically. Your issues should address the reasons why you believe that the discharge received was improper or inequitable. It is important to focus on matters that occurred while you served in the Armed Forces.

The following examples demonstrate one way in which issues may be stated (the example issues do not indicate, in any way, the only type of issues that should be submitted to the Board):

Example 1. My discharge was inequitable because it was based on one isolated incident in 28 months of service with no other adverse action.

Example 2. The discharge is improper because the applicant's pre-service civilian conviction, properly listed on his enlistment documents, was used in the discharge proceedings.

In Item 6 list each of your issues that you want the Board to address. There is no limit to the number of issues that you may submit. If you need additional space, continue in Item 14 or on a plain sheet of paper and attach it to this application.

**NOTE:** If an issue is not listed in Item 6, it may result in the Board not addressing the issue even if the issue is discussed in a legal brief or other written submissions or at the hearing. Changes or additions to the list may be made on the DD Form 293 anytime before the Discharge Review Board closes the review process for deliberation. Please be sure that your issues are consistent with the Board Action Requested (Item 5). If there is a conflict between what you say in your issues and what you requested in Item 5, the Board will respond to your issue in the context of the action requested in Item 5. For example, if you request a General Discharge in Item 5 but your issue in Item 6 indicated you want an Honorable Discharge, the Board will respond to the issue in terms of your request for a General Discharge. Therefore, if you are submitting issues for the purpose of obtaining an Honorable Discharge, be sure to mark the box for an Honorable Discharge in Item 5.

## INSTRUCTIONS FOR COMPLETION OF DD FORM 293 (Continued)

Incorporation by Reference. Issues that are listed on a legal brief or other written submissions may be incorporated by reference in Item 6. The reference must be specific enough for the Board to clearly identify the matter being submitted as an issue. At a minimum, it shall identify the page, paragraph, and sentence incorporated. Example: Issue 1. Brief, page 2, paragraph 1, sentences one and two.

Applicants should be as specific as possible with all references so the Board can clearly distinguish the scope of the issue. Because it is to your benefit to bring such issues to the Board's attention as early as possible in the review, if you submit a brief, you are strongly urged to set forth all such issues as a separate item at the beginning of the brief.

**ITEM 8.** Evidence not in your official records should be submitted to the Board before the review date. It is to your advantage to submit such documentation with this application. This also applies to legal briefs or counsel submissions. However, you have the right to submit evidence until the time the Discharge Review Board closes the review process for deliberation. Documents that are of the most benefit are those which substantiate or relate directly to your issues in Item 6. Other documents that may be helpful are character references, educational achievements, exemplary post-service conduct, and medical reports. You should add your name and Social Security Number to each document submitted. The Board will consider all documents submitted in your behalf, but will respond in writing only to those issues set forth in Item 6.

### ITEM 9. TYPE OF REVIEW REQUESTED

A Discharge Review is conducted in two basic ways:  
(1) Records Review or (2) Hearing.

1. Records Review. You may have the Board conduct a discharge review based solely on military records and any additional documentation that you provide. This review is conducted without personal appearance by you and/or your counsel appearing.

2. Hearing. You may appear personally (alone or assisted by a representative/counsel) before the Board in the Washington, D.C. Metro Area or before a Traveling Panel of the Board in selected locations throughout the U.S., if appropriate. The Department of Defense is not responsible for, nor will it pay for, any costs incurred by the applicant or representative/counsel for appearance or providing testimony or documentation. Detailed notification and/or scheduling information for all personal appearances will be provided after the application has been processed. In addition, without appearing yourself, you may have your case presented by a representative/counsel of your choice.

Applicants participating in a personal appearance or hearing examination may make sworn or unsworn statements, introduce witnesses, documents, or other information on their behalf. Applicants may make oral or written arguments personally and/or through representative/ counsel. Applicants and witnesses who present sworn or unsworn statements may be questioned by the Board.

**FAILURE TO APPEAR AT A HEARING OR RESPOND TO A SCHEDULING NOTICE.** If you do not appear at a scheduled hearing or respond as required to a scheduling notice, and you did not make a prior, timely request for a continuance, postponement, or withdrawal of the application, you will forfeit the right to a personal appearance and the Board shall complete its review of the discharge based upon the evidence of record.

**ITEM 10.a - d.** Omit if you do not have a representative/ counsel. If you later obtain the services of either, inform the Board immediately.

The military services do not provide counsel representation or evidence for you, nor do they pay the cost of such representation under any circumstance. The following organizations regularly furnish representation at no charge to you. Representatives may or may not be lawyers.

1. American Legion
2. Disabled American Veterans
3. Veterans of Foreign Wars
4. State or Regional Veterans Offices

In addition, there are other organizations willing to assist you in completing this application and to provide representation at no cost. It is to your advantage to coordinate with your counsel prior to submitting this application. This will insure that your counsel is able to appear at the location you listed in Item 9. Please note that some of the organizations listed above only represent applicants who appear before the Board in the Washington, D.C. Metro Area. Contact your local veterans affairs office, Veterans Administration Office or veterans service organization for further information.

**ITEM 11.** If the former member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompetency and satisfactory evidence of the relationship to the former member must accompany this application.

**ITEM 12.a. and b.** A signature and date entered by the applicant or person identified in Item 11 are required.

# Casualty/Interment

## **Casualty Operations Program**

The Army operates a casualty operations program and ensures all reportable casualties are accountable and documented. It ensures that Soldiers and their families receive the best possible support in the event of a Soldier's serious injury or illness, a Soldier being listed in a missing/captured status or a Soldier's being pronounced deceased. Please contact the Congressional Inquiry Division directly regarding operational casualties. They may be contacted at (703) 697-8381.

## **Regulatory Guidance**

Army Regulation 600-8-1, Army Casualty Program

Army Regulation 600-34, Fatal Training/Operational Accident Presentations to the Next of Kin

## **Casualty Reporting**

The Army must ensure that casualty reporting is accurate and timely. Army casualty reports serve as a basis for notifying primary and secondary next of kin. Every Soldier has a DD Form 93, Record of Emergency Data, and insurance beneficiary designation on file detailing the desires of the Soldier regarding notification and beneficiaries in the event of death, serious injury/illness, or if the Soldier's status is missing or captured.

## **Casualty Notification (Death)**

The Army makes every effort to notify the next of kin (NOK) and extend condolences in a timely, professional, dignified, and understanding manner. Notification is typically accomplished within four hours after receipt of the initial casualty report. A uniformed service representative notifies the next of kin in person for all death and missing cases. However, if there is a chance that the next of kin may learn of the casualty by other than official means, the Army notifies the family by the quickest means possible, sometimes telephonically. The Army normally coordinates notifications between the hours of 6:00 a.m. and 10:00 p.m. local time. Notification outside of these hours is subject to prior approval by the U.S. Army Human Resources Command (HRC). The Army will not release casualty names to the public until after notification is made to the family. After a 24-hour moratorium, this information will be released through proper public affairs channels. If the next of kin learns of a death by means other than an official visit, the notification officer or the Casualty Assistance Officer makes an in-person condolence call.

## **Casualty Notification (Wounded)**

The Army's policy is to make telephonic notification to all primary next of kin when Soldiers are classified by medical authorities as Very Seriously Ill/Injured (VSI), Seriously Ill/Injured (SI), or Not Seriously Ill/Injured (NSI) due to hostile action. The purpose of making telephonic notification is to avoid the connotation or appearance of a death notification that is, by long-standing tradition, associated with a direct personal visit.

The Casualty and Mortuary Affairs Operations Center (CMAOC) offers the rear detachments of the deployed units the opportunity to make notification to the NOK when a Soldier becomes VSI, SI or NSI due to hostile action. When a unit is unable to notify the NOK within 2 hours of receipt of the casualty message, CMAOC will make the notification.

For Soldiers who are physically located in the continental United States and become ill/injured, the hospital will often make the notification.

CMAOC is a service provider under the Health Insurance Portability and Accountability Act (HIPPA) – Public Law 104-191, and as such, calls all medical facilities world-wide caring for Army Soldiers to receive updates and status changes on them daily. CMAOC maintains a Wounded In Action Branch to make the notification and to provide updates to the primary NOK on VSI and SI Soldiers. While this information flows to members of this office in their role as trusted agents acting on behalf of the Department of the Army, they are not empowered, under HIPPA, to pass this information to a third party without the express permission and consent of the Soldier.

Non-hostile NSI Soldiers are not reportable to the Army. These Soldiers are offered the opportunity to contact their NOK should they so desire.

The Army is committed to providing timely assistance to families following the difficult period of death, disappearance, or a serious illness/injury. A Casualty Assistance Officer is assigned to the primary NOK of Soldiers in death and missing cases. The Casualty Assistance Officer serves as the on-scene representative for the next of kin and assists in various ways. Assistance normally includes funeral support, settling claims, applying for survivor benefits, and other related issues. In addition, assistance officers will be assigned to parents who are the secondary next of kin.

CMAOC maintains contact with the NOK of wounded/ill Soldiers from initial report of incident or illness until the family reaches the bedside of the Soldier. At this point, the family has direct contact with the attending physician.

Casualty assistance can vary from case to case depending on the needs of the family.

If an Army Reserve or Army National Guard Soldier dies while on active duty, active duty for training, or while on inactive duty training (scheduled drill), that Soldier is entitled to the same benefits as the active duty Soldier. Army regulations authorize casualty assistance and notification to their primary and secondary NOK. However, if an Army Reserve or Army National Guard Soldier dies while assigned to an “other than scheduled drill period,” the commanding officer of the Soldier’s unit may provide casualty assistance.

## **Casualty Assistance**

## **Army Reserve/ Army National Guard Casualties**

**Travel and  
Transportation Orders  
(T&TOs)  
(Formerly Invitational Travel  
Orders (ITO))**

In accordance with the National Defense Authorization Act for Fiscal Year 2005 (Public Law 108-136), T&TOs now include transportation costs, lodging, meals, and incidentals for three family members in order of precedence upon approval of the T&TOs. If the attending physician and the hospital commander request the presence of the Soldier's NOK, the Army is empowered to provide roundtrip transportation, lodging, meals and incidental costs for up to three immediate family members to visit when the Soldier is determined to be VSI or SI. This includes Soldiers medically retired for an illness or injury who are continually hospitalized. Typically, T&TOs are for a pre-determined timeframe; however, extensions are possible on a case-by-case basis.

Recently, CMAOC directed casualty reports for non-hostile NSI Soldiers who are injured, medevaced from the war zone and hospitalized within the United States. This does not apply to non-hostile NSI Soldiers who are hospitalized for illnesses. Although these are not normally reportable casualties, this process alerts CMAOC to request a DA Form 2984 (a hospital report of patient status) that initiates the T&TO process for these Soldiers. The Soldier must be hospitalized in the United States before a T&TO will be offered on non-hostile NSI Soldiers.

**Fatal Training Accidents/  
Family Presentations**

The Army offers family presentations to the primary NOK when a Soldier dies as a result of a training, operational, or military related accident to include cases of friendly fire. A senior member (by regulation, a colonel or above in rank) of the Soldier's unit presents the results of the collateral investigation to the family. The presentations provide the primary next of kin with the facts and findings on the circumstances surrounding the incident/accident. These presentations do not apply to cases of medical deaths (heart attack, cancer, and so forth), self-inflicted injuries resulting in death, or off-duty accidents.

**Duty Status-Whereabouts  
Unknown (DUSTWUN)**

DUSTWUN is a temporary status, not a missing category. The term DUSTWUN applies when an individual is unaccounted for and there is insufficient evidence initially available for a definitive determination of a person's duty status. Assigning a DUSTWUN status allows the commander sufficient time to determine a person's duty status and serves to avoid placing a person in a missing or absent without leave (AWOL) status prematurely. Normally, a person is placed in a DUSTWUN status for a maximum of 10 days. This is usually sufficient time to conduct an informal investigation into the circumstances surrounding the person's absence and conduct search or recovery operations.

When the unit places a Soldier in a DUSTWUN status as a result of hostile action, additional information is required. Upon receiving the appropriate investigation(s), The Adjutant General will appoint a board to review the findings. The board will recommend assignment to the appropriate casualty category or return the investigation to the unit and/or other Government agencies (State

Department, Defense Intelligence Agency, and so forth) to further substantiate the Soldier's status. Upon review of the report, The Adjutant General will declare the person dead, missing, AWOL, or a deserter. If declared missing, The Adjutant General will designate the appropriate missing category, issue a DD Form 1300, Report of Casualty, and will notify the Casualty Assistance Center concerned of the determination.

## *Interment*

Burial in Arlington National Cemetery can be by interment of full remains or cremated remains in the ground, or by inurnment of cremated remains in Arlington's Columbarium. The funeral director, or other persons who make the arrangements, should contact the Interment Services Branch, Arlington National Cemetery. The office is open from 7:30 a.m. to 3:45 p.m. Monday through Friday, and from 9:00 a.m. to 12:45 p.m. on Saturday, (703) 607-8585 or fax number (703) 607-8583. The caller will be asked to supply the name of the deceased, social security number, and (if existent) Department of Veterans Affairs claim number(s), dates of service and separation, last rank held, branch of service, dates of birth and death, most recent discharge certificate, and any awards received that would qualify the Soldier or person for interment or inurnment. Additional information can be located at [www.arlingtoncemetery.org](http://www.arlingtoncemetery.org).

Because space is limited, burial at Arlington is restricted to very few categories of those who have served honorably in the Armed Forces. The categories are:

Those who died on active duty (except those members serving on active duty for training only).

Veterans honorably discharged with 30-percent (or more) service-connected disability on the day of discharge and the discharge was prior to October 1, 1949. Honorably discharged veterans who have held certain high government positions.

Any retired member of the active Armed Forces, receiving retired pay that is on an official retired list. Reservists must have served one period of active duty (other than for training), reached age 60, and be receiving retired pay. Holders of the nation's highest military decorations (Medal of Honor, Distinguished Service Cross, Air Force Cross, Navy Cross, Distinguished Service Medal, and Silver Star or the Purple Heart) provided the Soldier's last separation was honorable.

Any former Prisoner of War (POW) who, while a POW, served honorably in the active military, naval, or air service, whose last period of active military, naval, or air service terminated honorably, and who died on or after November 30, 1993.

## **Arlington National Cemetery**

## **Eligibility for Interment**

The spouse or unmarried minor (21 or under), or permanently dependent child of any of the above, or of any person already buried in Arlington. An unmarried dependent student qualifies up to age 23.

The parents of an unmarried dependent child already buried in Arlington.

Provided certain special requirements are met, an honorably discharged veteran who is the parent, brother, sister, or child of an eligible person already interred.

## **The Columbarium**

The Columbarium is open to all persons who meet the criteria for interment. In addition, the following are eligible:

Any former member of the Armed Forces whose last service ended honorably.

Certain reservists and Reserve Officers' Training Corps (ROTC) members who died while on active duty, or while hospitalized as the result of injury received during active duty.

American members of Allied forces whose last service ended honorably.

Certain commissioned officers of the United States Coast and Geodetic Survey, National Oceanic and Atmospheric Administration, or of the United States Public Health Service.

The spouse or unmarried minor (21 or under), or permanently dependent child of any of the above, or of any person already inurned in the Columbarium. An unmarried dependent student qualifies up to age 23.

## **Unmarked Areas for Ashes**

An area of the cemetery has been established for placing ashes where no marker shall exist. The ashes will be commingled with other ashes placed in the unmarked area. Eligibility is the same as for interment.

## **Other National Cemeteries**

With the exception of Arlington, the Department of Veterans Affairs administers interment in National cemeteries. Information on eligibility, space assignment, and other aspects can be obtained from:

Under Secretary for Memorial Affairs  
National Cemetery Administration  
Department of Veterans Affairs  
810 Vermont Avenue, N.W.  
Washington, D.C. 20420  
(202) 273-5146

The funeral director should coordinate military honors with the commander of the nearest Army installation, except for interment/inurnment at Arlington National Cemetery. Every reasonable effort will be made to ensure the honors are furnished. The definition of a service representative is a two-Soldier detail. When active component units cannot support a request for honors, Casualty Assistance Centers are strongly encouraged to solicit assistance from local Reserve units. Veterans' service organizations and/or volunteer groups may help provide honors.

The standard for support remains in accordance with Department of Defense policy. If requested, commanders will provide the following minimum honors:

For active duty members and Medal of Honor recipients, a nine-Soldier detail is the Army standard to accomplish the following functions:

An officer-in-charge or noncommissioned officer-in-charge, according to the rank of the deceased.

Pallbearers

A firing squad

A bugler

A chaplain

For a retired member drawing retired pay, a member of the Ready Reserve, or a member of the Reserves who has 20 years of satisfactory service for retirement, but who had not yet reached age 60:

The same support as prescribed for active duty personnel, if requested and resources permit.

For honorably discharged veterans, a minimum two-member detail, one member to be the parent service of the deceased veteran as the service representative of the team, if requested, and resources permit.

There is a toll free number for use by funeral directors when requesting honors. Additional information is available at: <http://www.militaryfuneralhonors.osd.mil>.

# Publications

The Army no longer provides free copies of publications to the general public and private industry. Army publications are now sold through the National Technical Information Service (NTIS). There is also a public Web site where some publications may be obtained: <http://www.apd.army.mil>.

Requests from the general public and private industry for Army publications should be addressed to:

National Technical Information Service  
U.S. Department of Commerce  
ATTN: Order Control Department  
5285 Port Royal Road  
Springfield, VA 22161  
(703) 605-6000 or (800) 553-6847  
<http://www.ntis.gov>

Requests for classified, for official use only (FOUO), and distribution-restricted publications should be addressed to:

Department of the Army  
Directorate of Logistics  
Media Distribution Division - Washington  
1655 Woodson Road  
St. Louis, MO 63114-6128  
(314) 592-0900 or DSN 892-0900  
Customer Service: (314) 592-0910 or DSN 892-0910

Superseded or rescinded publications:

Center for Legislative Archives  
National Archives and Records Administration  
700 Pennsylvania Avenue, N.W.  
Washington, DC 20408  
(202) 501-5350

There is a reproduction charge.

# Community Relations, Activities, and Events

The Army has a variety of resources suitable for community events. The Public Affairs Officer located at the Army command or installation nearest the event can assist in determining the availability of support.

Resources available include, but are not limited to:

- Bands
- Marching Units/Drill Teams
- Color Guards
- Parachute Teams
- Demonstrations
- Honor Guards
- Guest Speakers
- Static Displays (including vehicles and aircraft with soldiers)

The United States Army Field Band is the Army's official touring musical organization. The Army Field Band conducts three major tours each year. Components include the Concert Band, Soldiers' Chorus, Jazz Ambassadors, and the Volunteers. Requests for support should be submitted in writing on stationary with organizational letterhead; by electronic mail to the address shown below; or on a DD Form 2536, Request for Armed Forces Participation in Public Events (Non-Aviation). Point of contact:

U.S. Army Field Band  
ATTN: Tour Director  
4214 Field Band Drive  
Fort Meade, MD 20755-5330  
(301) 677-6586  
FAX (301) 677-6533  
Email: [field.band@us.army.mil](mailto:field.band@us.army.mil)  
<http://www.army.mil/fieldband/index.htm>

**United States Army  
Field Band**

The U.S. Army Military District of Washington has several premier ceremonial units. They include the U.S. Army Band (Pershing's Own) and 3rd U.S. Infantry Regiment (The Old Guard), including specialty units of the Fife and Drum Corps and U.S. Army Drill Team. Requests for support should be submitted on a DD Form 2536. Point of contact:

Chief  
Special Events  
U.S. Army Military District of Washington  
ATTN: J-38  
210 A Street, Building 42  
Fort McNair, D.C. 20319-5058  
(202) 685-2994

**Ceremonial Units**

## **Aerial Support Requests**

Citizens may request Army assets such as helicopter flyovers, static displays with Army equipment, and the U.S. Army Parachute Team (Golden Knights) for air shows and other events. Sponsors of events must complete a DD Form 2535, Request for Military Aerial Support, at least 60 days prior to an event.

When requesting support for:

- (1) Aerial activities for public events on military installations.
- (2) Flyovers in the civilian domain, when conducted within seven days and in observance of the following patriotic holidays:
  - (a) Armed Forces Day
  - (b) Memorial Day
  - (c) Independence Day
  - (d) Veterans Day
  - (e) POW/MIA Day

The DD Form 2535 should be sent to a major Army command or State Adjutant General for assistance.

When requesting support for:

- (1) Aerial demonstrations by the U.S. Army Parachute Team (Golden Knights) (one year in advance is highly recommended)
- (2) Flyovers conducted in the civilian domain except those listed above.
- (3) Aerial reviews (Using more than four aircraft or using aircraft from more than one Service constitutes an aerial review.)
- (4) Aerial demonstrations held outside the United States

The DD Form 2535 should be sent to the Office of the Chief of Public Affairs at the following address:

Office of the Chief of Public Affairs  
ATTN: Aerial Support Officer  
1500 Army Pentagon  
Washington, DC 20310-1500  
or fax directly to (703) 695-6253

## **United States Army Marksmanship Unit/ Rock Climbing Walls**

The U.S. Army Marksmanship Unit competes in national and international shooting events. Speaking teams with competitive shooters and Olympians can be provided. The unit provides marksmanship clinics to civilian shooting teams and train-the-trainer sessions to Army units. Also, available from the Mission Support Battalion are traveling displays ranging from 18-wheel tractor-trailers (mobile display and theatre presentations), to Army marksmanship trainers (mock weapons using laser light targeting). Each asset is decorated with graphics and text and provides a multi-sensory experience promoting the Army. Requests for support should be submitted on a DD Form 2536 and are needed 250 days before the event. Point of contact:

Commander  
U.S. Army Accessions Support Brigade  
Building 206  
9th Cavalry Regiment Avenue  
Fort Knox, KY 40121

Operations Officer: (502) 626-1989/1445  
Email: AAC-SB-S30PS@usaac.army.mil  
<http://www.usarec.army.mil/asb/>

The Army's Public Affairs Office is the Army point of contact with defense-related organizations, and can assist in obtaining speakers to address Army matters at public forums.

A lead time of 30 to 90 days is required to request Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF) Soldiers for speaking engagements. Please refer to the "Operation Tribute to Freedom" Web site for more information <http://www4.army.mil/otf/speakers.html>.

To request a Soldier other than OIF/OEF Soldiers, contact the nearest installation, Reserve center, or National Guard unit.

To request general officer speakers for events, a lead time of 60 to 90 days is required and the request must be made in the form of a letter. The letter requesting support should be sent to:

Office of the Chief of Public Affairs  
ATTN: Community Relations Division  
1500 Army Pentagon  
Washington, D.C. 20310-1500

Army participation is not authorized when such participation directly or indirectly endorses, selectively benefits, or favors any private individual, sect, fraternal organization, political group, commercial venture, or is associated with solicitation of votes in a political election. Additionally, the Army cannot support charity or fundraising events. Title 10, United States Code, prohibits Army participation and support which "interferes with the customary or regular employment of local civilians in their art, trade, or profession." Participation is not authorized when admission, seating, and other accommodations or facilities are restricted in any manner with regard to race, creed, sex, or national origin.

The sponsor is responsible for additional costs of Army participation in events outside an installation's local area. Additional costs include: travel and transportation for personnel and equipment; meals and lodging; or daily per diem allowance in lieu of meals and lodging.

There are many Army-sponsored ceremonies and special events in the National Capital Region. One of the more popular events is the Twilight Tattoo, which is a colorful military sunset parade performed by the 3rd U.S. Infantry Regiment (The Old Guard) and the U.S. Army Band (Pershing's Own), and features the U.S. Army Drill Team, The Old Guard Fife and Drum Corps, Army Blues Jazz Ensemble, and members of the Army Chorale and Army Chorus. Soldiers in period uniforms bring American history to life recalling where America's Army has been, where it is today, and where it is going tomorrow. This event is free and open to the public. The program is performed Wednesdays at 7:00 p.m. from May to June,

## Guest Speakers

## Ceremonies and Special Events—National Capital Region

location to be determined. Please visit the following link to verify the schedule: <http://www.mdw.army.mil>, or call (202) 685-2888.

For information about these programs and other ceremonies and special events, call the Marketing Communications Team in the U.S. Army Military District of Washington's Public Affairs Office at (202) 685-4990, or the Congressional Inquiry Division, Office of the Chief of Legislative Liaison at (703) 697-8381.

<b>REQUEST FOR MILITARY AERIAL SUPPORT</b> ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING THIS FORM.				REQUEST NUMBER	OMB No. 0704-0290 OMB approval expires Oct 31, 2009
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
<b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.</b>					
<b>ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.</b>					
<b>SECTION I - ACTIVITY</b>					
1. CATEGORY REQUESTED <i>(X and complete as applicable)</i>	(1) DATE OF EVENT <i>(YYYYMMDD)</i>	(2) TYPE AIRCRAFT REQUESTED		(3) MILITARY SERVICE REQUESTED	
		ANY <i>(X)</i>	SPECIFIC <i>(Optional)</i>	ALL <i>(X)</i>	SPECIFIC <i>(Optional)</i>
a. FLYOVER <i>(See paragraph 4 of Instructions)</i>					
b. STATIC DISPLAY <i>(See paragraph 5 of Instructions)</i>					
c. SINGLE AIRCRAFT DEMONSTRATION <i>(See paragraph 7 of Instructions)</i>					
d. OTHER AERIAL SUPPORT <i>(i.e. Parachute Demo, SAR Demo)</i>					
e. AERIAL DEMONSTRATION TEAM <i>(X all requested. See Instructions.)</i>	(a) PRIMARY DATE <i>(YYYYMMDD)</i>	(b) ALTERNATE DATE(S) <i>(YYYYMMDD)</i>		(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON <i>(X one)</i>	
U.S. ARMY GOLDEN KNIGHTS				YES	
U.S. NAVY BLUE ANGELS					
U.S. AIR FORCE THUNDERBIRDS					
OTHER <i>(Specify)</i>				NO	
<b>SECTION II - EVENT AND SITE INFORMATION</b>					
2.a. EVENT TITLE <i>(and website, if applicable)</i>					
b. SITE OF EVENT <i>(Must be accessible by persons with disabilities)</i>		c. SITE CITY, STATE AND ZIP CODE		d. SITE ELEVATION <i>(Feet above sea level)</i>	e. RUNWAY LENGTH X WIDTH
f. ARRESTING GEAR <i>(X one)</i>		g. TYPE OF SITE <i>(i.e., airport, park, lake, etc.)</i>			
<input type="checkbox"/> YES <input type="checkbox"/> NO					
3. EVENT SITE CERTIFICATION <i>(To be completed by an agent exercising authority for site use)</i> I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.					
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE		c. TELEPHONE NO. <i>(Include area code)</i>	
d. SIGNATURE				e. DATE SIGNED <i>(YYYYMMDD)</i>	
4. INCLUSIVE DATES/TIME OF EVENT <i>(YYYYMMDD)</i>			5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? <i>(X one)</i>		YES NO
6. ATTENDANCE			7. PLANNED MEDIA COVERAGE <i>(X as applicable)</i>		
a. PROJECTED	b. PRIOR EVENT	<input type="checkbox"/> TELEVISION <input type="checkbox"/> RADIO	<input type="checkbox"/> PRINT <input type="checkbox"/> NONE	YOUR MEDIA/PR POC <i>(Name/telephone/email):</i>	
<b>SECTION III - SPONSOR INFORMATION</b>					
8. LOCAL SPONSORING ORGANIZATION				b. TYPE <i>(X one)</i>	
a. NAME				<input type="checkbox"/> PROFIT <input type="checkbox"/> NONPROFIT	
9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT <i>(Please PRINT all contact information.)</i>					
a. <i>(X one)</i> <input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> OTHER	b. NAME <i>(Last, First, Middle Initial)</i>			c. RANK <i>(If military)</i>	
d. ADDRESS					
(1) NUMBER AND STREET/SUITE NUMBER		(2) CITY		(3) STATE	(4) ZIP CODE
e. TELEPHONE NO. <i>(Include area code or DSN if military)</i> (1) (2)		f. E-MAIL ADDRESS		g. FAX NO. <i>(Include area code)</i>	

10.a. EVENT TITLE	b. EVENT DATE				
<b>SECTION III - SPONSOR INFORMATION</b> <i>(Continued)</i>					
11. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT <i>(X one)</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;">YES</td> <td style="width:50%; padding: 2px;">NO</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	YES	NO		
YES	NO				
12. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? <i>(X one)</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;"></td> <td style="width:50%; padding: 2px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>				
13. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;"></td> <td style="width:50%; padding: 2px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>				
14. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;"></td> <td style="width:50%; padding: 2px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>				
15. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? <i>(X one)</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 2px;"></td> <td style="width:50%; padding: 2px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>				
<b>SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION</b> <i>(Airspace Coordination)</i>					
<p><b><u>FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</u></b></p> <p>For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I <b><u>EXCEPT AIRCRAFT STATIC DISPLAYS</u></b>. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p>					
16. FLIGHT STANDARDS DISTRICT OFFICE REVIEW I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>					
<input type="checkbox"/> a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.					
<input type="checkbox"/> b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: <i>(Specify)</i>					
<input type="checkbox"/> c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.					
<input type="checkbox"/> d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.					
<input type="checkbox"/> e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. <i>(Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)</i>					
<input type="checkbox"/> f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.					
<input type="checkbox"/> g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.					
17. FEASIBILITY DETERMINATION. Based upon my review of this site, I find the site to be: <i>(X one)</i>					
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> CONDITIONAL SATISFACTORY <i>(See NOTE)</i>				
NOTE: If the show site is marked "Conditional Satisfactory", explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.					
18. ADDITIONAL COMMENTS <i>(Mandatory if FARs are waived)</i>					
19. COORDINATING OFFICIAL					
a. NAME <i>(Last, First, Middle Initial)</i>	b. FLIGHT STANDARDS DISTRICT OFFICE				
c. TELEPHONE NO. <i>(Include area code)</i>	d. TITLE AND SIGNATURE				
e. DATE SIGNED <i>(YYYYMMDD)</i>					

20.a. EVENT TITLE		b. EVENT DATE	
<b>SECTION V - PROGRAM</b>			
21. PROGRAM THEME AND OBJECTIVE <i>(Please explain how aviation support is an integral part of the event.)</i>			
<b>22. CHARGES AND FEES</b>			
a. ADMISSION	b. PARKING	c. SEATING	d. OTHER <i>(Specify)</i>
e. DOES EVENT RAISE FUNDS? <i>(X one)</i>	f. FUNDS WILL BE USED FOR <i>(X as applicable)</i>		g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS <i>(Company, Charity or Organization to benefit)</i>
<input type="checkbox"/> YES <i>(Complete 22.f. and 22.g.)</i>	<input type="checkbox"/> (1) CHARITIES	<input type="checkbox"/> (4) OTHER <i>(Explain in 22.g.)</i>	
<input type="checkbox"/> NO	<input type="checkbox"/> (2) EXPENSES	<input type="checkbox"/> (3) PRIZES	
<b>23. HISTORICAL INFORMATION</b>			
a. LIST ALL YEARS THE EVENT HAS BEEN HELD	b. LAST AERIAL DEMONSTRATION AND YEAR OF PERFORMANCE <i>(i.e., Blue Angels, Thunderbirds, Golden Knights)</i>	c. LIST CIVILIAN AND MILITARY AIRCRAFT AT LAST YEAR'S EVENT	
<b>SECTION VI - SUPPORT</b> <i>(All Requests other than Flyovers)</i>			
24. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)</i>			INITIALS
a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time)</i> . FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.			
b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>			
c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits)</i> FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. <i>(Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>			
d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>			
e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (i.e., B-2 and F-117) will require extensive security.)</i>			
f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.			
g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.			
h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.			
i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.			
j. PROVIDE LOCAL MILITARY RECRUITERS, AT NO CHARGE, PRIME SPACE AT THE EVENT SITE FOR RECRUITING ACTIVITIES.			
<b>SECTION VII - CERTIFICATION BY SPONSOR</b>			
25. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER <i>(If military sponsored)</i> I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.			
a. SIGNATURE	b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE	

## INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (maximum of 3 days) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds*) to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to contact units and coordinate any possible military unit participation. **The event sponsor is required to inform all the other requested military services once acceptance of any military aviation participation has been confirmed.**

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. To locate nearest FSDO, visit FAA's website at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/).

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.

4. Requests for flyovers will be considered only for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (one day only) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers, not to exceed four aircraft, may be performed by operational or training aircraft as determined by the providing Military Service. **Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. Once a military organization confirms flyover support, sponsor must then notify any other military service requested, so they will not participate in the same event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (*Blue Angels and Thunderbirds*) will be considered only for events

7. (*Continued*) which are: (1) aviation oriented (*i.e., air shows, airport events, historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation, and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (quarters and meals) of \$6,000 per official demonstration (*including any performance where admission is charged to view a team*) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by August 1 of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. NOTE: Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (*i.e., F-15, F-18, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by January 31 each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. **For legibility reasons, event sponsors are highly encouraged to fill out applicable information on-line prior to printing form out.**

### ARMY

Office of the Chief of Public Affairs  
Attn: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 695-2057 (voice)  
(703) 614-3354 or (703) 695-6253 (fax)  
<http://www4.army.mil/outreach/assets/>

### MARINE CORPS

Headquarters, U.S. Marine Corps  
Attn: Aviation Coordinator  
2 Navy Annex (PAC)  
Washington, DC 20380-1775  
(703) 692-7434 (voice)  
(703) 614-2358 (fax)  
[www.usmc.mil/community](http://www.usmc.mil/community)

### AIR FORCE

SAF/PAN  
Attn: Aviation Support  
1690 AF Pentagon  
Washington, DC 20330-1690  
(703) 695-9664 (voice)  
(703) 693-9601 (fax)  
[www.airshows.pa.hq.af.mil](http://www.airshows.pa.hq.af.mil)

### NAVY

Navy Office of Community Outreach  
Attn: Aviation Support  
5722 Integrity Drive, Bldg 456-3  
Millington, TN 38054  
(901) 874-5803 (voice)  
(901) 874-5813 (fax)  
<http://www.navy.mil/palib/aircraft/airshows/airshows.html>

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS  
(NON-AVIATION)**

OMB No. 0704-0290  
OMB approval expires  
Oct 31, 2009

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.**

**ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.**

**PURPOSE:** This form is used to request all Armed Forces **MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT** participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.

**SECTION I - EVENT DATA**

1. <b>SPECIFIC REQUIREMENT</b> (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. <b>DATE OF EVENT</b> (YYYYMMDD)	3. <b>TIME OF EVENT</b> a. FROM: b. TO:	
4. <b>TITLE OF EVENT</b> (Website, if applicable)		5. <b>EXPECTED ATTENDANCE</b>		
6. <b>SITE OF EVENT</b> (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. <b>ADDRESS OF EVENT</b> (Street, City, State, ZIP Code)		
8. <b>PROGRAM</b> (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. <b>HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT?</b> (If so, specify.)		
10. <b>IS THERE ANY CHARGE?</b> (i.e., admission, parking, etc. If so, specify.)		11. <b>IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE?</b> (If so, specify how funds will be distributed.)		

12. <b>WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?</b> (X appropriate box)	YES	NO
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**SECTION II - SPONSORING ORGANIZATION DATA**

13. <b>NAME OF SPONSORING ORGANIZATION</b>			
(X appropriate box for each item.)		YES	NO
14. <b>IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?</b>			
15. <b>DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?</b>			
16. <b>DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?</b>			
17. <b>SPONSOR'S REPRESENTATIVE</b> (Please PRINT all contact information.)			
a. <b>NAME</b>		b. <b>ADDRESS</b> (Street, City, State, ZIP Code)	
c. <b>PRIMARY TELEPHONE NO.</b> (Include area code)	d. <b>ALTERNATE TELEPHONE NUMBER</b>	e. <b>FAX NUMBER</b> (Incl. area code)	f. <b>E-MAIL ADDRESS</b>

**SECTION III - SPONSORING ORGANIZATION SUPPORT DATA**

Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the Instructions on the back of this form. (X appropriate box for each item.)	YES	NO
18. <b>Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?</b>		
19. <b>Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?</b>		
20. <b>Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?</b>		
21. <b>Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?</b>		
22. <b>Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?</b>		

**SECTION IV - CERTIFICATION**

23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.		
a. <b>SIGNATURE OF SPONSOR'S REPRESENTATIVE</b>	b. <b>DATE SIGNED</b> (YYYYMMDD)	c. <b>PRINT NAME AND TITLE</b>

## INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. **Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.**
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.
4. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.
5. Additional forms may be obtained on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. For legibility, event sponsors are highly encouraged to fill out applicable information on-line prior to printing out form. Submit forms through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding information required on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday (703) 695-2113.

### MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

#### ARMY:

Office of the Chief of Public Affairs  
ATTN: Community Relations Team  
1500 Army Pentagon  
Washington, DC 20310-1500  
(703) 695-2057 (Voice)  
(703) 614-3354 or 695-6253 (Fax)  
<http://www4.army.mil/outreach/assets/>

#### MARINE CORPS:

Headquarters, U.S. Marine Corps  
Attn: Band Coordinator  
2 Navy Annex (PAC)  
Washington, DC 20380-1775  
(703) 614-1034 (Voice)  
(703) 614-2358 (Fax)  
[www.usmc.mil/community](http://www.usmc.mil/community)

#### NAVY:

Department of the Navy  
Navy Office of Community Outreach  
5722 Integrity Drive, Bldg 456-3  
Millington, TN 38054  
(901) 874-5803 (Voice)  
(901) 874-5813 (Fax)  
[www.navy.mil](http://www.navy.mil)

#### AIR FORCE:

Office of the Secretary of the Air Force  
Office of Public Affairs (SAF/PA)  
1690 Air Force Pentagon  
Washington, DC 20330-1690  
(703) 695-9664 (Voice)  
(703) 693-9601 (Fax)  
[www.af.mil](http://www.af.mil)

#### NATIONAL GUARD BUREAU:

National Guard Bureau  
ATTN: NGB-PAC (ComRel)  
1411 Jefferson Davis Highway, Suite 11200  
Arlington, VA 22202-3231  
(703) 607-2584 (Voice)  
(703) 607-3680 (Fax)  
[www.ngb.army.mil](http://www.ngb.army.mil)

**SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.**

**24. REMARKS** (Use this area to continue any items if necessary. Reference by section and item number.)

# Procurement

For information relating to DOD contracting opportunities and bid preparation, direct constituents to contact the nearest DOD Small Business Specialists, Small Business Administration Office or Procurement Technical Assistance Center. DOD Small Business Specialists are located at most military bases and purchasing offices throughout the country. The principal mission is to assist small businesses in getting information that will enable them to compete for and win government contracts.

Information concerning Federal Government procurement opportunities is available at the Government point-of-entry (GPE). The GPE may be accessed via the Internet at <http://www.fedbizopps.gov>. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through this site, commercial vendors seeking Federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire Federal contracting community.

DOD established a CCR database to facilitate doing business with DOD activities. This database contains information on current and potential vendors/companies seeking to do business with DOD. To alleviate the potential for missing valuable business opportunities, it is mandatory that all vendors register in the CCR. Those vendors who are not registered will not be awarded DOD contracts. Vendors must update or renew their registration annually to maintain an active status. Vendors can register or update information online at the CCR Web site at: <http://www.ccr.gov>. Vendors that do not have Web access may use the following address or phone number for assistance:

Department of Defense  
Central Contractor Registration  
74 Washington Avenue, N., Suite 7  
Battle Creek, MI 49017-3084  
CCR Assistance Center: 1-888-227-2423

Army Legislative Liaison makes daily (Monday—Friday) fax notification to members of Congress when an Army contract, valued over \$5 million, is awarded to a company in a Senator's state or Representative's district. Notification will be made no earlier than 5:00 p.m. Washington, DC time, on the day of the award.

Payment issues often surface on behalf of constituents and their firms. The due date for making contract financing payments is usually 30 days after the designated payment office (for example,

## **Army Contracting Opportunities**

## **Information Regarding Contracts Prior to Award**

## **Registration in the Central Contractor Registration (CCR)**

## **Congressional Notification Procedures for Awarded Army Contracts**

## **Payment Issues**

Defense Finance and Accounting Services) receives a “proper” invoice. Most payment problems occur because the activity responsible for making payment has not received all the pertinent information on the invoice in accordance with the Federal Acquisition Regulation (FAR) 32.905(b). Inquiries forwarded to Army Legislative Liaison will be expedited significantly if the following information can be provided:

Company name, address, phone number and point of contact.

Invoice date, contract number, line item number, description, quantity of material delivered or service provided, unit price, unit of measure, and extended price.

Shipping and payment terms, name and address of contractor official to which the payment should be sent (must be the same as that in the contract or on a proper notice of assignment).

Name (where practicable), title, phone number and mailing address of person to be notified in the event of a defective invoice.

Any other information or documentation required by the contract (such as evidence of shipment).

## **Subcontracting Issues and Concerns**

The Government maintains a contractual relationship only with the prime contractor. This relationship is named “privity of contract,” whereby a legal relationship exists between two parties of the contract. For example: the Government has a privity of contract relationship with the prime contractor; the prime contractor has a privity of contract relationship with the first-tier subcontractor; however, the Government does not have any legal relationship with the first-tier contractor. Consequently, the first-tier contractor must go to the prime contractor to resolve any payment, non-delivery, or other issues.

## **Protest Issues**

Any contractor or firm may protest during the contract award process. However, to protest a contract award, an interested party must submit a written objection. It may be filed either before or after the contract award. The contractor must follow strict timelines established by law and as implemented in the FAR under part 33. They may protest either to the agency or the Government Accountability Office (GAO).

## **Unsolicited Proposals**

An unsolicited proposal is a written proposal independently originated and developed by the offeror and submitted to DOD or any of the Services for the purpose of obtaining a contract. To be considered for acceptance, the unsolicited proposal must be unique and innovative and in sufficient detail to allow a determination that support would benefit the agency’s mission responsibilities. The proposal should contain an abstract of the proposed effort, the

method of approach, and the extent of the proposed effort. It should also include proposed price or estimated cost. If it includes any proprietary data that requires protection against disclosure to third parties, it should be clearly marked with a restrictive legend. An unsolicited proposal is not in response to an agency request or an advance proposal for an agency requirement that could be met by competitive methods.

The U.S. Army is dedicated to providing small businesses with opportunities to compete on an equal basis for goods and services. For information about small business opportunities within the Army, please visit the Office of Small Business Programs' Web site: [www.sellingtoarmy.com](http://www.sellingtoarmy.com). This site has an interactive map which allows the user to locate a Small Business Specialist who can assist the company in identifying Army business opportunities within the local area. Additional information about small business opportunities within DOD can be found at <http://www.acq.osd.mil/osbp>. For a listing of current Army solicitations, businesses can also visit the Army Single Face to Industry Web site at <https://acquisition.army.mil/asfi>. For a complete listing of solicitations posted by all Federal agencies, firms should visit <http://fedbizopps.gov>.

## **Small Business Opportunities**

# Surplus Property

## **Clothing and Individual Equipment**

Army policy does not permit the donation of clothing and individual equipment to veterans, civilians, or related organizations. Retired veterans, disabled retired veterans, and disabled veterans drawing a retirement due to a disability are authorized to buy articles of clothing and individual equipment from the Army Military Clothing Sales Stores (AMCSS).

Persons not entitled to shop at the AMCSS may purchase items through commercial Army-Navy Surplus Stores, from individual manufacturers, or through the Defense Reutilization and Marketing Services. Requests for the names of manufacturers should be directed to:

Commander  
Defense Supply Center Philadelphia  
700 Robbins Avenue  
Philadelphia, PA 19111-5096  
<http://www.dscp.dla.mil>

## **Equipment for Use in Public Displays**

The Army is authorized by Section 2572, Title 10, United States Code, to donate certain items of combat equipment to civilian organizations at no expense to the Government. The costs of handling, partial demilitarization, and transportation must be paid by the recipient. The following organizations are authorized to acquire obsolete equipment for public display:

Municipal corporations, counties, and other political subdivisions of a State

Recognized veterans' organizations and serviceman's monument associations

State and foreign government museums, historical societies, or historical institutions

Nonprofit military aviation heritage foundation or association incorporated in a State

An incorporated museum operated and maintained for educational purposes only, whose charter denies it the right to operate for profit

A post of the Veterans of Foreign Wars of the United States

A post of the American Legion

A local unit of any other recognized war veterans' association

A post of the Sons of Veterans Reserve

The Army conducts this program in accordance with Section 4683, Title 10, United States Code, as implemented by Army Regulation 700-131. The Secretary of the Army may conditionally lend or donate not more than 15 excess M1 Garand rifles to eligible organizations for veterans' funeral honors and other ceremonies. Individuals are not authorized to participate in this program. Eligible organizations are defined by law as:

## **Ceremonial Rifle Program**

A veterans' organization recognized by the Army as a nationally recognized veterans' group

An honor guard of a National Cemetery

A law enforcement agency

Requests for display equipment and ceremonial rifles should be sent to:

## **Surplus Equipment**

Director  
U.S. Army TACOM Life Cycle Management Command  
ATTN: AMSTA-LC-LEAD/MS 419  
6501 East 11 Mile Road  
Warren, MI 48397-5000  
(800) 325-2920, ext 48469

Army equipment may be loaned to agencies of the Federal Government under provisions of the Economy Act. Other agencies, organizations, corporations, or individuals may obtain equipment under certain conditions by lease from the Army. Generally, material is not leased if the items are commercially available. Army policy is not to compete with commercial firms. If a lease is approved, payment of all Army costs, plus a fair monthly rental fee, is required.

## **Loan and Lease of Army Equipment**

The Army is not responsible for selling surplus personal property. The Defense Reutilization and Marketing Service performs that function and may be reached at the address below.

## **Purchase of Other Surplus Property**

Defense Reutilization and Marketing Service  
74 Washington Avenue, North  
Battle Creek, MI 49017-3092  
(877) 352-2255  
<http://www.drms.dla.mil>

# Army Installations within the United States/Territories

## Active Army Installations

<i>INSTALLATION</i>	<i>NEAREST CITY</i>	<i>STATE</i>
FORT GREELY	FAIRBANKS	AK
FORT RICHARDSON	ANCHORAGE	AK
FORT WAINWRIGHT	FAIRBANKS	AK
ANNISTON ARMY DEPOT	ANNISTON	AL**
FORT RUCKER	DALEVILLE	AL
REDSTONE ARSENAL	HUNTSVILLE	AL
PINE BLUFF ARSENAL	PINE BLUFF	AR**
FORT HUACHUCA	SIERRA VISTA	AZ
YUMA PROVING GROUND	YUMA	AZ
NATIONAL TRAINING CENTER AND FORT IRWIN	BARSTOW	CA
PRESIDIO OF MONTEREY	MONTEREY	CA
RIVERBANK ARMY AMMUNITION PLANT	RIVERBANK	CA**
SIERRA ARMY DEPOT	HERLONG	CA**
FORT CARSON	COLORADO SPRINGS	CO
PUEBLO CHEMICAL DEPOT	PUEBLO	CO**
FORT BENNING	COLUMBUS	GA
FORT GILLEM	FOREST PARK	GA
FORT GORDON	AUGUSTA	GA
FORT McPHERSON	ATLANTA	GA
FORT STEWART	HINESVILLE	GA
HUNTER ARMY AIRFIELD	SAVANNAH	GA
FORT SHAFTER	HONOLULU	HI
SCHOFIELD BARRACKS	WAHIAWA	HI
NEWPORT CHEMICAL DEPOT	NEWPORT	IN**
IOWA ARMY AMMUNITION PLANT	BURLINGTON	IA**
ROCK ISLAND ARSENAL	ROCK ISLAND	IL
FORT LEAVENWORTH	LEAVENWORTH	KS
FORT RILEY	JUNCTION CITY	KS
KANSAS ARMY AMMUNITION PLANT	PARSONS	KS**
BLUE GRASS ARMY DEPOT	RICHMOND	KY**
FORT CAMPBELL	HOPKINSVILLE	KY*
FORT KNOX	RADCLIFF	KY
FORT POLK	LEESVILLE	LA
U.S. SOLDIER SYSTEMS CENTER	NATICK	MA
ABERDEEN PROVING GROUND	ABERDEEN	MD
FORT MEADE	BALTIMORE	MD
U.S. ARMY ADELPHI LABORATORY CENTER	ADELPHI	MD
DETROIT ARSENAL	WARREN	MI
U.S. ARMY GARRISON SELFRIDGE	MT CLEMENS	MI
FORT LEONARD WOOD	WAYNESVILLE	MO
LAKE CITY ARMY AMMUNITION PLANT	INDEPENDENCE	MO**
MISSISSIPPI ARMY AMMUNITION PLANT	PICAYUNE	MS**

**INSTALLATION****NEAREST CITY****STATE**

FORT BRAGG	FAYETTEVILLE	NC
MILITARY OCEAN TERMINAL SUNNY POINT	SOUTHPORT	NC
FORT MONMOUTH	RED BANK	NJ
PICATINNY ARSENAL	DOVER	NJ
WHITE SANDS MISSILE RANGE	LAS CRUCES	NM
HAWTHORNE ARMY DEPOT	HAWTHORNE	NV**
FORT DRUM	WATERTOWN	NY
FORT HAMILTON	NEW YORK CITY	NY
WATERVLIET ARSENAL	WATERVLIET	NY**
WEST POINT MILITARY RESERVATION	NEW YORK CITY	NY
U.S. ARMY JOINT SYSTEMS MANUFACTURING CENTER	LIMA	OH**
FORT SILL	LAWTON	OK
McALESTER ARMY AMMUNITION PLANT	McALESTER	OK**
UMATILLA CHEMICAL DEPOT	UMATILLA	OR**
CARLISLE BARRACKS	CARLISLE	PA
LETTERKENNY ARMY DEPOT	CHAMBERSBURG	PA**
SCRANTON ARMY AMMUNITION PLANT	SCRANTON	PA**
TOBYHANNA ARMY DEPOT	TOBYHANNA	PA**
FORT JACKSON	COLUMBIA	SC
HOLSTON ARMY AMMUNITION PLANT	KINGSPORT	TN**
MILAN ARMY AMMUNITION PLANT	MILAN	TN**
CORPUS CHRISTI ARMY DEPOT	CORPUS CHRISTI	TX
FORT BLISS	EL PASO	TX
FORT HOOD	KILLEEN	TX
FORT SAM HOUSTON	SAN ANTONIO	TX
LONE STAR ARMY AMMUNITION PLANT	TEXARKANA	TX**
RED RIVER ARMY DEPOT	TEXARKANA	TX**
DESERET CHEMICAL DEPOT	TOOELE	UT**
DUGWAY PROVING GROUND	SALT LAKE CITY	UT
TOOELE ARMY DEPOT	TOOELE	UT**
FORT A. P. HILL	BOWLING GREEN	VA
FORT BELVOIR	ALEXANDRIA	VA
FORT EUSTIS	NEWPORT NEWS	VA
FORT LEE	PETERSBURG	VA
FORT MONROE	HAMPTON	VA
FORT MYER	ARLINGTON	VA
RADFORD ARMY AMMUNITION PLANT	RADFORD	VA**
FORT LEWIS	TACOMA	WA

**Sub-installations:****INSTALLATION****NEAREST CITY****STATE**

FORT McNAIR IS A SUB-INSTALLATION OF FORT MYER, VA	WASHINGTON	DC
FORT STORY IS A SUB-INSTALLATION OF FORT EUSTIS, VA	NEWPORT NEWS	VA

\* Portions of Fort Campbell are located in Tennessee near Clarksville

\*\*Army Materiel Command Installations

## National Guard Bureau—Stand-Alone Installations

<i>INSTALLATION</i>	<i>NEAREST CITY</i>	<i>STATE</i>
FORT McCLELLEN TRAINING CENTER	ANNISTON	AL
CAMP JOSEPH T. ROBINSON	N. LITTLE ROCK	AR
FORT CHAFFEE MANEUVER TRAINING CENTER	FORT SMITH	AR
CAMP ROBERTS	SAN MIGUEL	CA
CAMP SAN LUIS OBISPO	SAN LUIS OBISPO	CA
STONES RANCH MILITARY RESERVATION	EAST LYME	CT
CAMP BLANDING	STARKE	FL
CAMP DODGE JOHNSTON	JOHNSTON	IA
ORCHARD RANGE	BOISE	ID
MARSEILLES TRAINING SITE	MARSEILLES	IL
CAMP ATTERBURY	EDINBURGH	IN
SALINA SMOKY HILL TRAINING SITE	SALINA	KS
WH FORD REGIONAL TRAINING CENTER	GREENVILLE	KY
CAMP BEAUREGARD	PINEVILLE	LA
CAMP MINDEN	MINDEN	LA
CAMP EDWARDS	BOURNE	MA
CAMP GRAYLING	GRAYLING	MI
FORT CUSTER TRAINING CENTER	BATTLE CREEK	MI
CAMP RIPLEY	LITTLE FALLS	MN
CAMP CROWDER NEOSHO	NEOSHO	MO
CAMP McCAIN	GRENADA	MS
CAMP SHELBY	HATTIESBURG	MS
FORT WM HENRY HARRISON TRAINING SITE	HELENA	MT
CAMP GRAFTON	DEVILS LAKE	ND
CAMP ASHLAND	ASHLAND	NE
GREENLEAF TRAINING SITE	HASTINGS	NE
CAMP SMITH	CORTLANDT MANOR	NY
CAMP PERRY	PORT CLINTON	OH
RAVENNA TRAINING AND LOGISTICS SITE	NEWTON FALLS	OH
CAMP GRUBER	BRAGGS	OK
CAMP RILEA	WARRENTON	OR
FORT INDIANTOWN GAP TRAINING SITE	ANNVILLE	PA
CAMP SANTIAGO	SALINAS	PR
CAMP RAPID	RAPID CITY	SD
VOLUNTEER TRAINING SITE CATOOSA	TUNNEL HILL	TN
VOLUNTEER TRAINING SITE MILAN	MILAN	TN
VOLUNTEER TRAINING SITE TULLAHOMA	TULLAHOMA	TN
CAMP MAXEY	POWDERLY	TX
CAMP SWIFT	BASTROP	TX
FORT WOLTERS TRAINING CENTER	MINERAL WELLS	TX
CAMP WILLIAMS	RIVERTON	UT
FORT PICKETT	BLACKSTONE	VA
ETHAN ALLEN RANGE	JERICHO	VT
CAMP DAWSON-KINGWOOD	KINGWOOD	WV
CAMP GUERNSEY	GUERNSEY	WY

## **U.S. Army Reserve Command—Stand-Alone Installations**

<b><i>INSTALLATION</i></b>	<b><i>NEAREST CITY</i></b>	<b><i>STATE</i></b>
PARKS RESERVE FORCES TRAINING AREA	DUBLIN	CA
FORT DIX	TRENTON	NJ
FORT McCOY	SPARTA	WI

### **Sub-installations :**

<b><i>INSTALLATION</i></b>	<b><i>NEAREST CITY</i></b>	<b><i>STATE</i></b>
FORT HUNTER LIGGETT SUB-INSTALLATION OF FORT McCOY	KING CITY	CA
DEVENS RESERVE FORCES TRAINING AREA SUB-INSTALLATION OF FORT DIX	AYER	MA

## **Defense Health Program Installation**

<b><i>INSTALLATION</i></b>	<b><i>NEAREST CITY</i></b>	<b><i>STATE</i></b>
WALTER REED ARMY MEDICAL CENTER	WASHINGTON	DC
FORT DETRICK	FREDERICK	MD

# Army Acronyms

ABCMR	Army Board for Correction of Military Records
ACAP	Army Career and Alumni Program
ACM	Afghanistan Campaign Medal
ACPB	Army Clemency and Parole Board
ACS	Army Community Service
ADAPCP	Alcohol and Drug Abuse Prevention and Control Program
ADFM	Active Duty Family Member
ADME	Active Duty Medical Extension
ADRB	Army Discharge Review Board
ADRRB	Army Disability Rating Review Board
ADSO	Active Duty Service Obligation
AER	Army Emergency Relief
AFAP	Army Family Action Plan
AFQT	Armed Forces Qualification Test (test for enlistment)
AFTB	Army Family Team Building
AIT	Advanced Individual Training (training a Soldier undergoes after basic training and prior to unit assignment)
AKO	Army Knowledge Online
AMCSS	Army Military Clothing Sales Stores
AMEDD	Army Medical Department
ANACI	Access National Agency Check with Written Inquiries
AOE	Areas of Eligibility
AP	Authorized Provider
APDAB	Army Physical Disability Appeals Board
APFT	Army Physical Fitness Test
APO	Army Post Office
AR	Army Regulation (governing Army rules)
ARNG	Army National Guard
ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASEP	Army Spouse Employment Partnership
ASVAB	Armed Services Vocational Aptitude Battery (test for enlistment)
AT	Annual Training
ATAC	Army Travelers' Assistance Center
AWOL	Absent Without Leave (unauthorized absence from duty)
AW2	U.S. Army Wounded Warrior Program
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BAH	Basic Allowance for Housing
BAQ	Basic Allowance for Quarters
BAS	Basic Allowance for Subsistence
BCAC	Beneficiary Counseling and Assistance Coordinator
BCD	Bad Conduct Discharge
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CAC	Casualty Area Command
CAFAP	Consumer Affairs and Financial Assistance Program
CBHCO	Community Based Health Care Organization
CCEP	Comprehensive Clinical Evaluation Program
CCF	U.S. Army Central Personnel Security Clearance Facility
CCR	Central Contractor Registration
CCCS	Consumer Credit Counseling Service

CDS	Child Development Services
CMAOC	Career Management Field (for example, CMF 11 is Infantry; CMF 13 is Field Artillery)
CMF	Casualty and Mortuary Affairs Operations Center
COAD	Continuation on Active Duty
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CPG	Clinical Practice Guidelines
CPO	Civilian Personnel Office(r)
CRDP	Concurrent Retirement and Disability Payments
CRSC	Combat-Related Special Compensation
CSH	Combat Support Hospital
CYS	Child and Youth Services Program
CZTE	Combat Zone Tax Exclusion
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DA	Department of the Army
DCAO	Debt Collection Assistance Officer
DEERS	Defense Eligibility Enrollment Reporting System
DEP	Delayed Entry Program
DEROS	Date Expected to Return from Overseas
DFAS	Defense Finance and Accounting Service
DHSD	Deployment Health Support Directorate
DITY	Do-It-Yourself-Move
DOD	Department of Defense
DODEA	Department of Defense Education Activity (formerly known as DODDS)
DODMERB	Department of Defense Medical Examination Review Board
DOHA	Defense Office of Hearings and Appeals
DRMO	Defense Reutilization and Marketing Service
DSO	DEERS Support Office
DUSTWUN	Duty Status-Whereabouts Unknown
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ECHO	Extended Care Health Option
EFMP	Exceptional Family Member Program
ENTAC	Entrance National Agency Check
EREC	Army Enlisted Records and Evaluation Center (located at Fort Benjamin Harrison, IN) (now the Soldier Record Data Center)
ESGR	National Committee for Employer Support of the Guard and Reserves
ETS	Expiration of Term of Service
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FAO	Finance and Accounting Office(r)
FAP	Family Advocacy Program
FAR	Federal Acquisition Regulation
FMEAP	Family Member Employment Assistance Program
FOB	Forward Operating Base
FOUO	For Official Use Only
FRG	Family Readiness Group
FSA	Family Separation Allowance
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GAO	Government Accountability Office
GOSC	General Officer Steering Committee
GPE	Government Point-of-Entry
GSN	Graduate School of Nursing
GWOTEM	Global War on Terrorism Expeditionary Medal
GWOTSM	Global War on Terrorism Service Medal

HAAP	Homebase Advanced Assignment Program
HBA	Health Benefits Advisor
HFP	Hostile Fire Pay
HHG	Household Goods
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HMMWV	High Mobility Multipurpose Wheeled Vehicle (Up-Armored)
HMO	HMO Health Maintenance Organization
HQDA	Headquarters, Department of the Army
HRC	U.S. Army Human Resources Command, Alexandria, VA (Active duty Soldiers – formerly the U.S. Army Personnel Command)
HRC St. Louis	U.S. Army Human Resources Command, St. Louis, MO (Reserve components – formerly the U.S. Army Reserve Personnel Command)
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IBA	Interceptor Body Armor
ICM	Iraq Campaign Medal
ID	Identification and Privilege Card
IED	Improvised Explosive Device
IG	Inspector General
IMA	Individual Mobilization Augmentee
INCAP	Incapacitation Pay
IPCOT	In-Place Consecutive Overseas Tour
IRF	Information, Referral and Follow-up Program
IRR	Individual Ready Reserve
ITO	Invitational Travel Order (now known as Travel and Transportation Orders - T&TOs)
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JAG	Judge Advocate General (military lawyers)
JFTR	Joint Federal Travel Regulation
JROTC	Junior Reserve Officers' Training Corps Program
JUMPS	Joint Uniform Military Pay System (military computerized pay system)
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KDSM	Korea Defense Service Medal
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LAA	Limited Access Authorization
LOD	Line of Duty
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MDW	Military District of Washington
MEB	Medical Evaluation Board
MEPCOM	Military Entrance Processing Command (located in Chicago, IL)
MEPS	Military Entrance Processing Station
MHO	Medical Holdover Operations
MMRB	Military Occupational Specialty Medical Retention Board
MMSO	Military Medical Support Office
MOS	Military Occupational Specialty (enlisted job, for example, 11B Infantryman, 11C Indirect Fire Infantryman)
MOS	Military One Source (referral service)
MP	Military Police
MPR	Military Personnel Records
MRE	Meals Ready to Eat
MRPU	Medical Retention Process Unit
MTF	Medical Treatment Facility
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NAC	National Agency Check
NACLC	National Agency Check and Local Agency and Credit Check

NARA	National Archives and Records Administration
NCO	Noncommissioned Officer
NCOER	Noncommissioned Officer Evaluation Report
NDAA	National Defense Authorization Act
NGB	National Guard Bureau
NGYCP	National Guard Youth Challenge Program
NPRC	National Personnel Records Center
NTIS	National Technical Information Service
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OCLL	Office, Chief of Legislative Liaison
OCONUS	Outside the continental United States
OCS	Officer Candidate School
OCSE	Office of Child Support Enforcement
OEF	Operation Enduring Freedom
OER	Officer Evaluation Report
OIF	Operation Iraqi Freedom
OMPF	Official Military Personnel File
OP R.E.A.D.Y	Operation Resources for Educating About Deployment and You
OSAGWI	Office of the Special Assistant for Gulf War Illnesses
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PAR	Privacy Authorization Release
PCM	Primary Care Manager
PCS	Permanent Change of Station
PDES	Physical Disability Evaluation System
PDRL	Permanent Disability Retired List
PEB	Physical Evaluation Board
PEBLO	Physical Evaluation Board Liaison Officer
PMOS	Primary Military Occupational Specialty
PMS	Professor of Military Science
PNOK	Primary Next of Kin
POA	Power of Attorney
POS	Point-of-Service
POV	Privately Owned Vehicle
POW	Prisoner of War
PPO	Preferred Provider Option
PSAB	U.S. Army Personnel Security Appeals Board
PSC	Personnel Service Center
PSI	Personnel Security Investigation
PT	Physical Training
PTSD	Post Traumatic Stress Disorder
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QMP	Qualitative Management Program
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RA	Regular Army
RAP	Relocation Assistance Program
RC	Reserve Component
RDEP	Reserve Delayed Entry Program
RE CODE	Reentry Eligibility Code
REFRAD	Release from Active Duty
ROK	Republic of Korea
ROTC	Reserve Officers' Training Corps
RRP	Relocation Readiness Program
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SAP	Special Access Program
SAS	School Age Services

SBP	Survivor Benefit Plan
SCRA	Servicemembers Civil Relief Act (interchangeable with SSCRA)
SDT	Skill Development Test (enlisted evaluation test)
SEAP	Spouse Education Assistance Program
SFA	Soldier Family Advocate
SGLI	Servicemembers' Group Life Insurance
SI	Seriously Ill/Injured
SII	Special Investigative Inquiry
SOR	Statement of Reasons
SPR	Secret Periodic Reinvestigation
SRDC	Soldier Record Data Center (formerly the Army Enlisted Records and Evaluation Center)
SSBI	Single Scope Background Investigation
SSCRA	Soldiers' and Sailors' Civil Relief Act (interchangeable with SCRA)
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TAG	The Adjutant General
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TFL	TRICARE For Life
TGRO	TRICARE Global Remote Overseas
TPlus	TRICARE Plus
TPR	TRICARE Prime Remote
TPRADFM	TPR for Active Duty Family Members
TPU	Troop Program Unit
TRADOC	Training and Doctrine Command (located at Fort Monroe, VA)
TRRx	TRICARE Retail Pharmacy
T&TOs	Travel and Transportation Orders (formerly known as Invitational Travel Orders – ITOs)
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UCMJ	Uniform Code of Military Justice
USACCA	U.S. Army Court of Criminal Appeals
USAPDA	U.S. Army Physical Disability Agency (located in Washington, DC)
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command (located at Fort McPherson, GA)
USAREC	U.S. Army Recruiting Command (located at Fort Knox, KY)
USATDS	U.S. Army Trial Defense Service
USC	United States Code
USDB	U.S. Disciplinary Barracks (located at Fort Leavenworth, KS)
USERRA	Uniformed Services Employment and Reemployment Rights Act
USFHP	Uniformed Services Family Health Plan
USMA	U.S. Military Academy (West Point, NY)
USUHS	Uniformed Services University of the Health Sciences
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VA	Department of Veterans Affairs
VHA	Variable Housing Allowance
VSI	Very Seriously Ill/Injured
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WOCS	Warrant Officer Candidate School
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YS	Youth Services

# Army Insignia of Rank

Officer				Enlisted			
Insignia	Rank	Rank Abbreviation	Pay Grade	Insignia	Rank	Rank Abbreviation	Pay Grade
	General of the Army				Sergeant Major of the Army	SMA	E - 9
	General	GEN	O - 10		Command Sergeant Major	CSM	E - 9
	Lieutenant General	LTG	O - 9		Sergeant Major	CSM	E - 9
	Major General	MG	O - 8		First Sergeant	1SG	E - 8
	Brigadier General	BG	O - 7		Master Sergeant	MSG	E - 8
	Colonel	SFC	O - 6		Sergeant First Class	SFC	E - 7
	Lieutenant Colonel	LTC	O - 5		Staff Sergeant	SSG	E - 6
	Major	MAJ	O - 4		Sergeant	SGT	E - 5
	Captain	CPT	O - 3		Corporal	CPL	E - 4
	First Lieutenant	1LT	O - 2		Specialist	SPC	E - 4
	Second Lieutenant	2LT	O - 1		Private First Class	PFC	E - 3

## Warrant Officer

				
Chief Warrant Officer 5 (CW5)	Chief Warrant Officer 4 (CW4)	Chief Warrant Officer 3 (CW3)	Chief Warrant Officer 2 (CW2)	Warrant Officer 1 (WO1)

**List of Forms**

**Recruiting Program**

**Assignments**

**Army Family Programs**

**Donations for Soldiers**

**Inspector General Action Process**

**Medical and Health Care**

**U.S. Army Wounded Warrior Program (AW2)**

**Emergency Situations**

**Military Justice**

**Identification and Privilege Card**

**Personnel Security Program**

**National Committee for Employer Support of the Guard and Reserves (ESGR)**

**Servicemembers Civil Relief Act**

**Financial Matters**

**Separations**

**Physical Disability System**

**Official Military Personnel Files**

**National Personnel Records Center (NPRC)**

**Awards and Decorations**

**Army Review Boards**

**Casualty/Interment**

**Publications**

**Community Relations, Activities, and Events**

**Procurement**

**Surplus Property**

**Installations**

**Acronymns**

# ARMY STRONG



**WWW.ARMY.MIL**

