

U.S. ARMY CASEWORK GUIDE 111TH CONGRESS



America's Army: The Strength of the Nation



January 2009

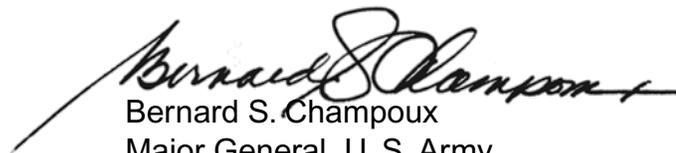
Dear Congressional Staff Member:

I am pleased to provide you with the newest version of the Army's Casework Guide Book for the 111th Congress. As we embark on this new session of Congress, it is my hope that this publication will assist you in your efforts to respond to Constituent inquiries. An electronic version of this publication is posted on our home page: <http://www.hqda.army.mil/oell>.

This Guide Book provides valuable resource information about issues affecting the Army Soldier, the Army Veteran, the Army Family, and our Army Civilians. These unique and diverse individuals collectively represent America's Army: The Strength of the Nation. We continue to develop initiatives that reflect the Army's determination to ensure that all of our "Troops" receive the appropriate care and support. The Army Medical Action Plan was implemented to improve medical care for our Wounded Warriors. The Soldier Family Action Plan, the Army Family Covenant, and Community Covenants were implemented and executed to improve the quality of life for Soldiers, Families, and Civilians. The Casework Guide Book for the 111th Congress has been updated and contains information about these programs and others which you may find beneficial as you work directly with our Family.

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

Sincerely,



Bernard S. Champoux
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. 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. Additionally, 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 are below:

House

Room B-325
Rayburn Building
(202) 685-2676
FAX (703) 693-4155
ALT (202) 685-2674

Senate

Room SR 183
Russell Building
(202) 224-2881
FAX (703) 693-4754
ALT (202) 685-2570

For emergency situations after hours (nights, weekends, and holidays), contact our Duty Officer at (703) 692-0254. If unable to reach the Duty Officer, please contact the Army Operations Center at (703) 697-0218.

The Privacy 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

The Department of the Army form included in this publication is located at www.apd.army.mil. This site also contains links to the Department of Defense Forms and General Services Administration Forms Web sites.

SF 180

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Three pages 84

DA Form 638

Recommendation for Award
Three pages 96
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DD Form 149

Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552
Two pages 106

DD Form 293

Application for the Review of Discharge from the Armed Forces of the United States
Four pages 102

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DD Form 2536

Request for Armed Forces Participation in Public Events (Non-Aviation)
Two pages 126

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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 based upon 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 (NPS) applicants are as follows:

Age:

- (1) 18 years of age, but has not reached his or her 42nd birthday.
- (2) Not less than 17 years of age and has not reached their 18th birthday and the DD Form 1966 parental/guardian consent for enlistment has been completed. (Age limitation is governed by Title 10, United States Code, section 505a).
- (3) All NPS Regular Army applicants must ship no later than their 42nd birthday. All NPS Reserve Component applicants must access no later than their 42 birthday.

Enlistment Agreement

Non-Prior Service Enlistment Standards

Citizenship:

- (1) Citizen of the United States.
- (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 (ASVAB), which includes the Armed Forces Qualification Test (AFQT). 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) considered as TIER 1 if applicant scores a 50 or higher on the ASVAB
- (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 less dependents.
- (3) Without a spouse and does not have custody of dependents.
- (4) Without a spouse and required to pay child support for two or fewer dependents by court order
- (5) The applicant is without a spouse and has three or less dependents under the age of 18 and is accessing into one of the Reserve Components of the Army. (Recruiting Battalion Commander or equivalent member of the ARNG may approve a battalion level waiver to enlist)
 - (a) Prior to the dependency waiver being approved, the applicant must have an approved Family Care Plan and DA Form 5305 as required by AR 600-20 (Army Command Policy).
 - (b) The Family Care Plan must be approved by the Unit Commander of the Reserve Component for which the applicant will be assigned to prior to enlistment.
 - (c) Waiver code will be "dependent waiver"
- (6) 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 except for permanent make-up. Tattoos that are not extremist, indecent, sexist or racist are allowed on the hands and neck but must be reviewed. Regardless of location on the body, tattoos or brands that are extremist, indecent, sexist or racist are prohibited, as they are prejudicial to good order and discipline within Army units. Waivers are not authorized.

The reentry eligibility criteria complement the active duty (AD) 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 U.S. for permanent residence.

Test:

Applicant is eligible for enlistment if he/she has a qualifying aptitude score for Military Occupational Specialty (MOS) in which enlisting and specific test score requirements of the MOS or option for which enlisting. AFQT is not required for eligibility. All applicants must have ASVAB scores to enlist. ASVAB results (most recent), regardless of test date may be used provided all line scores are present.

Education:

Possess a high school diploma, GED Certificate or higher. 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 enlisting within 6 months of release from AD. Current members of the Army Reserve (AR) or active duty having a physical that is within 5 years of application for enlistment may be processed and projected as "NO Medical required."

**Prior Service
Enlistment Standards**

Dependents:

- (1) Regardless of the number of dependents, a waiver is not required for enlistment in the Regular Army or Army Reserve for an applicant who is married, whose entry pay grade will be E-4 or higher.
- (2) If the entry pay grade is E – 3 and the applicant is married, the applicant is eligible if there are three or less dependents.
- (3) If the entry pay grade is E-2 or below and the applicant is married, waivers may be considered if there are two or less dependents.
- (4) Applicant is eligible if no spouse and is required by court order to pay child support for two or fewer dependents, regardless of grade.

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 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 Regular 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 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.

The DEP provides for recruitment of applicants up to 365 days prior to actual entry on active duty. However, an individual enlisting into the U.S. Army Reserve (USAR) becomes a member of the Delayed Training Program (DTP) upon their accession date which is the same day of their initial enlistment date. Enlistment in the Army's DEP/DTP constitutes a legally binding contract between the Army and the individual. However, members of the DEP/DTP 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/DTP, applicants must submit a USAREC Form 986 to their recruiter with their narrative reason for discharge. The USAR unit maintains separation authority of all DTP Soldiers.

Delayed Entry Program (DEP)/ Future Soldier

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.

Waivers to Enlist

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.

Enlistment of Women

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

Educational Credentials

- (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 Tier 2.

(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 book. Credit that is earned through testing or for the pursuit of high school completion is considered Tier 1.

(4) Home School Diplomas are Tier 2, provided transcripts accompany them and they are certified by the State Education Department or the local school district. A home School diploma applicant with an AFQT of 50 or higher is considered Tier 1.

(5) GED certificates earned through the National Guard Youth Challenge Program (NGYCP), or accredited state Job Corps Centers, are considered Tier 2 if 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: academics, 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) and 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 Regular Army, Army Reserve, 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

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

Army ROTC offers a program of instruction at 274 colleges and universities throughout the United States and its territories. The Army ROTC program allows students from an additional 1240 colleges and universities to participate in Army ROTC through a partnership/affiliation program. The Army ROTC program is designed to parallel the academic instruction at the university and, upon completion of a baccalaureate degree and all Army ROTC requirements, the student will receive a commission in the U.S. Army. Not all Army ROTC commissioned officers will access onto active duty. Some ROTC commissioned officers will access into the Reserve Components with the Army National Guard or the U.S. Army Reserve.

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 Army ROTC and pass a medical examination. Students can also contract with Army ROTC as a non-scholarship cadet during their sophomore year. Three and four-year scholarship recipients must pass a medical examination, an Army Physical Fitness Test, and successfully complete the Basic Course. Advanced Course students must attend a four-week summer training exercise. Persons desiring to enter Army 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. All contracted students (scholarship and non-scholarship) will receive a monthly stipend after contracting.

The Army ROTC Scholarship Program offers awards in the form of two, three, and four-year scholarships. Recipients receive tuition and fees for room and board, and a flat rate for the purchase of books, supplies, and equipment.

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 comprised of the student's College Board scores, leadership, extracurricular and athletic activities, and results of a personal interview conducted by the Professor of Military Science (PMS) and a National Selection Board.

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, results of a personal interview, and selection board conducted by the PMS. For additional information, constituents can find information at www.armyrotc.com 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 or by contacting officials at the above address.

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 the above programs require an individual to meet these minimum requirements:

- U.S. Citizen
- 90 semester hours of college (Enlisted In-service Program) or Baccalaureate Degree (College Option Program).
- 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.
- 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:

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>

Officer Candidate School (OCS)

Direct Appointment

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 over 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 an officer 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>

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>

F. Edward Hébert
School Of Medicine

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>

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

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. Salary ranges from \$14,500 to \$15,500, and are comparable with the support provided to graduate students at other universities in the 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.

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 degree and qualify for certification in their specialties. They are prepared to contribute to the uniformed services' peacetime health care delivery systems and to military medicine and Public Health Service characterized by support to combat operations, civil disaster, and humanitarian missions.

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

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 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, the Soldier must be related. A Family member includes 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 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.
- Soldier's minor children are being made wards of the court, or placed in an orphanage or foster home as a result of Family separation.

Compassionate Requests

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 due 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

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.

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; as well as 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 based on 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 and not 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 of Family members to their commands either on a concurrent or deferred travel basis depending upon the availability of Government or economy housing.

Overseas Travel of Family Members

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 which is shorter in length—for example, 24 months rather than 36 months (except Hawaii and Alaska). Those required to serve an unaccompanied tour, serve a "Restricted" tour where 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 have previously 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

Army Family Programs are the principal readiness support system for Soldiers, Family members and commanders. The Army is committed to providing a full range of essential service to Soldiers and their Families to ensure resiliency enhance Family preparedness, improve readiness, and support recruitment and retention.

Army Community Service (ACS) and Reserve Component Family Program support the expeditionary force by promoting resiliency and satisfaction with military life through prevention, education, and training. Army Family programs provide flexible programs and services that encourage resiliency 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.

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 further assist in solving, social economic, medical or educational concerns.

The Mobilization and Deployment service provides support to active and reserve component Soldiers and Family members during deployment, mobilization, re-integration, reunion, repatriation, mass casualty events and natural disasters. Family Assistance Centers, Family Readiness Groups (FRG) 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-hours Family assistance operation if warranted. ACS personnel conduct pre-deployment briefings as part of Family Readiness Processing and interview Soldiers during readiness processing to ensure Family needs and support are identified. Pre-planning for Family assistance will ensure that a comprehensive, realistic, effective and coordinated delivery system is in place to enhance unit cohesion and increase readiness.

Army OneSource addresses the needs of geographically dispersed Families by synchronizing resources of active, Army National Guard, and Army Reserve Family programs. Through the integrated delivery system, Families can access services where they live regardless of component. The types of Family assistance services offered to Families include but are not limited to: emergency

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

**Deployment and
Mobilization Assistance**

financial assistance, crisis intervention, legal information, Defense Enrollment Eligibility Reporting System, military medical benefits, information and referral, emergency food and shelter. Services are provided in person, near or at their home area, via telephone or internet.

Standardized training and accompanying materials support unit commanders, FRG leaders, Soldier and Families in preparing for military operations and assist in meeting Family readiness objectives are available at ACS centers. The ACS Operation Resources for Educating About Deployment and You (OP R.E.A.D.Y) training program/materials assist commanders in meeting Family readiness objectives, resulting in successful coping during deployments.

Commanders establish FRG and Rear Detachments to serve as a link between Soldiers, Family members and the unit. ACS staffs assist unit commanders in establishing successful FRGs by providing expertise, classes, training and support. 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. Virtual FRGs (vFRG) meets the needs of the geographically dispersed units and Families. The vFRG links 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.

Financial Readiness Program

The Financial Readiness Program provides comprehensive educational and counseling programs in personal financial affairs for Soldiers and Families. The program teaches Soldiers and Family members how to make appropriate financial decisions; reduces indebtedness; and reduces the high demand for emergency financial assistance through classes that includes but not limited to:

- Banking and credit union services
- Budget Development and Record Keeping
- Debt Liquidation
- Credit
- Consumer rights and obligations
- Insurance
- Personal Financial Readiness
- Classes for Seminars for Youth and Teens
- Check Management Class
- Predatory Lending Awareness
- First Term Financial Readiness

Additionally, Soldiers and Family members can go on-line to www.MyArmyLifeToo.com and obtain a myriad of financial and

consumer education and information with links to Federal Trade Commission, Council of Better Business Bureaus military line, and Consumer World.

The Army is committed to preventing spouse and child abuse and neglect by providing a range of essential services to strengthen Soldiers and their Families relationships. The Family Advocacy Program (FAP) contributes to force readiness and mission accomplishment by providing a resource for commanders and Families to use for the prevention and treatment of Family violence. The goal is supported by a system which allows the identification of abuse as early as possible, timely reporting and intervention through rehabilitation and treatment. One of the major FAP programs is the New Parent Support Program (NPSP) which provides secondary prevention and intervention services to high risk Families with children prenatal to three. The NPSP home visitation is designed to improve parenting and coping skills and enhanced personal management skills. With the emphasis placed on enhancing the quality of life, the Army is dedicated to ensuring Soldiers and their Families have the opportunities for assistance with interpersonal Family issues. The FAP supports the Army's readiness and retention efforts by ensuring that Soldiers and their Families are better able to effectively address the demands of Army life.

Family Advocacy Program (FAP)

Victim Advocacy is an integral part of the Army's FAP. The program was established to be an active voice in the community on behalf of victims of domestic violence and sexual assault. The Victim Advocacy program promotes early identification and intervention in incidents of domestic violence and sexual assault, 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 are critical to domestic violence and sexual assault prevention and intervention efforts. Army policy promotes sensitive care for victims of sexual assault and accountability for those who commit these crimes. The Army has victim advocate services at all Army installations providing on-call 24/7 assistance to victims of domestic violence and sexual assault with restricted and unrestricted reporting options and assistance with safety planning, information, referral, and limited transportation as apart of crisis intervention.

Victim Advocacy

The Sexual Assault Prevention and Response (SAPR) Program's primary function is to ensure that victims of sexual assault are treated with dignity and respect and are not revictimized for disclosing assault. A Sexual Assault Response Coordinator (SARC) is designated at each installation to ensure that the SAPR Program is operating in accordance with Army regulations. The SARC works for the Family Advocacy Program Manager within the ACS Center

Army Sexual Assault Prevention and Response Program (SAPR)

and ensures that Victim Advocates, Unit Victim Advocates and Deployable SARCs are trained prior to providing services to victims. Victim advocacy is a major component of the Army Sexual Assault Prevention and Response Program.

Transitional Compensation

The Transitional Compensation program provides monetary compensation and benefits for dependents of military personnel on active duty who have been court-martialed or administratively discharged as a result of a dependent-abuse offense. Recipients of Transitional Compensation payments are entitled to receive Family Member ID Cards during the benefit period and, therefore, have access to the commissaries and exchanges. They are also eligible to receive dental care through military facilities and medical care, including mental health services, as TRICARE beneficiaries. Family members must apply through their local Family Advocacy Program Manager, Victim Witness Liaison, or Victim Advocate at the Army Community Service (ACS) Center.

Employment Readiness

Employment Readiness program serves Soldiers, retirees, civilians and their Family members to acquire skills, access networks and resources that will allow them to participate in the work force, and to develop a career/work plan. Employment services are available to all Army components regardless of location.

The Army Spouse Employment Partnership (ASEP) is a self-sustaining and expanding partnership that is mutually beneficial to the Army and Corporate America. 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. These companies/agencies have pledged their best efforts to increase employment and career opportunities for spouses. The Partnership provides Army spouses the opportunity to attain financial security and achieve employment goals through career mobility and enhanced employment options. Corporate partners are provided the capability to tap into a readily available, diverse and talented pool of candidates. Each Partner Corporation and the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA, M&RA) sign a Statement of Support pledging a concerted effort to improve Army spouse employment opportunities.

Military Spouse Job Search (www.MSJS.org), a job and resume database, is the gateway to employment opportunities for spouses of US military members. Spouses are encouraged to visit the work and careers section of MyArmyLifeToo.com for specific links to job announcements and to connect with employers committed to hiring military spouses.

Army Family Action Plan

The Army Family Action Plan (AFAP) is a program that seeks input for the most significant issues that affect the quality of life of Soldiers, Army Families, retirees, and DA civilians. These issues are solicited directly from Soldiers, Family members, retirees,

civilians across Army components; provided to leaders, and worked toward resolution. The AFAP process starts at the installation or organization level and is reassessed at mid-level conferences prior to vetting at the Headquarters, Department of Army (HQDA) level. AFAP is a key resource that provides information to Army senior leaders on standard-of-living concerns, satisfactions, and expectations of Army constituents. It provides leadership with real-time information on their community's satisfaction, concerns and challenges. The AFAP contributes to readiness and retention by having Soldiers and Families actively involved in planning for the quality of life of the Army. For 25 years, delegates from the Army's active, National Guard and Reserve components have gathered to review critical quality of life issues.

The Army Family Team Building (AFTB) program is one of the commander's readiness-training programs. This education program serves as an introduction to the "Army way of life" for new Family members and provides personal and professional development training for Family members of the Active Army, National Guard, and Army Reserve. A prepared Family is better able to manage deployment, long-term separations, and Army life in general, allowing the Soldier to stay focused on the mission. AFTB training arms the Army Family with the skills to successfully maneuver through the Army system and to readily access the resources and services available. The program is implemented at every active duty installation, in the Army National Guard and Army Reserve, for Soldiers, civilians, and Family members, as well as on line training opportunities.

Relocation Readiness is a comprehensive program with services necessary to support Department of the Army Soldiers, civilian personnel, and their Families as they relocate throughout their Army careers. Services include assessment and relocation counseling; pre-arrival information; lending closet of basic housekeeping items; post-move briefings; overseas orientations; unit sponsorship support; cultural adaptation with language programs and outreach trips; liaison for Citizen 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.

The Army established Soldier and Family Assistance Centers (SFAC) to provide tailored integrated support services to Warriors in Transition (WT) and their Families, and act as a one-stop location for support at installations with WT Units. The SFAC provides a safe haven where WTs, wounded DOD Civilians, and their Families can gather for mutual support and camaraderie to aid physical, spiritual, and mental healing.

Army Family Team Building

Relocation Readiness

Soldier and Family Assistance Centers

The SFAC services are provided to equip and aid WTs and their Families in making life changing decisions as they transition back to duty or to life in the private sector. The services provided by SFACs are: information and referral; military personnel transition and employment assistance, education, coordination of entitlements and services with local, regional, state, and other Federal agencies; social services, to include financial counseling, stress management, Exceptional Family Member services, coordination of substance abuse information, and referral for Family members. The SFAC also provides coordination of child care and youth supervision options; school transition services; legal assistance; pastoral care; assistance in identifying lodging resources for non-invitational travel order Family members; registration of vehicles and coordination of installation access for non-medical attendants without ID cards; ID card renewal; coordination of translator services; processing of invitational travel claims for Families. The SFAC acts as an information conduit to Non-Governmental Organizations and has information on accepting and managing donations.

Service providers from the Department of Veterans Affairs, Traumatic Service Members Group Life Insurance Program, Army Wounded Warrior Program, and Defense Finance and Accounting Service are co-located in the SFAC with large WT populations.

The Army created a 24/7 hotline that provides Warriors in Transition and their Families 24 hour access to information and assistance.

Survivor Outreach Services

The Survivor Outreach Service is a standardized program supporting the Family members of the Fallen at all posts, camps and stations. Working with the Casualty and Mortuary Affairs Operations Center, the Army Family and Morale, Welfare and Recreation Command developed a holistic approach to care for Families of the Fallen following the Army Wounded Warrior (AW2) model. An advisory panel was convened to identify requirements, formalize a name, leverage non-profit organization assistance and establish on-going support. The Advisory Panel serves as an advocate for Survivors and advises senior leadership on the standardization of programs, services, benefits and recommends solutions to issues impacting surviving Families.

Exceptional Family Member Program

The Exceptional Family Member program (EFMP) works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical and personnel services to Families with special needs. The EFMP program offers assistance with screening, advocacy, arranges educational programs, facilitates support groups and funds respite care. Active duty Soldiers enroll in the program when they have a Family member with a physical, emotional, developmental, or intellectual disorder requiring specialized services to ensure their needs are considered during the military personnel assignment process.

The MyArmyLifeToo/Army OneSource Web Portal is the single portal providing Soldiers and Family members one primary place to access online training and information about Army life – from Army customs, home and personal safety to managing deployment and understanding military pay. The site highlights Family Programs services in ACS, the Army National Guard and Army Reserve Family Programs, and is easy to navigate. The site is publicly accessible, thus available to all components and to immediate and extended Family members. MyArmyLifeToo serves as the Web site of choice for information on programs and services.

**MyArmyLifeToo.com/Army
OneSource**

The Military One Source (MOS) information and referral service 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 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. Additional information can be found on the Web site at www.militaryonesource.com.

Military One Source

The Military Family Life Consultants (MFLC) works directly with ACS, Army National Guard Headquarters and Army Reserve Regional Commands to provide deployment and reintegration support to Soldiers and their Families. Consultants may be requested with specialized skills to respond to installation and Reserve Component needs. The goal is to prevent Family distress by providing education and information on Family dynamics, parent education, available support services, and the effects of stress and positive coping mechanisms. The activities of MFLCs also include meeting the planes of returning Soldiers, providing support to Families during reintegration, outreach to Guard and Reserve by providing support on weekends, and responding to specific requests for support when there has been a unit death or injury.

**Military Family Life
Consultants**

The Army recognizes that the strength of Soldiers is dependent on the strength of their Families. It is committed to providing Soldiers and Families with a Quality of Life commensurate with the high quality of their service. Army Child and Youth Services – recently re-named “Army Child, Youth & School (CYS) Services” – supports the Army Family Covenant by standardizing services to ensure excellence in schools, youth services, and child care.

**Child, Youth & School (CYS)
Service Programs**

Army CYS Services consists of Child Development Centers, Family Child Care Homes, School Age Services, Youth Services, School Support Services, Outreach Services, and Community-Based Services. The delivery of predictable and consistent services to children ages four weeks to 18 years is a direct, mission-related necessity to an Army that is 55.5 percent married and has an additional 6.5 percent of Soldiers who are single parents. The

primary mission of CYS Services is to support the Readiness and Well-Being of Families by reducing the conflict between military mission workforce requirements and parental responsibilities. The goal of CYS Services programs is to reduce lost duty time due to the lack of child care or the need to deal with youth misconduct issues during out of school hours. Fees charged are governed by Department of Defense Directive and are based on Family income. The Army has also implemented community based programs designed to meet the child and youth needs of geographically isolated and dispersed Soldiers (Active and Reserve Component) that do not have access to installation-based CYS Services programs.

School liaison and transition services at each installation assist Soldiers with local school issues and build partnerships that support the strength, resilience, and readiness of Soldiers and Families in a way that promotes excellence in the school experience. As of January 2008, more than 325 local school districts signed an agreement to ensure Army youth are not academically or socially disadvantaged when moving from one school district to another. Additionally, eleven states have adopted the Interstate Compact for Education Opportunity (as of July 2008) and a Memorandum of Understanding was signed between the Department of Defense and Department of Education. Both these agreements are aimed at supporting military affiliated children as they transition between schools and during deployment of their military parents.

Donations for Soldiers

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 are providing 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 donors who itemize 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>

Navy – Marine Corps Relief Society

875 North Randolph Street, Suite 225
Arlington, VA 22203-1757
Web site: <http://www.nmcrs.org>

The Air Force Aid Society

241 18th Street 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

The Federal Employee Education & Assistance Fund (FEEA)

3333 S. Wadsworth Boulevard, Suite 300
Lakewood, CO 80227
Web site: <http://www.feea.org>

Armed Services YMCA

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

American Red Cross

Armed Forces Emergency Services
2025 E Street NW
Washington, DC 20006
Web site: www.redcross.org/services/

Gifts to DOD Personnel

United Service Organizations (USO)

2111 Wilson Boulevard, Suite 1200

Arlington, VA 22201

Web site: <http://www.uso.org>

Veterans of Foreign Wars

406 West 34th Street

Kansas City, MO 64111

Web site: www.vfw.org

Gifts for Deployed Personnel

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. In lieu of sending unsolicited mail or care packages, please visit the following Web sites for other ways of supporting our Soldiers and their Families.

<http://www.americasupportsyou.mil>

(The DOD does not endorse the organizations or the information, products or services listed. This site is intended solely to communicate citizen support to the men and women serving in our Armed Forces and their Families.)

<http://www.uso.org/howtohelp/makeadonation/sendagift/>

(Contribute to the purchase of a care package of items requested by troops such as sunscreen, disposable cameras, prepared calling cards, etc.)

Mail to Deployed Personnel

On October 30, 2002, DOD suspended “Operation Dear Abby” and “Any Servicemember” mail programs because of the above 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.americasupportsyou.mil/AmericaSupportsYou/index.aspx>
(on-line thank you card for troops)

<http://www4.army.mil/ocpa/tooursoldiers/>
(post a message)

Assistance to Military Families

Individuals, organizations, and businesses may offer time and resources to help Families of deployed troops. Many opportunities are listed on “America Supports You” at www.americasupportsyou.mil and “On the Homefront” at www.usafreedomcorps.gov

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

Inspector General Action Process

Active and retired Department of the Army military and civilian personnel and their Family members has 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. However, the filing an IG complaint does not stop or prohibit any ongoing personnel actions. 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, but may provide teaching and training for the individual on the appropriate redress procedures. 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
- Civilian Evaluation Reports/Pay pool actions (National Security Personnel System (NSPS))
- Civilian harassment/discrimination complaints (Equal Employment Opportunity Office)
- Enlisted reductions

- Financial Liability Investigation of Property Loss (FLIPL) (formerly 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 military members and the local Installation ID card Issuing Facility for all other beneficiaries.

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 (POS) option, which includes higher co-payments and a deductible, allows non-Active duty Prime enrollees the freedom to receive non-emergency services without a referral from their PCM, but with 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, i.e., those that 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 benefit, please see <http://www.tricare.osd.mil/tpr>. 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/>

TRICARE Extra and TRICARE Standard are available for all TRICARE-eligible beneficiaries who elect 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. The participant 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. Those beneficiaries under age 65 that are Medicare eligible are still 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,

TPR for Active Duty Family Members (TPRADFMs)

TRICARE Extra & TRICARE Standard

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

beneficiaries who choose to use TRICARE Extra, TRICARE 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 that 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 received routine, urgent and emergency medical and dental services under the new contract on a cashless, claimless basis. Active duty Family members may also received 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, 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 by 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

TRICARE Retail Pharmacy

Coverage

Deductibles/Premiums

Center staff, 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 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 (TPCP)

10 U.S.C. Section 1095 requires MTFs to collect for inpatient and outpatient services provided to medically-insured Family members and retirees. The monies collected through this program are retained by the MTF to be used to enhance and expand medical services and to resource the TPCP collection operations.

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 the above 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.gulflink.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 on-line at <http://www.gulfink.osd.mil>.

Warriors Training Program

The Department of the Army conducts Warrior Transition Unit Operations (WTU) 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 all Soldiers who have suffered injury or illness while mobilized. The Secretary of the Army is responsible for the Warrior Care and Transition Program oversight. The U.S. Army Medical Command (USAMEDCOM) has overall responsibility for implementing and coordinating the Warrior Care and Transition Program. Soldiers with complex medical conditions that require extensive case management shall be referred for assignment or attachment to the WTU. Soldiers are eligible for the WTU Program when they are reviewed by Leadership and meet the following additional criteria:

1. Soldier has a temporary profile, or is anticipated to receive a profile, for more than six months with duty limitations that preclude the Soldier from training for or contributing to unit mission accomplishment. Medical non-availability is not an automatic entrance into the WTU.
2. The acuity of the wound, illness, or injury requires clinical case management in order to ensure appropriate, timely, and effective utilization and access to healthcare services to support healing and rehabilitation.
3. Reserve Component Soldiers. A Reserve Component (RC) (Army National Guard and Army Reserve) Soldier during mobilization, pre-deployment, post-deployment, or separated from his/her unit, in need of definitive healthcare based on medical conditions identified, incurred or aggravated while in an Active Duty (AD) status, in support of the Global War on Terrorism (GWOT) is eligible for entrance into the WTU. Additionally, RC Soldiers whose mobilization orders have expired and were placed on Active Duty Medical Extension (ADME) are included in this population.

Soldiers referred to the WTU Program are assigned or attached to one of the Army's 36 Warrior Transition Units including 9 Community Based Warrior Transition Units (CBWTU).

All WTU Soldiers receive dedicated command and control, administrative support, and medical management throughout their assignment or attachment to the WTU 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. NAME (<i>Last, First, Middle Initial</i>) | 2. DATE OF BIRTH (YYYYMMDD) | 3. SOCIAL SECURITY NUMBER |
| 4. PERIOD OF TREATMENT: FROM - TO (YYYYMMDD) | 5. TYPE OF TREATMENT (<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. NAME OF PHYSICIAN, FACILITY, OR TRICARE HEALTH PLAN | b. ADDRESS (<i>Street, City, State and ZIP Code</i>) |
| c. TELEPHONE (<i>Include Area Code</i>) | d. FAX (<i>Include Area Code</i>) |
| 7. REASON FOR REQUEST/USE OF MEDICAL INFORMATION (<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. INFORMATION TO BE RELEASED | |
| 9. AUTHORIZATION START DATE (YYYYMMDD) | 10. AUTHORIZATION EXPIRATION <input type="checkbox"/> DATE (YYYYMMDD) <input type="checkbox"/> ACTION COMPLETED |

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. SIGNATURE OF PATIENT/PARENT/LEGAL REPRESENTATIVE | 12. RELATIONSHIP TO PATIENT <i>(If applicable)</i> | 13. DATE (YYYYMMDD) |
|---|--|----------------------------|

SECTION IV - FOR STAFF USE ONLY (*To be completed only upon receipt of written revocation*)

| | | |
|---|-----------------------------------|----------------------------|
| 14. X IF APPLICABLE: <input type="checkbox"/> AUTHORIZATION REVOKED | 15. REVOCAION COMPLETED BY | 16. DATE (YYYYMMDD) |
|---|-----------------------------------|----------------------------|

| | |
|---|--|
| 17. IMPRINT OF PATIENT IDENTIFICATION PLATE WHEN AVAILABLE | SPONSOR NAME: SPONSOR RANK: FMP/SPONSOR SSN: BRANCH OF SERVICE: PHONE NUMBER: |
|---|--|

U.S. Army Wounded Warrior Program

Army Wounded Warrior Program (AW2) is the official U.S. Army program that serves severely wounded, injured and ill Soldiers and their Families. AW2 assists the unique population of Soldiers who have, or are expected to receive, an Army disability rating of 30 percent or more in one of several specific categories or have a combined Army disability rating of 50 percent or greater for conditions that are the result of combat or are combat related. Additionally, the Soldier must have received this rating due to their service during the Global War on Terrorism. This program provides personalized, local support to AW2 Soldiers for as long as they have a need, regardless of their military status.

Each AW2 Soldier/Family is assigned an AW2 Advocate while they are in a Warrior Transition Unit to assist with daily issues, the transition to life post injury and any long term concerns. The AW2 Advocate also works with the Soldier regarding the return to active duty, staying in the Reserves, or medical retirement.

AW2 is one component of the Army's focus on caring for wounded warriors. All wounded, injured and ill Soldiers are assigned to a Warrior Transition Unit to focus on healing before returning to duty or transitioning to Veteran status. Those with extensive medical needs are simultaneously assigned to the Army Wounded Warrior Program and receive a local AW2 Advocate to assist long term.

Additional information:

- AW2 has local representatives in the field where the largest concentration of AW2 Soldiers are located – select military installations and VA (Department of Veterans Affairs) facilities
- AW2 is the only program that assists severely wounded, injured and ill Soldiers from the time of injury for as long as they need
- There is no endpoint to AW2's advocacy, assistance and management ... Soldiers can always reach back to AW2 and their local representative for assistance

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

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).

Hospitalized Soldiers

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.

Next of Kin Travel Authorization

In accordance with the National Defense Authorization Act for Fiscal Year 2005, (Public Law 108-136), Travel and Transportation Orders (T&TOs (formerly called Invitational Travel Orders)) 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 and 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; and 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.)

Death/Missing

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

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.

Soldiers may be authorized emergency leave up to 30 days for emergency situations within the immediate Family. For a person in loco parentis, the Soldier must sign a statement verifying loco parentis. 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; or an only living blood relative. 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.

Emergency Leave

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 Overseas

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.

Soldiers Stationed in the United States

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.

Red Cross Assistance

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.

Leave Extensions

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 at (800) 582-5552.

Army Travelers’ Assistance Center (ATAC)

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 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.

Threat to Life

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.

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). The commander will review the evidence, and determine whether no action, administrative action, nonjudicial punishment, or preferable of court-martial charges is warranted.

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, i.e., 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. 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.

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

Nonjudicial Punishment

Courts-Martial

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.

Summary Court-Martial

This 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.

Special 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.

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 a bad conduct discharge, confinement for one year, forfeiture of two-thirds pay per month for one year and reduction to the lowest pay grade. 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. Unless waived by the accused, prior to the convening authority deciding whether to refer a case to general court-martial, an investigation is conducted under Article 32, UCMJ. 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. General courts-Martial are authorized to impose the full range of punishments defined by the President in the Manual for Courts-Martial including 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.

A commander may order a Soldier into pretrial confinement if he/she has reasonable grounds to believe that an offense has been committed which can be tried by court-martial; that the Soldier concerned committed it; and 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 continues periodically until the Soldier is released or tried. The magistrate is empowered to direct the release of Soldiers from pretrial confinement. Once charges have been referred to court-martial, a military judge, upon motion, may review the legality of pretrial confinement and order release as warranted.

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 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, which includes a bad conduct discharge sentence, the convening authority may not act until advice is

Pretrial Confinement

Action by the Convening Authority

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

Appellate Review

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 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 Army Court of Criminal Appeals (ACCA) will automatically consider the case. The ACCA is composed of experienced senior Army judges. If the ACCA affirms any portion of the sentence a Soldier may petition the Court of Appeals for the Armed Forces (CAAF). The CAAF is composed of five civilian judges. If CAAF considers a case but denies relief, the Soldier may petition the Supreme Court. Review by either the CAAF or the Supreme Court is discretionary.

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. The Judge Advocate General may vacate or modify in part, the findings or sentence, or both, of a court-martial.

Other Review and Clemency Actions

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.

Army Clemency and Parole Board (ACPB)

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.

Identification and Privilege Card

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, i.e., medical care, commissary, exchange, and Recreational Services. 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 when qualified. 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, i.e., marriage certificates, birth certificates, etc. This requirement cannot be waived.

Spouses

Lawful spouse including common-law spouse

Unremarried former spouse of a Soldier or Soldiers' in receipt of Retired Pay

**Individuals
Eligible for
ID Cards**

(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 or dissolution 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 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.
- (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 for a degree producing program, 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 over 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.

Regulations

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

What is a security clearance?

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

Personnel Security Investigation

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, behavior 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 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 national guidelines to determine eligibility for access to classified information.

Adjudication Process

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 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.

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 (NACLC)

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.

Types of Personnel Security Investigations (PSI)

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 SCI/SAP information; on civilian personnel in critical sensitive positions with 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 SCI/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, established in 1972. Its mission is to gain and maintain employer support for National Guard and Reserve service by recognizing outstanding support, increasing awareness of the law, and resolving conflicts through mediation.

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. More information can be found in 20 Code of Federal Regulations part 1002 and additional Federal Government specific protections can be found in 5 Code of Federal Regulations sections 353.

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.

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, e-mail userra@osd.mil or visit the following Web site: www.esgr.mil

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Ombudsmen Services Program

Servicemembers Civil Relief Act

Servicemembers Civil Relief Act (SCRA)

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.

Powers of Attorney (POA)

A Power of Attorney allows an individual to authorize another person to act on their behalf. No one can be forced to accept a POA and many financial institutions require use of their own POA. A POA may be either General or Special. A general POA gives the 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. A 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.

No POA will remain effective after the death of the person granting the POA. Most POAs become invalid once the person granting the POA becomes incompetent to manage their own affairs (i.e. are in a coma or suffers from dementia), however, a Durable POA will continue in effect in those situations until the individual dies or the POA terminates.

Most POA have a beginning and an ending date. If during the period of the POA, the Servicemember wishes to terminate the POA, they can revoke the POA, however, this revocation may not be effective unless it is communicated to the person who accepts and relies upon the 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.

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

Basic Pay

The Basic Allowance for Housing (BAH) is 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.defenselink.mil/militarypay/pay/bah/index.html>

Basic Allowance for Housing (BAH)

The Basic Allowance for Subsistence (BAS) is 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>

Basic Allowance for Subsistence (BAS)

Family Separation Allowance (FSA) 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:

Family Separation Allowance (FSA)

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>

Incentive and Special Pay

Amounts payable for active duty performed while serving in special assignments or career fields, i.e., 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. <http://www.military.com/benefits/military-special-pay>

Assignment Incentive Pay

The Assignment Incentive Pay (AIP) is payable to Soldiers who volunteer to extend a mobilization period to complete a rotation with a unit. Also payable to Federal employees who elect to receive AIP in lieu of Post Deployment Military Respite Absence (PDMRA) days.

Hazardous Duty Incentive Pay

Amounts payable to Soldiers who perform duties which present certain hazards, i.e., parachute, flight, toxic chemical, and demolition duty. <http://www.military.com/benefits/military-pay/special-pay/hazardous-duty-incentive-pay>

Combat Zone Tax Exclusion (CZTE)

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>

Station Allowances

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>

Clothing/Uniform Allowance

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>

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

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

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 with at least six years of honorable service, and fully meet retention standards, are entitled to full 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.

The Combat-Related Special Compensation Pay (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/>

Administrative absence time accrued by Soldiers required to mobilize/deploy more often than the established rotational thresholds for periods of service defined as creditable. Federal employees may elect to receive Assignment Incentive Pay in lieu of PDMRA.

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. <http://www.military.com/benefits/military-pay/retired-pay/retired-concurrent-receipt-overview>

Advance Pay

Casual Pay

Separation Pay

Involuntary Separation Pay

Combat-Related Special Compensation Pay

Post Deployment Military Respite Absence Days (PDMRA)

Concurrent Retirement and Disability Payments (CRDP)

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 are 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.

Initial Active Duty Training

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.

Inactive Duty for Training

Members of Troop Program Units (TPU) may perform multiple unit training assemblies commonly called “Battle Assemblies”. Soldiers earn one day’s pay for each unit training assembly. A unit training assembly must be at least four hours in duration.

Annual 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.

Active Duty for 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.

Active Duty for Operational Support (ADOS)

Replaces voluntary active duty formerly known as Extended Active Duty (EAD) and Temporary Tour of Active Duty (TTAD). Operational support is a category of voluntary duty that includes ADOS. ADOS is an authorized voluntary tour of active duty performed pursuant to Title 10, United States Code, Section 12301 (d) (other than AGR duty) and includes active duty for training (ADT). The 180-day rule is replaced by the “3-out-of-4-year” rules.

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

Active Guard Reserve

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>

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.

Remission or Cancellation of Indebtedness

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>

The "Hatch Act Reform Amendments of 1993," (codified at Title 5, U.S. Code, Section 5520a), 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.)

Involuntary Allotments for Judgment of Indebtedness

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 for Active Component Soldiers, and the 1978 SBP for Reserve Component Soldiers, to offer retirement eligible Soldiers 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.

Effective April 1, 2008, the SBP annuity became 55 percent of the base amount regardless of the annuitant's age. Also, the base amount and the payments to the surviving spouse will generally increase at the same time and by the same percentage that cost-of-living adjustments (COLAs) are made to retired pay. 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>

Army Emergency Relief (AER)

The Army Emergency Relief (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 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/>

Army Regulation (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

Nonsupport

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 .mil domain; Web site: <https://www.hrc.army.mil>.

Involuntary Allotments

Involuntary allotments pursuant to Title 42, U.S. Code, Section 665 may be initiated against a Soldier when there is an existing court or administrative order for child support, or 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, which may assist them free of charge, or for a nominal fee.

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

Wage Assignment/ Garnishment Orders for Child/Spousal Support

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 Title 42, U.S. Code, Section 659, and the implementing regulations are found at 5 Code of Federal Regulations Part 581.

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 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

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

Enlisted 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.

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

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.

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

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.)

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

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.

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.

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.

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.

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

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

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

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

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.

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

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, under other than honorable conditions, or may be uncharacterized.

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

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.

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

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.

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

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.

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

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.

- 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.

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.

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.

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.

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.

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

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

Homosexual Conduct (AR 635-200, Chapter 15)

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

Bars to Reenlistment

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

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.

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

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.

Reenlistment (AR 601-280, Chapter 3)

A commander may deny a Soldier the privilege of reenlisting when he/she fails to meet required reenlistment qualifiers, i.e., 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.

Absent Without Leave (AWOL)

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.

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

Officer Separations

An officer may request separation from the Army under the provisions of Army Regulation 600-8-24, Officer Transfers and Discharges. The appropriate commander will ensure that the officer is separated on the date specified in the separation order and furnish the discharge certificate.

Voluntary Release from Active Duty (REFRAD)

Reserve Commissioned officers and officers of the Army of the United States may submit a voluntary REFRAD request through the proper separation approval authorities for the below listed reasons.

- Personal Reasons (Chapter 2-5)
- Expiration of Active Duty Commitment (Chapter 2-7)
- Hardship (Chapter 2-9)
- Essential to National Interest (Chapter 2-11)
- Pregnancy (Chapter 2-13)
- To Attend School (Chapter 2-15)
- For Entry on AD as a USAR Commissioned Officer (Chapter 2-17)
- For an Officer of a Medical Holding Detachment (Chapter 2-20)

Involuntary REFRAD

Reserve Commissioned officers and officers of the Army of the United States may be involuntarily REFRAD by the proper separation approval authorities for the below listed reasons.

- Declination of RA integration (Chapter 2-21)
- Maximum Age (Chapter 2-23)
- Maximum Service (Chapter 2-25)
- Nonselection of Voluntary Indefinite (VI) Status or AGR Continuation (Chapter 2-27)
- Revocation of VI Status (Chapter 2-29)
- Department of the Army Active Duty Board (Chapter 2-31)
- Civil Conviction (Chapter 2-33)
- Pending Appellate Review (Chapter 2-35)

Resignations

Any officer of the Active Army or USAR may tender a resignation under the provisions of Chapter 3, AR 600-8-24.

Unqualified Resignation (Chapter 3-5)

Any officer on Active Duty for more than 90 calendar days may tender an unqualified resignation unless action is pending that could result in resignation for the good of the Service; officer is under a suspension of favorable actions, pending investigation, under charges; or any other unfavorable or derogatory action is pending.

An officer or warrant officer on the Active Duty List (ADL) who meets the criteria may submit a resignation for the purpose of enlistment or reenlistment in the Regular Army.

A probationary officer who did not meet medical fitness standards when accepted for appointment but now meets the medical fitness standards for retention may submit a resignation.

An officer may submit a resignation for the good of the Service (RFGOS) in lieu of general court-martial when court-martial charges have been preferred against the officer or the officer is under a suspended sentence of dismissal.

An officer is expected to display responsibility commensurate to the trust placed in him or her and act with the highest integrity at all times. Officers who cannot maintain those standards will be separated. Reasons for elimination are substandard performance of duty, misconduct, moral or professional dereliction, and in the interests of national security.

Resignation for the Purpose of Enlistment/Reenlistment in the Active Army (Chapter 3-7)

Resignation of an Officer who did not meet Medical Fitness Standards when Appointed (Chapter 3-9)

Resignation for the Good of the Service in Lieu of Court-Martial (Chapter 3-13)

Eliminations (AR 600-8-24, Chapter 4)

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. Soldiers with a P3 or 4 with a medical condition that do not meet medical retention standards in accordance with Chapter 3, AR 40-501, will be processed through the MEB/PEB and not the MMRB. 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), 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 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 Title 10, United States Code (USC), Section 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 (conditions due to intentional misconduct or willful neglect or determined to be pre-existing without permanent service aggravation and Title 10, USC, Section 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. Based on 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 nonconurrence 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 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) for correction of his/her records. 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.

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

Official Military Personnel Files

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

**Active Duty
Officers**

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
Websites: <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 Website.)

**Active Duty
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
Website: <https://iperms.army.mil/rms/login.jsp>
(Army Knowledge Online account required for access to this 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**

National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132
(314) 801-0800 (Customer Service line for the public)
(314) 801-0816 (Congressional offices only)

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

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

**Army Personnel Separated in
1911 or Earlier**

**National Guard Personnel on
Title 10, Active Duty**

National Guard Bureau
111 South George Mason Drive
Arlington, VA 22204
(703) 607-9219
Email: Ngb_perms@ng.army.mil

**National Guard Personnel
not on Active Duty**

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

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 and from the Air Force veterans prior to January 1, 1964 with the last name Hubbard, James E. and after. 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

Types of Records Maintained at NPRC

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

Medical Records for Former Military Personnel

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 5 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) which were maintained at Clinical Record Libraries at selected treatment facilities.

By comparison, outpatient records (referred to as active duty health records) which 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.

Medical Records for Military Retirees

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 1940's and 1950's, but more comprehensive information exists beginning in the 1960's. 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. 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. Requests can be submitted using NA Form 13042, Request for Information Needed to Locate Medical Records.

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 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 1970’s; 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.

Medical Records for Dependents and Others

Morning Reports

Unit Rosters

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: unmarried 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 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

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

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 | DATE ENTERED | DATE RELEASED | OFFICER | ENLISTED | SERVICE NUMBER (If unknown, write "unknown") | |
| a. ACTIVE COMPONENT | | | | | | | |
| b. RESERVE COMPONENT | | | | | | | |
| c. NATIONAL GUARD | | | | | | | |
| 6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____ | | | | 7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES | | | |

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

- DD Form 214 or equivalent.** This form 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 DD214. **Check the appropriate box below to specify a deleted or undeleted copy.** When was the DD Form(s) 214 issued? YEAR(S):
 - UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
 - DELETED:** The following items are deleted: 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.
- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, provide facility name and date for each admission:
- Other** (Specify):

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits Employment VA Loan Programs Medical Medals/Awards Genealogy Correction Personal
- Other, explain:

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

- Military service member or veteran identified in Section I, above
- Next of kin of deceased veteran (Must provide proof of death).
- Legal guardian (Must submit copy of court appointment.)
- Other (specify) _____

Show relationship: _____
(See item 2a on accompanying instructions.)

2. SEND INFORMATION/DOCUMENTS TO:
(Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE REQUIRED (See items 2a or 3a 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 Required - 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-312) 5720 Integrity Drive Millington, TN 38055-3130 | 15 | Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wooton 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, Title 10, United States Code (USC), Section 1130, provides an avenue for consideration of military decorations that otherwise could not be considered due to existing Federal law and Army policy. Specifically, Title 10, USC, Section 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 Title 10, USC, Section 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 made 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 since 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.

**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 fax or mail their request using the following sample form and include 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.

Requests can be Fax to 1800-424-8733 or Mail to:

U.S. Army Human Resources Command
ATTN: AHRC-PDP-ROK-KWSM
200 Stovall Street
Alexandria, VA 22332

Additional information on how to apply for or request the medal can be found on the Web site: <https://www.hrc.army.mil/site/Active/TAGD/awards/ROKWSM/index.htm> or by calling 1-866-672-6186.

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.



U.S. Army Human Resources Command
 Awards and Decorations
 ATTN: AHRC-PDP-ROK-KWSM
 200 Stovall Street
 Alexandria, Virginia 22332



REPUBLIC OF KOREA - KOREAN WAR SERVICE MEDAL U.S. Army Veteran Application

Effective 1 January 2006, the U.S. Army will be to issue the Republic of Korea - Korean War Service Medal (ROK-KWSM) to eligible U.S. Army veterans or their next of kin. The ROK-KWSM will be issued until remaining supplies run out. The medal established by the Republic of Korea government to recognize our veteran's service during the Korean War era.

To qualify for the medal, the veteran must have:

- o Served between the outbreak of hostilities, June 25, 1950, and the date the armistice was signed, July 27, 1953
- o Been on permanent assignment or on temporary duty for 30 consecutive days or 60 non-consecutive days
- o Performed his / her 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

To obtain the medal, those U.S. Army veterans who meet the criteria above must **complete application below** and provide the Military Awards Branch a copy of their discharge paper (i.e. DD 214) and other relevant documentation substantiating qualifying period of service.

I, _____, served in the country of Korea, its territorial waters, or its airspace during the period 25 June 1950 to 27 July 1953. I enclose a copy of a source document, including my Social Security Number/Military Service Number, which proves my service in Korea. I understand that the enclosed copy of my source document will not be returned and, since this is a Foreign Service award, the KWSM will only be issued once.

Please mail my ROK-KWSM to:

 (Print First Name, Middle Initial, & Last Name)

 (Legibly Print Service Number)

 (Print Address & Street Name)

 (Provide complete telephone number)

 (Print City, State & Zip Code)

 (Veteran must sign here and date)

DO NOT SEND ORIGINAL DOCUMENTS

**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) Is wounded or injured in the line of duty and requires medical evacuation from the area of eligibility.
- (3) While participating 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. Due to 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.

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

This medal is awarded to Soldiers who deploy abroad for service in the Global War on Terrorism Operations on or after September 11, 2001, to a date to be determined. 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), Saudia 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, is killed or wounded/injured requiring medical evacuation from the AOE.

(3) Soldiers participating as a regularly assigned air crewmember 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 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.

Global War on Terrorism Service Medal (GWOTSM)

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.

Afghanistan Campaign Medal (ACM)

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

Iraq Campaign Medal (ICM)

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 criterion requires 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 it 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:

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>.

Repositories of Potential Sources of Information

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-PDP-A
200 Stovall Street
Alexandria, VA 22332-0400

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>

Award Recommendation Checklist

AWARD RECOMMENDATION CHECKLIST
MILITARY AWARDS BRANCH
AHRC-PDP-A

200 Stovall Street, Room 3S67
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 | YES | NO | 12c. POSTHUMOUS | 13. PROPOSED PRESENTATION DATE (YYYYMMDD) |
| | IF YES, STATE AWARD GIVEN | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| 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 | |
| PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL | | | |
| 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 | | | |
| PART V - ORDERS DATA | | | |
| 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 |
|---|-----|

PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL

| | | | |
|--|-------|--------------|---------------------------|
| 25-A1. INTERMEDIATE AUTHORITY | 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 | | | |

| | | | |
|--|-------|--------------|---------------------------|
| 25-A2. INTERMEDIATE AUTHORITY | 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 | | | |

| | | | |
|--|-------|--------------|---------------------------|
| 25-A3. INTERMEDIATE AUTHORITY | 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 | | | |

| | | | |
|--|-------|--------------|---------------------------|
| 25-A4. INTERMEDIATE AUTHORITY | 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 | | | |

| | | | |
|--|-------|--------------|---------------------------|
| 25-A5. INTERMEDIATE AUTHORITY | 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 Soldiers, Reserve Component Soldiers, former Soldiers, and their Family members may encounter situations where they feel they have been victims of an error or injustice related to military service. In such cases, those concerned often desire that their 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>

When error or injustice is found in discharges, the ADRB is authorized to change or modify discharges and to issue a new discharge for former members of the Army discharged within the past 15 years except those discharged as a result of a punitive discharge adjudged by a general court-martial, or seeking change of discharge to medical retirement 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 supporting evidence provided by the former Soldier.

Application to the ADRB must be made online at <http://actsonline.army.mil> or on a DD Form 293*, Application for Review of Discharge from the Armed Forces of the United States. A blank DD Form 293 can be printed from the Department of Defense forms Website, <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>, or from the Army Review Boards Agency Website, <http://arba.army.pentagon.mil/index/htm>.

The online application signature page or the DD Form 293 application with supporting evidence must be mailed to:

Army Review Boards Agency
Army Discharge Review Board
1901 South Bell Street
Arlington, VA 22202-47508

Panels of the Board meet regularly in Arlington, Virginia, 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 in person at their own expense before the Board in Arlington, or before a travel panel of the board visiting their geographical area. Applicants may appear in person, appear with counsel of their choice, or authorize counsel to appear on their behalf.

Cases are heard in the order applications are received. Applicants requesting a records review can expect a wait of up to 10 months

**Army Discharge
Review Board
(ADRB)**

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

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 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. The Army Review Boards Agency Web site provides information on some of the most common avenues for administrative remedy. In the case of review of a discharge that occurred within the last 15 years, applicants must first apply to the ADRB, unless the discharge was part of a general court-martial sentence or the applicant is seeking medical retirement instead of discharge.

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 and on the supporting evidence presented by the applicant and in service records.

Applications are normally considered in the order received. The ABCMR has a heavy case docket and can take up to 10 months for the board to render a decision.

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 online <https://actsonline.army.mil> or on a DD Form 149*, Application for Correction of Military Record, under the provisions of Title 10, U.S. Code 1552. A blank DD Form 149 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, <http://arba.army.pentagon.mil/index.htm>.

The online applications signature page or the DD Form 149, with supporting evidence, must be mailed to:

Army Review Boards Agency
Army Board for Correction of Military Records
1901 South Bell Street
Arlington, VA 22202-47508

When applying to either Board, it is important for applicants to provide supporting documentary evidence in addition to their application. Applicants should not assume that all the documents they wish the Boards to review are in their service records.

**DD Form 293 and DD Form 149 directly follow for you to locally reproduce.*

**Supporting Evidence and
Documentation**

**APPLICATION FOR THE REVIEW OF DISCHARGE
FROM THE ARMED FORCES OF THE UNITED STATES**
(Please read instructions on Pages 3 and 4 BEFORE completing this application.)

OMB No. 0704-0004
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 (0704-0004). 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 PAGE.**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1553; E.O. 9397.

PRINCIPAL PURPOSE(S): To apply for a change in the characterization or reason for military discharge issued to an individual.

ROUTINE USE(S): None.

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 discharge is to be reviewed).* **PLEASE PRINT OR TYPE INFORMATION.**

| | | | | | | |
|---|--|-------------------------------|---------------------------------------|-----------------------------------|---|--------------------------------------|
| a. BRANCH OF SERVICE <i>(X one)</i> | | <input type="checkbox"/> ARMY | <input type="checkbox"/> MARINE CORPS | <input type="checkbox"/> NAVY | <input type="checkbox"/> AIR FORCE | <input type="checkbox"/> COAST GUARD |
| b. NAME <i>(Last, First, Middle Initial)</i> | | | | c. GRADE/RANK AT DISCHARGE | | d. SOCIAL SECURITY NUMBER |
| e. CURRENT MAILING ADDRESS OF APPLICANT OR PERSON NAMED IN ITEM 11 <i>(Forward notification of any change in address.)</i> | | | | | f. TELEPHONE NUMBER <i>(Include Area Code)</i> | |
| | | | | | g. E-MAIL | |
| | | | | | h. FAX NUMBER <i>(Include Area Code)</i> | |

| | | | | |
|--|--|---|---|--|
| 2. DATE OF DISCHARGE OR SEPARATION <i>(YYYYMMDD) (If date is more than 15 years ago, submit a DD Form 149)</i> | 4. DISCHARGE CHARACTERIZATION RECEIVED <i>(X one)</i> | | 5. BOARD ACTION REQUESTED <i>(X one)</i> | |
| | <input type="checkbox"/> HONORABLE | <input type="checkbox"/> CHANGE TO HONORABLE | | |
| | <input type="checkbox"/> GENERAL/UNDER HONORABLE CONDITIONS | <input type="checkbox"/> CHANGE TO GENERAL/UNDER HONORABLE CONDITIONS | | |
| | <input type="checkbox"/> UNDER OTHER THAN HONORABLE CONDITIONS | <input type="checkbox"/> CHANGE TO UNCHARACTERIZED <i>(Not applicable for Air Force)</i> | | |
| 3. UNIT AND LOCATION AT DISCHARGE OR SEPARATION | <input type="checkbox"/> BAD CONDUCT <i>(Special court-martial only)</i> | <input type="checkbox"/> CHANGE NARRATIVE REASON FOR SEPARATION: | | |
| | <input type="checkbox"/> UNCHARACTERIZED | | | |
| | <input type="checkbox"/> OTHER <i>(Explain)</i> | | | |

6. ISSUES: WHY AN UPGRADE OR CHANGE IS REQUESTED AND JUSTIFICATION FOR THE REQUEST *(Continue in Item 13. See instructions on Page 3.)*

7. (X if applicable) AN APPLICATION WAS PREVIOUSLY SUBMITTED ON (YYYYMMDD) AND THIS FORM IS SUBMITTED TO ADD ADDITIONAL ISSUES, JUSTIFICATION, OR EVIDENCE.

8. IN SUPPORT OF THIS APPLICATION, THE FOLLOWING ATTACHED DOCUMENTS ARE SUBMITTED AS EVIDENCE: *(Continue in Item 14. If military documents or medical records are relevant to your case, please send copies.)*

9. TYPE OF REVIEW REQUESTED *(X one)*

| | |
|--------------------------|--|
| <input type="checkbox"/> | CONDUCT A RECORD REVIEW OF MY DISCHARGE BASED ON MY MILITARY PERSONNEL FILE AND ANY ADDITIONAL DOCUMENTATION SUBMITTED BY ME. I AND/OR <i>(counsel/representative)</i> WILL NOT APPEAR BEFORE THE BOARD. |
| <input type="checkbox"/> | I AND/OR <i>(counsel/representative)</i> WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE THE BOARD IN THE WASHINGTON, D.C. METROPOLITAN AREA. |
| <input type="checkbox"/> | I AND/OR <i>(counsel/representative)</i> WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE A TRAVELING PANEL CLOSEST TO <i>(enter city and state)</i> <small>(NOTE: The Navy Discharge Review Board does not have a traveling panel.)</small> |

| | |
|---|---|
| 10.a. COUNSEL/REPRESENTATIVE <i>(If any)</i> NAME <i>(Last, First, Middle Initial)</i> AND ADDRESS <i>(See Item 10 of the instructions about counsel/representative.)</i> | b. TELEPHONE NUMBER <i>(Include Area Code)</i> |
| | c. E-MAIL |
| | d. FAX NUMBER <i>(Include Area Code)</i> |

11. APPLICANT MUST SIGN IN ITEM 12.a. 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 a 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> |
|---------------------------------|--------------------------------|----------------------------------|--------------------------------------|---|---|

| | | |
|--|---|--|
| 12. CERTIFICATION. 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. <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> | | CASE NUMBER <i>(Do not write in this space.)</i> |
| a. SIGNATURE - REQUIRED <i>(Applicant or person in Item 11 above)</i> | b. DATE SIGNED - REQUIRED <i>(YYYYMMDD)</i> | |

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 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.

**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, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (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. BRANCH OF SERVICE (X one) | <input type="checkbox"/> ARMY | <input type="checkbox"/> NAVY | <input type="checkbox"/> AIR FORCE | <input type="checkbox"/> MARINE CORPS | <input type="checkbox"/> COAST GUARD |
| b. NAME (Print - Last, First, Middle Initial) | c. PRESENT OR LAST PAY GRADE | | d. SERVICE NUMBER (If applicable) | e. SSN | |

| | | |
|---|---|---|
| 2. PRESENT STATUS WITH RESPECT TO THE ARMED SERVICES <i>(Active Duty, Reserve, National Guard, Retired, Discharged, Deceased)</i> | 3. TYPE OF DISCHARGE <i>(If by court-martial, state the type of court.)</i> | 4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY (YYYYMMDD) |
|---|---|---|

5. I REQUEST THE FOLLOWING ERROR OR INJUSTICE IN THE RECORD BE CORRECTED: *(Entry required)*

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

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. DATE OF DISCOVERY (YYYYMMDD) | 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 |
|---------------------------------|--|

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.)*

| | | |
|--|--|--|
| 10. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. <i>(At no expense to the Government)</i> (X one) | <input type="checkbox"/> YES. THE BOARD WILL DETERMINE IF WARRANTED. | <input type="checkbox"/> NO. CONSIDER MY APPLICATION BASED ON RECORDS AND EVIDENCE |
|--|--|--|

| | |
|--|-----------------------------------|
| 11.a. COUNSEL (If any) NAME (Last, First, Middle Initial) and ADDRESS (Include ZIP Code) | b. TELEPHONE (Include Area Code) |
| | c. E-MAIL ADDRESS |
| | d. FAX NUMBER (Include Area Code) |

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.

SPOUSE WIDOW WIDOWER NEXT OF KIN LEGAL REPRESENTATIVE OTHER *(Specify)*

| | |
|--|-----------------------------------|
| 13.a. COMPLETE CURRENT ADDRESS (Include ZIP Code) OF APPLICANT OR PERSON IN ITEM 12 ABOVE <i>(Forward notification of all changes of address.)</i> | b. TELEPHONE (Include Area Code) |
| | c. E-MAIL ADDRESS |
| | d. FAX NUMBER (Include Area Code) |

| | |
|--|---|
| 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. <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> | CASE NUMBER <i>(Do not write in this space.)</i> |
|--|---|

| | |
|--|----------------------------|
| 15. SIGNATURE <i>(Applicant must sign here.)</i> | 16. DATE SIGNED (YYYYMMDD) |
|--|----------------------------|

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; Navy - SECNAVINST.5420.193 and www.hq.navy.mil/bcncr/bcncr.htm; Air Force Instruction 36-2603, Air Force Pamphlet 36-2607, and 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;">ARMY</p> <p>(For Active Duty Personnel) Army Board for Correction of Military Records 1901 South Bell Street, 2nd Floor Arlington, VA 22202-4508</p> <p>(For Other than Active Duty Personnel) Army Review Boards Agency Support Division, St. Louis 9700 Page Avenue St. Louis, MO 63132-5200</p> | <p style="text-align: center;">NAVY AND MARINE CORPS</p> <p>Board for Correction of Naval Records 2 Navy Annex Washington, DC 20370-5100</p> |
| <p style="text-align: center;">AIR FORCE</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;">COAST GUARD</p> <p>Board for Correction of Military Records 245 Murray Lane Room 5126, Mail Stop #0900 Washington, DC 20528</p> |

17. REMARKS

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 serious injury or illness, be listed in a missing/captured status or is 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

Army Regulation 638-2, Care and Disposition of Remains and Disposition of Personal Effects

Title 10, United States Code, Section 1482
(Expenses Incident to Death)

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 SGLV 8286, the Servicemembers' Group Life 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 5:00 a.m. and 12:00 a.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 do 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 (CAO) 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.

Casualty Assistance

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.

Army Long Term Family Case Management (ALTFCM)

Offers assistance for as long as the Family desires. This operation will assist Families who have questions or concerns after the CAO is no longer fully available to the Family. Their staff of expert case managers will research complicated issues related to benefits, entitlements, and reports; assisting Families with the paperwork. They can be reached, toll free, at 866-272-5841.

**Army Reserve/
Army National Guard
Casualties**

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.

**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 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 round trip 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 and are continually hospitalized. Typically, T&TOs are for a pre-determined timeframe; however, extensions are possible on a case-by-case basis.

In addition, should the authorized travelers be required to travel overseas, this office will provide assistance in obtaining a U.S. passport if the travelers do not already possess a valid passport.

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 DA Form 2984s (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, etc), self-inflicted injuries resulting in death, or off-duty accidents.

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 ten 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, etc.) 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

The Army is authorized by statute to provide mortuary affairs benefits to a variety of personnel. Some examples are active duty military and their dependents, USAR and ARNG Soldiers performing weekend drills, military retirees who die while admitted to a US Government hospital, and civil service employees who die while on TDY. A decedent's eligibility for mortuary affairs benefits is contingent upon their personnel category and status at the time of death. The CMAOC monitors casualty reports to ensure eligible decedents are provided mortuary benefits.

The Person Authorized to Direct Disposition of the Remains (PADD) is nominated by the Soldier on the DD Form 93, Record of Emergency Data. The CAO will advise the PADD of the mortuary benefits (e.g. embalming and cremation (when requested), casketing, and transportation of remains) and other related benefits such as Family Funeral Travel. The CAO also explains that the PADD may elect for the Army to make these arrangements or the PADD or other Family member may make these arrangements on their own. After the PADD is aware of the options, the CAO will ask the PADD

Duty Status-Whereabouts Unknown (DUSTWUN)

Person Authorized to Direct Disposition of Remains (PADD)

to complete a DA Form 7302, Disposition of Remains. This form contains the necessary information to proceed.

Funeral Expenses and Associated Costs

An allowance is also paid to defray the cost of interment for Soldiers. This allowance is reviewed every other year and adjusted accordingly. Not every expense incurred by the Family in relation to a funeral is necessarily an authorized reimbursable expense from the interment allowance. Funeral and interment expenses must be directly related to a funeral product or service that is usual or customary for the Family's religious or ethnic group or in the local community. The CAO provides the PADD a list of authorized and unauthorized expenses to use when making funeral arrangements.

Family Funeral Travel

The Army is authorized by statute to provide transportation and per diem expenses for the Soldier's spouse, children, parents, siblings, and parents-in-law to attend the funeral of a deceased Soldier. The statute limits the per diem to two days plus allowable travel time. Accordingly, most Family funeral travel is four days and three nights. The statute allows travel and per diem to attend a Family memorial service only when the Soldier's remains are determined to be unrecoverable.

Interment Flag

The Army is authorized by statute to provide an interment flag and flag case to the PADD and the decedent's parents. When the Soldier's parents are married and reside together, they are provided one interment flag and flag case. When the Soldier's parents are legally separated or divorced, each parent is authorized an interment flag and flag case. Other relatives, to include the Soldier's brothers and sisters, children, former spouse(s), step-parents, and friends are not authorized an interment flag or flag case.

Personal Effects

The Army is directed by statute to appoint a summary court martial officer (SCMO) to collect, inventory, safeguard and deliver the Soldier's personal effects to the Person Eligible to Receive Effects (PERE). Because the authority to direct disposition of remains and to receive personal effects are contained in two different statutes, each statute having a different order of precedence, the PADD and the PERE are not always the same person.

The SCMO's authority to collect the personal effects of deceased or missing persons is restricted by statute to effects found "in camp or quarters." In "camp and quarters" are those places under the Army's control such as Army installations, Army leased buildings, cantonment areas, and unit areas in theaters of operations. Army officials and representatives are not authorized or permitted to collect or secure effects not found "in camp or quarters."

Personal effects are defined as the movable personal property of the deceased or missing person. Examples of personal effects include

jewelry, personal clothing, personal papers (letters, receipts, will, and so forth), household goods (furniture, major appliances, food, lawn care equipment, children's toys, and so forth), and personal vehicles, such as automobiles and trucks.

Personal effects do not include money on deposit with financial institutions, investment accounts with brokerage agency(ies), Government property issued, loaned, or leased to the deceased or missing person, or pets, livestock, or other animals.

The personal effects statute does not pertain to the distribution or administration of estates and therefore, does not confer upon the SCMO the authority to act as the legal representative of the estate or convey title of any effects collected. Accordingly, only the custody of the effects is transferred from the Army to the PERE. Any question of title or ownership must be determined by agreement among the interested parties or, if necessary, in civil court.

The Army is responsible for providing transportation of the effects as authorized by the Joint Travel Regulation (JTR) and JFTR.

Burial in Arlington National Cemetery can be by interment of full remains, 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 which would qualify the Soldier or person for interment or inurnment. Additional information can be found at 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 receiving retired pay. Holders of the Nation's highest military decorations (Medal of Honor, Distinguished Service Cross, Air Force Cross, Navy Cross, Distinguished

Arlington National Cemetery

Eligibility for Interment

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.
- 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 Army provides Military Burial Honors for active duty military personnel, reservists who die while in a duty status (such as Temporary Tour of Active Duty (TTAD), AT, and Initial Active Duty for Training (IADT)), retired military personnel and honorably discharged veterans. Full military burial honors must be provided for active duty personnel and Medal of Honor recipients unless declined by the PADD. The Casualty Assistance Center (CAC) which has responsibility for the place of interment or memorial service (for non-recoverable remains only) is responsible for providing military burial honors support. The Army recognizes the importance of paying final tribute to reflect the personal pride and esteem placed upon military service. It is, therefore, the Army's policy to provide military burial honors at the interment service for military personnel (former and present).

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

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:

- 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:

Military Honors for Veterans and Retirees

- 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) 357-5350
Email: LegislativeArchives@nara.gov

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)

United States Army Field Band

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 stationery 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
<http://www.army.mil/fieldband/index.htm>

Ceremonial Units

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. Requests from Federal organizations should 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

Requests from non-Federal organizations should contact:

Public Affairs Office
U.S. Army Military District of Washington
ATTN: Community Relations Branch
103 Third Ave (Bldg 32)
Fort McNair, Washington DC 20319-5058
(202) 685-4990/2007
(Fax) (202) 685-1999

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 4 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

The U.S. Army Accessions Support Brigade has three units that conduct worldwide operations in order to connect America's People with America's Army and to showcase special skills in support of the Army's accessions mission. These units are the U.S. Army Parachute Team, U.S. Army Marksmanship Unit and the U.S. Army Mission Support Battalion. The U.S. Army Parachute Team is mentioned in the paragraph above on Aerial Support Requests.

Aerial Support Requests

**United States Army
Accessions Support Brigade**

In addition to aerial support, the U.S. Army Parachute Team can provide tandem parachute jump to Army Centers of Influence and VIPs such as those with national name recognition to garner media for the Army. 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. The Mission Support Battalion has traveling interactive systems ranging from 18 wheel tractor-trailers (mobile display and theatre presentations), to H2 Hummers (mobile multimedia package with display, sound system and video games), Army marksmanship trainers (mock weapons using laser light targeting), Army Orange County Chopper (motorcycle built and featured on TV show), and Interactive Semis (systems that can be configured to provide classroom style instruction or hands on experience). 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
Munoz Building
9th Cavalry Regiment Avenue
Fort Knox, KY 40121-2725
Operations Officer: (502) 626-1989/1445
Email: AAC-SB-S3OPS@usaac.army.mil
<http://www.usarec.army.mil/asb/>

Soldier Speakers

The Army's Public Affairs Office can assist in obtaining speakers to address Army matters at public forums.

Operation Tribute to Freedom (OTF) is a Headquarters, Department of the Army outreach program designed to honor the contributions and sacrifices being made by Soldiers serving in support of Operation Iraqi Freedom and Operation Enduring Freedom. Created to provide the American public with a connection to the men and women returning daily from Iraq and Afghanistan, the program collaborates with public affairs officers and community leaders across the country to cultivate recognition, speaking and media events that give Soldiers a chance to share their personal stories of service. OTF is always on the lookout to partner with event organizers and community leaders to honor Soldiers who have served in Iraq or Afghanistan. If you are interested in becoming involved in the OTF program by hosting a Soldier speaker or recognizing local Soldiers at an event, please contact the team via email at tributetofreedom@us.army.mil or by phone at (703) 693-7641.

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, The U.S. Army Blues and The U.S. Army Band Downrange. 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 7:30 p.m. from May to June on historic Fort Lesley J. McNair. 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 Community Relations 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.

**Ceremonies and
Special Events—National
Capital Region**

REQUEST FOR MILITARY AERIAL SUPPORT
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.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.

ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.

SECTION I - ACTIVITY

| 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 | | | | | NO |

SECTION II - EVENT AND SITE INFORMATION

2.a. EVENT TITLE *(and website, if applicable)*

| | | | |
|---|--|--|--------------------------|
| 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 *(To be completed by an agent exercising authority for site use)*
 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> | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. ATTENDANCE | 7. PLANNED MEDIA COVERAGE <i>(X as applicable)</i> | |
| a. PROJECTED | b. PRIOR EVENT | YOUR MEDIA/PR POC <i>(Name/telephone/email):</i> |
| | <input type="checkbox"/> TELEVISION <input type="checkbox"/> PRINT <input type="checkbox"/> RADIO <input type="checkbox"/> NONE | |

SECTION III - SPONSOR INFORMATION

| | | | |
|---|--------------------------------|--|---|
| 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> | MS. | b. NAME <i>(Last, First, Middle Initial)</i> | c. RANK <i>(If military)</i> |
| <input type="checkbox"/> MR. | <input type="checkbox"/> OTHER | | |
| 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> | f. E-MAIL ADDRESS | | g. FAX NO. <i>(Include area code)</i> |
| (1) | | | |
| (2) | | | |

| | |
|--------------------------|----------------------|
| 10.a. EVENT TITLE | b. EVENT DATE |
|--------------------------|----------------------|

SECTION III - SPONSOR INFORMATION *(Continued)*

| | | |
|---|------------|-----------|
| 11. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT <i>(X one)</i> | YES | NO |
| 12. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? <i>(X one)</i> | | |
| 13. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i> | | |
| 14. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR <i>(X one)</i> | | |
| 15. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? <i>(X one)</i> | | |

SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION *(Airspace Coordination)*

FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITAR SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.

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 **EXCEPT AIRCRAFT STATIC DISPLAYS**. 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.

16. FLIGHT STANDARDS DISTRICT OFFICE REVIEW I have reviewed the requested activity in Section I and determined that: *(X and complete as applicable)*

| | |
|--------------------------|---|
| <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: *(X one)*

| | | |
|--|---|---|
| <input type="checkbox"/> SATISFACTORY | <input type="checkbox"/> CONDITIONAL SATISFACTORY <i>(See NOTE)</i> | <input type="checkbox"/> UNSATISFACTORY <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 *(Mandatory if FARs are waived)*

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> | |

| | |
|--|--|
| | |
|--|--|

SECTION V - PROGRAM

| |
|---|
| 21. PROGRAM THEME AND OBJECTIVE <i>(Please explain how aviation support is an integral part of the event.)</i> |
|---|

| | | | |
|---|---|--|---|
| 22. CHARGES AND FEES | | | |
| a. ADMISSION | b. PARKING | c. SEATING | d. OTHER <i>(Specify)</i> |
| e. DOES EVENT RAISE FUNDS? <i>(X one)</i> <input type="checkbox"/> YES <i>(Complete 22.f. and 22.g.)</i> <input type="checkbox"/> NO | 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"/> (1) CHARITIES | <input type="checkbox"/> (4) OTHER <i>(Explain in 22.g.)</i> | |
| | <input type="checkbox"/> (2) EXPENSES | <input type="checkbox"/> (3) PRIZES | |

| | | |
|--|--|--|
| 23. HISTORICAL INFORMATION | | |
| 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 |

SECTION VI - SUPPORT *(All Requests other than Flyovers)*

| | |
|---|-----------------|
| 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). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.</i> | |
| 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) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED.</i> <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. | |

SECTION VII - CERTIFICATION BY SPONSOR

| | | |
|---|---|--------------------------------|
| 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 <i>(YYYYMMDD)</i> | 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/.

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

6. (*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 legitimacy 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) 695-2957 (voice)
(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

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>

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

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. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.) | 2. DATE OF EVENT (YYYYMMDD) | 3. TIME OF EVENT a. FROM: b. TO: |
| 4. TITLE OF EVENT (Website, if applicable) | 5. EXPECTED ATTENDANCE | |
| 6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.) | 7. ADDRESS OF EVENT (Street, City, State, ZIP Code) | |
| 8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.) | 9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.) | |
| 10. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.) | 11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.) | |

| | | |
|---|-----|----|
| 12. 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? (X appropriate box) | YES | NO |
| | | |

SECTION II - SPONSORING ORGANIZATION DATA

| | | | |
|---|---|--|--------------------------|
| 13. NAME OF SPONSORING ORGANIZATION | | | |
| (X appropriate box for each item.) | | | |
| | YES | NO | |
| 14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION? | | | |
| 15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT? | | | |
| 16. 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? | | | |
| 17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information.) | | | |
| a. NAME | b. ADDRESS (Street, City, State, ZIP Code) | | |
| c. PRIMARY TELEPHONE NO. (Include area code) | d. ALTERNATE TELEPHONE NUMBER | e. FAX NUMBER (Incl. area code) | f. E-MAIL ADDRESS |

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. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants? | | |
| 19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event? | | |
| 20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants? | | |
| 21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel? | | |
| 22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event? | | |

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. SIGNATURE OF SPONSOR'S REPRESENTATIVE | b. DATE SIGNED (YYYYMMDD) | c. PRINT NAME AND TITLE |
| | | |

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

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

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

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

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

Army Contracting Opportunities

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 business opportunities are posted 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.

Small Business Opportunities

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. 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. 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>. Small Business Specialists are located at most military purchasing offices throughout the country. Their principal mission is to assist small businesses in getting information that will enable them to compete for and win Government contracts. Additional information about small business opportunities within DOD can be found at <http://www.acq.osd.mil/osbp>. For a complete listing of solicitations posted by all Federal agencies, firms should visit <http://fedbizopps.gov>. Additional information on how to contract with the Government is also available by visiting www.sba.gov.

Registration in the Central Contractor Registration (CCR)

DOD established the CCR database to facilitate doing business with DOD activities. CCR contains information on current and potential vendors/companies seeking to do business with DOD. To ensure that vendors receive information about valuable business opportunities, it is mandatory that they register in the CCR; registration is free. 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 on-line 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

On the day of award the Army Legislative Liaison makes daily (Monday – Friday) fax notification to members of Congress when an Army contract, valued over \$5.5 million, is awarded to a company in a Senator’s state or Representative’s district.

Congressional Notification Procedures for Awarded Army Contracts

Most payment problems occur because the activity responsible for making payment has not received all the pertinent information on the invoice in accordance with Federal Acquisition Regulation (FAR) Subpart 32.905(b) (FAR references can be reviewed at www.arnet.gov/far). The due date for making contract financing payments is usually 30 days after the designated payment office (e.g., Defense Finance and Accounting Services) receives a “proper” invoice. Inquiries forwarded to Army Legislative Liaison will be expedited significantly if the following information is provided:

Payment Issues

- 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).

The Government maintains a contractual relationship only with the prime contractor. This relationship is referred as “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 subcontractor. Consequently, the first-tier subcontractor must go to the prime contractor to resolve any payment, non-delivery, or other issues.

Subcontracting Issues and Concerns

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 subpart 33. They may protest to either the agency or the Government Accountability Office (GAO).

Protest Issues

Unsolicited Proposals

An unsolicited proposal is a written proposal independently originated and developed by the offeror and submitted to a Government agency for the purpose of obtaining a contract. To be considered for acceptance, the unsolicited proposal must be unique and innovative; independently originated and developed; prepared without Government involvement, endorsement or direction; sufficiently detailed to permit Government evaluation; and not for a known or previously published requirement (FAR Subpart 15.6). 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. Any proprietary data which requires protection against disclosure to third parties 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.

Dealing with Government Officials

The only individual authorized to legally bind the US Government is a warranted contracting officer. All contracting officers are appointed in writing, clearly detailing the dollar level and scope of their authority. Vendors are cautioned not to engage in discussions and/or interaction with non-contracting office personnel without a contract specialist or contracting officer present. Do not begin or change performance without a contracting officer's direction. Should internal Government information be obtained by a vendor; they may be precluded from being awarded a contract.

Surplus Property

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>

The Army is authorized by Title 10, U.S. Code, section 2572, 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 Title 10, U.S. Code, Section 4683, 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

Clothing and Individual Equipment

Equipment for Use in Public Displays

Ceremonial Rifle Program

veterans' funeral honors and other ceremonies. Individuals are not authorized to participate in this program. Eligible organizations are defined by law as:

- A veterans' organization recognized by the Army as a nationally recognized veterans' group
- An honor guard of a National Cemetery
- A law enforcement agency

Surplus Equipment

Requests for display equipment and ceremonial rifles should be sent to:

Director
U.S. Army TACOM Life Cycle Management Command
ATTN: AMSTA-LC-LSMD
6501 East 11 Mile Road
Warren, MI 48397-5000
(800) 325-2920, ext 48469

Loan and Lease of Army Equipment

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.

Purchase of Other Surplus Property

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 below address.

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 GREELEY | 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 | SAVANAH | 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 |
| US 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 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 | JERICO | VT |
| CAMP DAWSON-KINGWOOD | KINGWOOD | WV |
| CAMP GUERNSEY | GUERNSEY | WY |

U.S. Army Reserve Command—Stand-Alone Installations

| <i>INSTALLATION</i> | <i>NEAREST CITY</i> | <i>STATE</i> |
|---------------------|---------------------|--------------|
| FORT BUCHANAN | GUAYNABO | PR |
| FORT DIX | TRENTON | NJ |
| FORT McCOY | SPARTA | WI |

Sub-installations :

| <i>INSTALLATION</i> | <i>NEAREST CITY</i> | <i>STATE</i> |
|--|---------------------|--------------|
| PARK RESERVE FORCES TRAINING AREA SUB-INSTALLATION OF FORT HUNTER LIGGETT | DUBLIN | CA |
| DEVENS RESERVE FORCES TRAINING AREA SUB-INSTALLATION OF FORT DIX | AYER | MA |

Defense Health Program Installation

| <i>INSTALLATION</i> | <i>NEAREST CITY</i> | <i>STATE</i> |
|---------------------------------|---------------------|--------------|
| WALTER REED ARMY MEDICAL CENTER | WASHINGTON | DC |
| FORT DETRICK | FREDERICK | MD |

Army Acronyms

A

| | |
|---------|---|
| 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 |
| AD | Active Duty |
| ADAPCP | Alcohol and Drug Abuse Prevention and Control Program |
| ADFM | Active Duty Family Member |
| ADL | Active Duty List |
| ADME | Active Duty Medical Extension |
| ADOS | Active Duty for Operational Support |
| 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 |
| AGR | Active Guard and Reserve |
| AIP | Assignment Incentive Pay |
| AIT | Advanced Individual Training (training a Soldier undergoes after basic training and prior to unit assignment) |
| AKO | Army Knowledge Online |
| ALTFCM | Army Long Term Family Case Management |
| 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) |
| AR | Army Reserves |
| 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 |

B

| | |
|-----|---------------------------------|
| BAH | Basic Allowance for Housing |
| BAQ | Basic Allowance for Quarters |
| BAS | Basic Allowance for Subsistence |

BCAC
BCD

Beneficiary Counseling and Assistance Coordinator
Bad Conduct Discharge

C

CAAF
CAC
CAFAP
CAO
CBHCO
CBWTU
CCEP
CCF
CCR
CCCS
CDS
CMF
CMAOC
COAD
CONUS
CPAC
CPG
CPO
CRDP
CRSC
CSH
CYS
CZTE

Court of Appeals for the Armed Forces
Casualty Assistance Center
Consumer Affairs and Financial Assistance Program
Casualty Assistance Officer
Community Based Health Care Organization
Community Based Warrior Transition Units
Comprehensive Clinical Evaluation Program
U.S. Army Central Personnel Security Clearance Facility
Central Contractor Registration
Consumer Credit Counseling Service
Child Development Services
Career Management Field (e.g., CMF 11 is Infantry; CMF 13 is Field Artillery)
Casualty and Mortuary Affairs Operations Center
Continuation on Active Duty
Continental United States
Civilian Personnel Advisory Center
Clinical Practice Guidelines
Civilian Personnel Office(r)
Concurrent Retirement and Disability Payments
Combat-Related Special Compensation
Combat Support Hospital
Child, Youth & School Service Program
Combat Zone Tax Exclusion

D

DA
DCAO
DD
DEERS
DEP
DEROS
DFAS
DHSD
DITY
DOD
DODEA
DODMERB
DOHA
DRMO
DSO
DTP
DUSTWUN

Department of the Army
Debt Collection Assistance Officer
Dishonorable Discharge
Defense Eligibility Enrollment Reporting System
Delayed Entry Program
Date Expected to Return from Overseas
Defense Finance and Accounting Service
Deployment Health Support Directorate
Do-It-Yourself-Move
Department of Defense
Department of Defense Education Activity (formerly known as DODDS)
Department of Defense Medical Examination Review Board
Defense Office of Hearings and Appeals
Defense Reutilization and Marketing Service
DEERS Support Office
Delayed Training Program
Duty Status-Whereabouts Unknown

E

EAD
ECHO
EFMP

Extended Active Duty
Extended Care Health Option
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 |

F

| | |
|-------|--|
| FAO | Finance and Accounting Office(r) |
| FAP | Family Advocacy Program |
| FAR | Federal Acquisition Regulation |
| FLIPL | Financial Liability Investigation of Property Loss |
| FMEAP | Family Member Employment Assistance Program |
| FOB | Forward Operating Base |
| FOUO | For Official Use Only |
| FRG | Family Readiness Group |
| FSA | Family Separation Allowance |

G

| | |
|--------|---|
| GAO | Government Accountability Office |
| GOSC | General Officer Steering Committee |
| GPE | Government Point-of-Entry |
| GSN | Graduate School of Nursing |
| GWOT | Global War on Terrorism |
| GWOTEM | Global War on Terrorism Expeditionary Medal |
| GWOTSM | Global War on Terrorism Service Medal |

H

| | |
|---------------|--|
| 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 | 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) |

I

| | |
|-------|------------------------------------|
| IADT | Initial Active Duty for Training |
| 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) |
| J | |
| JAG | Judge Advocate General (military lawyers) |
| JFTR | Joint Federal Travel Regulation |
| JROTC | Junior Reserve Officers' Training Corps Program |
| JTR | Joint Travel Regulation |
| JUMPS | Joint Uniform Military Pay System (military computerized pay system) |
| K | |
| KDSM | Korea Defense Service Medal |
| L | |
| LAA | Limited Access Authorization |
| LOD | Line of Duty |
| M | |
| MDW | Military District of Washington |
| MEB | Medical Evaluation Board |
| MEDEVAC | Medical Evacuation |
| MEPCOM | Military Entrance Processing Command (located in Chicago, IL) |
| MEPS | Military Entrance Processing Station |
| MFLC | Military Family Life Consultants |
| MHO | Medical Holdover Operations |
| MMRB | Military Occupational Specialty Medical Retention Board |
| MMSO | Military Medical Support Office |
| MOS | Military Occupational Specialty (enlisted job, e.g., 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 |
| N | |
| 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 |
| NOK | Next of Kin |
| NPS | Non-Prior Service |
| NPSP | New Parent Support Program |

NPRC
NSI
NSPS
NTIS

National Personnel Records Center
Not Seriously Injured/III
National Security Personnel System
National Technical Information Service

O

OEF
OCLL
OCONUS
OCS
OCSE
OER
OIF
OMPF
OP R.E.A.D.Y
OSAGWI
OTF

Operation Enduring Freedom
Office, Chief of Legislative Liaison
Outside the continental United States
Officer Candidate School
Office of Child Support Enforcement
Officer Evaluation Report
Operation Iraqi Freedom
Official Military Personnel File
Operation Resources for Educating About Deployment and You
Office of the Special Assistant for Gulf War Illnesses
Operation Tribute to Freedom

P

PADD
PAR
PCM
PCS
PDES
PDMRA
PDRL
PEB
PEBLO
PERE
PMOS
PMS
PNOK
POA
POS
POV
POW
PPO
PSAB
PSC
PSI
PT
PTSD

Person Authorized to Direct Disposition of Remains
Privacy Authorization Release
Primary Care Manager
Permanent Change of Station
Physical Disability Evaluation System
Post Deployment Military Respite Absence
Permanent Disability Retired List
Physical Evaluation Board
Physical Evaluation Board Liaison Officer
Person Eligible to Receive Effects
Primary Military Occupational Specialty
Professor of Military Science
Primary Next of Kin
Power of Attorney
Point-of-Service
Privately Owned Vehicle
Prisoner of War
Preferred Provider Option
U.S. Army Personnel Security Appeals Board
Personnel Service Center
Personnel Security Investigation
Physical Training
Post Traumatic Stress Disorder

Q

QMP

Qualitative Management Program

R

RA
RAP
RC

Regular Army
Relocation Assistance Program
Reserve Component

RDEP
RE CODE
REFRAD
RFGOS
ROK
ROTC
RRP

Reserve Delayed Entry Program
Reentry Eligibility Code
Release from Active Duty
Resignation for the Good of the Service
Republic of Korea
Reserve Officers' Training Corps
Relocation Readiness Program

S

SAP
SAPR
SARC
SAS
SBP
SBPR
SCMO
SCRA
SDT
SEAP
SFA
SFAC
SGLI
SI
SII
SOR
SPR
SRDC

SSBI
SSCRA

Special Access Program
Sexual Assault Prevention and Response
Sexual Assault Response Coordinator
School Age Services
Survivor Benefit Plan
Single Scope Background Investigation Periodic Reinvestigation
Summary Court-Martial Officer
Servicemembers Civil Relief Act (interchangeable with SSCRA)
Skill Development Test (enlisted evaluation test)
Spouse Education Assistance Program
Soldier Family Advocate
Soldier and Family Assistance Centers
Servicemembers' Group Life Insurance
Seriously Ill/Injured
Special Investigative Inquiry
Statement of Reasons
Secret Periodic Reinvestigation
Soldier Record Data Center (formerly the Army Enlisted Records and Evaluation Center)
Single Scope Background Investigation
Soldiers' and Sailors' Civil Relief Act (interchangeable with SCRA)

T

TAG
TDRL
TDY
TFL
TGRO
TPCP
TPlus
TPR
TPRADFMs
TPU
TRADOC
TRRx
TTAD
T&TOs

The Adjutant General
Temporary Disability Retired List
Temporary Duty
TRICARE For Life
TRICARE Global Remote Overseas
Third Party Collection Program
TRICARE Plus
TRICARE Prime Remote
TPR for Active Duty Family Members
Troop Program Unit
Training and Doctrine Command (located at Fort Monroe, VA)
TRICARE Retail Pharmacy
Temporary Tour of Active Duty
Travel and Transportation Orders (formerly known as Invitational Travel Orders – ITOs)

U

UCMJ
USACCA
USAPDA

Uniform Code of Military Justice
U.S. Army Court of Criminal Appeals
U.S. Army Physical Disability Agency (located in Washington, DC)

USAR
USARC
USAREC
USATDS
USC
USDB
USERRA
USFHP
USMA
USUHS

U.S. Army Reserve
U.S. Army Reserve Command (located at Fort McPherson, GA)
U.S. Army Recruiting Command (located at Fort Knox, KY)
U.S. Army Trial Defense Service
United States Code
U.S. Disciplinary Barracks (located at Fort Leavenworth, KS)
Uniformed Services Employment and Reemployment Rights Act
Uniformed Services Family Health Plan
U.S. Military Academy (West Point, NY)
Uniformed Services University of the Health Sciences

V

VA
VHA
VI
VSI

Department of Veterans Affairs
Variable Housing Allowance
Voluntary Indefinite
Very Seriously Ill/Injured

W

WT
WTU
WOCS

Warriors in Transition
Warrior Transition Unit
Warrant Officer Candidate School

Y

YS

Youth Services

Army Insignia of Rank

| Insignia | Officer | | | Insignia | Enlisted | | |
|---|---------------------|-------------------|-----------|---|----------------------------|-------------------|-----------|
| | Rank | Rank Abbreviation | Pay Grade | | 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 | SGM | E - 9 |
|  | Major General | MG | O - 8 |  | First Sergeant | 1SG | E - 8 |
|  | Brigadier General | BG | O - 7 |  | Master Sergeant | MSG | E - 8 |
|  | Colonel | COL | 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 |
| | | | |  | Private | PVT | E - 2 |

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

www.army.mil

