

THE ARMY CASEWORK GUIDE 115TH CONGRESS



Ready Today. Preparing for the Future.



January 2017

Dear Congressional Staff Member:

I am pleased to provide you with the Army's Casework Guide Book for the 115th Congress. This publication will assist you in responding to your constituent inquiries. An electronic/interactive version of this publication has been posted to our home page at <http://ocll.hqda.pentagon.mil/>.

This Guide Book provides valuable information about issues affecting current and former Soldiers, their Families, and Army Civilians. As in past editions of the Casework Guide Book, we have included valuable Army information regarding a wide range of casework topics; such as, recruiting, Family Programs, Military Health Care, awards and decorations, personnel records, and many other helpful information.

Our continuing commitment to Congress is to respond to constituent inquiries as quickly and accurately as possible. In our efforts to be as supportive and timely, we will send an electronic acknowledgement letter upon receipt of your inquiry with the name and contact information for the Action Officer assigned to the inquiry. Our standard is to respond to an inquiry within 30-days. If we cannot meet this suspense, we will provide an interim update as we continue in our efforts to finalize the inquiry.

My staff of Officers, Noncommissioned Officers, and Department of Army Civilians are committed to ensuring you receive timely and accurate information along with professional customer service. We welcome the opportunity to work with you and encourage you to contact us whenever we can be of assistance.

Sincerely,

Laura J. Richardson
Major General, U. S. Army
Chief of Legislative Liaison



READY TODAY, PREPARING FOR THE FUTURE





INTRODUCTION

The Office, Chief of Legislative Liaison provides liaison between the Army and Congress. Our Congressional Inquiry Division, located in the Pentagon, processes your written and telephonic constituent inquiries. There are several ways to contact us - by US Postal Service, facsimile, or electronic mail. Your constituent inquiries may also be delivered to the House or Senate Liaison Division for courier delivery to the Pentagon. Should you need to contact our office by telephone, please call (703) 614-9582 (states west of the Mississippi River), (703) 697-9687 (states east of the Mississippi River), or the Congressional Inquiry Division's main line at (703) 697-8381.

Please address written constituent inquiries to:

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

EMAIL: usarmy.pentagon.hqda-ocll.mbx.congressional-inquiries@mail.mil

(Be sure to include your contact information and any specific guidance in the body of the email or in a cover letter/transmittal record from your office.)

FAX: (571) 256-3442/3443

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 or dental information.

Our House and Senate Liaison Divisions, located on Capitol Hill, are available to facilitate briefings, visits to Army installations, and Army General Officer engagements that the Member of Congress may wish to pursue.

House

Room B-325
 Rayburn Building
 (202) 685-2676

Senate

Room SR 183
 Russell Building
 (202) 224-2881

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

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



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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.

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Authorization for Disclosure of Medical or Dental Information

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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.

Enlistment Agreement

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 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, conduct (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-EPZ
1600 Spearhead Division Avenue
Fort Knox, KY 40121

Non-Prior Service (NPS) Enlistment Standards

The basic enlistment criteria are outlined in U.S. Army Recruiting Command Regulation 601-210, Enlistment and Accessions Processing, and Army Regulation 601-210, Active and Reserve Components Enlistment Programs. 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 35th 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, U.S. Code, Section 505a).
- (3) All NPS Regular Army applicants must ship to training no later than their 35th birthday. All NPS Reserve Component applicants must access no later than their 35th birthday.

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) and line scores. This test will determine basic eligibility to enlist and specific options/training available to an individual.

- (1) TSC-I (Armed Forces Qualification Test (AFQT) 93–99).
- (2) TSC-II (AFQT 65–92).
- (3) TSC-III A (AFQT 50–64).
- (4) TSC-III B (AFQT 31–49).
- (5) TSC-IV A (AFQT 16–30).
- (6) TSC-IV B (AFQT 10–15) Not currently accepted.
- (7) TSC-V (AFQT 0–9) Not eligible to enlist. (Except 09L).

Education:

- (1) High school diploma graduate
- (2) College graduate
- (3) High school senior
- (4) Home study diploma, Alternate/Adult high school credentials, Job Corps, Correspondence school diploma, Charter school, Distance learning, etc., tier 1. Evaluations of “covered grad” will be conducted by Education Service Support if questionable.
- (5) General Equivalency Diploma (GED) and National Guard Youth Challenge are tier 2. There are limited openings for non-high school graduates credential holders.
- (6) Currently in High School (CIHS), alternate training for Army Reserve only.
- (7) High school diploma graduate via semester hours, quarter hours, or clock hours. Has completed 15 semester hours of college credit or 22 quarter hours of college credit or 675 clock hours of classroom instruction from an accredited postsecondary institution

Physical:

- (1) Applicant must meet procurement physical fitness standards of Army Regulation 40-501, Standards of Medical Fitness, Chapter 2, and meets added requirements of specific option for which enlisting.
- (2) Waivers may be requested for medical defects, provided applicant is not under the care of a physician or taking medication for the defect.
- (3) Waivers are not authorized for confirmed positive results for the presence of Human Immunodeficiency Virus (HIV) or antibody (Army Regulation 40–501).

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) Waiver may be considered on dependents pending further screening and interview with recruiter

Conduct (moral):

Applicants may be eligible for enlistment with or without waiver as indicated in each case. Applicants may have a waiting period if they have had parole, probation and/or incarceration. 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.

Applicants who do not meet established enlistment standards are not eligible for enlistment unless a waiver is authorized. Commanders have the authority to approve waivers, as appropriate. The burden is on the applicant to prove to waiver authorities that they have overcome their disqualifications for enlistment and that their acceptance would be in the best interests of the Army. Waiver authorities will apply the “whole person” concept when considering waiver applications.

Tattoo policy:

Tattoos/brands are prohibited on the head, face (except for permanent makeup), neck (anything above the t-shirt neck line to include on/inside the eyelids, mouth, and ears), wrist, hands, except Soldiers may have one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm) of the finger. Regardless of location on the body, tattoos/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. (Army Regulation 670-1, 10 April 2015, Wear and Appearance of Army Uniforms and Insignia).

Prior Service Enlistment Standards

Persons applying for enlistment in the Regular Army or Army Reserves must meet eligibility criteria. The Prior Service applicants also must meet requirements of options for which they are enlisting. The Prior Service definitions for Regular Army and Army Reserves are as follows:

- (1) For persons enlisting in the Regular Army, applicants must have 180 days or more of active duty.
- (2) For persons enlisting into the Army Reserves, applicants must have served 180 days or more on active duty as a member of the U.S. Armed Forces. Applicants who are Military Occupational Specialty qualified are considered as prior service regardless of time on active duty.

These rules are also applicable to glossary non-prior service applicants, unless otherwise specified. These definitions do not change the fact that an applicant has served in the military. Any applicant with one or more days in any component of a military Service has had prior military service. All references to basic pay entry date, basic active service date, time in grade, and time in service apply, regardless of the above definitions of “Enlistment.” Applicant is eligible for enlistment if applicant qualifies for exemption from enlistment requirements.

Age:

Between the ages of 18 and 35 (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 35.

- (1) An applicant is eligible for Regular Army enlistment if applicant’s age, when subtracting prior honorable active service completed in any military service, is not more than 35 and the applicant can qualify for regular retirement with 20 or more years of active federal service by age 62.
- (2) An applicant is eligible for enlistment in the Army Reserves if they are not less than 18 years of age (17 with signed parental consent) and can qualify for retired pay by age 62. To be eligible for non-regular retired pay, an individual must meet eligibility criteria outlined in Army Regulation 135–180.

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:

Applicant is eligible for enlistment if he/she has a qualifying aptitude score for the 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 Armed Services Vocational Aptitude Battery (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, general equivalency diploma (GED) Certificate or higher.

Medical:

Meet retention standards in accordance with Army Regulation 40-501, Chapter 3, if enlisting within 6 months of release from active duty. Current members of the Army Reserve or active duty having a physical that is within 5 years of application for enlistment may be processed and projected as “NO Medical required.”

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 or she can send a letter and a copy of their DD Form 214 to the following address requesting the correction:

Commander US Army Human Resources Command

Attention: Retention Branch (AHRC-EPF)

1600 Spearhead Division Drive, Dept 365

Fort Knox, KY 40121

If the Human Resources Command denies your request and you can provide evidence that the RE code is erroneous or unjust, you may apply to the Army Board for Correction of Military Records for a correction of the RE code by submitting an application for Correction of Military Record, DD Form 149, requesting a determination of the RE code, with a copy of the Certificate of Release or Discharge from Active Duty, DD Form 214, to:

Army Review Boards Agency

Army Board for Correction of Military Records

251 18th Street South, Suite 385

Arlington, VA 22202-3531

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

Delayed Entry/Training Program (DEP/DTP)/Future Soldier

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 United States Army Recruiting Command Form 986 to their recruiter with their narrative reason for discharge.

Waivers to Enlist

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 center for assistance in determining his/her current eligibility for enlistment in the Army. Applicants should bring all documents that may assist in their enlistment assessment and waiver process.

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. Any Prior Service applicant enlisting from any service with a separation or reentry code requiring a waiver (waiting period not otherwise covered in Army Regulation 601-210 chapter 4) may not process until 90 days to 24 month wait period has elapsed from separation date or discharged from any component of the Armed Forces.

Educational Credentials

For Army enlistment, education credentials are divided into three categories, i.e., Tier 1, Tier 2, and Tier 3. All schools must operate lawfully and meet state/district criteria and accreditation standards. The three tier levels are defined as follows:

Tier 1 category includes:

- Education that is equivalent and/or similar in methodology to the traditional classroom education, i.e., classroom based, teacher directed, operating on a traditional program of instruction and meets all state/district requirements.
- The National Defense Authorization Act (NDAA) of 2012 also includes adult/alternative, correspondence/online, and home schools into the Tier 1 category.

Tier 2 category includes:

- Education that is test based in nature, such as the GED and HiSET.

Tier 3 category is defined as “less than high school.”

- This is the category that captures those schools that are identified as diploma mill schools.

Special Programs:

- National Guard Youth Challenge (NGYC). Applicants who complete the 22-week NGYC program and earn the NGYC certificate and GED are considered Tier 2.
- Job Corps: Applicants who earn a minimum of 675 clock hours and graduate from a Job Corps certificate program and receive a GED or high school diploma are considered Tier 1.

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.

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 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

The mission of the United States Military Academy at West Point is “To educate, train, and inspire the Corps of Cadets so that each graduate is a commissioned leader of character committed to the values of Duty, Honor, and Country and is prepared for a career of professional excellence and service to the nation as an officer in the United States Army.”

The fully funded, world-class education empowers cadets to achieve their best as scholars, athletes, and leaders. Graduates depart from West Point after four years with both a Bachelor of Science degree and a commission as a second lieutenant in the U.S. Army with a service obligation of five years on active duty and three years in the Reserve component for a total of eight years military service. Reserve component commitment may be fulfilled in the Individual Ready Reserve (IRR), U.S. Army Reserves, or Army National Guard.

In order to receive an offer of admission to West Point, candidates must meet the basic requirements for admission; be qualified academically, medically, and physically; and be nominated, compete, and selected for a vacancy in the class.

Basic Requirements:

The 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 of admission to the academy. (The 2011 National Defense Authorization Act established an age waiver mechanism for up to five Soldiers per year who served in Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF) and exceed age 23 at the time of admission. Eligible Soldiers may not exceed their 26th birthday by July 1 of the year of admission to USMA). The applicant must not be married, pregnant, or have any legal obligation to support a child or children.

Academic Qualifications:

The applicant must provide complete scholastic transcripts (including college, if applicable) and extracurricular records, the results of ACTs (including the optional writing section, which is required) or SATs, and the recommendations of high school faculty members. Leadership, community, extracurricular, and athletic involvement are also considered in the overall evaluation.

Medical Qualifications:

The 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 scheduled a medical examination through DODMERB, the candidate can verify his/her status by visiting the following website: <https://dodmerb.tricare.osd.mil/ApplicationCheck.aspx>

Physical Fitness Qualifications:

A Candidate Fitness Assessment is required. This is used to determine physical fitness qualifications. The exam consists of a basketball throw from the kneeling position, pull-ups for males/flexed-arm hang for females, shuttle run, crunches, push-ups, and a 1-mile run.

West Point Nominations

A nomination is the legal authority for the military academy to consider a candidate for admission. Nominations fall under two general categories: congressional and service-connected. Candidates may receive more than one nomination, and should apply for every possible source, including their congressional district representative, both U.S. senators, and the vice president, plus any service-connected nominations for which they are eligible.

Congressional Nominations

There are approximately 550 congressional vacancies in each incoming class. Each nominating authority may have five enrolled cadets at the military academy at one time. They may nominate up to 10 candidates to compete for each vacancy. Those authorized to nominate individuals for appointment to West Point include:

- The Vice President
- U.S. Senators
- Members of the U.S. House of Representatives, including the delegate from Washington, D.C.
- The resident representative of The Northern Mariana Islands
- The Commissioners/Governors of Puerto Rico, Guam, and the Virgin Islands

Service-Connected Nominations

Approximately 350 vacancies are available to nominees in the categories listed below. Detailed instructions for requesting service-connected nominations may be found on the West Point Admissions website.

- Sons and daughters of career military personnel, deceased or 100 percent disabled veterans, and Medal of Honor awardees. The President is the nominating authority.
- Soldiers of the Regular Army, Army Reserve, or Army National Guard. The Soldier's commanding officer is the nominating authority.
- Applicants currently enrolled in an Army Junior Reserve Officers Training Corps (JROTC) program, and applicants currently enrolled in a sister service JROTC program that is currently designated an "honor unit." The senior instructor is the nominating authority.
- Applicants currently enrolled in an Army Senior ROTC program. The Professor of Military Science is the nominating authority.

National Waiting List

Nominees 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. The candidates on that list compete for several hundred "additional appointee" or "qualified alternate" vacancies.

Vacancy winners are selected from the pool of fully-qualified nominees based on a "whole person" assessment that takes into account academics, leadership, physical fitness, moral/ethical character, admissions interviews, and other factors. Additionally, each year a select number of candidates not offered direct admission will be given the

opportunity to attend the United States Military Academy Prep School (USMAPS) or equivalent junior military college through the West Point Preparatory Scholarship Program. Applicants are automatically considered for prep programs without having to re-apply to the specific school(s). These programs often provide the most benefit to currently serving Soldiers and recruited athletes, though all files can be considered.

Admissions files, including nominations, must be completed by the last working day in February of the year of application. However, West Point's rolling admissions process ensures applicants' files are reviewed and evaluated as soon as their records become complete, so early file completion provides candidates with a significant advantage. Candidates may begin the application process in December of their junior year of high school. The incoming class usually reports on the last Monday in June. Interested parties may obtain more information by visiting the West Point Admissions home page: <http://www.westpoint.edu/admissions/> or by contacting:

Directorate of Admissions

606 Thayer Road
West Point, NY 10996-1797
(845) 938-4041

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

Army ROTC offers a program of instruction at 275 colleges and universities throughout the United States and its territories. The Army ROTC program allows students from an additional 654 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 100 percent tuition and fees or room and board (not to exceed \$10K), 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

204 1st Cavalry Regiment Road, Building 1002
Fort Knox, KY 40121-5123
(502) 624-7046/7371

Qualified enlisted active duty Soldiers may also compete for Army ROTC scholarships through the "Green to Gold" program. Additional information about this program can be found at http://www.goarmy.com/rotc/enlisted_soldiers.jsp.

Officer Candidate School (OCS)

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

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
- Baccalaureate Degree
- At least 18 years old but less than 33 years old at the convene date of the HRC selection board. All Soldiers, regardless of component, must be commissioned by age 34. Soldiers exceeding 34 years of age prior to graduation or while attending federal OCS will not be commissioned.
- 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

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>

Judge Advocate:

Department of the Army
Judge Advocate Recruiting Office
9275 Gunston Road, Suite 4400
Fort Belvoir, VA 22060-5546
(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 are considered on a case-by-case basis.

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. Upon graduation, the students are promoted to the rank of captain in the Regular Army, and medical school graduates may be placed on active duty if matched for residency in a military or civilian hospital. 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>

Uniformed Services University of the Health Sciences

The graduate programs of the Uniformed Services University of the Health Sciences (USUHS) 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://www.usuhs.edu/graded>

F. Edward Hébert School of Medicine

The School of Medicine's principal emphasis is on training medical officers for the Army, Navy, and Air Force. Students are selected with the understanding that they will be trained for service to the Nation, including assignments abroad or at sea. Dedication to the idea of service to country must be foremost among an applicant's reasons for attending the School. The School of Medicine is a tuition-free institution. In addition, books and instruments are furnished to students either without charge or on a loan basis. While enrolled in the School of Medicine, students serve on active duty as Reserve commissioned officers with full pay and allowances as a first lieutenant. Both civilian and uniformed services personnel are eligible for admission. The term "uniformed services personnel" means individuals who are currently on active duty for a period of 90 days or more in any of the seven components making up the uniformed services. Applicants must be at least 18 years old at the time of matriculation, but no older than 30 as of June 30th in the year of admission (civilians and enlisted personnel). Applicants older than 30 years of age may apply to the School of Medicine. If they are recommended for a position by the Admissions Committee and approved by the Dean, an age waiver will be requested from the Office of the Secretary of Defense (Health Affairs), prior to extending an offer. The age limits for entrance parallel those governing appointment in the Regular medical corps of the armed forces (Title 10, U.S. Code, Section 532). However, the age of any student who has served on active duty as a commissioned officer in the uniformed services may exceed the age limit by a period equal to the time served on active duty, provided the student is no older than 35 as of June 30th in the year of admission.

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

Association of American Medical Colleges

Section for Student Services

2502 M Street, N.W.

Lobby - 26

Washington, DC 20037-1300

<http://www.aamc.org/students/start.htm>

For information about the M.D. program contact:

Admissions Office

Uniformed Services University of the Health Sciences

4301 Jones Bridge Road, Room A1041

Bethesda, MD 20814-4799

(301) 295-3101 or (800) 772-1743

<http://www.usuhs.mil>

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

The following RE codes are used for administrative purposes only. Applicants should be advised that these codes are not to be considered derogatory in nature; they simply are codes used for identification of an enlistment processing procedure.

Code	Applies To Persons	Eligibility for Reenlistment
RE-1	Fully qualified when last separated	Qualified for enlistment if all other criteria are met.
RE-1A RE-1B RE-1C RE-2 RE-2B RE-2C	Soldier separated prior to the effective date of this regulation. These codes will not be used.	Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.
RE-2A	Soldiers separated prior to the effective date of this regulation but did not meet reentry criteria at time of separation.	Ineligible unless a waiver is granted.
RE-3	Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable.	Ineligible unless a waiver is granted.
RE-3A RE-3B RE-3C RE-3D RE-3E RE-3S RE-3V	Soldiers separated prior to the effective date of this regulation but did not meet reentry criteria at time of separation.	Ineligible unless a waiver is granted.
RE-4	Person separated from last period of service with a nonwaivable Disqualification. This includes anyone with a Department of the Army imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more years AFS.	Ineligible for enlistment.
RE-4R	A person who retired for length of service with 15 or more years AFS.	Ineligible for enlistment
RE-4A	Soldier separated prior to the effective date of this regulation. These codes will not be used.	Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.



Assignments

The Army assigns Soldiers to meet the operational needs of the Army and to meet the requisite professional development and training needs of the individual. The Army also attempts to support individual Soldier preferences when possible. There are a number of individual considerations that impact each individual assignment decision.

Compassionate Requests

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). The installation Commander or the General Court-Martial Convening Authority may 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. HRC may consider other persons, including parents-in-law, 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. 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 with completed home study and the child is scheduled to be placed in the Soldier's home within 90 days. Normally, the Soldier must initiate adoption prior to assignment instructions receipt.
- Court order making Soldier's minor children wards of the court, or placed in an orphanage or foster home as a result of family separation.

The following conditions do not normally warrant approval:

- Death of a family member other than spouse or child.
- Divorce or separation resulting from family separation because of military service.
- Psychoneurosis of a family member resulting from family separation due to military requirements.
- Pregnancies involving threatened miscarriage, breech birth, cesarean section, or RH incompatibility.
- Minor allergies of Family members due to climatic conditions.
- Problems relating to home ownership.
- The Soldier has recently been awarded custody of a dependent child/children under terms of a divorce legal separations by temporary or permanent court order.
- 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.

Soldiers who experience the death of a spouse are automatically stabilized for a period of not less than twelve months. Once stabilized, Soldiers may request through their chain of command to Human Resources Command (HRC) to extend their stabilization period to twenty-four months, and may request to terminate their stabilization at any time. Stabilization actions do not automatically extend the term of service of impacted Soldiers.

- Soldiers will automatically be stabilized for 12 months upon HRC, Casualty and Mortuary Affairs Operations (CMAOC) notification to enlisted personnel management and officer personnel management directorates within HRC, of the death of a Soldier's spouse.
- Stabilization actions should be completed no later than 30 days after the receipt from CMAOC.
- Soldiers who request to terminate their stabilization at any time during the 24-month period must submit a DA Form 4187 through their chain of command, the brigade or equivalent S-1 will submit to HRC. The Soldier will then become immediately available for worldwide assignment.
- Soldiers may request a compassionate reassignment rather than stabilize at their current location. SAB will coordinate with the appropriate branch and make every attempt to issue AI to the requested location (grade/MOS, requisition, exceptional family member program care (if applicable, must be available).

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 is being considered (normally 14 days).

Pregnancy Deferment

When a wife is in the eighth month of pregnancy on the date of the Soldier scheduled overseas duty departure, the installation commander can approve a pregnancy deferment. Pregnant Soldiers are ineligible for overseas assignment without an approved exception.

Married Army Couples Program

The Army considers Soldiers for the Married Army Couples Program and joint domicile assignment at the time that either is nominated for reassignment. Both Soldiers must enroll 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 forwarding the information to HRC. Once the Army nominates either of the Soldiers for assignment, the other Soldier is automatically considered for assignment to the same location. The Army will normally approve requests 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 must 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.

Homebase/Advance Assignment Program (HAAP)

Soldiers on assignment dependent-restricted short-tour (12 months) area should 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. Changes in programmed HAAP assignments will be kept to a minimum and will be made only after notifying the Soldier of the circumstances requirement the change.

Army Exceptional Family Member Program (EFMP)

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 required to be 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. The Army will not finalize family travel decisions outside the continental United States, 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. Soldiers may be stabilized for a minimum of four years based on the EFMP program based on long-term care requirements and availability of care at the assignment location.

The Army will consider an alternate assignment, based on existing assignment priorities, when the needed services are not available at the gaining command. 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, the Army will not grant deletions and deferments from assignment instructions solely for the purpose of enrolling in the EFMP. 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.

Overseas Travel of Family Members

All Soldiers on assignment 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, the Soldier must apply 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.

If housing will be available within 60 days, concurrent travel is authorized. If housing becomes available from 61 to 140 days, deferred travel will be authorized. When the Soldier secures suitable housing 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.

The command will disapprove family member travel if housing will not be available within 140 days after the Soldier's arrival in the overseas command. In such cases, the Army authorizes family members and household goods movement to a "designated location" in the continental United States. Once housing becomes available, the command will authorize family travel 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, the command authorizes Soldiers 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.

High School Stabilization

Soldiers with high school seniors may request for stabilization. The intent of the procedure is to provide stability to Soldiers with Family members in their senior year of high school. HRC, will to the maximum extent possible, approve stabilization requests and should not place Soldiers on assignment prior to the stabilization termination date. In cases where Soldiers are already on AI at time of request to a dependent-restricted tour, to a PCS school, to attend scheduled TDY training (e.g., TDY en route), are on assignment instructions (AI) with less than 6 months before report date, or have unique circumstances, HRC will carefully consider these requests on a case-by-case basis. These actions may be approved with a deletion of assignment or approved with the Soldier continuing on AI/TDY and returning to his/her current location. Soldiers should apply no earlier than March 1 of the student's sophomore year and no later than the start of the student's junior year (apply between March 1 and September 1).

Assignment to duty in Designated Hostile-Fire/imminent-danger areas

If a Soldier of a family is killed or dies when serving in a designated hostile–fire area, other Soldier(s) of the same family shall, upon approval of their request, be exempt from serving in designated hostile–fire areas. If already serving in such an area they shall be reassigned out of the area. The exemption also applies to family members of those Soldiers who are in a captured or missing status or who have been determined by the Department of Veterans Affairs (VA) or a Military Service to be 100 percent physically or mentally disabled.





Army Family Programs

“Every day we must keep foremost in our minds our Soldiers, Civilians, and their Families. Our collective strength depends on our people – their mental and physical resilience [and readiness] is at our core.”

– GEN Mark A. Milley, 39th Chief of Staff, Army

Family readiness is the state of being prepared to effectively navigate the challenges of daily living in the unique context of military service. To meet its readiness needs, the Army invests in a wide array of Soldier, Family, Child, Youth, and School Programs. These programs are an investment in the Army’s most valuable asset – our people. The Army remains committed to sustaining the full spectrum of programs and services that help Soldiers and Families meet the most challenging aspects of the military lifestyle, while being good stewards of taxpayer dollars. The Army continuously reviews these programs to ensure the most efficient delivery of service. While resourcing may change to reflect the number of Soldiers and Families served, there will be no impact to the quality of programs.

Army Community Services (ACS)

ACS equips people with the skills, tools, and education they need to face the challenges of military life now and into the future. ACS helps Soldiers and Families who need information and referrals, financial assistance, employment services, crisis intervention, and when deploying or relocating. ACS facilitates a commander’s ability to provide comprehensive, coordinated, and responsive services that support the readiness of Soldiers, civilians, and their Families. Below are some of the ACS programs that exist at Army installations worldwide. ACS representatives stand ready to assist Soldiers and Family members with these services and more.

- **Deployment and Mobilization Support** The Mobilization and Deployment Readiness Program supports Active and Reserve Component Soldiers and Families during short and long-term deployments/rotations, mobilizations, and re-integration. Family Assistance Centers, Family Readiness Groups, and rear detachment units help Families by coordinating with state and local agencies, identifying Families requiring additional support, providing orientations for Reserve Component units and their Families, and shifting to 24-hour operations, 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.
- **Family Readiness Groups (FRG)** Commanders establish FRGs and rear detachment units to link Soldiers, Family members, and their units. ACS staff help commanders establish FRGs by providing expertise, classes, training, and support. The FRG, in conjunction with the rear detachment unit, acts as a conduit for information and refers Families to community services when necessary. Virtual FRGs meet the needs of geographically dispersed units and Families by linking deployed Soldiers, Families, FRG leaders, unit commanders, rear detachment units, and other Family readiness personnel on controlled-access websites to exchange information and provide a sense of community.
- **Relocation Readiness** Relocation Readiness is a comprehensive program for Soldiers and Families to help reduce or eliminate problems arising due to frequent moves. Specialized programs and services include assessment and relocation counseling, pre-arrival information, overseas relocation briefings and post-move orientations, lending closet, citizen immigration services, multi-cultural programs for Families with foreign-born spouses, and “Hearts Apart” activities for Families with deployed Soldiers.
- **Financial Readiness** The Financial Readiness Program provides proactive, comprehensive personal financial management services that provide Soldiers and Families tools and information to develop strategies to achieve their financial goals. Services include educational and counseling programs in personal financial topics such as indebtedness, consumer advocacy and protection, money management, credit, financial planning, insurance, and consumer issues. Other services include various financial training for new Soldiers, financial planning for transitioning Soldiers, financial counseling for deployed Soldiers and Families, and the Department of Defense Family Subsistence Supplemental Allowance Program. Additionally, Army Emergency Relief provides emergency financial assistance to Soldiers and Families when valid needs exist. Soldiers and Family members may also visit www.MyArmyOneSource.com for a myriad of financial and consumer education and information with links to Federal Trade Commission, Better Business Bureau, and Consumer World.

- **Family Advocacy Program (FAP)** The Army does not tolerate domestic violence and child abuse and has programs and policies in place to empower leaders at all levels to intervene, stop the violence, and hold offenders accountable. The FAP includes domestic violence prevention, early identification, timely reporting, investigation, and intervention. Victim Advocacy is also an integral component of FAP that provides advocacy and emotional support, 24/7 crisis intervention, assistance with filing reports, safety planning, and access to additional on- and off-post services. 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 legal rights and proceedings, 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.
- **Exceptional Family Member Program (EFMP)** connects Families with special needs to the systems of care they need, both on and off the installation. EFMP works with Families throughout the assignment process to ensure special needs Family members have comprehensive and coordinated community support, housing, educational, medical, and/or personnel services. EFMP respite care provides rest periods for Family members responsible for the regular care of persons with disabilities.
- **Installation Volunteer Program** Volunteers are important to the Army and are a vital factor to overall Soldier readiness. The Army Volunteer Corps program recruits, tracks, places, and oversees volunteers in organizations and agencies at Army installations. Involved Families feel more connected to the Army and are better able to manage deployment, separations, and Army life in general, thus allowing Soldiers to stay focused on the mission. Army Volunteer Programs are comprised of the Army Volunteer Corps, the Army Family Action Plan, Army Community Service Volunteer Program, and Army Family Team Building. Families who know how to utilize Army services and programs are stronger and more resilient. Soldiers who are confident that their Families are taken care of are more focused on the mission and more likely to remain in the Army. ACS representatives will assist Soldiers and Families who want to volunteer.
- **Army Family Action Plan (AFAP)** The AFAP provides Active and Reserve Component Soldiers, Civilians, Family members, Survivors, Wounded Warriors, and Retirees a voice in shaping their standards of living by identifying issues and concerns for Army Senior Leadership resolution. Since its inception in 1983, the AFAP remains the only such grassroots partnership between a branch of the United States military and its constituents.
- **Army Family Team Building (AFTB)** The AFTB program is a resiliency and readiness training program that provides participants with an understanding of Army culture and the skills and resources to become self-reliant and self-sufficient members of the military community. New Army Families are introduced to the military culture and provided personal and professional skills to navigate a myriad of programs so they can access needed resources and services. AFTB exists at every active duty installation, in the Guard and Reserve, for Soldiers, civilians, and Family members, as well as online.
- **Employment Readiness Program** The Employment Readiness Program helps Soldiers, retirees, civilians, and their Family members acquire skills, networks, and resources that will allow them to participate in the workforce and develop a career/work plan. Services include career counseling and coaching, employment training classes, job fairs, assessment tools, job listings and information on local employment trends. The Military Spouse Employment Partnership is a Department of Defense (DoD) partnership that benefits the Army and corporate America by enhancing career opportunities through the creation of partnerships with DoD, other federal agencies, and nonprofit and private corporations that enable spouses to pursue or continue their careers. The partner companies have pledged to increase employment and career opportunities for military spouses. Corporate partners are provided the capability to tap into a readily available, diverse, and talented pool of candidates. Spouses may visit the employment and careers section of MyArmyOneSource.com for links to job announcements and potential Job opportunities.

Other Key Soldier and Family Programs and services:**New Parent Support Program (NPSP)**

NPSP is a component of the FAP and a key child abuse prevention program. NPSP professional social workers and nurses offer supportive services to high-risk Families with children from birth to age three. Through a variety of programs, including home visits and parenting classes, the NPSP provides opportunities to learn to cope with stress, isolation, post-deployment, reunions, and the everyday demands of parenthood. The NPSP is committed to developing strong Families and the prevention and treatment of Family violence.

Transitional Compensation Program for Abused Dependents

The Transitional Compensation (TC) program is a congressionally authorized program that provides monetary compensation and benefits for dependents of military personnel on active duty who have been court-martialed or administratively separated as a result of a dependent-abuse offense. The TC program offers benefits and entitlements for 36 months to eligible Family members. During this period, beneficiaries are provided financial compensation and are eligible for medical care, including behavioral health services as TRICARE beneficiaries, and commissary and Post Exchange privileges. Family members must apply at a local ACS Center through a Family Advocacy Program Manager, Victim Witness Liaison, or Victim Advocate.

Information and Referral

The Information and Referral program provides commanders, Soldiers, and Family members with timely, comprehensive information on both military and community resources that assist in meeting basic needs and improve quality of life. Information and Referral embodies a continuum of services that link individuals with the information or service that meets an identified need.

Army OneSource (AOS)

Army OneSource (www.MyArmyOneSource.com) is a web-based network designed to support Soldiers and Families, regardless of their component or geographical location. Key players who support the Army Family work in partnership to extend and expand programs and services to support the geographically dispersed via Information Technology tools and virtual environments. AOS Community Support Coordinators across the United States identify and build relationships with community service agencies and establish partnerships that provide Soldiers and Families additional resources. ACS Outreach Services augment ACS Center-based services with a primary focus on geographically isolated Families needing specific services, e.g., first-term Soldiers/Families, geographically separated Families, Soldiers/Families new to a community, and single-parent Families.

Survivor Outreach Services (SOS)

Survivor Outreach Services demonstrates the Army's commitment to Families of the Fallen by providing support and services closest to where the Families reside and for as long as they desire. SOS serves Active and Reserve Component Families regardless of the cause of death by providing continuing support that promotes the resilience needed to navigate grief journeys, adjust to loss, and rebuild lives. Services are available in every U.S. state and territory, Europe, and the Pacific. The SOS team provides services through case management, advocacy for Survivors, outreach events, management of benefits, life milestone counselings, information and referrals, and through development of partnerships with community and non-governmental organizations.

Military One Source

Military One Source is a DoD resource that supplements existing Army programs by providing a 24/7 toll-free information and referral and web-based service to Active and Reserve Component Soldiers, deployed civilians, and Families worldwide. Additional information may be found at www.militaryonesource.com, or telephone number (800) 342-9647.

Military Family Life Consultants

Military Family Life Consultants are DoD assets located on Army installations who offer non-clinical, short-term counseling as well as briefings to Soldiers and Families. They help resolve challenges associated with military lifestyle, including deployment-related issues. MFLCs possess at least a master's level degree in a mental health field and are licensed clinicians.



Child, Youth & School (CYS) Services Programs

Facility-Based Programs

Child Development Centers (CDC) (Ages six weeks to Kindergarten). CDCs offer on-post full-day, part-day, hourly child care, extended duty day care to include the Strong Beginnings pre-kindergarten program. Some installations also include stand-alone CDC annexes and satellite sites. The program focuses on the cognitive, social, emotional, and physical development of the children enrolled. Programs are certified to operate by DoD and are nationally accredited by a non-DoD accrediting body (e.g., National Academy of Early Childhood Programs).

Army Strong Beginnings Pre-Kindergarten Programs (For children eligible to attend kindergarten the following fall). Strong Beginnings prepares children to enter school successfully. Curriculum focuses on cognitive, social, emotional, and physical development of children and equips them with basic academic and etiquette skills. Strong Beginnings is available at no extra fee for eligible children attending full-day and some part-day CDC programs.

School Age Services (SAS) Programs (Ages 6 to 12 years). SAS include before and after school programs, weekend activities during the school year, summer care, and camps during school vacations. Through partnerships with groups such as 4-H, CHARACTER COUNTS!, and Boys & Girls Clubs of America, installations help Children learn to work with their strengths, interests, and each other, to feel good about themselves, and to grow as individuals. Programs are offered in the core areas of leisure, recreation, and the arts; sport and fitness; life skills, citizenship and leadership; and mentoring and support services.

Youth Services Programs (Ages 11-18 years). Army Middle School and Teen Programs are designed specifically for middle school youth and teens to ensure that the physical, cognitive, social and emotional needs of youth are addressed and predictable services provided. Youth Services offers programs in the following areas: sports, fitness & health options; life skills, citizenship & leadership opportunities; arts, recreation and leisure activities; academic support, mentoring, and intervention services.

Home-Based Programs

Family Child Care Programs (Ages 4 weeks to 12 years). Family Child Care homes provide full-day, part-day and hourly care for children in a home environment where children can develop motor, cognitive, social and emotional skills through a balance of exploration and planned curriculum. It is available both on and off post from trained childcare providers who work as independent contractors for CYSS. Learning activities are designed to support the natural development of children and include individual and small group experiences. The program is subject to DoD certification.

Child Development Homes (Ages 4 weeks to 12 years). Child Development Homes provide full-day, part-day, hourly child care to include extended duty day, weekend care, 24-hour care as needed in on-post government owned or leased housing designated for this purpose. Care for seven to 12 children is provided by two trained CYS employees. 24-hour care requires additional fire and safety protection certified by Safety Officers and Fire Chiefs.

Services and Programs in Alternative Settings

Youth Sports & Fitness (YSF) Programs (Ages 3 to 18 years). Youth Sports & Fitness Programs offer developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill-building clinics, and nutrition and health classes that foster development of life-long healthy habits. These programs are provided by trained CYS Services employees and volunteer coaches in a variety of settings including Youth Centers, Morale, Welfare and Recreation (MWR) facilities, schools, and community facilities. Some program examples follow.

- **Get Fit...Be Strong** A comprehensive health, fitness, and wellness campaign to increase child and youth physical activity and teach them healthy lifestyle techniques. The Get Fit, Be Strong initiative is executed in SAC, middle-school/teen programs, Child & Youth Sports & Fitness, and Army Youth Programs in Your Neighborhood schools. Children and youth enrolled in various programs have daily opportunities to participate in self-directed and staff-facilitated physical fitness activities while earning recognition from the President's Challenge Physical Activity & Fitness Awards Program. Staff and parents may also participate, thereby setting positive examples as role models.
- **National Alliance for Youth Sports (NAYS)** NAYS is the nation's leading youth sports educator and advocate with national programs that educate administrators, coaches, officials, and parents about their roles and responsibilities in the context of youth sports, in addition to offering youth development programs for children. Since 1993, the National Alliance for Youth Sports has created a unique partnership to bring quality youth sports programs to children on military bases in the United States and overseas. Through NAYS, the Army offers youth sports coaching certification, youth sports officials training, parental sports education and marketing, Start Smart Sports Development Program, and on-site and on-line educational forums.
- **SKIES Unlimited Instructional Program** (Ages 3 to 18 years). SKIES Unlimited offers a wide range of instructional and extracurricular classes (e.g., music, dance, martial arts, gymnastics, technology, life skills, SAT prep, etc.) designed to complement, expand, and support the academic, life skills, and athletic experiences children and youth have within Army CYS Services, at home and in schools. Programs are conducted in a variety of settings, such as Child Development Centers, School Age Programs, MWR and community facilities, and schools.
- **The Hired! Program** is a workforce preparation program for 15 to 18 year olds.

CYS Services Community-Based Child Care & Youth Programs

Army Affiliated CYS Services Programs (Ages 6 weeks to 18 years). Provides Child Care and Youth Programs at reduced rates for Army Families living off-post utilizing off-post child care and out-of-school supervision programs in garrison catchment areas due to lack of accessibility to on-post programs. Programs include Army Child Care in Your Neighborhood for children 4 weeks-5 years, Army School Age Programs in Your Neighborhood for children ages 6-12 years, and Army Youth Programs in Your Neighborhood for youth ages 13-18 years. Programs are centrally funded and managed through an Army enterprise contract with a national vendor that locates providers, provides technical assistance, and manages the fee assistance program for parents using these services. These programs are generally located in communities surrounding garrisons highly impacted by Army Transformation and they supplement, not replace, Army Installation operated on base Child and Youth Programs.

Military Child Care In Your Neighborhood & Operation Military Child Care (Ages 4 weeks to 12 years). Provides child care at reduced rates for geographically dispersed Families. Programs include Military Child Care in Your Neighborhood for Active Component Families and Operation Military Child Care for Reserve Component Families. Programs are centrally funded and managed through an Army enterprise contract with a national vendor that locates providers, provides technical assistance, and manages fee assistance programs. Programs are available in 50 states, Puerto Rico, and Guam.

Mission: Youth Outreach (access to community Boys & Girls Clubs). Programs are centrally funded and managed as an Army enterprise initiative in partnership with the USDA National 4-H Club Office and Boys & Girls Clubs of America. Programs are available in all 50 states.

CYS Services Parent & Outreach Programs

Parent Central Services (Ages birth to 18 years). A one-stop shop for registration, enrollment, waiting list, records transfer, parent education classes, and babysitter training and referral services for Families. Includes CYS Services Parent Advisory Council, non-traditional outreach services, and Parents On Site volunteer program. Provides program information, sends eNews publications and messages, and contributes to web sites of interest to parents.

Parents on Site (Ages 6 weeks to 12 years). Offers support services for the operation and management of parent co-ops that exchange babysitting services, infant/toddler playgroups, and short-term care services. Care is provided by parents with CYS Services staff assistance.

CYSitters (Ages 6 weeks to 12 years). Offers formal training for teens and adults who provide short-term hourly child care in Families' homes. Training covers skills needed to safely and appropriately care for children and includes first aid and CPR, program activities, and the "business" of babysitting. Trained CYSitters receive a certificate of completion and wallet card and may be placed on the CYS Services' babysitter referral list at <http://www.sittercity.com>.

Kids on Site (Ages 6 weeks to 12 years). Offers short-term hourly child care for Families using/attending command-sponsored events, e.g., Strong Bonds, Family Readiness Groups, memorial services, Yellow Ribbon events, special event openings, etc. Provided by CYS Services employees in a variety of on- and off-post settings which may include Family and MWR facilities, chapels, Armed Forces Recreation Centers, hotels, schools, armories, etc.

CYS Services School Support Programs

School Liaison Officer Program School Liaison Officers with educational experience are located on each Army garrison. School Liaison Officers provide support to U.S. and overseas garrison commanders, Army Families, and school districts. School Liaison Officers interact with over 3,000 schools in 374 school districts to support approximately 655,000 Army-connected school-age children and youth. School Liaison Officers serve all military-connected Families assigned to the installation, regardless of Service affiliation.

School Liaison Officers advise garrison staff on matters related to schools; assist Army Families with school issues; communicate information and resources to Army Families and schools; support Army Families during school transitions; collaborate with school districts to build positive relationships and address issues that impact Army students; facilitate training for parents, schools, and garrisons; foster reciprocal transition practices among school districts and increase school transition predictability for Army Families.

Professional Development Opportunities Prepares educators to address school transition concerns of military-affiliated students, including students with special needs, and teach educators and community members about the military lifestyle and how to support military-connected children during school transitions, deployment, and reintegration. School Liaison Officers provide much of this training.

Youth Sponsorship Programs in Schools (Grades K through 12). Offers student-led and faculty-sponsored school-based peer support programs for mobile military students transitioning in and out of schools.

CYS Services Through National Youth Serving Organizations

4-H Clubs (Ages 6 to 18 years). Offers 4-H experiences in fine arts, photography, technology and citizenship/community service on and off post. Youth participate in local, county, state and national 4-H opportunities. Training and materials are provided through an enterprise relationship with the US Department of Agriculture National 4-H Headquarters.

Boys & Girls Clubs of America (BGCA) (Ages 6 to 18 years). Offers BGCA programs and experiences as part of the core programming in Army School Age and Youth Programs through an enterprise relationship with the National Office of Boys & Girls Clubs of America. Youth participate in programs promoting success in school, healthy living, skill development, creative arts, sports and fitness, and exploring vocational choices.

Donations for Soldiers

Gifts to DOD Personnel

General Rule: Generally, DoD personnel (including their families) may not directly or indirectly accept or solicit for gifts given:

- (1) Because of their official position; or
- (2) Offered by a “prohibited source.”

A prohibited source is any person who seeks official action from the employee’s agency, does or seeks to do business with his agency, conducts activities regulated by his agency, or has interests that may be substantially affected by the individual employee. 5 C.F.R. 2635.203(d).

Exemptions and Exceptions: If an exemption or an exception applies, DoD personnel (including their families) may accept unsolicited gifts, other than cash.

- (1) Exemptions: Exemptions. 5 C.F.R. 2635.203(b). The following are examples of items not considered “gifts”:
 - Modest items of food and refreshments, such as soft drinks, coffee and donuts, not part of a meal.
 - Greeting cards and items of little intrinsic value, such as trophies, intended solely for presentation.
 - Loans from banks and other financial institutions on terms generally available to the public.
 - Opportunities and benefits, including favorable rates and commercial discounts available to the public, or large groups like all uniformed military personnel even if restricted geographically.
 - Rewards and prizes given to competitors in contests and events, like random drawings open to the public.
- (2) Exceptions. 5 C.F.R. 2635.204(a)-(l). The following are examples of gifts acceptable under an exception:
 - Gifts, other than cash, valued at \$20 or less from one source, per occasion, not to exceed \$50 in a calendar year. 5 C.F.R. 2635.204(a)
 - Bona fide awards for meritorious public service offered by non-Federal entities, including prohibited sources, except for those whose interests may be substantially affected by the individual gift recipient. 5 C.F.R. 2635.204(d). Some awards may require written determinations by DoD ethics counselors.
 - Gifts motivated by a family or personal relationship. 5 C.F.R. 2635.204(b)
 - For Groups. Gifts offered from other than prohibited sources to a group of personnel that does not distinguish on the basis of official position, pay or rank. Examples would include all members in a particular unit; all personnel who responded to a particular disaster; and all personnel injured in a particular disaster or event (such as the bombing of the U.S.S. Cole, the attack on the Pentagon, the Iraq or Afghanistan theater of operations). 5 C.F.R. 2635.204(c)(2)(iii)
 - Gifts permitted under specific statutory authority (see below). 5 C.F.R. 2635.204(l)
 - DoD personnel and their families are permitted to accept gifts under the following specific statutory authority, if certain conditions are met under DoD 5500.7-R. This gift acceptance authority (the Wounded Warrior Assistance Act) is not subject to the above rules.

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 itemizes expenses for income tax reporting purposes.

The Army Emergency Relief (AER) Society

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

The Air Force Aid Society

241 18th Street Suite 202
 Arlington, VA 22202
 Web site: <http://www.afas.org>

The Federal Employee Education and Assistance Fund (FEEA)

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

American Red Cross

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

Navy - Marine Corps Relief Society

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

Coast Guard Mutual Assistance

4200 Wilson Boulevard, Suite 610
 Arlington, VA 22203-1804
 Web site: www.cgmahq.org

Armed Services YMCA

7405 Alban Station Court, Suite B215
 Springfield, VA 22150-2318
 Web site: <http://www.asymca.org/>

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.

Mail to Deployed Personnel

On October 30, 2002, DOD suspended “Operation Dear Abby” and “Any Servicemember” mail programs because of the above concerns.



Inspector General Action Process

Active and retired Department of the Army military and civilian personnel and their Family members have the right to register complaints or seek the assistance of an Inspector General (IG) in person or in writing. The 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 of an IG complaint does not stop or prohibit any ongoing personnel actions. 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
- 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, Congressional offices may call: (703) 545-1845



Medical and Health Care

The Military Health System (MHS) is composed of the health care resources of the uniformed services, their military treatment facilities (MTFs), and many supporting civilian contractors that provide networks of civilian health care professionals, institutions, pharmacies and suppliers to provide access to high-quality health care services globally. The combinations of the Department of Defense Services' MTFs and the contractors make up the TRICARE program, and through collaborative relationships the TRICARE program executes the Title 10, U.S. Code statutory medical and dental entitlements. The TRICARE program is statutorily mandated and further defined through Title 32, Code of Federal Regulations - Part 199, Department of Defense Directives/Instructions (DODD/DODI) and Defense Health Affairs policies. TRICARE serves approximately 9.4 million beneficiaries worldwide, comprising statutorily eligible full-time active duty service members, activated National Guard and Reserves, military retirees, their Families, survivors and certain former spouses worldwide.

Eligible Beneficiaries

The primary beneficiary category that the MHS and TRICARE are charged to serve is the full-time active duty service member. When on Federal orders of greater than 30 days, National Guard and Reserve Soldiers and their eligible Families are eligible for full TRICARE coverage. These RC members must check with their Service's Personnel department to determine the full scope of their benefit including after demobilization from full time active duty service then ensure that their eligibility status is documented in the Defense Enrollment Eligibility Reporting System (DEERS).

Other statutorily (Title 10, U.S. Code) eligible beneficiaries include:

- Medal of Honor recipients and their family members
- Surviving family members whose sponsors have passed away on active duty
- Widows/widowers and children whose sponsors have passed away after retiring
- Unremarried former spouses
- Service Members with approved Line of Duty (LOD),

Special populations that have limited MTF access, but not full TRICARE:

The MHS, specifically the DOD Services' MTFs, are also required to see other special categories of beneficiaries, but under limited and restricted conditions. This eligibility for MTF-only care can be driven by either statute or DOD policy. These unique categories and situations have caused significant confusion by many government and civilian stakeholders as there is an assumption that if these special category populations receive care in an MTF, that additional or follow-on care could be received in the TRICARE civilian network. The categories listed below (not all exhaustive) are authorized MTF-only care and are not authorized TRICARE funded healthcare in the civilian sector:

- Dependent Parents/Parents-in-law
- Secretarial Designees
- DOD Civilians, illness or injury that is job-related
- DOD/Federal civilian employees for deployment related healthcare – pre and post deployment
- Foreign Officers and their dependents: TRICARE eligibility differ by the status of a Reciprocal Health Care Agreements, Status of Forces Agreement (SOFA), or North Atlantic Treaty Organization (NATO) agreement, or lack thereof.

Registering Eligibility

All statutorily eligible beneficiaries for full TRICARE benefits, as categorized above, must be validated as TRICARE eligible by the Services' Personnel community per Army Regulation 600-8-14, and then registered in DEERS. Proper registration in DEERS is the key to receiving timely and effective medical and dental care under

the TRICARE program. DEERS is a worldwide, computerized database used by all seven uniformed services members (sponsors), their family members, and others who are eligible for military benefits, including TRICARE. Sponsors, or dependents of deceased sponsors, are responsible for ensuring that all family members (dependents) are properly validated and registered in DEERS and that their information and eligibility status is kept up-to-date. Eligibility concerns must be addressed through the sponsor's Service's Personnel office or at any Installation ID card Issuing Facility. To locate the closest ID Card Issuing Facility, see <http://www.dmdc.osd.mil/rsl>. It is important to understand that the DOD Services' MTFs and the supporting TRICARE contractors cannot determine eligibility without correct information in each beneficiary DEERS profile. Their ability to provide healthcare services and supplies is contingent on their ability to verify statutory eligibility through DEERS, or in some situations with other official DOD documents such as military orders. Beneficiaries can update their contact information in various ways: online <http://milconnect.dmdc.mil>, by phone: 1-800-538-9552, by fax: 1-831-655-8317, by mail: Defense Manpower Data Center Support Office, 400 Gigling Road Seaside, CA 93955-6771, and in person by visiting a uniformed services ID card-issuing facility. In addition, beneficiaries can use the milConnect portal at <http://milconnect.dmdc.mil> to update and view DEERS information.

Basic Health Care Programs/Plans

In general, the TRICARE health plan option that is both authorized and appropriate for the beneficiary is dependent on the beneficiary category, the sponsor's military status, and where the beneficiary lives. Each plan may have its own eligibility and enrollment requirements (if enrollment is required). Beneficiaries can access TRICARE information or learn about their health plan options by going to the official TRICARE website at: www.tricare.mil or the official Defense Health Agency (DHA) TRICARE Smart site: www.tricare.mil/tricaresmart/. They can also visit any MTF and seek assistance from a Beneficiary Counselor and Assistance Coordinator (BCAC). The names and location of BCACs can be accessed at www.tricare.mil/bcacdcao. The TRICARE Basic program/plans are:

- **TRICARE Prime – 4.8 million (50 United States and District of Columbia)**
 - **TRICARE Prime Remote (TPR) (50 United States)**
 - **TRICARE Prime Overseas; TRICARE Prime Remote Overseas**
- **TRICARE Standard and Extra – 1.96 million** (Globally, except Extra can only be used in the 50 United States and District of Columbia)
- **TRICARE for Life (TFL) – 2.12 million** (Globally, except Medicare is not accepted outside the 50 United States and U.S. Territories)
- **TRICARE Reserve Select – 364,000; TRICARE Retired Reserve – 6,200**

Not all of the TRICARE programs/plans listed above require enrollment to participate. Coverage under TRICARE Standard and Extra as well as TRICARE for Life (with Medicare Part A & B) is automatic as long as the beneficiary is eligible and that eligibility is registered appropriately in DEERS.

TRICARE and the Affordable Care Act

The Affordable Care Act, also known as the health care reform law, requires beneficiaries to maintain basic health care coverage—called minimum essential coverage. Beginning in 2014, if beneficiaries do not have minimum essential coverage, they may have to pay a fee for each month they are not covered.

Plans that are Minimum Essential Coverage

If they are using any of the following health plans, they have the minimum essential coverage required by the health care reform law. Unless they are considering other health coverage, they do not need to take any action at this time.

- TRICARE Prime
- TRICARE Prime Remote
- TRICARE Prime Overseas
- TRICARE Prime Remote Overseas
- TRICARE Standard and Extra
- TRICARE Standard Overseas

- TRICARE For Life
- TRICARE Reserve Select (if purchased)
- TRICARE Retired Reserve (if purchased)
- TRICARE Young Adult (if purchased)
- US Family Health Plan

Transitional Health Plans

They also have minimum essential coverage if beneficiaries are covered by either of these transitional health plans:

- Transitional Assistance Management Program (premium-free, 180 days)
- Continued Health Care Benefit Program (if purchased, 18-36 months)

TRICARE Prime

TRICARE Prime is a managed care option offering the most affordable and comprehensive coverage - enrollment is required. TRICARE Prime is available in areas known as Prime Service Areas located with a 40 mile radius surrounding all DOD Service MTFs and designated Base Realignment and Closure (BRAC) locations. Prime is required for all active duty service members; however, Prime is an option for all other non-active duty beneficiaries who are not entitled to Medicare due to age (65) or disability. Medicare beneficiaries over the age of 65 or based on disability are eligible for TRICARE for Life (see below). As a TRICARE Prime beneficiary, the Prime enrolled beneficiary is assigned to, or may select a primary care manager (PCM) who oversees all of the medical care either at an MTF or from TRICARE civilian network providers. TRICARE Prime has access standards for care to include wait times for urgent, routine, and specialty care. Other benefits include enhanced vision and preventive services and travel reimbursement for some specialty care.

Enrollment Fees

All TRICARE Prime enrollees are required to pay annual enrollment fees, except: Active duty service members, Active duty family members, Transitional survivors, and beneficiaries under age 65 with Medicare Parts A and B.

The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2012 allows for the annual increase of TRICARE Prime enrollment fees for most retired beneficiaries based on the annual cost of living adjustment. Exceptions to annual increases are for survivors of active duty deceased sponsors and medically-retired service members and their dependents. For FY 2016, the individual plan enrollment fee is \$282.60 per year and the family plan enrollment fee is \$565.20. Additionally, these individuals have cost-shares for civilian healthcare encounters and non-MTF acquired pharmaceuticals.

Active Component (AC) service members and activated Reserve Component (RC) on Federal orders of greater than 30 days and their Prime enrolled Families pay no enrollment fees and no out-of-pocket costs for any type of medical care as long as the care is received from the PCM or with a referral. Care received without a referral is subject to denial of payment or point-of-service fees. Prime enrolled family members of service members have to pay a cost share for pharmaceuticals when they are acquired outside an MTF.

TRICARE continues to provide coverage for surviving family members when a sponsor dies. However, the health plan options and costs will vary based on the sponsor's military status when he/she dies and if the surviving family member is a spouse or child. When an active duty sponsor dies, spouses and children become "transitional survivors." As transitional survivors, surviving family members remain eligible for TRICARE as "active duty family members." After three years, the transitional survivor period ends for surviving spouses and coverage changes to that of a retired family member.

TRICARE Prime Remote (TPR)

TPR is a managed care option similar to TRICARE Prime but specifically for AC and activated RC service members (orders >30 days) and their eligible family members who live and work in designated remote duty stations in the United States (50 miles or an hour drive time from an MTF). TPR requires enrollment. When enrolled in TPR, beneficiaries may select a PCM from the TRICARE civilian network. If a network PCM is not available, they

may select a TRICARE-authorized, non-network provider as their PCM. The PCM oversees all of the medical care or can refer out to a specialist for care he or she cannot provide.

Since this is a statutorily active duty only TRICARE program, there are no enrollment fees and no out-of-pocket costs for any type of care as long as care is received from the PCM or with a referral. Care received without a referral is subject to denial of payment or point-of-service fees. TPR enrolled family members do pay a cost share for pharmaceuticals when they are acquired outside an MTF. The Defense Health Agency Great Lakes (DHA-GL) coordinates the care for Service Members eligible for TPR.

TRICARE Overseas Program (TOP) Prime

TOP Prime is a managed care option restricted to only AC and activated RC service members (orders >30 days) and their command-sponsored family members living together in overseas locations supported by one of the three DOD Services' MTFs (Army, Navy, or Air Force). TOP Prime enrollment is required to participate. TOP Prime is not available for any beneficiary category except AC and activated RC service members (orders >30 days) and their command sponsored families. However, TRICARE Standard is available for all overseas residing beneficiaries that choose not to enroll in TOP Prime or are not eligible for TOP Prime. Like state-side TRICARE Prime, TOP Prime enrollment means a PCM is assigned to, or selected by the beneficiary, but only at the supporting MTF.

Since this TRICARE program is restricted to only AC and activated RC service members (orders >30 days) and their command-sponsored beneficiaries, there are no enrollment fees and no out-of-pocket costs for any type of care as long as care is received from the PCM or with a referral. Care received without a referral is subject to denial of payment or point-of-service fees. TOP Prime enrolled family members may have to pay a cost share for pharmaceuticals when they are acquired outside an MTF.

TRICARE Overseas Program (TOP) Prime Remote

TOP Prime Remote is the same concept as state-side TPR, except in remote overseas locations. AC and activated RC service members (orders >30 days) and their command-sponsored families must be on orders to the remote location. TOP Prime Remote enrollment is required to participate. Due to the unique nature of remote foreign medical standards, assignment or selection of a PCM may not be possible. However, the overseas TRICARE contractor, International SOS, has dedicated call centers to support TOP Prime Remote enrolled beneficiaries.

Since this TRICARE program is restricted to only AC and activated RC service members (orders >30 days) and their command-sponsored beneficiaries, there are no enrollment fees and no out-of-pocket costs for any type of care as long as care is coordinated through a PCM or the International SOS Call Centers.

TRICARE Standard and TRICARE Extra

TRICARE Standard is a fee-for-service plan and TRICARE Extra is a preferred provider option health plan. Both are available to all eligible beneficiaries, except active duty service members. Enrollment is not required. Coverage is automatic as long as the beneficiary is eligible and that eligibility is registered in DEERS. When using TRICARE Standard and Extra, beneficiaries can obtain care from TRICARE-authorized providers, network or non-network. Care at a DOD MTF is on a space-available basis only. The type of provider seen determines which option is used and how much the beneficiary will pay out-of-pocket. If a beneficiary visits a non-network provider, they are using the Standard option. If they visit a network provider, they are using the Extra option. When the Extra option is used, the beneficiary pays less out of pocket and the provider will file claims for the beneficiary.

Note: Extra is not available outside the 50 United States and District of Columbia.

Costs vary depending on the beneficiary category, (active duty family members vs. retirees, their families and others). After the annual deductible (E4 and below: \$50 per individual, but no more than \$100 per family; E5 and above: \$150 per individual, but no more than \$300 per family), beneficiaries are responsible to pay a cost-share for each encounter, up to the catastrophic cap associated with the beneficiary category (\$1,000 for active duty family members and \$3,000 for retirees).

TRICARE for Life (TFL)

TFL is TRICARE's Medicare-wraparound coverage available to all Medicare-eligible TRICARE beneficiaries, provided they have Medicare Parts A and B. While Medicare is the primary insurance, TRICARE acts as the secondary payer minimizing out-of-pocket expenses. The TFL program/plan covers the Medicare coinsurance and deductible. Basically, if a beneficiary uses a Medicare provider, the provider will file their claim with Medicare. Medicare pays its portion and electronically forwards the claim to the TFL claims processor. TFL pays the provider directly for TRICARE-covered services. When using TFL, there are no TRICARE enrollment fees, but the beneficiary must pay Medicare Part B monthly premiums. The Medicare Part B premium is adjusted each year. For more information about Medicare Part B and their premiums, see www.medicare.gov or call Social Security at 1-800-772-1213 (TTY: 1-800-325-0778).

TRICARE for Life (TFL) Overseas

Medicare does not provide coverage in overseas locations -- only in the United States, District of Columbia, and U.S. Territories. When using TRICARE For Life in all other overseas locations, TRICARE will be the primary payer at the TRICARE Standard rate and beneficiaries are responsible to pay the annual deductible and cost shares. TFL beneficiaries must still have both Medicare Part A and B to remain eligible for TRICARE even though Medicare does not provide coverage overseas.

TRICARE Plus

TRICARE Plus is an MHS authorized MTF commander's program that can provide MTF in-house Primary Care needs to the local population who are eligible for TRICARE Plus enrollment. All Title 10, U.S. Code beneficiaries who are authorized MTF care are eligible for MTF Plus empanelment/enrollment with the exception of the following: (1) already enrolled in TRICARE Prime; or (2) enrolled in an employee sponsored or Medicare Health Maintenance Organization (HMO). There is no age restriction and the program can apply to both Medicare eligible and non-Medicare eligible beneficiaries. MTF commanders will determine if their MTF will have a TRICARE Plus program and the number of TRICARE Plus enrollees for which capability and capacity exists at their MTF. Enrollment is required, but the enrollment is not portable to any other MTF or TRICARE program. TRICARE Plus applications can only be accepted after it has been determined by the MTF commander that additional capacity and capability exists after all Prime Service Area (PSA) TRICARE Prime eligible beneficiaries have been afforded the opportunity to enroll in Prime at the MTF. Additionally, the MTF commander will also determine the geographical area from which they will accept TRICARE Plus applications. It is highly discouraged to accept TRICARE Plus applications from beneficiaries residing greater than 99 miles from the MTF. The beneficiary must contact the MTF directly to see if TRICARE Plus is available at that MTF.

There is no enrollment fee for TRICARE Plus. There are no out-of-pocket costs for healthcare received within the MTF. However, unlike TRICARE Prime, any cost of civilian healthcare that is referred out of the MTF is the sole responsibility of the beneficiary. The out-of-pocket costs are determined by the beneficiaries' basic health plan (i.e. Standard or TFL), or their other health insurance (e.g. for dependent parents and Secretarial Designees).

U.S. Family Health Plan (USFHP)

USFHP is an alternative TRICARE Prime option offering Prime health care coverage to active duty family members and all military retirees and their eligible family members, including those 65 years of age and over. USFHP enrollees are required to obtain all health care services via the USFHP contractors, unless they are authorized to access care elsewhere.

If Enrolled Before October 1, 2012

If a beneficiary is already enrolled in the USFHP when they become eligible for Medicare (USFHP coverage begins before September 2012), they can stay enrolled as long as there is no break in coverage. It is strongly encourage they enroll in Part B when they first become eligible. If they dis-enroll from the USFHP or move to a non-USFHP Plan area, they will not be eligible for other TRICARE benefits if they do not have Part B. And, if they do not enroll in Part B when first eligible, they may be required to pay the 10 percent Medicare surcharge for each 12-month period they were eligible to enroll in Part B, but did not.

New Enrollments on or After October 1, 2012

Beginning October 1, 2012, Medicare-eligible beneficiaries age 65 and older can no longer enroll in the USFHP. If they are under age 65 and using Medicare due to a disability or other reason, they can remain enrolled in the USFHP until their 65th birthday. At that time, they will transition to TRICARE for Life.

Activated National Guard and Reserves are not allowed to enroll into USFHP; however, their eligible Families can enroll in the USFHP.

There are six not-for-profit health care organizations that sponsor the USFHP in different regions throughout the United States. The USFHP's sponsoring organizations and covered areas are:

North Region – Continental U.S.**Johns Hopkins Medicine**

Serving MD, Washington DC, parts of PA, VA, and WV

Martin's Point Health Care

Serving ME, NH, VT, northeastern NY

Brighton Marine Health Center

Serving MA, including Cape Cod, RI, and northern CT

St. Vincent Catholic Medical Centers

Serving parts of NY (including NYC), all of NJ, southeastern PA, western CT

South Region – Continental U.S.**CHRISTUS Health**

Serving southeast TX, southwest LA

West Region – Continental U.S.**Pacific Medical Centers (PACMED Clinics)**

Serving the Puget Sound area of WA

TRICARE Reserve Select (TRS)

TRS is a Title 10, U.S. Code, Section 1076d entitlement providing a federally subsidized healthcare program just for the National Guard and Reserve service members and their eligible family members. TRS is administered and managed by DHA and not the Services' MTFs. TRS is a federally subsidized, premium-based health plan available for voluntary purchase by members of the Selected Reserve (SELRES) and their family members when they are not in an active duty status. National Guard and Reserve service members must be in the SELRES status through the entire period of coverage. Since TRS is federally subsidized, all National Guard and Reserve service members who are eligible for, or enrolled in, the Federal Employees Health Benefits () plan, or covered under FEHB through a family members' eligibility, are not eligible to apply for TRS coverage. The TRS plan offers healthcare coverage equivalent to TRICARE Standard and Extra across all three U.S. TRICARE regions, and equivalent to TRICARE Standard in all overseas areas and U.S. territories.

Out-of-Pocket Costs

TRS premium rates are established annually on a calendar year basis. Premium rates is reviewed annually and can change on October 1st of each benefit year. TRICARE Reserve Select monthly premium rates are established annually on a calendar year basis. The current premium rates through December 31, 2016 for Member only is \$47.90 per month and the premium rate for Member and Family is \$210.83 per month. The enrolled service member is required to pay the monthly premiums if they decide to enroll in TRS. Like TRICARE Standard, after an annual deductible is met, the beneficiary must pay a cost-share (or percentage).

TRICARE Retired Reserve

TRICARE Retired Reserve is a premium-based, health plan for retired Reserve members, their families, and survivors who qualify. Purchasing TRICARE Retired Reserve is a two-step process that you must complete online. When you purchase TRICARE Retired Reserve, you'll have minimum essential coverage.

Reserve members may purchase TRR at any time throughout the year. Mail or fax your completed Reserve Component Health Coverage Request Form (DD Form 2896-1) along with the initial premium payment to their regional contractor within the specified deadline.

TRICARE Retire Reserve premium rates are established annually on a calendar year basis. The current rates through December 31, 2016 for Member only is \$388.79 per month and the rate for Member and Family is \$957.44 per month. The law requires members to pay the full cost of coverage with no government subsidy.

Pre-activation Benefit for National Guard and Reserve

The early delayed-effective-date benefit is related to TRICARE eligibility before entering on official orders of more than 30 days in support of a contingency operation. National Guard and Reserve service members may be eligible for "early" TRICARE medical and dental benefits beginning on the later of either the date their orders were issued or 180 days before they report to active duty. The National Defense Authorization Act FY 2010, Section 702 changed this from 90 days to 180 days. If the National Guard and Reserve sponsor does not meet the "early eligibility" requirements, their coverage (and their family's coverage) will begin on the first duty day of the orders. Like all other TRICARE programs, eligibility has to be verified and registered into DEERS. The member's Service Personnel Office must inform the service member if they are eligible for pre-activation benefits when they receive their delayed-effective-date active duty orders.

Line of Duty (LOD) Care

LOD applies to all National Guard and Reserve members when they are on orders of 30 days or less; or upon demobilization from full-time active duty. While on orders of 30 days or less, National Guard and Reserve members are covered for injury, illness or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty. This LOD coverage is available within both the MTF and TRICARE civilian network. Proper military orders are required as DEERS will not show eligibility for duty time of less than 30 days. To continue to receive DOD funded health care for injury or illness after the active duty period is complete, the National Guard and Reserve service member's unit must issue an LOD determination. This LOD documentation is used to establish, manage, and authorize health care for the specific injury, illness or disease. National Guard and Reserve Service Members can be issued a LOD for illness and injury incurred while on full-time active duty. This enables the Service Member to return home and seek care at home for injuries and illnesses that occurred on active duty.

Documenting Eligibility and Obtaining LOD Care

Once the service member's unit has issued the LOD, it is the service member's responsibility to ensure the LOD documentation is available and/or on file at the location where they will receive/coordinate the care; such as MTF with possible referral to the local civilian TRICARE network, or on file at the DHA-GL, formerly Military Medical Support Office (MMSO), which will authorize civilian care when the Service Member lives and access care in a remote location. It must be noted that LOD coverage is separate from any other TRICARE coverage received, including transitional health benefits provided under the Transitional Assistance Management Program (TAMP), or coverage provided under TRS. The DOD is fully responsible for all costs related to LOD coverage.

Transitional Assistance Management Program (TAMP)

TAMP provides 180 days of transitional health care benefits to help certain service members and their families transition from active duty to civilian life. Even though a full-time active duty service member could qualify for TAMP on separating from the service, the majority of all TAMP eligible service members are National Guard and Reserves separating from contingency orders. The service member and their eligible family members may be

covered for health benefits under TAMP if the sponsor's separation meets one of the following criteria:

- Involuntarily separating from active duty under honorable conditions.
- Members who receive a voluntary separation incentive (VSI), or voluntary separation pay (VSP) and are not entitled to retired or retainer pay upon separation.
- A National Guard or Reserve member separating from a period of active duty that was more than 30 consecutive days in support of a contingency operation.
- Separating from active duty following involuntary retention (stop-loss) in support of a contingency operation.
- Separating from active duty following a voluntary agreement to stay on active duty for less than one year in support of a contingency operation.
- Receiving a sole survivorship discharge.
- Separating from active duty and agree to become a member of the Selected Reserve of the Ready Reserve of a Reserve Component.

TRICARE Young Adult

TRICARE Young Adult allows qualified adult children to purchase TRICARE coverage after eligibility for "regular" TRICARE coverage ends at age 21 or 23 if enrolled in college. To qualify to purchase TRICARE Young Adult the adult child must be:

- An unmarried, adult child of an eligible sponsor. Eligible sponsors include:
 - Active duty service members
 - Retired service members
 - Activated Guard/Reserve members
 - Non-activated Guard/Reserve members using TRICARE Reserve Select
 - Retired Guard/Reserve members using TRICARE Retired Reserve
- At least age 21 but not yet 26 years old.
 - Note: If the adult child is enrolled in a full course of study at an approved institution of higher learning and the sponsor provides more than 50 percent of the financial support, eligibility may not begin until age 23 or upon graduation, whichever comes first.
- Not eligible to enroll in an employer-sponsored health plan based on through their own employment
- Not otherwise eligible for TRICARE coverage

TRICARE Young Adult (TYA) provides medical and pharmacy benefits, but dental coverage is excluded. Additional costs are based on three things: the option selected when enrolled (Prime or Standard); the sponsor's military status; and where the care is received.

To participate in TYA, beneficiaries must pay a monthly premium. The TYA premium rates are adjusted annually on a calendar year basis. The current rates through December 2016 for the TYA Prime option are \$306 per month and for the TYA Standard option \$228 per month. The plan option and sponsor's military status determines what the out of pocket costs are for care.

TRICARE Regions

TRICARE is available worldwide. DHA has partnered with regional contractors in the three U.S. regions and the entire overseas area to provide health care services and support to all TRICARE eligible beneficiaries. These three regional contractors do not provide retail pharmacy, dental or TRICARE for Life claims processing services. Those services are provided by other contracts and contractors. There is a single contractor that in the overseas environment and the U.S. Territories, a single contractor assists DHA's three overseas TRICARE Area Offices (TAOs) and the DOD Services MTF commanders. The U.S. is divided into the North, South and West Regions.

The overseas region includes the Eurasia-Africa, Latin America and Canada, and Pacific Areas.

The North Region includes CT, DE, DC, IL, IN, IA (Rock Island Arsenal area), KY (except Fort Campbell), ME, MD, MA, MI, MO (St. Louis area), NH, NJ, NY, NC, OH, PA, RI, VT, VA, WV, and WI. The current contractor is Health Net Federal Services, LLC (Health Net). Health Net establishes the TRICARE civilian provider networks in the North Region.

The South Region includes AL, AR, FL, GA, LA, MS, OK, SC, TN, TX (excluding the El Paso area), and Fort Campbell, KY. The current contractor is Humana Military. Humana Military establishes the TRICARE civilian provider networks in the South Region.

The West Region includes AK, AZ, CA, CO, HI, ID, IA (excluding Rock Island Arsenal area), KS, MN, MO (except the St. Louis area), MT, NE, NV, NM, ND, OR, SD, TX (the southwestern corner, including El Paso), UT, WA and WY. The current contractor is United Healthcare Military and Veterans (UHC). UHC establishes the TRICARE civilian provider networks in the West Region.

TRICARE Regions Outside of the United States

The overseas region is divided into three geographic areas supported by TRICARE Area Offices (TAOs). The TAOs and the uniform services' MTF commanders are responsible for the development and execution of an integrated plan for the delivery of health care within each overseas area. The entire overseas region is supported by one contractor - International SOS. The three overseas areas are:

The Latin America and Canada area includes Latin America (including the Caribbean Basin), Canada, Puerto Rico and the Virgin Islands. The TAO is located in San Antonio, Texas.

The Eurasia-Africa area includes the European and African continents, all Middle Eastern countries, Pakistan, Russia and several former Soviet Republics including the Baltic States, Ukraine, Georgia, Kazakhstan, Kyrgyzstan and Uzbekistan. The TAO is located in Sembach, Germany.

The Pacific area includes Guam, Japan, Korea, Asia, New Zealand, India and Western Pacific remote countries. The TAO is located at Camp Lester in Okinawa, Japan.

TRICARE Active Duty Dental Program (ADDP)

ADDP is an active duty service members program to support dental care needs that cannot be provided at military dental treatment facilities (DTF). United Concordia Companies, Incorporated (United Concordia) administers the ADDP for DOD. The ADDP provides private sector dental care to ensure dental health and deployment readiness for full-time active duty service members and activated National Guard or Reserve members; collectively called active duty service members (ADSMs). ADDP benefits are available to ADSMs who are either referred for care by a military DTF to the civilian dental community or have a duty location and residence more than 50 miles from a DTF. The ADDP is available in the 50 United States, District of Columbia, the U.S. Virgin Islands, Guam, Puerto Rico, American Samoa, and the Northern Mariana Islands.

United Concordia will coordinate an appointment for routine dental care (e.g., examinations, cleanings, and fillings) and for specialty dental care (e.g., crowns, bridges, dentures, and periodontal treatment). United Concordia pays claims for dental care under the ADDP. Treatment must be provided by a United Concordia network dentist in order to be eligible for payment, unless otherwise approved by United Concordia.

TRICARE Dental Program (TDP)

TDP is a voluntary, premium-based dental insurance plan administered by MetLife. The TDP is available to the following beneficiaries

- Active duty family members
- Family members of National Guard and Reserve members
- Members of the National Guard and Reserve (who are not on active duty orders)

The TDP has two geographical service areas: the Continental United States service area which includes the 50 United States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands; and the outside of the Continental United States service area which includes all other countries, island masses, and territorial waters not in the Continental United States service area. The outside of the Continental United States service area is further categorized into non-remote and remote locations.

TRICARE Retiree Dental Program (TRDP)

TRDP is a voluntary, premium-based dental insurance plan administered by Delta Dental of California. The TRDP offers coverage in the continental United States and in all overseas locations. The TRDP is available to the following beneficiaries:

- Retired service members and their family members (both </> 65 years)
- Retired National Guard or Reserve members and their family members
- Medal of Honor recipients and their families
- Survivors

To participate in TRDP, retirees and their family members have to pay a monthly premium and they do have some cost shares for certain services. Premium rates will change slightly on October 1 of each benefit year.

Pharmacy Benefits

All beneficiary categories are able to use the Service's MTF pharmacy for both MTF generated prescriptions and TRICARE civilian provider prescriptions. Additionally, TRICARE has partnered with Express Scripts, Incorporated (Express Scripts) to provide home delivery and retail network pharmacy services. The contracted support provides a pharmacy benefit through TRICARE to all eligible uniformed service members, retirees, and family members, including beneficiaries age 65 and older. Prescription drug coverage is the same regardless of the beneficiary category or which health plan option they are using. The TRICARE Pharmacy Program is available worldwide; however, there are some limitations to having prescriptions filled in some overseas areas. For detail information, see: <http://www.express-scripts.com/TRICARE/>.

Beneficiary Support Resources

The TRICARE program can be a bit overwhelming as the requirements are mostly statutory in nature. Plus, TRICARE uses many different contractors to administer TRICARE benefits--health care, pharmacy and dental--around the world. Because there is no "single" customer service number for everything, the beneficiary must access the official sites for the latest information. The official TRICARE website, www.tricare.mil, or the official DHA TRICARE Smart site, www.tricare.mil/tricaresmart/, provides customized education tools to allow the beneficiary to focus their question on their status and location. The following is a limited listing of key resources: TRICARE Plan Wizard (plan comparisons), TRICARE Online (TOL) (appointments, prescriptions and personal health data), TRICARE Official Education Material (brochures/handbooks) and Beneficiary Counseling and Assistance Coordinators (BCAC). The BCAC's role is to assist beneficiaries with their TRICARE questions and concerns. There is also Debt Collection Assistance Officers (DCAO) who assists with debt collection matters for unpaid TRICARE claims.

Access to Records

Military medical records are the property of the U.S. Government. Service Treatment Records and civilian employee medical 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.

Third Party Collection Program (TPCP)

Title 10, U.S. Code, 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.

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. Information on 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: www.gulfink.osd.mil.

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.

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

SECTION II - DISCLOSURE

6. I AUTHORIZE _____ TO RELEASE MY PATIENT INFORMATION TO:
 (Name of Facility/TRICARE Health Plan)

a. NAME OF PHYSICIAN, FACILITY, OR TRICARE HEALTH PLAN	b. ADDRESS (Street, City, State and ZIP Code)
c. TELEPHONE (Include Area Code)	d. FAX (Include Area Code)

7. REASON FOR REQUEST/USE OF MEDICAL INFORMATION (X as applicable)

<input type="checkbox"/> PERSONAL USE	<input type="checkbox"/> CONTINUED MEDICAL CARE	<input type="checkbox"/> SCHOOL	<input type="checkbox"/> OTHER (Specify)
<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
 DATE (YYYYMMDD) 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 (If applicable)	13. DATE (YYYYMMDD)
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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. REVOCATION 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 Warrior Care and Transition Program (WCTP)

U.S. Army Warrior Transition Command

The U.S. Army Warrior Transition Command (WTC) is the lead proponent for the Warrior Care and Transition Program (WCTP), which evaluates and treats wounded, ill, and injured Soldiers through a comprehensive, Soldier-centric process of medical care, rehabilitation, professional development, and achievement of personal goals.

The organization has the following core competencies:

- Warrior Care and Transition Program proponent
- Execution and oversight of the Warrior Care and Army Wounded Warrior programs for the MEDCOM commander
- Coordinate and collaborate with MEDCOM, DA staff, other services, other departments and Congress
- Prescribe standardization and evaluation
- Coordinate and collaborate the movement of Soldiers in the WCTP Overseer, monitor and advise on Reserve Component issues

The WTC consolidated three existing offices/agencies involved in Army warrior care: the Warrior Transition office (WTO), previously under MEDCOM; the Army Wounded Warrior Program (AW2), previously under the U.S. Army Human Resources Command; and the Warrior Care and Transition Office (WCTO) previously under the Office of the Chief of Staff, Army. On April 1, 2009, the WTC became a provisional command under MEDCOM, and became fully operational on October 1, 2009 as a one-star command. As of 25 June 2016, the WTC began a transition from a Command to a Deputy Chief of Staff (DCS) for Warrior Care and Transition (WCT). This change will not impact the mission, support or services provided to our Soldiers, Families and Caregivers. This realignment is projected to be completed by the end of 2017.

Wounded, Ill and Injured Care

The Army's WCTP consist of 24 Warrior Transition Units (WTUs) on Army installations throughout the United States, (including Alaska and Hawaii), Puerto Rico, and Germany. Currently, 11 installations have Community Care Units (CCUs), allowing Soldiers with non-complex medical cases to heal in their home communities with the support of their Families and caregivers. The WTU's mission is to support the wounded, ill or injured Soldier and their Family through the process of healing, rehabilitation, and reintegration back into the Army. When continued service in the Army is not an option, the WTU will facilitate reintegration back into society and the civilian workforce.

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 their 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. Army National Guard and Army Reserve Soldiers in need of definitive healthcare based on medical conditions identified, incurred or aggravated while in an AD status, is eligible for entrance into the WTU. Additionally,

RC Soldiers whose active duty orders have expired and were placed on Active Duty Medical Extension (ADME) are included in this population.

- WCP has established a “triad of care” for Soldiers in the WTUs: a physician, a nurse case manager, a WTU squad leader and a Recovery Care Coordinator. WTU Soldiers get priority access to care and support at installations; they are at the top of the list for quarters to ensure they get high-quality housing that accommodates their needs and is close to the services they need with minimal delay.
- The Comprehensive Transition Plan (CTP) is an integral part of Warrior Care. The CTP establishes the course of treatment and goals to be accomplished in the care, education, and training of each Soldier and his/her Family. It fosters a holistic approach to a Soldier’s rehabilitation and transition. The focus is the Soldier’s future--not medical care, disability assessments or compensation. A CTP is the Soldier’s plan; it does not belong to the chain of command or the healthcare providers. Soldiers are accountable for meeting their goals; chain of command and healthcare providers will provide the support and counseling to assist the Soldier. Each Soldier will begin their CTP within the first 30 days of assignment to a WTU.

Soldiers referred to the WTU Program are assigned or attached to one of the Army’s WTUs or CCU’s. CCUs allow a recuperating Soldier to live in their home community, and utilize health care at local medical facilities. The mission of the CCU is to provide high quality health care and administrative processing for RC Soldiers while allowing them to live and perform duties close to their home of record and Family. The CCU allows ARNG and USAR Soldiers to report and work in their local communities within their physical limitations and restrictions. Every Soldier in the CCU’s have a nurse case manager (NCM) and RCC to coordinate and manage both clinical and non-clinical needs, assist with healthcare appointments, track progress, and ensure the Soldiers care meets the Army and TRICARE standards. The CCU focuses on helping the ARNG and USAR Soldier transition back to pre-mobilization health.

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

Army Wounded Warrior Program (AW2)

The Army Wounded Warrior Program (AW2) is the official program that serves severely wounded, injured and ill Soldiers, Veterans and their Families/Caregivers. AW2 assists in the identification and implementation of courses of action to address their needs and goals while mitigating transitional gaps and coordinating resources to help facilitate their return to service or back to their communities. The AW2 Advocate also serve the Soldiers’ Recovery Care Coordinator (RCC) and as the Lead Coordinator (LC). The RCC and LC serve as a single point of facilitation for all Soldiers assigned to the program.

AW2 assists the unique population of Soldiers who suffer from wounds, injuries or illness incurred in the line of duty after September 10, 2001, and receive, or are expected to receive, at least a 30 percent rating from the Integrated Disability Evaluation System (IDES) in one of several specific conditions, or receive a combined 50 percent IDES rating for any other Combat/Combat Related Condition.

Each AW2 Soldier/Family is assigned an AW2 Advocate/RCC/LC. Advocates assist and support our severely wounded, ill and injured Soldiers, Veterans, and their Families/Caregivers; advise during medical treatment, rehabilitation and beyond to facilitate a Soldier’s return to duty or their transition to a civilian community as a Veteran.

Emergency Situations

Notification

In the event of a Soldier casualty or qualifying injury/illness, the Army will initiate its casualty notification procedures. As designated on the Soldier's DD Form 93, Record of Emergency Data, the next of kin (NOK) of an individual who has been reported as a casualty is notified by a casualty notification officer (CNO) in a timely, professional, and dignified manner.

The method of notification varies depending on the type of casualty and circumstances surrounding the incident. Notification is made in person, by a uniformed Soldier, for deceased, missing, duty status or whereabouts unknown (DUSTWUN) Soldiers, and telephonically for injured or ill Soldiers.

If there is a chance that the NOK may learn of the casualty through other than official sources, the CMAOC chief may approve notification by the quickest means, normally by telephone. In such an event, a Uniformed Services representative will render official condolences (for death cases) or official expressions of concern (for missing or DUSTWUN cases) in person.

Hospitalized Soldiers

If a Soldier is hospitalized (Very Seriously Ill or Injured (VS) or Seriously Ill or Injured (VSI)) 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

For VSI/SI patients, invitational travel orders (ITO) may be issued and paid for by the Department of Defense, if the attending physician views a family's member's presence as helpful in recovery and formally requests it. Family member is defined in the Joint Federal Travel Regulation (JFTR) volume 1, paragraph U5246. Not more than three family members of a Soldier who is VSI/SI may travel. In accordance with Title 37 U.S. Code Section 481h, travel expenses may include transportation costs, lodging, meals and incidentals for not more than three Family members. When a Soldier is determined to be VSI or SI, initial orders will not extend beyond 30 days unless approved by CMAOC. This includes Soldiers medically retired for an illness or injury and are continually hospitalized.

Travel also may be provided for up to three Family members or three designated individuals 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 (including Alaska, Hawaii, and US territories and protectorates); and the attending physician requests the Family. This travel is not to exceed 30 days.

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 (CAO) 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.

Emergency Leave

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.

Soldiers Stationed Overseas

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

Soldiers Stationed in the United States

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

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

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 and Travel Assistance Center

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 Travel Assistance Center (TAC) at 888-435-7146. The TAC is available to all DoD travelers 24 hours a day, seven days a week and is staffed by a team of trained analysts on the full spectrum of DoD travel.

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.

Legal Assistance

The Army Legal Assistance Mission is to assist those eligible for legal assistance with their personal affairs in a timely and professional manner by meeting their needs for information on personal legal matters; and resolving their personal legal problems. Services provided include access to attorneys, free of charge, for advice regarding such topics as estate planning, family law, contracts, consumer protection, landlord tenant law and leases, adverse administrative actions, evaluations, imposition of financial liability, immigration, powers of attorney, taxes, and a host of other issues.

Legal assistance attorneys operate independently from the chain of command and have an ethical duty to maintain confidentiality and zealously advocate for their clients, even when their clients' interests may not align with those of the government of the United States. The legal assistance office is ordinarily located within an installation's Office of the Staff Judge Advocate.

Special Victims' Counsel

Special Victims' Counsel (SVC) are legal assistance attorneys who have received special training and are certified by The Judge Advocate General to represent victims of sexual assault. SVC may represent, counsel, and advise victims of offenses in violation of Articles 120, 120a, 120b, 120c, 125, and attempts thereof under Article 80 of the Uniform Code of Military Justice (UCMJ). Eligibility for an SVC is tied to 10 U.S.C. Section 1044 eligibility for legal assistance. As with other legal assistance attorneys, SVC operate independently from the chain of command and have an ethical duty to maintain confidentiality and zealously advocate for their clients, even when their clients' interests may not align with those of the Command or the government of the United States. SVC provide the following services to victims:

- Legal consultation regarding collateral misconduct and the victim's right to seek defense counsel;
- Legal consultation regarding the Victim Witness Assistance Program (VWAP);
- Legal consultation regarding responsibilities and support provided by the SARC and VA, including Military Rule of Evidence 514;
- Legal consultation regarding potential for civil litigation against parties other than the Department of Defense;
- Legal consultation regarding the military justice system;
- Accompanying the victim at any proceedings in connection with the reporting, military investigation, and military prosecution of the offense;
- Legal consultation regarding eligibility and requirements for services available for medical and mental health services;
- Legal consultation and assistance in personal civil legal matters;
- Legal consultation regarding any proceedings of the military justice process in which a victim can participate as a witness or other party, in Military Protective Orders and Civilian Protective Orders, in understanding and obtaining any military and veteran benefits, such as transitional compensation.



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). Most misconduct is investigated by Military Police (misdemeanors) or the Criminal Investigation Division (felonies and all sexual offenses). In some cases, a commander may initiate his own investigation, in accordance with Army regulation and subject to legal review. In all cases, commanders have access to Judge Advocates who provide advice related to the investigation and potential prosecution of misconduct.

Nonjudicial Punishment

Article 15 of the UCMJ authorizes a commander to impose nonjudicial punishment upon a Soldier who has committed a minor offense. Nonjudicial punishment under Article 15 is intended to be primarily corrective in nature, 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 (commonly “an Article 15”) to a Soldier, the Soldier may agree to proceedings pursuant to the Article 15 or demand trial by court-martial. 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, the record of punishment may be placed in the Soldier’s Army Military Human Resource Record (AMHRR) where it may 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, in cases involving very minor misconduct, a commander may elect to use summarized proceedings under Article 15 for enlisted personnel only. The maximum punishment at a summarized proceeding is extra duties for 14 days, restriction for 14 days, an oral reprimand, or any combination thereof. While the recipient of a formal Article 15 must be given an opportunity to consult with legal counsel before being punished, a Soldier has no right to legal assistance when offered a summarized Article 15. The records of summarized proceedings under Article 15 are maintained locally and destroyed after two years, or upon a Soldier’s transfer from the unit to another General Court-Martial Convening Authority.

Courts-Martial

Officers in command perform a quasi-judicial function in administering military justice. If the commander concludes that trial by court-martial is appropriate, formal charges, supporting documents, and the commander’s recommendation are forwarded through the chain of command to the appropriate convening authority. Each higher commander then reviews the charges and supporting documents and makes an independent recommendation as to the appropriate disposition of the case. The discretionary decision whether to prosecute is vested in the court-martial convening authority, who is designated by statute or other authority and receives legal advice prior to exercising that discretion. Superior authority may not interfere with the commander’s exercise of discretion to refer a case to court-martial for trial. Each type of court-martial is described below.

Pretrial Confinement

There is no “bail” in the military justice system. Soldiers pending court-martial ordinarily remain on duty in their unit of assignment. In some cases, pretrial confinement of a Soldier pending trial may be ordered when a commander has reasonable grounds to believe that confinement is necessary, either to ensure the Soldier’s presence at trial or it is foreseeable that the Soldier will engage in additional serious criminal misconduct. The commander must also determine that less severe forms of restraint are inadequate. Two separate reviews of the adequacy of probable cause to continue pretrial confinement are conducted by neutral and detached officers—usually Judge Advocates serving as military magistrates—within seven days of the imposition of pretrial confinement. These reviewing officers are empowered to direct the release of Soldiers from pretrial confinement. The confined Soldier is entitled to a military defense counsel for consultation and representation during the review of the pretrial confinement order. 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.

Summary Court-Martial

This is the lowest level of court-martial and is similar to nonjudicial punishment in that it is administrative in nature rather than producing a federal conviction and the Soldier can consent to the proceeding or turn it down and demand trial by special or general court-martial. Only enlisted Soldiers may be tried by summary courts-martial. A summary court-martial is composed of one commissioned officer, who acts as a judge but need not be an attorney, and there is no jury. The Soldier may be represented by civilian counsel at personal expense or may request military defense counsel representation; however, a Soldier has no right to representation by a military defense counsel at summary court-martial. Prior to trial, each Soldier is afforded the opportunity to consult with military defense counsel from the U.S. Army Trial Defense Service (USATDS). Authorized punishments for junior enlisted Soldiers may include confinement for 30 days, forfeiture of two-thirds pay per month for one month, and reduction to the lowest pay grade or any intermediate grade. For Soldiers above fourth enlisted pay grade, summary courts-martial may not adjudge confinement or reduction except to the next lower grade. Unless directed by the convening authority, a verbatim record of the proceeding is not prepared.

Special Court-Martial

A special court-martial is very similar to civilian criminal proceedings. It is composed of a military judge, who is usually a Colonel or Lieutenant Colonel Judge Advocate, and no fewer than three members (jurors). An enlisted Soldier may request enlisted members to serve on the court-martial panel, in which case at least one-third of the members must be enlisted. The Soldier may also request trial by military judge alone. In 2012, the Secretary of Defense withheld disposition authority for all penetrative sexual offenses to the Special Court-Martial Convening Authority level.

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 by civilian counsel at no expense to the Government.

Authorized punishments include a Bad Conduct Discharge, confinement for up to one year, forfeiture of two-thirds pay per month for up to one year, and reduction in rank 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 dismissed from the Service. Commissioned and warrant officers are therefore tried by general courts-martial in almost all cases. A verbatim record of the proceedings is prepared in those cases where the court has imposed a punitive discharge or confinement/forfeitures in excess of six months.

General Court-Martial

The general court-martial is the highest level of military court, and 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. The Soldier may request trial by military judge alone. A Soldier 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.

A preliminary hearing, pursuant to Article 32, UCMJ, is required before any case can be referred to a general court-martial, unless waived by the accused. This preliminary hearing is similar to a preliminary hearing under the Federal Rules of Criminal Procedure. The purpose of the preliminary hearing is to determine whether there is probable cause to believe an offense has been committed and the accused committed it; to determine whether the convening authority has jurisdiction over the accused; to consider the form of the charges; and to secure a disposition recommendation from the hearing officer. The hearing officer is usually a Captain or Major who is a Judge Advocate.

General courts-martial are authorized to impose the full range of punishments as defined by the President. Potential punishments vary by offense, and include death; confinement for periods up to life, with or without parole; a dishonorable or bad conduct discharge (enlisted), or dismissal (officer); forfeiture of all pay and allowances; or a fine. A verbatim record of trial is required if the court adjudges a punitive discharge or confinement/forfeitures for more than six months.

Action by the Convening Authority

After the trial is complete, the case is forwarded to the convening authority who directed the court-martial. The convening authority (CA) is responsible for reviewing the findings and sentence in each case. The CA may never increase the severity of the sentence, but may, under very specific circumstances authorized by statute, approve, set aside, modify, or reduce any part of the sentence. The CA may rarely set aside findings of guilt by the court-martial, and those circumstances are also set forth in statute. The CA is required to consult with his or her Judge Advocate in the case of a general court-martial or special court-martial that includes a punitive discharge or confinement for one year or more. The convening authority may not act until advice is received from the senior Judge Advocate and the counsel representing the Soldier has had an opportunity to comment and/or provide matters for consideration. In practice, all special and general courts-martial subject to the same requirements. After considering the complete record and all matters submitted by the Soldier or his counsel, the CA takes action by approving a sentence and ordering it to be executed.

Appellate Review

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

If the CA 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 Court of Criminal Appeals (CCA) will automatically review the case. The CCA is composed of experienced military judges. If the CCA affirms any portion of the sentence, a Soldier may petition the Court of Appeals for the Armed Forces (CAAF) for relief. The CAAF is composed of five civilian judges. If the 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 resulting in sentences that do not include a discharge or confinement for more than one year or more 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 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, e.g. marriage certificates, divorce decrees, and birth certificates must be certified originals, court-certified copies, or certified photo copies that reflect the file number. Verifying officials may request additional documentation if validity of documents provided is in question. This requirement cannot be waived.

Individuals Eligible for ID Cards

Spouses and former spouses

Lawful spouse including common-law spouse.

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

- (1) 20-20-20: The un-remarried former spouse must have been married to the Soldier or former Soldier for a period of at least 20 years; and the Soldier or former Soldier performed at least 20 years of service creditable for retired pay; and the period of the marriage and creditable service must overlap by at least 20 years.
- (2) 20-20-15: The un-remarried former spouse must have been married at least 20 years to the Soldier who performed at least 20 years of creditable service in determining eligibility for retired pay; and the overlap of marriage and service was at least 15 years.
- (3) 10-20-10: (abused spouse/former spouse) Married at least 10 years to a service member who performed at least 20 years of creditable service with overlapping marriage and service of at least 10 years.

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

Eligibility includes (subject to the qualifications in (1) - (7) below) legitimate children, illegitimate children, adopted children, legitimate stepchildren, illegitimate stepchildren and wards that are 10 years of age, and not more than 21 years of age, and unmarried, or join the active service in the military. 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, legitimate 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 or 23rd if enrolled as a full time student and verified after Oct 23, 1992, and be unmarried. 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 accredited institution of higher learning (towards an associates degree or higher), with letter provided by the institution.
- (3) Illegitimate children and illegitimate stepchildren. Dependency determinations by the Defense Finance and Accounting Service are required.
- (4) Wards of active duty and 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. Basic criteria is unmarried child, to include a foster child or child to whom a managing conservator has been designated, who has been placed in legal custody of a member or former member as a result of a court of competent jurisdiction in the United States (or territory or possession of the United States), and court order stipulates child will be in the care and custody of the sponsor (Soldier) for no less than 12 consecutive months (by length of age, time, or permanency) and dependent on the member or former member for over 50 percent of their support and resides with the member (unless separated by necessity of military service or to receive institutional care as a result of disability or incapacitation, and is not a dependent of a member or former member under any other category.
- (5) Foster children, a child placed in custody of a military member or former military member's home by a placement agency (with no intent to adopt) but not a court order are eligible for commissary, exchange, and MWR, but medical care is not authorized.
- (6) Children of deceased members who are unmarried, 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).
- (7) Unmarried young adult children ages 23-26 who are enrolled in college full-time and are enrolled in the TRICARE Young Adult Program. The ID card is issued for medical and pharmacy benefits only. (The TRICARE Young Adult Program allows qualified adult children to purchase TRICARE coverage after eligibility for "regular" TRICARE coverage ends at age 21 or 23. Further information can be found in the Medical and Health Care Section.)

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. 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 security clearance eligibility. A PSI is any investigation required for the purpose of determining the eligibility of DOD military and civilian personnel, contractor employees, consultants, and other persons affiliated with the DOD, for access to classified information, acceptance or retention in the Armed Forces, assignment or retention in sensitive duties, or other designated duties requiring such investigation. Almost 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 (PSQ), to provide personal details on their background. This questionnaire will then be submitted to the Office of Personnel Management (OPM).

Once the PSI is completed, it is then forwarded to the DOD Central Adjudications Facilities (CAF) Consolidation, 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. Adjudication utilizes the whole person concepts weighing all factors against the national standards. In all adjudications, the protection of national security shall be the paramount determinant.

An unfavorable adjudication is taken whenever derogatory information is developed during the conduct of the PSI or otherwise becomes available to the CAF. If further information is needed to confirm or disprove the derogatory information CAF may contact the unit SMO to request additional information, request an evaluation or reopen the investigation with OPM to conduct additional investigations.

Based upon the receipt of derogatory information, CAF will determine whether or not to suspend an individual's access to classified information until a final determination is made. Although, the granting and suspending of a subject is normally the responsibility of the organization.

No final unfavorable personnel security clearance eligibility determination shall be made unless the individual concerned has been provided full due process proceedings. Due process includes a written Letter of Intent (LOI) to deny or revoke and Statement of Reasons (SOR) as to why the unfavorable action is being taken. The LOI/SOR will contain a summary of the security concerns and supporting adverse information and instructions for responding to the LOI/SOR. The individual is afforded an opportunity to reply to the LOI/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 CAF, 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 CAF'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, CAF 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 CAF's final determination.

Types of Personnel Security Investigations (PSI)

- **National Agency Check** - Investigation conducted for trustworthiness positions (no classified access)
- **Entrance National Agency Check** - No longer valid for clearance eligibility
- **Access National Agency Check with Written Inquiries** - 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** - Minimum PSI conducted on commissioned military officers; conducted on enlisted military members and contract employees for eligibility for access at the Confidential and Secret level
- **Secret Periodic Reinvestigation** - 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** - 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.
- **Single Scope Background Investigation Periodic Reinvestigation** - 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** - Intended only to prove or disprove actual or potential derogatory issues; security eligibility cannot be granted but it can be utilized to deny/revoke.



Employer Support of the Guard and Reserve (ESGR)

Employer Support of the Guard and Reserve (ESGR) was established in 1972 and is a program within the Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs. ESGR vision is to promote cooperation and understanding between Reserve Component Service members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

Chapter 43 of Title 38, U.S. Code, provides reemployment protection and other benefits for veterans and employees who perform military service. It clarifies the rights and responsibilities of National Guard and Reserve members, as well as their civilian employers. USERRA applies almost universally to all employers-including the Federal Government-regardless of the size of their business. More information can be found in 20 Code of Federal Regulations part 1002 and additional Federal Government specific protections can be found in Title 5 Code of Federal Regulations section 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. One of the primary goals of USERRA is to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service under specific or certain conditions. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of past, present and application for membership in the armed services. The Department of Labor is the cognizant owner of the USERRA statute, with investigative authority and subpoena power for records. Department of Labor (DOL) is the formal authority for all complaints dealing with violations of the law. Cases may be referred to the Department of Justice (DOJ) through DOL. DOJ is the enforcement agency for USERRA complaints and cases in courts.

Ombudsman Services Program

This program is ESGR's primary means of assisting National Guard and Reserve Service members with USERRA conflicts. It is executed through a nationwide network of specifically trained Ombudsmen who informally mediate, resolve, and help prevent employer and/or employee misunderstandings and problems. The Ombudsman Services Program provides education, information, and neutral third-party mediation services to resolve employee/employer USERRA conflicts. ESGR is not an enforcement agency, and does not participate in formal litigation processes. ESGR operates and maintains a Customer Service Center (CSC) that is the initial entry point for USERRA complaints, inquiries, and information requests from Service members and civilian employers. The CSC provides expedient, expert telephone, email and web based responses to all Service members and employers on matters related to USERRA. The CSC also provides referral assistance to other agencies on matters not related to USERRA.

ESGR has a national network of approximately 600 volunteer Ombudsmen to help mediate and resolve USERRA compliance concerns. ESGR's volunteers receive training on USERRA and dispute resolution techniques, and serve as a neutral third-party facilitator between the employer and employee to inform and educate all involved parties on the requirements of the law and assist the parties in finding a mutually agreeable solution. ESGR has observed that many USERRA-related issues 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 USERRA or the Ombudsman Services Program, please contact ESGR at 1-800-336-4590 (option 1), by Email: osd.USERRA@mail.mil or visit the following website: www.esgr.mil.

Power of Attorney

I, am of sound mind and I voluntarily
make this designation as the undersigned
maker, constitutes and appoints
[or attorney] as true and lawful attorney and in
my stead and for his use and benefit
to perform all and every act and
execute the necessary or appropriate
business that I might be lawfully
conducting or that he could do
in my name.



Servicemembers Civil Relief Act

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

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 several types of pays and allowances that a Soldier may receive, and other financial matters that may affect a Soldier. Some of the more common finance related matters are listed below.

Basic Pay

Basic Pay is the base salary for a Soldier on active duty and counts for part of his/her total military income and depends on the length of service as well as rank (most enlisted Soldiers enter the Army as a Private). Basic Pay is electronically distributed on the 1st and 15th of every month. A Soldier may be granted an advance on his/her normal basic pay which will be deducted from future monthly pays. The advance must be approved by the unit commander and is usually repaid through 12 monthly installments.

Drill Pay

Drill Pay is part of the total compensation available to National Guard and Reserve Soldiers performing drilling and other training duties. A drill period is defined as four hours. Drill Pay for a National Guard or Reserve Soldier depends on the Soldier's length of service and Army rank (most enlisted Soldiers enter the Army as a Private).

Bonuses

There are other opportunities for a Soldier to earn money in the Active Army in addition to basic pay. Bonuses may be available for new recruits and Soldiers, who select specific Army jobs, complete special training, assume extra responsibilities, or have served in the military before (prior service).

- **Active Army Enlistment Bonus**

Qualified active duty recruits may be eligible for a combination of bonuses totaling up to \$40,000. The maximum bonus for a three, four, five, or six-year contract is based on periodic updates and is subject to change. Recruiters will have the most up to date bonus information.

- **Civilian Acquired Skills Bonus**

Applicants who enlist for three or more years in designated, high demand skill areas may qualify for additional bonuses ranging up to \$25,000.

- **Middle Eastern Translator Aide Bonus**

Individuals who speak certain Middle-Eastern languages and enlist as Translator Aides in the Army are eligible for an enlistment bonus up to \$40,000 depending on the number of years enlisted for and other qualifying bonus criteria.

- **Critical Skills Retention Bonus (CSRB)**

An officer or enlisted member who is serving in a designated critical area can receive a retention bonus if an agreement is signed to remain on active duty past 19 years of service. A retention bonus is not authorized for members who have completed more than 25 years of active duty or who will complete their 25th year of active duty before the end of the period of active duty for which the bonus is being offered.

- **Reenlistment Bonus**

A Soldier currently serving in the Army may be eligible for a reenlistment bonus. The bonus to be paid may not exceed \$25,000 for each year of obligated service with the maximum amount for a reenlistment bonus is \$100,000.

- **Reserve Component Enlistment Bonus**

Non-Prior Service recruits enlisting in the Army National Guard or Army Reserve and qualified Army Reserve/Army National Guard applicants who already have civilian skills that the Army needs and enlist for six years in a critical skill specialty may be eligible for a combination of bonuses totaling \$20,000.

- **Officer Candidate School (OCS)**

Soldiers who enlist for and complete OCS in an eligible area of concentration may receive up to \$20,000.

- **Reserve Chaplain Bonus**

Individuals who enter the Army Reserve or Army National Guard to serve six years as a Unit Chaplain may be eligible for a bonus of up to \$10,000. The bonus is payable following the completion of the Chaplain Officer Basic Course, which must be completed within 36 months of commissioning.

- **Prior Service Enlisted Bonus**

Individuals who were formerly enlisted in any armed force and enlist in the Selected Reserve of an armed force for a period of three or six years, in a critical military skill, may be eligible for a prior service enlistment bonus. Note: Army National Guard does extensions, not reenlistments.

- **Active Duty Loan Repayment Program (LRP)**

Active Duty non-prior service accessions must contract for a 3 or more year term of service into the active force, must disenroll from Montgomery GI Bill, and contract for a selected qualifying MOS. Loans must be made, insured, or guaranteed prior to entry on active duty. Loans that qualify for repayment are any loan made, insured, or guaranteed under part B of title IV of the Higher Education Act of 1965 (20 U.S.C. 1071 et seq.); any loan made under part D of such title (the William D. Ford Federal Direct Loan Program, 20 U.S.C. 1087a et seq.); any loan made under part E of such title (20 U.S.C. 1087aa et seq.); or any loan incurred for educational purposes made by a lender that is – an agency or instrumentality of a State; a financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State; from a pension fund or a non-profit private entity (subject to case-by-case review/approval by this office). Active Army LRP participants earn their first loan repayment after completion of a full year of active duty and additional payments for each full year thereafter, up to 3 years. Each payment consists of 33-1/3% or \$1,500 whichever is greater, on the total remaining original unpaid principal up to the Army imposed limit of \$65,000, less taxes. Finance and Incentives Team, Army Human Resources Command, authorizes Defense Finance and Accounting Services (DFAS) to disburse appropriate payment to the loan holder. The Department of Army will pay no interest, loan balances in default, or any other charges. Payments are subject to federal and state income taxes as taxable income in the year repayment is disbursed. The DFAS will send the Soldier a W-2 Form separate from the W-2 Form received for military pay. A percentage of the LRP payment will be withheld; therefore, it is important that the Soldier file income taxes with this W-2. Since payments are considered income, this withholding will deter a large tax bill at the end of the year. Soldiers may contact the Finance and Incentives Team via e-mail usarmy.knox.hrc.mbx.tagd-pdeei@mail.mil or telephone 1-800-872-8272.

- **Reenlistment Student Loan Repayment Program (SLRP)**

ARNG – Not to exceed \$50,000

- Extend for not less than 6 years
- Must be MOS qualified
- Must be in a Modified Table of Organization and Equipment (MTOE) unit or Table of Distribution and Allowances (TDA) unit
- Must not have received the SLRP as an enlistment, reenlistment, or extension option any SELRES
- Must have one or more qualifying loans at the time of extension.

USAR – Not to exceed \$50,000.

Enlistment must be in a primary or mobilization vacancy recorded in the Recruit Quota System (REQUEST); the Soldier must be MOS qualified and contract for at least a three year period.

Post 9/11 GI Bill

Chapter 33, Post 9/11 GI Bill. The National Defense Authorization Act of 2008 (Public Law 110-252) amended Title 38, US Code to include Post 9/11 GI Bill and the Transfer of Education Benefits (TEB). The effective date of the change was August 1, 2009. Service Members who have at least 90 days of active duty service on or after September 11, 2001 (excluding IADT in most cases) may qualify for the Post 9/11 GI Bill. Also, Service Members who are discharged from active duty with a service-connected disability after 30 days may qualify for the Post 9/11 GI Bill. An honorable discharge is required to be eligible for the Post-9/11 GI Bill. Approved training under the Post 9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits. This benefit provides up to 36 months of education benefits; generally benefits are payable for 15 years following a Service Member's release from active duty. Service Members and Veterans who have decided to convert to the Post 9/11 GI Bill and are ready to use their benefits must apply through the Department of Veterans Affairs (DVA). The decision to convert to the Post 9/11 GI Bill is irrevocable. Service Members must be cautious and thoroughly understand their current benefits (i.e., Montgomery GI Bill, etc.) and compare with benefits under the Post 9/11 GI Bill.

Service Members may use the benefit or elect to transfer the benefit to their eligible Family Members (spouse and/or children). Wards and Foster children are ineligible to receive the benefits. Service Members must have served at least six years of military service and agree to serve an additional four years when the request to transfer benefits is submitted (all military service counts toward the six year requirement except time in the Individual Ready Reserves), and have no negative action flag. DoD determines eligibility for TEB; VA pays tuition/fees to the school (variable cost), and housing stipend (based on a percentage of the E-5 with dependent rate for more than half-time students) and books/supplies (firm cost up to \$1,000 per academic year) to dependents. Service Members may request to transfer education benefits via <https://milconnect.dmdc.mil>, in which the DoD will determine if they meet certain eligibility requirements. Benefits must be transferred prior to the Service Member's separation or retirement from service. Service Members must ensure that each eligible Family Member has at least one month of benefit designated to be able to reallocate months of benefits at a later date. A spouse may use the transferred benefits up to 15 years from the Service Member's last release from Active Duty. Benefits must be transferred prior to a child's 23rd birthday. Children may use the transferred benefits up to their 26th birthday.

Army College Fund (ACF) or Kicker may apply if Service Member has ACF under Chapter 30 or Chapter 1606 (and converts to Post 9/11 GI Bill), since there is no ACF designated specifically for Post 9/11 GI Bill.

Montgomery GI Bill—Active Duty (MGIB-AD)

Chapter 30, Montgomery GI Bill—Active Duty (MGIB-AD). The National Defense Authorization Act of 1985 (Public Law 98-525) amended Title 38, US Code to include the Montgomery GI Bill-Active Duty to Service Members who entered active duty July 1, 1985 to present (not active duty for training). If Service Members choose to accept this education benefit, they must agree to this benefit by making an election on DD Form 2366 within the first three working days of active duty and must agree to a reduction in pay of \$1200 (\$100 each month for the first 12 months). This reduction in pay is a requirement by law for each of the first 12 months of active duty. The law also stipulates the amount is non-refundable. Service Members agree to the reduction in pay when they sign the DD Form 2366, MGIB Basic Enrollment. Service Members must complete initial term of service with a fully honorable characterization of service. DoD determines service time; VA pays monthly amount to Service Member. Army College Fund (ACF) or Kicker may apply for Chapter 30 also. VA payout per Service Member completing 3+ years enlistment, full-time student rate: \$21,468.00 effective Oct 1, 2015, per year (\$1,789.00 per month). (NOTE: These rates will change each year to reflect Cost of Living Allowances, refer to www.benefits.va.gov/gibill for updates).

Montgomery GI Bill—Selected Reserve (MGIB-SR)

Chapter 1606, Montgomery GI Bill—Selected Reserve (MGIB-SR). The National Defense Authorization Act of 1985 (Public Law 98-525) amended Title 10, US Code to include the Montgomery GI Bill-Selected Reserve to Service Members who entered the Selected Reserve July 1, 1985, to present under an initial six-year contract.

Reduction in pay is not required for this benefit. Completion of IADT and high school diploma is required prior to being eligible to use the benefit. If Service Member does not fulfill the six-year contract, recoupment action may incur on unfulfilled months of service. DoD determines service time; VA pays monthly amount to Service Member. Army College Fund (ACF) or Kicker may apply for Chapter 1606 also. VA payout per Service Member, full-time student rate: \$4,416.00 effective October 1, 2015, per year (\$368.00 per month). (NOTE: These rates will change each year to reflect Cost of Living Allowances. Refer to www.benefits.va.gov/gibill for updates).

Army College Fund (ACF)

The ACF is additional money (also known as a “kicker”) added to the basic Montgomery GI Bill (MGIB) or the Veterans Educational Assistance Program (VEAP). The ACF was initiated in 1979 as a test program. The test program ran through FY80 and became permanent on October 1, 1981. The program remained in effect through June 30, 1985 (expiration of VEAP era). The program continued under the MGIB. For those Soldiers who have received the ACF along with MGIB, and who choose to convert to the Post 9/11, they will continue to receive the ACF. MGIB and VEAP are educational entitlements earned by Soldiers who serve on active duty, but the ACF, which is linked to these GI Bills, is an enlistment incentive option, which must be included in a Soldier’s initial enlistment agreement. The ACF is not a program for which an individual becomes eligible after entry on active duty. The ACF is not authorized for officers.

Soldiers offered the ACF as an incentive to enlist should have received documentation verifying entitlement to ACF on Department of Army (DA) Form 3286-66 which is part of the enlistment contract. Only certain MOS are authorized the ACF which is available for between two to seven-year enlistments.

ACF must be earned. It is accrued monthly as long as the Soldier obtains and remains qualified for the MOS for which originally enlisted. As with the MGIB and VEAP, the ACF will expire ten years after the Soldier’s last discharge or release from active duty. If a Soldier converted to the Post 9/11 GI Bill, the ACF will expire fifteen years after the Soldier’s last discharge or release from active duty.

NOTE: The ACF amounts that are offered during the MGIB era vary depending on the time period in which the individual entered active duty. Effective April 1, 1993-September 30, 2004, ACF amounts listed on the Soldier’s enlistment contract included the MGIB amount; therefore, some Soldiers may have misunderstood the exact amount they would receive when used at a later date. The ACF amounts are fixed at the date of entry to active duty. Any future Cost of Living Allowance increase will be added to the basic MGIB portion only.

Allowances

In addition to basic pay and bonuses, the Army provides allowances to offset the cost of living. These allowances are monies provided for specific needs, such as food or housing when the government does not provide for that specific need. Most allowances are not taxable, which is an additional imbedded benefit of military pay. Additional allowances are 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 United States, Alaska, and Hawaii in the form of Temporary Lodging Expense, Basic Allowance for Housing, and CONUS Cost of Living Allowance. A brief description of each allowance is provided below.

Basic Allowance for Housing (BAH)

BAH offsets the cost of housing when Soldiers live off base or in privatized housing on or off base. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets, and is payable when government quarters are not provided. BAH rates are based on the Soldier’s geographic duty location, pay grade, and dependency status. A Soldier may request an advance of his/her BAH Allowance. Any requests for an advance must be approved by the unit commander and is usually limited to three months BAH in CONUS and 12 months OCONUS. Advances for OCONUS locations must be on the approved list. All requests must be submitted in writing and on a DA Form 4187.

Basic Allowance for Subsistence (BAS)

BAS is used to pay for food for Enlisted Soldiers and Officers. Most Soldiers who qualify for BAS receive more than \$200 per month.

Family Separation Allowance (FSA)

FSA is payable to Soldiers with qualifying dependent Family members when the Soldier is serving on a dependent restricted tour or is required to be away from his or her permanent duty station for more than 30 continuous days in a temporary duty (TDY) status and his/her dependents are not residing at or near the temporary station.

Cost of Living Allowance (COLA)

Soldiers assigned to certain locations in the US or outside of CONUS may be paid a COLA. It is intended to provide compensation for variations in the higher costs of food, transportation, clothing, and other non-housing items. The overseas COLA is a supplement designed to equalize purchasing power between Soldiers overseas and their CONUS-based counterparts. COLA rates are based on the Soldier's rank, duty location, and dependent status. Unlike other allowances, COLA is considered taxable.

Clothing Allowance

Enlisted personnel are issued a standard set of uniforms when they enter active duty and a clothing replacement allowance on their service anniversary month. The replacement allowance is paid at the "basic" rate for members with less than three years of service, and after that at the "standard" rate. There are three types of clothing allowances to cover both initial allowances and replacements: (1) Initial Clothing Allowances; (2) Cash Clothing Replacement Allowances; and (3) Extra Clothing Allowances. Officers receive a one-time payment after commissioning to buy clothing. No allowance for clothing maintenance is provided for Officers.

Overseas Housing Allowance (OHA)

OHA is used to offset housing expenses incurred while stationed overseas. Allowance rates are periodically updated based on new cost data and review of currency fluctuations. OHA is comprised of three components:

- Rental ceilings
- Utility/recurring maintenance allowance
- Move-In Housing Allowance (MIHA)

OHA can be advanced against any projected OHA to cover the difference between the cost of non-base rental housing and the BAH. Advances are usually limited to 12 months OHA.

Dislocation Allowance (DLA)

DLA is intended as partial reimbursement for miscellaneous moving expenses. DLA is not authorized for the first PCS from home unless dependents move; the last PCS (separation or retirement); Soldiers without dependents assigned to government quarters; or transfer to nearby Permanent Duty Station (unless move of household goods preauthorized).

Move-In Housing Allowance (MIHA)

MIHA reimburses a member for overseas costs associated with living in privately-owned or privately-leased quarters. Focuses on one-time rent related expenses, modification of homes for security protection, and the initial cost of making a home habitable. Rates vary with currency rates and location.

Per Diem Allowance

Per diem allowance is a daily amount designed to partially reimburse the Soldiers for lodging and meal expenses en route to the new duty station. For travel by personally-owned vehicles (POV), per diem for the member is the flat standard CONUS rate. Per diem for dependents is three-fourths the member's applicable rate for each dependent age 12 or older, and half the member's rate for each dependent under age 12. The military uses 350 miles per day as the standard one-day travel distance. In computing per diem days, take the Official Government Mileage between duty stations and divide by 350. An additional day is allowed with a remainder greater than 50.

Temporary Lodging Allowance (TLA)

TLA is intended to help cover the cost of temporary housing and meals incurred while awaiting permanent lodging. TLA is figured according to the member's pay grade, number of Family members, actual quarters cost, availability of cooking facilities, and the local per diem rate.

Monetary Allowance in Lieu of Transportation (MALT)

MALT is the mileage reimbursement paid when a member and/or the member's Family drive to their new duty station, based on the Official Military Table of Distances. MALT rates may be paid for up to two vehicles without special approval and may be advanced 80 percent prior to move (and paid by travel voucher). If orders do not deem POV travel most advantageous, per diem will generally be paid for air travel time with excess time considered as leave, and MALT and per diem will be limited to the cost, to the government, or the use of an airline ticket.

Pay Allowance Continuation (PAC)

PAC is special pay for Soldiers during their hospitalization and rehabilitation resulting from wounds, injuries, and illness incurred while on duty in a combat operation or combat zone.

Incentive and Special Pay

Special pay is additional monthly and/or annual pay given to eligible Soldiers who perform certain specific duties, serve in specific geographic locations, occupy specific MOS, or are given certain specific assignments, or maintain eligibility for specialized skills.

Assignment Incentive Pay (AIP)

An Active Duty Soldier may be paid AIP for performing service in select assignment designated by the Secretary of the Army.

Hazardous Duty Incentive Pay (HDIP)

Soldiers who perform hazardous duties such as flying duty, parachute duty, demolition duty, or toxic fuels handling may be entitled to HDIP.

Combat Zone Tax Exclusion (CZTE)

Soldiers who serve in a combat zone can exclude certain pay from their taxable income. CZTE is unlimited for enlisted members and warrant officers and is limited to the maximum enlisted pay amount, plus the amount of Hostile Fire Pay/Imminent Danger Pay payable to the officer for the qualifying month, for officers.

Savings Deposit Program (SDP)

The SDP was established to provide a place to deposit money for savings purposes to members of the Uniformed Services who serve in designated combat zones. Soldiers deployed in combat zones, qualified hazardous duty areas, or certain contingency operations outside of the US are eligible to participate in the SDP. The Soldier must serve in the designated area for more than 30 days.

Thrift Savings Plan (TSP)

The TSP is a retirement plan for members of the uniformed services and is designed to closely resemble a civilian 401K plan. Soldiers are permitted to make contributions from their basic pay as well as from incentive, special, or bonus pay up to \$18,000 annually, the limit is set by the Internal Revenue Service. The TSP offers significant benefits to its participants including pre-tax contributions, multiple investment options, and significantly lower fees than comparable financial institutions. The TSP is administered by the Federal Retirement Thrift Investment Board.

Retired Pay

In most cases, Soldiers who have completed 20 years of active service are eligible to receive retired pay at the end of their career. The Reserve Soldier who completes 20 qualifying years of service and meets all eligibility standards will receive retirement pay upon reaching age 60 unless eligible under Reduced Age Retirement which gives limited credit for time mobilized as a Reservist. The retired pay amount and requirements depend on which of the three retirement systems a Soldier falls under, based on the Date of Initial Entry into Military Service (DIEMS).

Combat-Related Special Compensation (CRSC)

CRSC provides military retirees a monthly compensation that is intended to replace some or all of the retired pay that is withheld due to receipt of VA compensation. CRSC is payable for disabilities that are found to be related to combat, including disabilities that were incurred in actual combat, while engaged in hazardous service, in the performance of duty simulating war, training for combat or as a result of an instrumentality of war. The amount of CRSC payable is directly related to the evaluation(s) assigned to combat-related disabilities, but cannot exceed the amount of withheld retired pay. Retirees cannot receive benefits simultaneously under both, CRSC and Concurrent Retirement and Disability Payments (CRDP), programs.

Concurrent Retirement and Disability Payments (CRDP)

Public Law 108-136, the National Defense Authorization Act of 2004, authorized a provision to restore the retired pay currently deducted from retirees' accounts due to the receipt of Department of Veterans Affairs (VA) disability compensation. CRDP is the gradual (phased in) restoration of the retired pay currently being offset by VA disability pay. Under the current law, retirees who are entitled to CRDP will receive both full military retired pay and full VA disability pay with no reduction.

Separation Pay/Involuntary Separation Pay

Separation pay must be listed on the separation documents (DD Form 214 and orders). The type of separation and conditions under which a Soldier is being separated will determine if the Soldier is qualified for separation pay. To determine eligibility, the Soldier should consult the unit commander and local personnel and finance offices. Separation pay is computed on the basis of 10 percent of yearly base pay on date of separation, multiplied by the number of years of active service.

LEAVE

Annual Leave

Active duty Soldiers earn 2.5 days of annual leave (vacation) for each month of service, for a total of 30 days per year. Soldiers can accrue up to 60 days of leave and any additional days above 60 days are forfeited at the beginning of the next fiscal year (October 1st), except as noted in Special Leave Accrual.

Special Leave Accrual

Personnel serving in hostile fire or imminent danger pay areas (combat zone) for 120 days or more can accumulate up to 120 days of annual leave into the next fiscal year.

Rest & Recuperation (R&R)

Soldiers who are serving in areas designated as hostile fire and imminent danger area may be eligible for one Rest and Recuperation (R&R) trip per 12-month deployment period. R&R is a chargeable leave program that authorizes use of ordinary leave and may not be combined with other absences. Soldiers must meet certain requirements to be eligible for R&R leave. Rest and Recuperation is a chargeable leave program that authorizes use of ordinary leave to allow Soldiers leave away from hostile fire and imminent danger areas for 15 days. R&R periods are limited to one leave per 12-month period and may not be combined with other absences. Travel to and from destinations is not charged to the leave.

Post-Deployment/Mobilization Respite Absence (PDMRA) Leave

PDMRA was established in 2007 to recognize members who are required to mobilize or deploy with a frequency beyond established rotation policy goals. Eligible deployments for active Soldiers include deployments to Afghanistan or with certain theater units and other areas as determined by the Secretary of the Army. Eligible Reserve Soldiers include those mobilized under Title 10, US Code, Sections 12301a, 12302, or 12304.

Sick Leave

Soldiers who fall ill for a short period and are expected to return to duty within 72 hours are classified as Sick-in-Quarters. During this period, the Soldier may be excused from duty for treatment, or medically directed self-

treatment. For periods longer than 72 hours or which require hospitalization, the Soldier is classified as Sick-in-Hospital. As with Sick-in-Quarters, the Soldier is excused from duty during the period of hospitalization. Soldiers who are sick during periods of leave may not be charged leave for that period.

Unused leave

Soldiers with a positive leave balance of 60 days or less at the time of discharge or reenlistment may be entitled to sell back leave. The leave is paid at the same rate as the Soldier's basic pay; each day of leave is worth a day of pay. A Soldier may not sell back any leave that is carried over to a new enlistment, but may receive payment for any leave not carried over to a new enlistment. Unused leave may not be sold back if a Soldier is discharged for the purpose of accepting a commission or a warrant officer position in any uniformed service.

Financial Readiness

Financial Readiness Programs and Consumer Advocacy Services are available at every installation. Financial Readiness is an Army Community Service (ACS) program that offers a variety of education and counseling services to help Soldiers and Families increase personal readiness and reduce financial stressors.

Indebtedness

DFAS Garnishment Operations in Cleveland processes all court ordered garnishments for child support, alimony, commercial debts and bankruptcy orders for all military members, military retirees and all DOD civilian employees, plus court ordered divisions of military retired pay under the Uniformed Services Former Spouses' Protection Act.

Survivor Benefit Plan (SBP)

Retired pay stops upon death of the retired Soldier. SBP was established by Public Law 92-425, September 21, 1972, so that retiring Soldiers could elect to provide the continuation of a portion of their retired pay to their designated beneficiary(ies). Retirees pay for SBP coverage with a percentage of their retired pay. Because the SBP payment is deducted from retired pay before the retired pay is taxed, it is a tax-free payment. SBP changes retired pay from being a "single-life payout" to being a "joint and survivor payout" program. A single-life payout lasts only for the lifetime of the retiree. While this maximizes the monthly income for the retiree (no deduction for SBP payment), it eliminates benefits for the surviving spouse. However, the joint and survivor payout stretches retired pay over the lifetime of the retiree and the spouse, as an example. Under the latter, monthly payments are reduced, but they are guaranteed to last over the lifetimes of both the Soldier and spouse.

Nonsupport

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 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. AR 608-99 contains separate rules when both parents are in the military or the Soldier has children from multiple relationships. Additionally, a Soldier may be released from the AR 608-99 support obligation in certain circumstances such as when the spouse has abused the Soldier or when the spouse earns more money than the Soldier. 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. Portions of this regulation are punitive, which means that a Soldier can be punished for violating its requirements. The commander can order a Soldier to pay any current support due his/her Family members; however, unless there is a court order for support or a written support agreement, Family members may not collect BAH arrearages. For this reason, Family members seeking financial support from Soldiers should enter into a support agreement or 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 voluntary support is stopped while the Soldier is stationed outside the US, it is much more difficult to obtain a court order than when the Soldier is stationed within the US. If the Soldier later leaves the Army, the Army will have no authority over him/her.

Army Emergency Relief (AER)

AER (<http://www.aerhq.org>) is a private, nonprofit organization that was created to help Soldiers and their Family members who experience financial emergencies. AER provides funds to help Soldiers with immediate financial needs with rent, utilities, emergency travel, etc. AER also provides emergency funds to Soldiers' orphans and widows and offers undergraduate scholarships to spouses and children of both active and retired Soldiers.



U.S. ARMY
PUBLIC HEALTH CENTER
MEDICAL WING
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CLINOPS



Separations

Enlisted Separations

Army enlisted separations policy, as set forth in Army Regulation (AR) 635-200, promotes the readiness of the U.S. Army by providing an orderly means to determine a Soldier's suitability for continued service in the Army and providing for the orderly administrative separation of Soldiers in a variety of circumstances. This determination is made on the basis of a Soldier's conduct and ability to meet required standards of duty performance and discipline.

Army separation policy is designed to strengthen the concept that military service is a calling different from any other occupation. Soldiers who do not conform to required standards of discipline and performance or who do not demonstrate potential for further military service should be separated in order to avoid degradation of morale, and substandard mission performance.

Key Provisions: AR 635-200 sets forth the various circumstances under which a Soldier may be separated from the Army. Provided below are summaries of key separation provisions in AR 635-200.

Chapter 5, Separation for Convenience of the Government

Unless the reason for separation requires a specific characterization, a Soldier being separated for the convenience of the Government will be awarded a character of service of honorable, under honorable conditions, or an uncharacterized description of service if in entry-level status.

Paragraph 5-3. Secretarial Plenary Authority.

Separation under this paragraph is the prerogative of the Secretary of the Army. This authority is exercised sparingly and seldom delegated. Ordinarily, it is used when no other provision of the regulation applies, and separation is clearly in the best interest of the Army. This authority is normally exercised on a case-by-case basis. Separation may be voluntary or involuntary. Each case is judged on its own merits and must be fully supported by substantiating documentation. The Secretary of the Army or his designee at Headquarters, Department of the Army will make the final decision.

Paragraph 5-4, 5-5. Surviving Sons or Daughters.

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.

Paragraph 5-8. Involuntary Separation Due to Parenthood.

Soldiers will be considered for involuntary separation when parental obligations interfere with fulfillment of military responsibilities. Specific reasons for separation include inability to perform prescribed duties satisfactorily, repeated absenteeism, repeated tardiness, inability to participate in field training exercises or perform special duties, or nonavailability for worldwide assignment as a result of parenthood. Separation processing may not be initiated until the Soldier has been adequately counseled concerning deficiencies and has been afforded the opportunity to overcome them.

Paragraph 5-11. Separation for Medical Conditions Which Existed Prior to Service.

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:

- 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 will normally be described as uncharacterized

Paragraph 5-13. Separation Due to Personality Disorder.

A Soldier with less than 24 months of active duty service, may be involuntarily separated for personality disorder (not amounting to disability) that interferes with assignment to or performance of duty. A personality disorder is an enduring pattern of inner experience and behavior that deviates markedly from cultural expectations, is stable and of long duration, inflexible and pervasive across a broad range of situations, and leads to clinically significant distress or impairment in functioning. The diagnosis of personality disorder must have been established by a psychiatrist or doctoral-level clinical psychologist with necessary and appropriate professional credentials who is privileged to conduct mental health evaluations for the DOD components in accordance with the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. The Installation Director of Psychological Health, or designee, will corroborate the diagnosis.

- Soldiers will not be processed for administrative separation if Post-Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), and/or other co-morbid behavioral health conditions are significant contributing factors to the basis for separation, but will instead be evaluated under the Integrated Disability Evaluation System (IDES).
- Likewise, Soldiers determined to have a medical condition that fails to meet medical retention standards will be evaluated under IDES. Processing under IDES takes precedence over administrative separation.
- In the case of Soldiers who have served or are currently serving in an imminent danger pay area, the Installation Director of Psychological Health will corroborate the diagnosis and forward the case to The Office of the Surgeon General, Behavioral Health Division for final review. The separation authority for Soldiers separated under this paragraph who are, or have been, deployed to an area designated as in imminent danger pay area is the General Court Martial Convening Authority. This authority cannot be delegated. In all other cases, the separation authority is the Special Court Marital Convening Authority.

Paragraph 5-17. Other Designated Physical or Mental Conditions.

Soldiers may be considered for involuntary separation under this paragraph on the basis of other physical or mental conditions not amounting to disability (AR 635-40), and excluding conditions appropriate for separation processing under paragraph 5-11 or 5-13 that potentially interfere with assignment to or performance of duty. Such conditions may include, but are not limited to—

- Airsickness, Motion, and/or Travel Sickness
- Phobic fear of Air, Sea and Submarine Modes of Transportation
- Attention-Deficit/Hyperactivity Disorder
- Sleepwalking
- Enuresis
- Adjustment Disorder (except Chronic Adjustment Disorder). Soldiers recommended for separation based upon a diagnosis of adjustment disorder must meet the following criteria - Soldier experiences one or more incident(s) of acute adjustment disorder and does not respond to treatment when one or more treatment

modalities have been attempted; duration must be less than 6 months when separation proceedings are initiated. When an adjustment disorder has persisted for longer than 6 months, the Soldier must be referred to IDES.

- **Personality Disorder.** Soldiers with 24 months or more of active duty service when separation procedures are initiated. All requirements for separation under paragraph 5-13 must be met.
- **Other disorders manifesting disturbances of perception, thinking, emotional control or behavior sufficiently severe that the Soldier's ability to effectively perform military duties is significantly impaired.**

When a commander is concerned that a Soldier may have a physical or mental condition that interferes with assignment to or performance of duty, the commander will refer the Soldier for a medical examination and mental status evaluation.

The diagnosis must have been established by a privileged mental health provider in accordance with the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. The Installation Director of Psychological Health, or designee, will corroborate the diagnosis.

- Soldiers will not be processed for administrative separation if PTSD, TBI, and/or other co-morbid behavioral health conditions are significant contributing factors to the basis for separation, but will instead be evaluated under the Integrated Disability Evaluation System (IDES).
- Likewise, Soldiers determined to have a medical condition that fails to meet medical retention standards will be evaluated under IDES. Processing under IDES takes precedence over administrative separation.
- In the case of Soldiers who have served or are currently serving in an imminent danger pay area, the Installation Director of Psychological Health will corroborate the diagnosis and forward the case to The Office of the Surgeon General, Behavioral Health Division for final review. The separation authority for Soldiers separated under this paragraph who are, or have been, deployed to an area designated as in imminent danger pay area is the General Court Martial Convening Authority. This authority cannot be delegated. In all other cases, the separation authority is the Special Court Marital Convening Authority.

Involuntary Chapter 6, Separation Because of Dependency or Hardship

A Soldier being separated under Chapter 6 will be awarded a character of service of honorable, under honorable conditions, or an uncharacterized description of service if in entry-level status.

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. Final approval or disapproval is the responsibility of the field commander.

Dependency. Dependency exists when death or disability of a member of a Soldier's (or spouse's) immediate family causes that family member to rely upon the Soldier for principal care or support.

Hardship. Hardship exists in cases not involving disability of a member of the Soldier's (or spouse's) immediate family where separation from the Service will significantly affect the care or support of the family. Types of separations include:

- **Parenthood of Married Soldiers.** 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 Parents.** 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.
- **Surviving Spouse.** Soldiers may request separation for hardship when the death of a military or civilian spouse occurs.

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 Army Substance Abuse Program (ASAP) 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 ASAP 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.

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

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

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:

- The Soldier 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

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

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

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

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

- Numerous military disciplinary infractions.
- Discreditable involvement with civil or military authorities; conduct prejudicial to good order and discipline.
- Commission of a serious military or civil offense, if the circumstances of the offense warrant separation and a punitive discharge would be authorized for the same or a closely related offense under the Manual for Courts-Martial.
- Abuse of illegal drugs. Normally, a discharge under other than honorable conditions is appropriate.

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

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

Qualitative Management Program (QMP) (AR 635-200, Chapter 19)

Senior Noncommissioned Officers whose performance, conduct, and/or potential for advancement do not meet Army standards, as determined by approved recommendations of a HQDA centralized selection board responsible for QMP screening of a Soldier's records, will be denied continued service. 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 to determine if there are any reasons the Soldier should not be continued on active duty. Among the reasons for QMP selection are deficiencies in physical fitness/military bearing; accountability and responsibility; training; leadership; competence; and personal values. A Soldier selected for non-continuation 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.

Other Important Army policies:

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

A Field Commander's Bar to Continued Service is the most common type of bar. It is initiated by the Soldier's commander against a Soldier whose performance is marginal and continued service is not in the best interest of the Army. In paragraph 8-4, criteria is listed for reasons a Soldier may be barred to reenlist and mandatory reasons a Soldier will be barred from reenlistment. The Soldier may also appeal the bar to the next higher commander.

Reenlistment Ineligibility (AR 601-280, Chapter 3)

A Soldier is not eligible for reenlistment when he/she is flagged, fails to meet required reenlistment qualifications such as age, medical and physical fitness standards, Army body composition standards, and retention control points (highest year of tenure) for his/her particular rank, or losses qualification in their PMOS.

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.

Officer Separations (AR 600-8-24)

An officer on Active Duty 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 2-19)

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.

- Maximum Age (Chapter 2-21)
- Maximum Service (Chapter 2-23)
- Nonselection of AGR Continuation (Chapter 2-25)
- Department of the Army Active Duty Board (Chapter 2-27)
- Civil Conviction (Chapter 2-29)
- Pending Appellate Review (Chapter 2-31)
- Termination of Student Officers (Chapter 2-33)
- Early release of officers on active duty for training, special work or temporary tour of active duty (Chapter 2-35)
- Failure of selection for permanent Reserve promotion (Chapter 2-37)

Resignations

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

Unqualified Resignation (Chapter 3-5, AR 600-8-24)

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 of 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.

Resignation for the Purpose of Enlistment/Reenlistment in the Active Army (Chapter 3-7, AR 600-8-24)

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

Resignation of an Officer who did not meet Medical Fitness Standards when Appointed (Chapter 3-9, AR 600-8-24)

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.

Resignation due to Pregnancy (Chapter 3-11, AR 600-8-24)

An officer may tender her resignation due to pregnancy. The CG, HRC, is the final approval authority.

Resignation for the Good of the Service in Lieu of Court-Martial (Chapter 3-13, AR 600-8-24)

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.

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

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.

Miscellaneous Type Separations

Officers are subject to various other reasons for separation from Active Duty and/or discharge from the Army under the provisions of Chapter 5, AR 600-8-24.

Separation for Lack of Jurisdiction (AR 600-8-24, Chapter 5-3)

An officer will be released from the Army when a U.S. court or judge orders the release from Active Duty, or on the final determination of a convening authority of a general or special court-martial, a military judge, a president of a special court-martial, or a military appellate court than an individual is not currently a member of the Army.

Discharge of a Chaplain due to Withdrawal of Ecclesiastical Endorsement (AR 600-8-24, Chapter 5-5)

A Chaplain is required to possess a valid ecclesiastical endorsement from an authorized Religious Organization. If the officer's endorsement is withdrawn, then the officer immediately loses his or her chaplain status and must cease all religious activities, such as, performance of rites, ceremonies, services, pastoral counseling, and will be processed for discharge.

Discharge of an Officer who Does Not Consent to Recall from the Temporary Disability Retired List (TDRL) (AR 600-8-24, Chapter 5-7)

An officer on the TDRL found to be physically fit may decline return to Active Duty. Officers who do not consent to return will be discharged unless they are permanently retired under another provision of the law.

Separation of an Officer Twice Nonselected for Active Duty List Promotion (AR 600-8-24, Chapter 5-9)

An officer twice nonselected for promotion to the grade of lieutenant colonel or below and a chief warrant officer twice nonselected for promotion to the grade of chief warrant officer four or below is required to be discharged by law, unless:

- Selectively continued
- Within 2 years of retirement (completes 18 or more years active duty on their scheduled release date)
- Retired
- Is a health professions officer with a remaining Active Duty Service Obligation. These officers will be retained on active duty until completion of the Active Duty Service Obligation.

Separation of Officers due to Nonselection of a Field Promotion (AR 600-8-24, Chapter 5-11)

An officer on the active duty list not recommended for promotion to first lieutenant or chief warrant officer two must be separated not later than 90 calendar days after the Promotion Review Authority approves the non-recommendation for promotion. A warrant officer within two years of retirement is excluded.

Separation of Officers due to Conviction by Foreign Tribunal (AR 600-8-24, Chapter 5-13)

An officer will be discharged when convicted by a foreign tribunal when either:

- The officer has been sentenced to death or imprisonment for more than six months, regardless of whether the sentence was suspended
- Regardless of actual sentence imposed, the officer has been convicted of an offense for which a sentence of more than six months of confinement is authorized by the Manual for Courts-Martial.

Dropped from the Army Rolls (AR 600-8-24, Chapter 5-15)

A Regular Army commissioned officer may be dropped from the rolls of the Army when he or she is:

- Not entitled to receive retired pay and has been found guilty by civil authorities of any offense and sentenced to confinement in a Federal or State penitentiary or correctional institution and their sentence has become final;
- Has been AWOL for at least three months
- Is deprived of retired pay under Title 5, U.S. Code, chapter 83, subchapter II. The President of the United States is the final approval authority to drop an officer from the rolls of the Army.

Dismissal of Officers due to General Courts-Martial Proceedings (AR 600-8-24, Chapter 5-17)

An officer convicted and sentenced to dismissal as a result of General Courts-Martial proceedings will be processed pending appellate review as follows:

- A Regular Army officer will be retained on Active Duty until the appellate review is completed or placed on excess leave.
- A USAR officer may be released from Active Duty pending completion of the appellate review, or placed on excess leave in lieu of release from Active Duty.

DISCHARGE BENEFITS
ADMINISTERED BY THE ARMY

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

Key: E - Eligible
NE - Not Eligible

*The Department of Veterans Affairs is the Program Administrator



Physical Disability System

The U.S. 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 two ways. The first way is when the designated medical authority issues a DA Form 3349 (Physical Profile) that designates a Medical Evaluation Board is required. This action occurs when the Soldier is identified with a medical condition that does not meet the medical retention standards of AR 40-501 chapter 3. The other way is by the Military Occupational Specialty Administrative Retention Review (MAR2), as described further in this paper. 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.

Integrated Disability Evaluation System (IDES)

Directive-Type Memorandum (DTM) 11-015 established the Integrated Disability Evaluation System (IDES). It supersedes the legacy Disability Evaluation System (DES) for duty-related initiated cases as of December 19, 2011. The Secretary of the Army, on a case by case basis, approves the exclusion of the Soldier from the IDDES due to special circumstances. Under certain circumstances, the final adjudication of Service members on the Temporary Disability Retired List (TDRL) may come under the legacy system. (Current policy for the DES is promulgated in DoDI 1332.18 and associated manuals.)

The IDDES is the Joint Department of Defense (DOD)-Department of Veterans Affairs (VA) process by which DOD determines whether wounded, ill, or injured Service members are fit for continued military service and by which DOD and VA determine appropriate benefits for Service members who are separated or retired for a service-connected disability. The IDDES features a single set of disability medical examinations to help inform the Army's (or the Services') fitness determination(s); and, a single set of disability ratings provided by the VA for appropriate use by both DOD and the VA. Although the IDDES includes medical examinations, IDDES processes are administrative in nature and are independent of clinical care and treatment. The IDDES scope includes all medical examinations and all administrative activities associated with IDDES case management from the point of referral by a military medical care provider or the MAR2 process to the point of return to duty or completion of the VA's benefits decision letter, including the management of Service members who are temporarily retired for disability through the IDDES.

Military Occupational Specialty (MOS) Administrative Retention Review (MAR2)

The MAR2 is a pre-DES, administrative evaluation on Soldiers who meet medical retention standards, but whose medical condition requires a permanent physical profile with a numerical designator of "3" or "4" in one or more of the profile factors. The purpose of a MAR2 evaluation is to determine whether these Soldiers can perform the duties and common tasks required of their Primary Military Occupational Specialty (PMOS) or Area of Concentration (AOC) worldwide in a field environment. The MAR2 reviews the duty limitations of the DA Form 3349 against the PMOS standards outlined in DA Pamphlet 611-21 (concerns enlisted Soldiers only) and recommendations from the Soldier's branch and chain of command. This review process may find that the Soldier is retainable in his/her current MOS; that the Soldier is suitable for retraining into another MOS that can be performed with the current assignment/duty limitation; or that the Soldier must be referred for IDDES processing.

Military Evaluation Board (MEB)

The MEB is a Soldier's first step in the IDDES process. An MEB Narrative Summary (NARSUM) is prepared from information in the Soldier's case files. The purpose of the NARSUM is to summarize medical and occupational documentation included in the Soldier's DES case files and to describe the impact of these medical conditions on the Soldier's ability to perform his/her military duties. The NARSUM 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. These findings are provided to the Soldier for their review. The Soldier has legal counsel available to assist in this review and the Soldier may provide comments, additional evidence, or request an independent medical review of the MEB findings. Once approved, the MEB findings, as well as personnel and administrative documents pertaining to the Soldier, are forwarded to the Physical

Evaluation Board (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.

Physical Evaluation Board (PEB)

The PEB is an administrative, fact-finding board consisting of two or three voting members. 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 (IPEB). It considers the Soldier's medical condition, job requirements, and performance. Based on the evidence, a determination is made as to whether the Soldier's condition(s) render him/her fit or unfit for retention. Soldiers are unfit only for medical conditions that prevent them from being able to reasonably perform their military duties. The presence of a medical impairment does not, in itself, justify a finding of unfitness. 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 military duties, the PEB will find the Soldier physically unfit. If unfit, and if the disability is compensable, as determined by the PEB, a rating of the condition will be accomplished by the VA Disability Rating Activity Site (D-RAS).

In general, for the PEB to determine that an unfitting disability is compensable, the disability 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 will have eight years of active service by the date of separation.

The D-RAS thoroughly evaluates the Soldier's referred and claimed conditions to produce a rating letter that explains the disability rating applied. Each condition is rated from zero to 100 percent and results are submitted to the IPEB. The IPEB and D-RAS findings are merged and submitted to the PEBLO for delivery to the Soldier. Soldiers who believe that an error was made in determining their rating may notify their PEBLO and request a one-time reconsideration by the VA. The rating reconsideration will be processed through the PEB. The VA D-RAS will only reconsider the evaluation of a rating if new medical evidence is received, or the Soldier is able to provide sufficient evidence of an error to warrant reconsideration. Only one reconsideration is made for each military unfitting condition. If a new condition is found to be unfitting by the PEB during the formal PEB phase, reconsideration can be requested; even if other conditions have been previously reconsidered.

Disability Ratings

Overall disability ratings may vary between the Army and VA. The Army applies D-RAS disability ratings only to 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 assigned ratings are final, except when a medical condition improves or worsens while a Soldier is on the 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 the VA's basic disability compensation is a flat amount based upon the percentage rating received. (Number of children and other circumstances, such as total disability, increase VA compensation.)

Once a rating is determined, the PEB renders one of the following findings:

- unfit, separate with severance pay (conditions rated at less than 30 percent and the member has less than 20 years of service (as computed under Title 10, U.S. Code, Section 1208)
- 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, U.S. Code, Section 1207a is inapplicable)
- unfit, placement on the TDRL (conditions considered unstable and rated at 30 percent or more, or the Soldier has the requisite 20 years of service)
- unfit, Permanent Disability Retirement (conditions considered stable and rated at 30 percent or more, or the Soldier has the required 20 years). (Service computed under Title 10, U.S. Code, Section 1208 is combined

active duty and “RC equivalent active duty.” (“Equivalent active duty” is the years accorded the Soldier when his/her RC non-active duty points for RC membership and Inactive Duty Training, etc., are divided by 360. Such service for non-disability retirees is called 10 USC 1405 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 a PEB reevaluation. The PEB reevaluation may result in final disposition or retention on the TDRL.

A Soldier has the right to concur or non-concur 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.

U.S. Army Physical Disability Agency Case Review

The third step in the disability evaluation process involves the USAPDA’s case review. The Agency reviews each case in which the Soldier non-concurs with the PEB and designated other cases. As a result of the USAPDA review, one of four things may occur. First, the USAPDA may concur with the PEB. Second, the USAPDA may administratively change the PEB finding; i.e., the USAPDA may increase or maintain the Soldier’s combined rating and disposition but may award an additional administrative determination for purposes of certain benefits under various laws (such as employment under federal civil service or exclusion of disability retired pay from Federal gross income. Third, the USAPDA may return the case to the PEB for reconsideration. Finally, the USAPDA may modify the PEB findings; i.e., the USAPDA may lower the Soldier’s combined rating; change the Soldier’s disposition; or find that prior administrative determination for purposes of employment under federal service was granted in error. When the last adjudicative action is a USAPDA modification of the PEB findings, and the Soldier non-concurs and submits a rebuttal, his/her case is referred to the U.S. 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.

Further Adjudications Available

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.

As an alternative to the ABCMR, a Soldier who was separated from the Army with a 20 percent or less disability rating between September 11, 2001, and December 31, 2009, may appeal their PEB findings to the Physical Disability Board of Review (PDBR). The PDBR is a special DOD board that was established by Congress to only review cases of disability separation, not retirement, which occurred during the time specified. It must be noted that once an application is submitted to the PDBR and a final determination is rendered no further recourses are available to the applicant.

Official Military Personnel Files

The Official Military Personnel File OMPF is an administrative record as well as the official permanent record which documents the Soldier's military service. The OMPF forms part of a Soldier's Army Military Human Resource Record (AMHRR) which encompasses a number of various human resource files/folders. A Soldier's OMPF remains in Army control for 62 years from a Soldier's final separation date. Upon the 63rd year the OMPF is transferred to the National Archives and Records Administration (NARA). All hard copy or microfiche records belonging to Soldiers separated, retired, or deceased on or prior to October 1, 2002, are physically stored at the National Personnel Records Center (NPRC).

All Army personnel records after October 1, 2002, are maintained in the Interactive Personnel Electronic Records Management System (iPERMS). Records belonging to individuals that experienced a break in service that included October 1, 2002 may have a paper, microfiche, and an iPERMS record.

While the servicing military personnel division records managers (RM) are responsible for the uploading of hard copy documents into iPERMS, it is also the Soldier's responsibility to ensure that his/her personnel records are up to date in accordance with AR 600-8-104, Army Military Human Resource Records Management. All Soldiers, regardless of component, are automatically granted access to see their AMHRR in iPERMS and can submit documents to their RM for upload into iPERMS. Once an RM uploads the documents, they will verify that the document resides in the AMHRR by manually checking the iPERMS system. Upon verification that the paper documents have been successfully uploaded, the RM will then destroy the paper documents. Therefore, Soldiers should routinely review their record online and are encouraged to maintain original copies of all documents submitted for upload to the AMHRR.

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

U.S. Army Human Resources Command

1600 Spearhead Division Avenue
ATTN: AHRC-PDR-R (Dept 420)
FT Knox, KY 40122-5400
1-888-276-9472 (toll free)

Web site: <https://www.hrc.army.mil/TAGD/Army%20Soldier%20Records%20Branch%20-%20ASRB>

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

National Personnel Records Center

1 Archives Drive
St. Louis, MO 63138
(314) 801-0816 (Congressional offices only)

Army Personnel Separated in 1912 or Earlier (Enlisted); 1917 or Earlier (Officer)

National Archives and Records Administration

Old Military and Civil Records
Textual Services Division
700 Pennsylvania Avenue, NW
Washington, DC 20408
(202) 357-5000
1-866-325-7208 (Customer Service Center Telephone)

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

National Guard Bureau

111 South George Mason Drive

Arlington, VA 22204

(703) 607-1823

Email: Ngb_perms@ng.army.mil

National Guard Personnel not on Active Duty

The Adjutant General for the appropriate State



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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 physically stores/holds the military personnel records (hard copy or microfiche records) of discharged, retired and deceased veterans of all Services. The Army discontinued sending hard copy/microfiche official military personnel files (OMPFs) to NPRC in 2002, but has given NPRC access to its electronic OMPFs.

The Privacy Act of 1974 provides for the release of information only with the written consent (signature) of the individual to whom the record pertains. If the person is legally incompetent, the legal guardian must sign the release and furnish a copy of the court appointment. If the individual is deceased, NPRC must have the written consent of the next of kin which is defined as unremarried widow or widower, child, parent or sibling.

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 1 Archives Drive, St. Louis, MO 63138. 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 December 31, 1959, and from the Air Force prior to January 1, 1964, with the name Hubbard, James E. and after. There are no duplicate copies of these records nor were microfilm copies produced. Veterans who may have lost files in the fire should submit photocopies of any military documents, particularly separation documents, when making requests to assist in verifying military service.

In the event a veteran has no records or documents in his/her possession, the essential military service data may be 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 report of separation, including DD Form 214, Certificate of Release or Discharge from Active Duty, for the purpose of establishing eligibility for veterans' benefits.

The key to reconstructing military data is to get enough specific information about the veteran to allow NPRC 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
- Date of birth
- Place of birth
- Place of discharge
- Last unit of assignment
- Place of entry into service

Requesters may experience faster responses by submitting one or both of the following forms with their requests:

- For personnel records: NA Form 13075, Questionnaire About Military Service at <http://www.archives.gov/st-louis/military-personnel/na-13075-questionnaire-about-military-service.pdf>
- For medical records: NA Form 13055, Request for Information Needed to Reconstruct Medical Data at <http://www.archives.gov/st-louis/military-personnel/na-13055-info-2-reconstruct-medical-data.pdf>

Types of Records Maintained at NPRC

OMPFs, active duty health records (prior to the 1990s), clinical (hospital inpatient) records, medical treatment records, morning reports, unit rosters, and Philippine Army and Guerrilla records.

Proof of Death Requirement

The Defense Privacy Office issued a requirement for NPRC to obtain proof of death before releasing veterans' records to next of kin or others authorized by the next of kin. The 'proof of death' requirement applies to records still owned by the military Services. It does not apply to records whose ownership has been transferred to NARA (see 'Archival Records' below).

The following documents are accepted as proof of death:

- Death certificate
- Newspaper article (obituary) or death notice
- Coroner's report of death
- Funeral director's signed statement of death
- Verdict of coroner's jury
- Report of death signed by a United States consul or other agent of the State Department

Archival Records

In 2004, the DOD and the Archivist of the United States signed an agreement making the OMPF a permanent record of the United States. In a subsequent agreement, it was decided that ownership of the OMPF would transfer from the military service that created the record to NARA 62 years after the subject of the record was discharged or retired, or died in service. At this 62-year mark, the OMPF becomes an "archival" record belonging to NARA and is subject to NARA's directives and policies.

Archival records are open to the public and are subject to NARA's published fee schedule that authorizes NARA to collect fees from the public for copies of archival records (Title 44, US Code, Sections 2116c and 2307). Archival records are subject to a limited privacy exemption under the provisions of the Freedom of Information Act. As such, all archival records are reviewed prior to release and, at a minimum, social security numbers are redacted. Release authorization and proof of death are not required for access to archival records.

Benefit Requests Involving Archival Records

Records that are needed by a veteran or the primary next of kin to obtain benefits or entitlements arising from military service will continue to be provided free of charge. If records were destroyed or severely damaged by the fire of 1973, and are needed by the veteran or their dependents to obtain benefits, NPRC will continue to try to reconstruct the military record.

Medal Requests Involving Archival Records

NPRC verifies entitlement to medals for Army veterans. At the time agreement was reached, NARA and DOD agreed to continue to provide first award or replacement of medals to veterans free of charge. In July 2008, the Army requested that NPRC expand first award or replacement of medals to include veterans' next of kin (as defined by the Army).

Medical Records for Former Military Personnel

Clinical (hospital inpatient) records created for military personnel while on active duty are filed at NPRC by the name of the hospital in which the member was treated. Therefore, NPRC 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 in annual collections by the creating hospital. Army hospital records are retained one calendar year before retirement. Teaching hospitals that maintain Clinical Record Libraries may retain records up to five years before retirement to NPRC. 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 in the OMPF until the early 1990s. Now they are sent to:

The Department of Veterans Affairs
 Records Management Center
 4300 Goodfellow Boulevard, Building 104
 St. Louis, MO 63120

To determine the location of a specific health record, contact the Department of Veterans Affairs at 1-888-533-4558.

Medical Records for Military Retirees

NPRC 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 (see 'Medical Records for Former Military Personnel' above regarding medical treatment obtained prior to retirement). Some record collections date from the 1940s and 1950s, but more comprehensive information exists beginning in the 1960s. The retiree records are sent to NPRC 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 for Dependents and Others

Medical records of individuals (dependents and others) treated at Army medical facilities are stored at NPRC. Records prior to 1954 were destroyed in accordance with legal authorities in effect at the time. Dependent medical folders are transferred to NPRC between one and five years after last treatment. Requests may be submitted using NA Form 13042, Request for Information Needed to Locate Medical Records, located at <http://www.archives.gov/st-louis/military-personnel/na-13042-request-4-information-needed-2-locate-medical-records.pdf>.

Morning Reports

Morning reports are unit records that were filled out each day to reflect changes in duty status for personnel assigned to the unit. The collection of morning reports covers the period November 1, 1912 to 1974. They are "exception based", containing information on those individuals for whom some change of status occurred. Among the reasons for being listed on a morning report are:

- Being promoted or demoted
- 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 to the smallest echelon ("Company A, 1st Battalion, 501st Infantry Regiment"), a description of the action ("I was wounded

and sent to a hospital”) and an approximate date (“June, 1944”). Without this information, NPRC may not be able to perform a search. Due to the extensive research involved in conducting morning report searches, NPRC may limit searches to 90 days of morning reports per request, and it may take up to 180 days to process a request. A fee may apply for certain searches and copies of morning reports.

Unit Rosters

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

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

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

Federal Civilian Personnel Records

NPRC maintains the Official Personnel Folder (OPF) of former Federal civilian employees whose employment ended after 1951. These records remain in the legal custody of the Office of Personnel Management (OPM) and access to such records is restricted under the Privacy Act of 1974. Former Federal civilian employees (the person of record) may obtain copies of most civilian and personnel medical records on file at NPRC, including copies of the Standard Form 50 (Personnel Action) via written request. Different release procedures apply for archival civilian personnel records. OPFs are retried to NPRC within 120 days after separation from Federal employment. If less than 120 days have elapsed since separation, the employee should write to their last employing Federal office.

Federal law, Title 5, US Code, Section 552a(b), requires that all requests for records and information be submitted in writing. Each request must be signed (in cursive) and dated (within the last year). The documents or information needed must be clearly identified and the purpose of the request fully explained. Certain basic information needed to locate civilian personnel records, includes:

- full name used during Federal employment
- date of birth
- Social Security Number (if applicable)
- name and location of employing Federal agency
- beginning and ending dates of Federal service

Written requests (signed and dated) may be mailed or faxed to:

National Personnel Records Center, Annex
141 Boulder Boulevard
Valmeyer, IL 62295
FAX: (618) 935-3014

For former Federal civilian employees whose employment ended during the period 1850 to 1951. Written requests may be mailed to:

National Archives and Records Administration
ATTN: Archival Programs
PO Box 38757
St. Louis, MO 63138

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

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military 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. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. **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 records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. 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 general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **must provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death; funeral director's signed statement of death, or verdict of coroner's jury.**

b. **Fees for records:** There is no charge for most services provided to service members or next of kin of deceased veterans. 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.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. **Release of Information:** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. **Fees for Archival Records:** Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting. For more information see <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

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

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. 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 retained 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 request, 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 eVetRees at <http://www.archives.gov/veterans/military-service-records/>*

(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 ARE REQUESTING:

- DD Form 214 or equivalent.** When was the DD Form(s) 214 issued? YEAR(S): _____
 If more than one period of service was performed, even in the same branch, there may be more than one DD214.
 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. **An UNDELETED DD214 is 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.
An undeleated copy will be sent unless you specify a deleted copy. Indicate here if you want a deleted copy of the DD Form 214.
 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, Health (outpatient) and dental records.) If hospitalized (inpatient), the facility name and date for each admission **must** be provided: _____
- 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 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.) No signature required for Archival records.

- | | |
|--|--|
| <input type="checkbox"/> Military service member or veteran identified in Section I, above | <input type="checkbox"/> Legal guardian (Must submit copy of court appointment.) |
| <input type="checkbox"/> Next of kin of deceased veteran: _____
(Relationship) | <input type="checkbox"/> Other (specify) _____ |

MUST HAVE PROOF OF DEATH - See item 2a on instruction sheet.

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

3. AUTHORIZATION SIGNATURE WHEN 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. No signature required for Archival records.

Name _____	Signature Required - Do not print _____	Date _____
Street _____ Apt. _____	() _____ Daytime phone	() _____ Fax Number
City _____ State _____ Zip Code _____	Email address _____	

This form is available at <http://www.archives.gov/research/order/standard-form-180.pdf> on the National Archives and Records Administration (NARA) web site.

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	Medical or Service Treatment 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	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	
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers	7	
	Former National Guard/USAR personnel	14	
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	12	

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

1	Air Force Personnel Center HQ AFPC/DPSIRP 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 Records Management Branch (DPTARA) 18420 E. Silver Creek Ave. Bldg. 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command ATTN: AHRC-PDR-V 1600 Spearhead Division Ave., Dept 420 Fort Knox, KY 40122-5402 askhrc.army@us.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (PSD-MR) MS7200 US Coast Guard 4200 Wilson Blvd., Suite 1100 Arlington, VA 29598-7200 http://useg.mil/psc/adm	8	<i>Reserved.</i>	13	<i>Reserved.</i>
4	Headquarters U.S. Marine Corps Manpower Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	<i>Reserved.</i>	14	National Personnel Records Center (Military Personnel Records) 1 Archives Dr. St. Louis, MO 63138-1002
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120	eVetRees! http://www.archives.gov/veterans/military-service-records/	

Awards and Decorations

Untimely Recommendations for, and Reconsideration of, 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, U.S. Code, Section 1130 provides an avenue for consideration of military decorations that otherwise could not be considered due to existing Federal law and Army policy. Under the provisions of Title 10, U.S. Code, Section 1130, (10 USC 1130) a Member of Congress must refer award recommendations not previously submitted within the prescribed time limitations to the appropriate Service Department. This also applies to unit award recommendations and requests for reconsideration to upgrade previously approved awards.

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 or other awards such as service medals, badges, or lapel buttons.

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

Recommendations that were previously submitted and acted upon can be reconsidered on a one-time basis if there is conclusive evidence that new, substantive information is made available that was not previously considered. 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. The one-time reconsideration by the award authority shall be conclusive.

In all cases, when making inquiries regarding a Soldier or 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, 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

1 Archives Drive

St. Louis, MO 63138-1002

Current members of the Army Reserve and Army National Guard should contact their local commanders for assistance

Army Air Corps/Air Force Awards

Inquiries concerning awards for members of the Army Air Corps and Army Air Force can be directed to either the Army Legislative Liaison or Air Force Legislative Liaison. However, if the individual served in the Army after 1947, inquiries must be directed to the Department of the Army. If the individual served in the Air Force after 1947, inquiries must be directed 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 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 please follow this link:

<https://www.hrc.army.mil/TAGD/Cold%20War%20Recognition%20Certificate%20Program>

Commemorative Medals

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 War Service Medal

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.

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 mailed to:

U.S. Army Human Resources Command
ATTN: AHRC-PDP-A
1600 Spearhead Division Avenue
Fort Knox, KY 40121

Additional information on how to apply for or request the medal can be found at:

<https://www.hrc.army.mil/TAGD/Republic%20of%20Korea%20Korean%20War%20Service%20Medal>

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-A
 1600 Spearhead Drive
 Fort Knox, KY 40121



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:

- Be engaged in combat during an armed engagement, regardless of the time in the area of eligibility,
- Is wounded or injured in the line of duty and requires medical evacuation from the area of eligibility,
- 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 deployed abroad in support of OPERATIONS ENDURING FREEDOM, IRAQI FREEDOM, NEW DAWN, FREEDOM'S SENTINEL, NOMAD SHADOW, AND INHERENT RESOLVE in the following designated specific geographic AOE: Afghanistan, Algeria, Azerbaijan, Bahrain, Bosnia-Herzegovina, Bulgaria (Bourgas), Burkina Faso, Chad, Columbia, Crete, Cyprus, Diego Garcia, Djibouti, Egypt, Eritrea, Ethiopia, Georgia, Guantanamo Bay (Cuba), Hungary, Iran, Iraq, Israel, Jordan, Kazakhstan, Kenya, Kosovo (only specific GWOT operations not associated with operations qualifying for the KCM), Kuwait, Kyrgyzstan, Lebanon, Mali, Mauritania, Morocco, Niger, Nigeria, Oman, Pakistan, Philippines, Qatar, Romania (Constanta), Saudi Arabia, Senegal, Sierra Leone, Somalia, Syria, Tajikistan, Tanzania, Tunisia, Turkey, Turkmenistan, Uganda, 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 and boarding and searching vessel operations, 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:

- 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.
- While participating in the designated operation, regardless of time, is killed or wounded/injured requiring medical evacuation from the AOE.
- 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.

On 31 October 2014, the Under Secretary of Defense, Personnel and Readiness approved the GWOTEM for Operation INHERENT RESOLVE for the period beginning on 15 June 2014, and ending on a date to be determined for the following locations: Bahrain, Cyprus, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Qatar, Saudi

Arabia, Syria, Turkey, United Arab Emirates, the Mediterranean Sea east of 25 degrees longitude, the Persian Gulf, and the Red Sea. Soldiers must be deployed abroad to one of these designated areas to qualify for the GWOTEM.

A Bronze Service Star is authorized on the GWOTEM for subsequent Global War on Terrorism Expeditionary Operations. Additional information can be found on the following webpage:

<https://www.hrc.army.mil/TAGD/Global%20War%20on%20Terrorism%20Expeditionary%20Medal%20GWOTEM%20and%20Global%20War%20on%20Terrorism%20Service%20Medal%20GWOTSM>

Global War on Terrorism Service Medal (GWOTSM)

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.

Afghanistan Campaign Medal (ACM)

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

Iraq Campaign Medal (ICM)

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

Purple Heart

An individual is entitled to the Purple Heart when certain criteria have been met. The criteria 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 officer, 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
1 Archives Drive
St. Louis, MO 63138-1002

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/tagd/awards%20and%20decorations%20branch>.

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
1600 Spearhead Division Avenue
Fort Knox, KY 40121

Director

National Personnel Records Center
ATTN: NCP-MA
1 Archives Drive
St. Louis, MO 63132-5200

National Archives at College Park

ATTN: Textual Reference Branch
8601 Adelphi Road
College Park, MD 20740-6001
www.archives.gov

Award Recommendation Checklist

AWARDS AND DECORATIONS BRANCH

AHRC-PDP-A

1600 Spearhead Division Avenue

Fort Knox, KY 40121

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 or 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.)

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; 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)
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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	b. TO
12. REASON FOR AWARD			
12a. INDICATE REASON	12b. INTERIM AWARD	12c. POSTHUMOUS	13. PROPOSED PRESENTATION DATE (YYYYMMDD)
	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, STATE AWARD GIVEN			

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 (Last, First, Middle Initial)		SSN	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
22. 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.		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 TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		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 (Last, First, Middle Initial)		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 (Last, First, Middle Initial)		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 (Last, First, Middle Initial)		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	28b. RANK		
28c. TITLE/POSITION	29. APPROVED AWARD		
28d. SIGNATURE	30. DATE (YYYYMMDD)		

NAME		SSN _____	
ADDENDUM - INTERMEDIATE AUTHORITY			
25-A1. 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 (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A2. 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 (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A3. 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 (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A4. 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 (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A5. 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 (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

ARMY REVIEW BOARDS



Army Review Boards

Soldiers of all components, 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 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/>.

Army Discharge Review Board (ADRB)

When an error or injustice is found in a discharge, the ADRB is authorized to change or modify the discharge and to issue a new discharge for former members of the Army discharged within the past 15 years. However, Soldiers discharged as a result of a punitive discharge adjudged by a general court-martial, or Soldiers seeking change of discharge to medical retirement must apply to the ABCMR for consideration. The ADRB makes its decision based on the Soldier's military record and other evidence provided by the Soldier.

Application to the ADRB may be made online at their website or on a DD Form 293, Application for Review of Discharge from the Armed Forces of the United States. A blank DD Form 293 may be printed from the Department of Defense forms website, <http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.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
251 18th Street South, Suite 385
Arlington, VA 22202-3531

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 except for those cases where there is a confirmed diagnosis of post traumatic syndrome disorder (PTSD) or traumatic brain injury (TBI), which receive priority handling. Applicants requesting a records review can expect a wait of up to 12 months before their case is heard.

Army Board for Correction of Military Records (ABCMR)

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 ARBA website 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 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 it may take up to 12 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.

An application to the ABCMR can be made online <https://actsonline.army.mil> or on a DD Form 149, Application for Correction of a Military Record, under the provisions of Title 10, U. S. Code, Section 1552. A blank DD Form 149 can be printed from the Department of Defense forms website, <http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm>

The online application 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
251 18th Street South, Suite 385
Arlington, VA 22202-3531

Supporting Evidence and Documentation

When applying to either Board (ABCMR or ADRB), 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.

Avenues of Review for Physical Disability Ratings and Separations

The ARBA has several Boards which may be able to grant disability separation or retirement, or change the disability percentage determined by the Army at separation.

- Army Board for Correction of Military Records
- Army Physical Disability Review Board
- Army Disability Rating Review Board
- Department of Defense Physical Disability Board of Review

Department of Defense Physical Disability Board of Review (PDBR)

Under the National Defense Authorization Act of 2008, DOD established the Physical Disability Board of Review (PDBR) to review disability ratings and to provide another avenue of administrative recourse for disability rating decisions that fall short of retirement eligibility. The PDBR will assess the accuracy and fairness of disability ratings assigned to Service members who were discharged as unfit for continued military service between September 11, 2001, and December 31, 2009, with a combined disability rating of 20 percent or less and were not found to be eligible for retirement.

The PDBR will examine each applicant's medical separation, compare DOD and VA ratings, and make a recommendation to the respective Service Secretary (or designee) for final approval. The PDBR considers only those unfitting and fitting conditions considered by the Services' Physical Evaluation Board (PEB) that resulted in disability separation.

The PDBR is administered by the Secretary of the Air Force and consists of medical officers and field grade line officers from all Services. The PDBR is a records review Board. Applicants do not appear in person, but may include any statements, briefs, medical records or other supporting documents with their application, a DD Form 249, Application for Review by the Physical Disability Board of Review (PDBR) of the Rating Awarded Accompanying a Medical Separation from the Armed Forces of the United States. It should be noted that a Department of Veterans Affairs (VA) Form 3288, Request for and Consent to Release of Information from Individual's Records, must accompany your DD Form 249 application.

If an applicant files with the PDBR, the applicant cannot ask their Service Board of Corrections to review the same issue of whether they should have received a higher disability rating for the same medical condition(s) that resulted in their separation. However, the applicant may request their Service Board of Corrections to review other disability issues not considered by the PDBR such as whether they should have been rated for additional medical conditions not included in their medical separation PEB. If the applicant does not apply to the PDBR, they can apply to their Service Board of Corrections to consider all of the issues relevant to their separation, including the rating awarded for their unfitting conditions.

Choosing between the ABCMR and the PDBR is important and highly dependent upon the facts and circumstances of the case. The applicant should weigh all of the factors and make a choice only after careful consideration.

Additional information about the PDBR can be viewed at:

<http://www.health.mil/Military-Health-Topics/Conditions-and-Treatments/Physical-Disability/Disability-Evaluation/Physical-Disability-Board-of-Review>

Army Physical Disability Review Board (APDRB)

A Soldier or former Soldier who was separated or retired from active duty with a physical disability separation without pay for the physical disability may be eligible to apply to this Board. The APDRB reviews decisions made by a prior boards. It has the same powers as the Board (retiring Board, medical Board, other disposition Board) that originally reviewed but denied the Soldier's disability claim upon separation or retirement.

The applicant may appear before the APDRB in person or with counsel obtained at their own expense. An accredited representative of an organization recognized by the Veterans Affairs under Chapter 59 of Title 38, United States Code, may also appear on the applicant's behalf. The Board will consider the applicant's Army records along with any evidence presented to the Board by the applicant or their counsel. Witnesses may present evidence to the Board in person or by affidavit. The Board consists of five Army officers, two of whom must be from the Army Medical Corps. The applicant must submit a request for review within 15 years of the date of their retirement or separation.

To apply to the APDRB, you must submit a letter (there is no form). The letter should include the following information: the applicant's full name, rank, social security number, and contact information. Also state the reason(s) why it is believed the Army should have granted a disability separation or retirement. Include as attachments to the letter:

- A copy of the applicant's DD-214
- Any evidence (to include medical records) the applicant wishes the Board to consider
- Contact information for the applicant's counsel or representative (if any) and any witnesses that will appear before the Board.

Mail this information to:

Army Review Boards Agency
Army Physical Disability Review Board
251 18th Street South, Suite 385
Arlington, VA 22202-3531

Once this information is received, a representative of the APDRB will contact the applicant to establish a Board date.

Army Disability Rating Review Board (ADRRB)

If a Soldier was retired with a disability rating, the ADRRB may consider a request to review the percentage of the Soldier's rated disability. This Board is established by Army regulation. An individual may apply to this Review Board if he/she received a fully-executed retirement order and is seeking a higher disability; if the reason is:

- The original retirement order was based on fraud or a mistake of law;

- The applicant was not granted a full and fair hearing when a timely demand was made for such a hearing while on Active Duty; or
- The applicant has substantial new evidence which, by due diligence, could not have been presented before the retirement decision and which would have warranted a higher percentage of disability.

The applicant, applicant's legal representative, or any informed Army authority may ask the Board to grant relief. The applicant is not entitled to a personal appearance before the Board. The applicant's request for relief must be filed within 5 years from the effective date of their retirement. The ADRRB will consider the applicant's Army records and any information or evidence submitted by the applicant in reviewing the case

Submit a letter requesting a review by the APDRB to:

Army Review Boards Agency
Army Disability Rating Review Board
251 18th Street South, Suite 385
Arlington, VA 22202-3531

No special form for the letter is required. However, the letter should include the Soldier's full name, rank, social security number, and contact information. Also state the reasons for requesting relief and the relief desired. Provide as an enclosure any evidence (to include medical records) the applicant wishes the Board to consider.

**APPLICATION FOR THE REVIEW OF DISCHARGE
FROM THE ARMED FORCES OF THE UNITED STATES**

(Please read Privacy Act Statement and Instructions on Pages 3 and 4 BEFORE completing this application.)

OMB No. 0704-0004
OMB approval expires
Dec 31, 2017

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, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (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 ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS PAGE.

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 all that apply)</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 to Air Force or service members with over 6 months of service)</i>
	<input type="checkbox"/> BAD CONDUCT <i>(Special Court-Martial only)</i>	<input type="checkbox"/> CHANGE NARRATIVE REASON FOR SEPARATION:
3. UNIT AND LOCATION AT DISCHARGE OR 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)*

CONDUCT A RECORD REVIEW OF MY DISCHARGE BASED ON MY MILITARY PERSONNEL FILE AND ANY ADDITIONAL DOCUMENTATION SUBMITTED BY ME. I AND/OR *(counsel/representative)* WILL NOT APPEAR BEFORE THE BOARD.

I AND/OR *(counsel/representative)* WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE THE BOARD IN THE WASHINGTON, D.C. METROPOLITAN AREA.

I AND/OR *(counsel/representative)* WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE A TRAVELING PANEL CLOSEST TO *(enter city and state)* _____ **(NOTE: The Naval and Coast Guard Discharge Review Boards do not have traveling panels.)**

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.

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

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. *(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.)*

a. SIGNATURE - REQUIRED <i>(Applicant or person in Item 11 above)</i>	b. DATE SIGNED - REQUIRED <i>(YYYYMMDD)</i>	CASE NUMBER <i>(Do not write in this space.)</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
251 18th Street South
Suite 385
Arlington, VA 22202-3531
(See <http://arba.army.pentagon.mil>)

NAVY AND MARINE CORPS

Secretary of the Navy
Council of Review Boards
ATTN: Naval Discharge Review Board
720 Kennon Ave S.E., Suite 309
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

Commandant (CG-133)
Attn: Office of Military Personnel
US Coast Guard Stop 7907
2703 Martin Luther King, Jr. Ave., S.E.
Washington, DC 20593-7907

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1553, Review of Discharge or Dismissal; DoD Instruction 1332.28, Discharge Review Board (DRB) Procedures and Standards; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To apply for a change in the characterization or reason for military discharge issued to an individual. The appropriate Military Service Discharge Review Board reviews submitted packages and makes determinations. Completed forms are covered by the correction of discharge review board and official military records SORNs maintained by each of the Military Services. The DoD Systems of Records Notices can be located at <http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentNotices.aspx>.

ROUTINE USE(S): The DoD Blanket Routine Uses found at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may apply to this collection.

DISCLOSURE: Voluntary. However, failure to provide identifying information may impede processing of this application. The SSN is used by the Military Services to ensure the correct individual's official military personnel file is updated.

Applicable SORNs:

Discharge Review Board Records:

Army (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6000/a0015-185-sfmr.aspx>)

Navy/Marine Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6510/nm01000-1.aspx>)

Air Force (<http://dpclo.defense.gov/Privacy/SORNsIndex/tabid/5915/Article/5899/f036-safcb-a.aspx>)

Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

Official Military Personnel Files:

Army (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6131/a0600-8-104-ahrc.aspx>)

Navy (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6405/n01070-3.aspx>)

Marine Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6775/m01070-6.aspx>)

Air Force (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5876/f036-af-pc-c.aspx>)

Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

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.

INSTRUCTIONS FOR COMPLETION OF DD FORM 293 (Continued)

ITEM 6. ISSUES (Continued)

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.

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, criminal, credit and employment reports, 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. A personal appearance hearing can be requested, however, you forfeit your right to a record review.

ITEM 9. TYPE OF REVIEW REQUESTED (Continued)

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. **NOTE: The Naval and Coast Guard Discharge Review Boards do not have traveling panels.**

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 Privacy Act Statement and instructions on back BEFORE completing this application.)

OMB No. 0704-0003
OMB approval expires
Dec 31, 2017

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, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (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.

RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.

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

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

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

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

a. IS THIS A REQUEST FOR RECONSIDERATION OF A PRIOR APPEAL?	YES	b. IF YES, WHAT WAS THE DOCKET NUMBER?	c. DATE OF THE DECISION
	NO		

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 <i>(YYYYMMDD)</i>	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. *(At no expense to the Government)* YES. THE BOARD WILL DETERMINE IF WARRANTED. NO. CONSIDER MY APPLICATION BASED ON RECORDS AND EVIDENCE.

11.a. COUNSEL <i>(If any)</i> NAME <i>(Last, First, Middle Initial)</i> and ADDRESS <i>(Include ZIP Code)</i>	b. TELEPHONE <i>(Include Area Code)</i>	
	c. E-MAIL ADDRESS	
	d. FAX NUMBER <i>(Include Area Code)</i>	
e. I WOULD LIKE ALL CORRESPONDENCE/DOCUMENTS SENT TO ME ELECTRONICALLY.	YES	NO

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

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

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. *(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.)*

15. SIGNATURE <i>(Applicant must sign here.)</i>	16. DATE SIGNED <i>(YYYYMMDD)</i>	CASE NUMBER <i>(Do not write in this space.)</i>

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1552 and E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): 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. Completed forms are covered by correction of military records SORNs maintained by each of the Services or the Defense Finance and Accounting Service. The DoD Systems of Records Notices can be located at: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentNotices.aspx>.

ROUTINE USE(S): The DoD Blanket Routine Uses at <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may apply to this collection.

DISCLOSURE: Voluntary. However, failure by an applicant to provide the information not annotated as "optional" may result in a denial of your application. An applicant's SSN is used to retrieve these records and links to the member's official military personnel file and pay record.

Applicable SORNs:

- Army (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6000/a0015-185-sfmr.aspx>)
- Navy and Marine Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6510/nm01000-1.aspx>)
- Air Force (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5904/f036-safpc-d.aspx>)
- Defense Finance and Accounting Service (<http://privacy.defense.gov/notices/dfas/T5015a.shtml>)
- Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

Official Military Personnel Files:

- Army (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6131/a0600-8-104-ahr.aspx>)
- Navy (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6405/n01070-3.aspx>)
- Marine Corps (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6775/m01070-6.aspx>)
- Air Force (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5876/f036-af-pc-c.aspx>)
- Coast Guard (<http://www.gpo.gov/fdsys/pkg/FR-2011-10-28/html/2011-27881.htm>)

INSTRUCTIONS

Under Title 10 United States Code Section 1552, Active Duty and Reserve Component Service members, Coast Guard, former Service members, their lawful or legal representatives, spouses of former Service members on issues of Survivor Benefit Program (SBP) benefits, and civilian employees with respect to military records other than those related to civilian employment, who feel that they have suffered an injustice as a result of error or injustice in military records may apply to their respective Boards for Correction of Military Records (BCMR) for a correction of their military records. These Boards are the highest level appellate review authority in the military. The information collected is needed to provide the Boards the basic data needed to process and act on the request.

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

ARMY	NAVY AND MARINE CORPS	AIR FORCE	COAST GUARD
Army Review Boards Agency 251 18th Street South, Suite 385 Arlington, VA 22202-3531	Board for Correction of Naval Records 701 S. Courthouse Road, Suite 1001 Arlington, VA 22204-2490	Board for Correction of Air Force Records SAF/MRBR 550-C Street West, Suite 40 Randolph AFB, TX 78150-4742	Department of Homeland Security Office of the General Counsel Board for Correction of Military Records 245 Murray Lane, Stop 0485 Washington, DC 20528-0485

17. REMARKS

**APPLICATION FOR A REVIEW BY THE PHYSICAL DISABILITY BOARD OF REVIEW (PDBR)
OF THE RATING AWARDED ACCOMPANYING A MEDICAL SEPARATION
FROM THE ARMED FORCES OF THE UNITED STATES**

(Please read Instructions on Page 3 BEFORE completing this application.)

OMB No. 0704-0453

The public reporting burden for this collection of information is estimated to average 45 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, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0453). 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 LISTED ON THE BOTTOM OF PAGE 2.

PRIVACY ACT STATEMENT

AUTHORITY: 10. U.S.C. 1554(a); E.O. 9397.
PRINCIPAL PURPOSE(S): To apply for a review of the disability rating awarded to an individual separated but not retired for being medically unfit.
ROUTINE USE(S): The "Blanket Routine Uses" published at the beginning of the DoD's compilation of Systems of Records Notices apply to this system.
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.) (Print or type all 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. PAY GRADE <i>(at time of separation)</i>	d. DATE OF SEPARATION <i>(YYYYMMDD)</i> <i>(Must be between 11 September 2001 and 31 December 2009 for review) (May be extended)</i>		e. SOCIAL SECURITY NO.	

2. FINAL DISABILITY RATING AWARDED BY SERVICE FOR UNFITTING CONDITION(S) *(X one)*

<input type="checkbox"/> 0%	<input type="checkbox"/> 10%	<input type="checkbox"/> 20%
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3. ISSUES WHY THE RATING FOR THE CONDITION(S) WHICH RENDERED THE MEMBER UNFIT SHOULD BE CHANGED: *(Continue in Item 12 if necessary)*

4. IN SUPPORT OF THIS APPLICATION, THE FOLLOWING ATTACHED DOCUMENTS ARE SUBMITTED AS EVIDENCE: *(Continue in Item 13 if necessary)*

5. VETERANS AFFAIRS (VA) RATING INFORMATION *(X all that apply)*

a. I have received a VA disability rating that includes the condition(s) for which I was found unfit. If Yes, I have also been rated for other conditions <i>(list all other conditions in Item 14).</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
	<input type="checkbox"/> PENDING		
b. I have attached my VA determination letter <i>(answer N/A if answer to 5.a. is No or Pending)</i> . If No, explain in item 14. See item 5 of instructions for pending determinations.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

6. VA CONSENT *(X one)*
 To review my service disability rating, I do do not consent to the release of my VA records. I understand that I need to complete, sign and return the attached VA form 3288 (that has been partially completed as an aid for my use) with my application. I further understand the PDRB will send my signed consent to VA for action and that the VA will provide the requested information to the PDRB directly.

7.a. COUNSEL/REPRESENTATIVE <i>(If any) NAME (Last, First, Middle Initial) AND ADDRESS</i> <i>(See Item 7 of the instructions on Page 3 about counsel/representatives.)</i>	b. TELEPHONE NUMBER <i>(Include Area Code)</i>
	c. E-MAIL
	d. FAX NUMBER <i>(Include Area Code)</i>

8. APPLICANT MUST SIGN IN ITEM 11 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.

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

9.a. CURRENT MAILING ADDRESS OF APPLICANT OR PERSON IN ITEM 8 ABOVE <i>(Forward notification of any change in address.)</i>	b. TELEPHONE NUMBER <i>(Include Area Code)</i>
	c. CELL PHONE NUMBER <i>(Include Area Code)</i>
	d. E-MAIL

10. I have read the attached instruction for this item and understand that by requesting this review I give up my right under 10 U.S.C. 1552 to petition my Service's Board for Correction of Military/Naval Records to review and correct the rating for the medical condition(s) which made me unfit. 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. (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.)

CASE NUMBER
(Do not write in this space)

11.a. SIGNATURE (REQUIRED) <i>(Applicant or person in Item 8 above)</i>	b. DATE SIGNED <i>(YYYYMMDD)</i>
--	--

12. CONTINUATION OF ITEM 3 (If applicable)

13. CONTINUATION OF ITEM 4 (If applicable)

14. CONTINUATION OF ITEM 5 (If applicable)

15. REMARKS (If applicable)

MAIL COMPLETED APPLICATIONS TO THE ADDRESS BELOW:

**SAF/MRBR
ATTN: PDBR INTAKE UNIT
550 C STREET WEST, SUITE 41
RANDOLPH AFB TX 78150-4743**

INSTRUCTIONS FOR COMPLETING DD FORM 294

Please print or type all information. Items are self-explanatory unless otherwise noted below.

Item 1.b. Use the name which you served under while in the Armed Forces. If your name has been changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 8.

Item 2. Indicate the percentage of disability rating for the condition(s) which rendered you unfit. **This is the only rating that the PDBR will review.**

Item 3. You may, but are not required to, explain why you believe the rating is inaccurate. If you make no assertion, your rating will still be reviewed for accuracy and fairness.

Item 4. In accordance with DoDI 6040.44, you will be afforded at least two weeks prior to a review of your rating to provide documentary evidence outside DoD possession (including, for example, evidence from civilian medical providers). Unless requested by a Service Record Assembly Unit, you need not provide your Service medical records or the record of your disability separation.

Item 5. Indicate whether you have received a VA rating for the unfitting condition(s) and whether you have been rated for another condition(s). You must include the VA determination letter or explain why you do not have it available. The PDBR will consider the rating awarded by the VA for your unfitting condition(s) and compare it in reviewing your Service disability rating with particular attention to a VA rating with an effective date within 12 months of your separation. (See DoDI 6040.44 Enclosure 3, paragraph 5(a)(4) for more details.) Delay submitting this application if you want the PDBR to consider a pending VA rating; it will not reconsider a case.

Item 6. This consent is required for the PDBR to gain access to your VA records. If you do not consent, the PDBR will review your disability rating, but will not conduct the comparison discussed in Item 5 above.

Item 7.a. - d. Skip or enter N/A (not applicable) 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 nor do they pay the cost of such representation. Contact your local VA office or Veterans Service Organization for further information about other organizations that may assist you.

Item 8. 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 9.a. Indicate the address to be used for correspondence regarding this application. If you change this address while this application is pending, you should notify the PDBR immediately.

Item 10. By requesting a PDBR review, **you are giving up your right under 10 U.S.C. 1552** to petition your Service's Board for Correction of Military/Naval Records **to subsequently review the rating for the medical condition(s) which rendered you unfit. The decision of the Secretary on this issue will be final.** You may still ask your Service Board for Correction of Military/Naval Records (BCMR/BCNR) **to consider other issues including those related to your disability separation.** If you have filed with your Service BCMR/BCNR prior to the implementation of DoDI 6040.44 (June 27, 2008), you may still request PDBR review of your disability rating.

COMPARISON - BCMR/BCNR VS. PDBR REVIEW OF RATING

CHARACTERISTIC	BCMR/BCNR	PDBR
Panel Composition	3 civilians in grade of GS-15 and above.	3 military officers in grade of O5/O6 (or civilian equivalents).
Review Authority	May apply for review of military record, within three years of error/injustice (may be waived in the interest of justice).	Medical separation 20% or less where member did not retire finalized between 11 September 2001 and 30 September 2009 (may be extended).
Review Process	Application submitted, medical, personnel or legal advisories prepared and served on applicant with chance to comment before panel review and vote.	Application submitted, then case summarized by PDBR medical member (or other experts) for presentation to PDBR before vote. Applicant can submit records from non-DoD sources.
Panel Outcome	Recommendation or decision.	Recommendation only.
Burden of Proof	Member has the burden of proof to establish error or injustice. There is a presumption of regularity.	Member need not allege anything, review accomplished upon request.
Standards	Will correct errors in records and/or remove an injustice.	Rating reviewed for fairness and accuracy.
Impact of subsequent VA Rating	Within discretion of the Board.	Will compare VA rating with particular attention to one given within 12 months.

Item 11.a. and b. A signature and date, entered by the applicant or people identified in Item 8, are required.



Casualty/Interment

Casualty Operations Program

The Army operates a casualty operations program to ensure all reportable casualties are accounted for and documented. This program ensures that Soldiers and their families receive the best possible support in the event of death, serious injury/illness, or if the Soldier is in a missing or captured status. Please contact the Congressional Inquiry Division directly regarding operational casualties. They may be contacted at (703) 697-8381.

Regulatory Guidance

Army Regulation 638-8, Army Casualty Program.

Army Regulation 600-34, Army Fatal Incident Family Brief Program

Army Regulation 638-2, Army Mortuary Affairs Program.

Title 10, U.S. 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 the 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 wishes of the Soldier regarding notification and beneficiaries in the event of death, serious injury/illness or if the Soldier is in a missing or captured status.

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 24-hours after notification is made to the family.

Casualty Notification (Wounded)

The Army's policy is to make telephonic notification to all primary NOK 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 (HIPAA) – Public Law 104-191, and as such, calls all medical facilities worldwide 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 HIPAA, to pass this information to a third party without the express permission and consent of the Soldier.

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

Casualty Assistance

The Army is committed to providing timely assistance to families following the difficult period of death, disappearance, or a serious illness/injury. A CAO is assigned to the primary NOK and those who will be receiving benefits or entitlements of Soldiers in death and missing cases. The CAO 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, CAOs will be assigned to parents who are the secondary NOK.

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.

Survivor Outreach Services (SOS)

Survivor Outreach Services (SOS) is an Army-wide program designed to provide dedicated and comprehensive support to survivors of deceased Soldiers. SOS standardizes casualty services and policies across the Army and provides additional staffing at Casualty Assistance Centers (CAC) and Active Component and Reserve Component family Programs. SOS responds to the need for specialized staff at the CAC to help CAO support survivors, as well as adding additional staff that have the sole mission of providing continuing support to survivors. To ensure survivors receive ongoing support, SOS support coordinators are available in the Army community service centers. These coordinators provide long-term support throughout the grief process, coordinate support groups, provide information and referral services, coordinate child care as needed, and provide other services as required.

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 many of the same benefits as the active duty Soldier. Army regulations authorize casualty assistance and notification to their primary and secondary NOK. 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 known as 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 one round-trip movement (travel, excluding in and about movement) for up to three Family members (PNOK) and provide subsistence funds (transportation). When a Soldier is determined to be VSI or SI, initial orders will not extend beyond 15 days unless approved by CMAOC. This includes Soldiers medically retired for an illness or injury and who are continually hospitalized.

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.

CMAOC directs 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 NOK 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.

Duty Status-Whereabouts Unknown (DUSTWUN)

DUSTWUN is a temporary status, not a missing category. The term DUSTWUN applies when an individual is unaccounted for and there is insufficient evidence initially available for a definitive determination of a person's duty status. Assigning a DUSTWUN status allows the commander sufficient time to determine a person's duty status and serves to avoid placing a person in a missing or absent without leave (AWOL) status prematurely. Normally, a person is placed in a DUSTWUN status for a maximum of 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 CAC 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 U.S. Government hospital and civil service employees who die while on TDY or deployed with an armed force. 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.

Person Authorized to Direct Disposition of Remains (PADD)

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 disposition options, allowances, entitlements, and other related mortuary benefits. After the PADD is aware of the options, the CAO will ask the PADD to complete a DA Form 7302, Disposition of Remains, which 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 surviving spouse and dependent children. If there are no surviving spouse or dependent children to attend the funeral of a deceased Soldier, then the decedent's parents (including stepparents or parents by adoption or any person, including a former stepparent, who has stood in loco parentis to the Soldier at any time for a continuous period of at least 5 years before the Soldier became 21 years of age) are eligible to attend. 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

Eligible interment flag and flag case recipients are established by Title 10, U.S. Code, Section 1482. The statute authorizes an interment flag and flag case to be presented to the PADD and the decedent's parents when they are not the PADD. The statute defines parents as a natural parent, a stepparent, a parent by adoption, or a person who stood in loco parentis for a period of not less than one year before the death of the decedent. The statute further provides precedence for flag-recipients as the persons who exercised a parental relationship at the time of, or most nearly before, the time of death. 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.

Arlington National Cemetery

Burial in Arlington National Cemetery can be by interment of casketed remains, or cremated remains in the ground, or by inurnment, that is placement of cremated remains in the Columbarium or the Niche Wall at Arlington National Cemetery, as prescribed in Army Regulation 290-5, Army National Cemeteries. The person authorized to direct disposition (PADD), usually the primary next-of-kin (PNOK), personal representative or the funeral director should telephone the Arlington National Cemetery customer service call center at (877) 907-8585 to arrange for the burial service. Call center representatives are available to answer calls from 8:00 a.m. to 5:30 p.m. Monday through Friday and from 9:00 a.m. to 1:00 p.m. on Saturday.

The caller will be asked to provide the veteran's eligibility service document (DD214 or equivalent), the death certificate and cremation certificate (if applicable). Additional information will be required as appropriate. It is essential that the caller inform ANC of any previous interments or special requests at the time of the initial contact to ensure timely processing of the burial request. Arlington National Cemetery requires 100 percent of the cremated remains received by the family from the crematorium. Additional information can be found at www.arlingtoncemetery.mil.

Arlington National Cemetery is prohibited from making pre-need (prior to death) eligibility determinations or gravesite reservations. Eligibility can be reviewed prior to the death of the veteran, but is required to be reviewed again prior to interment of the veteran or a family member.

Eligibility for Interment

The cemetery is available for service members who have served in the active duty military and been honorably discharged. The veteran's surviving spouse, minor children, and at the discretion of the Secretary of the Army, unmarried adult dependent children, are also eligible to be interred with the service member in the same grave or niche.

Those eligible for in-ground burial include:

- Any active duty member of the Armed Forces, except those serving on active duty for training purposes only.
- Any retired member of the Armed Forces, who has served on active duty (other than for training), is carried on an official retired list, and is entitled to receive retired pay stemming from service in the Armed Forces on or before the date of death.
- Any former member of the Armed Forces awarded one of the following decorations:
 - Medal of Honor
 - Distinguished Service Cross (Air Force Cross or Navy Cross)
 - Distinguished Service Medal
 - Silver Star
 - Purple Heart
- Any former prisoner of war who, while a prisoner of war, served honorably in the active military, naval, or air service; whose last period of service terminated honorably; and who dies on or after November 30, 1993.

The Columbarium/Niche Wall

Eligibility for interment in the Niche Wall or Columbarium includes all persons eligible for in-ground burial and also former members of the Armed Forces whose last service finished honorably (other than for training) and members of the Reserves, Army National Guard, or Air National Guard who die while on active duty for training or full-time service. Additionally, a person whose service has been determined to be active duty pursuant to Section 401 of the GI Bill Improvement Act of 1977 (Public Law 95-202; Title 38, U.S.C. Section 106) as of May 20, 2016, is deemed eligible. The remains of these individuals shall not have been formally interred or inurned prior to May 20, 2016 and the individual must have received a DD214 in accordance with Public Law 95-202.

Memorial Markers

Title 38, U.S.C. Section 2409 authorizes areas in ANC to commemorate veterans who are missing in action, whose remains are not recovered, identified or were buried at sea, donated to science or whose cremated ashes were scattered without any portion of the remains interred. Spouses of those veterans commemorated on a memorial marker at ANC may be interred in an active interment section and the memorial marker removed with the veteran commemorated at the spouse's gravesite. Spouses cannot be commemorated on "in memory of" or memorial markers and memorial commemorations are not authorized on niches in the Columbarium or Niche Walls at ANC.

Exceptions to Burial Policy

Any exception to the established burial policy requires a formal, notarized written request to the Executive Director, Army National Military Cemeteries and Arlington Cemetery as well as a public disclosure statement. The request must be from the PADD outlining the cogent reason(s) for the exception.

Same Grave Exception. Requests for a same grave policy exception, meaning veterans and their dependents who desire to be buried in the same grave as an already interred veteran or family member, require written notarized approval from all close living relatives of the individual already interred in the requested gravesite. Close living relatives include parents, siblings and adult children. Additionally, a third party must certify in writing a list of all known close living relatives of the individual already interred.

New Grave Exception. For veterans ineligible for in ground interment or inurnment above ground, exceptions to policy are reviewed by a board of General Officers and Senior Executive Service officials at HQDA. The request must outline all military and civilian service. A recommendation is presented to the Secretary of the Army for decision. Favorable decisions are rare and only made when the military and civilian contributions to the Department of Defense are of such a nature to warrant displacement of an otherwise eligible veteran.

Government Headstones and Markers

ANC provides the PADD a draft template of the government marker for the veteran or family member at the time the service is scheduled. Headstones are ordered no earlier than 14 days following the committal service to allow families to reflect on any changes as may be requested. All templates must be signed by the PADD and must include the decedent's name, as it appears on service documents; highest rank held; branch of military service; date of birth and date of death. The PADD can add an additional inscription (not to exceed 3 lines of text on an upright marble headstone and 2 lines of text on a niche cover space permitting) or a term of endearment that is dignified and appropriate in accordance with military decorum. All additional inscriptions are subject to the approval of the Superintendent.

Unmarked Areas for Cremated Remains

An area of the cemetery has been established for placing ashes where no marker shall exist. The cremated remains must be placed in a biodegradable container for burial in the unmarked area. Eligibility is the same as for interment and no headstone or marker of any type will be installed.

ANC Contact Information:

- Consolidated Customer Care Center (877) 907-8585
 - Provides answers regarding eligibility, scheduling, headstone concerns, general visitors questions
 - Call Center Representatives are available to answer calls during the following hours:
 - Monday – Friday 8:00 a.m. – 5:30 p.m.
 - Saturday 9:00 a.m. – 1:00 p.m.
 - Sunday and Federal Holidays Closed

Other National Cemeteries

With the exception of Arlington and the United States Soldiers' and Airmen's Home National Cemetery, 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) 461-5723

Active Duty Burial Honors

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).

Military Honors for Veterans and Retirees

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

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

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

- An officer-in-charge or noncommissioned officer-in-charge, according to the rank of the deceased
- Pallbearers
- A firing squad
- A bugler
- A chaplain.

For a retired member drawing retired pay, a member of the Ready Reserve, or a member of the Reserves who has 20 years of satisfactory service for retirement but who had not yet reached age 60, the same support as prescribed for active duty personnel is available, if requested and resources permit.

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

A toll free number is available for use by funeral directors when requesting honors. This information is specific by state and is available at: <https://www.dmdc.osd.mil/mfh/>

PUBLICATIONS 101



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

US Department of Commerce
ATTN: Customer Contact Center
5301 Shawnee Road
Alexandria, VA 22312
(703) 605-6000 or (800) 553-6847
<http://www.ntis.gov>

Historic and current publications:

Federal Depository Libraries, administered by the Government Printing Office, maintain collections of historic and current publications. These depositories/libraries are open to the general public and have an on-line catalog search for records. To locate the nearest depository/library or to conduct an on-line search, please go to <https://www.gpo.gov/libraries/public/>.



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 include, but are not limited to:

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

Some requests that cannot be accommodated:

- Fundraising events
- Support for or during sectarian events or on church property when related to a religious activity
- Events that charge an entry fee or are closed to the public
- Events detrimental to the interests or values of the Armed Forces
- Events that directly or indirectly endorse, selectively benefit, or favor any private individual, sect, fraternal organization, political group, commercial venture, or are associated with solicitation of votes in a political election
- Army participation and support that “interferes with the customary or regular employment of local civilians in their act, trade, or profession”
- Events where admission, seating and other accommodations or facilities are restricted with regard to race, creed, sex, or national origin

Aerial Support Requests

Flyovers are available on a very limited basis, often require significant advanced notice, and may be conducted by no more than four aircraft at widely-attended patriotic events, major sporting events, unit open houses, or other high visibility events with a patriotic theme, and must nest with current Army priorities. Flyovers must be completed before sunset. Aerial static displays are also available on a limited basis. Other opportunities include the Army Parachute Demonstration Teams, such as the Silver Wings (Ft. Benning), Black Daggers (Ft. Bragg), and Screaming Eagles (Ft. Campbell), which are available on a limited local basis and should be requested through their local command Public Affairs office. To request a flyover or static display, please complete DD Form 2535 through your closest military installation public affairs office or mail to:

Community Relations Division
ATTN: Aerial Support Request
HQDA, Office of the Chief of Public Affairs
Room 1D470
Washington, DC 20310-1500
(FAX) (703) 614-3354

Funeral Flyovers

Funeral flyovers are not a community relations activity and are conducted at the local commander’s discretion. The deceased must meet one or more of the following criteria to be eligible for a funeral flyover:

1. Dignitaries of the Armed Forces and Federal Government listed in AR 600-20, 6.2.
2. Active duty and retired Army Army 3- and 4-star general officers, regardless of aviation service.

3. Active duty and retired Sergeants Major of the Army, regardless of aviation service.
4. Active duty or retired Army members who have been awarded the Medal of Honor or the Distinguished Service Cross.
5. Active Duty or retired Army rated and non-rated aviation crewmembers, who, from a position of leadership, have significantly contributed to the advance of Army aviation.
6. Repatriated remains of individuals meeting the above eligibility requirements.

Ceremonial Units outside the National Capital Region

For color guard, band, marching unit, non-aerial static display and/or speaker support outside the National Capital Region, sponsors can make their request (via letter and DD Form 2536) through their local Army installation, Army National Guard, Army Recruiting Station or Army Reserve Center. Submit the form through your local Army Public Affairs Office no less than 60 days prior to the scheduled program.

Do not send your request to the Pentagon. Sponsors should make requests (letter and completed DD Form 2536) directly to their local Army installations, Army National Guard Armories, Army Recruiting Stations, or Army Reserve Centers.

If requesting a musical unit, you may only request one service band or chorus per event. To learn more about Army Bands or to request a band visit: <http://www.music.army.mil/organizations/bandlocator.asp>

Speakers

The Army's Office of the Chief Public Affairs can assist in obtaining speakers to address Army matters at public forums. To request a General Officer speaker, a lead time of at least 60 days is required and the request must be made in the form of a letter sent to:

Office of the Chief of Public Affairs

ATTN: Community Relations Division/Speaker Request
1500 Army Pentagon
Washington, D.C. 20310-1500

U.S. Army Field Band

The U.S. Army Field Band is the Army's official touring musical organization. The Army Field Band conducts three major tours each year. Components include the Concert Band, Soldiers' Chorus, Jazz Ambassadors, and The Volunteers. Requests for support should be submitted in writing on stationary with organizational letterhead to the below address; by electronic mail to the below email address; or on a DD Form 2536 faxed or emailed to:

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.armyfieldband.com>

Ceremonial Units

The U.S. Army Military District of Washington has several premier ceremonial units that include the U.S. Army Band "Pershing's Own," and the 3rd U.S. Infantry Regiment's (The Old Guard) Fife and Drum Corps, and U.S. Army Drill Team. The U.S. Army Band "Pershing's Own," provides musical support for the leadership of the United States, to include all branches of government, and to a wide spectrum of national and international events in support of Soldiers and their Families, public diplomacy, community and international relations, recruiting initiatives, and music education programs. In addition to The U.S. Army Ceremonial Band rendering honors at Arlington National Cemetery daily, "Pershing's Own" has another nine official musical ensembles: Concert Band, Army Chorus, Army Blues (jazz), Herald Trumpets, Army Strings, Downrange (pop/rock), Woodwind Quintet, Brass Quintet, and Army Voices. Also, these active-duty Soldier musicians perform in small combos and form a combined ensemble, The U.S. Army Orchestra. A full community concert schedule can be found at www.usarmyband.com. Requestors must submit a request for support on organization letterhead and a DD Form 2536.

Requests must contain.

Name of requestor (organization)

Element requested

Event date

Event location

Point of contact

Requests should be submitted a minimum of 60 days in advance of an event, although a greater lead time is desirable. The review process can take four or more weeks.

Organizations should complete the DD Form 2536 and fax with a cover letter on organizational letterhead to:

U.S. Army Military District of Washington

ATTN: Community Relations Branch

210 A Street, Suite 200 (Bldg 32)

Fort McNair, Washington DC 20319-5058

(202) 685-4990/1072

FAX: (202) 685-1999

National Capital Region - Ceremonies, Special and Community Outreach Events

Many Army-sponsored ceremonies, special and community outreach events occur in the National Capital Region (NCR). The Twilight Tattoo, which is a colorful military sunset parade, is one of the more popular events. The event is performed by The Old Guard and Pershing's Own, and features the Army Drill Team, Old Guard Fife and Drum Corps, Army Blues, Downrange, and Army Voices. 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. This event, which is free and open to the public, is performed Wednesdays at 7 pm, starting in May on Joint Base Myer-Henderson Hall, Virginia. To verify the schedule, please visit <http://twilight.mdw.army.mil>, call (202) 685-2888, or email the U.S. Army Military District of Washington at usarmy.mcnair.mdw.mbx.jfhq-ncr-pao-web-events-omb@mail.mil. For information about NCR ceremonies and events, call the Community Relations Team in the U.S. Army Military District of Washington's Public Affairs Office at (202) 685-4990/0445.

U.S. Army Accessions Support Brigade

The U.S. Army Accessions Support Brigade (USAASB) is a direct reporting unit to the Assistant Secretary of the Army for Manpower and Reserve Affairs. They fall under the operational control of the Army Marketing and Research Group.

The USAASB provides a single headquarters for the U.S. Army Parachute Team, the U.S. Army Marksmanship Unit, and the U.S. Army Mission Support Battalion that connects America's people with America's Army and showcases the Army's accessions mission. Visit <http://www.usarec.army.mil/asb/> for more information.

U.S. Army Marksmanship Unit

The U.S. Army Marksmanship Unit competes in national and international shooting competitions that demonstrate the U.S. Army's prowess and associate our Army and our Nation with excellence. The unit's Olympians, World, National, and Inter-service champions are available as guest speakers. The unit also provides demonstration teams and conducts marksmanship clinics for junior, collegiate, and civilian shooting teams. Mobile Training Teams tailored to a commander's marksmanship needs are available upon request.

Submit requests to:

U.S. Army Marksmanship Unit

ATTN: USAMU LNO

7031 Bills Street, Building 243

Fort Benning, GA 31905-5810

(706) 545-6677 or (706) 545-7174

<http://www.usaac.army.mil/amu/>

U.S. Army Mission Support Battalion

The U.S. Army Mission Support Battalion can support local recruiters using the Enterprise Marketing Management System. The unit can provide traveling interactive systems from the Army Adventure tractor-trailers with interactive gaming and mobile displays; semis with interactive systems that can be configured to provide classroom style instruction or hands-on experience; an Extreme Truck with a mobile multimedia package, sound system and video games; Army Adventure Trailers with mock weapons using laser light targeting and gaming systems; Army's Orange County Chopper; and an Army Medical Mobile Deployable Rapid Assembly Shelter that houses a complete surgical unit. Each asset is decorated with graphics and text, and provides a multisensory experience promoting the Army. More information can be found at <http://www.usarec.army.mil/msbn/>.

Army Golden Knights Request

The Army Parachute Team, nicknamed the Golden Knights, is the Army's official aerial demonstration team and one of the three official Department of Defense demonstration teams along with the U.S. Navy Blue Angels, and the U.S. Air Force Thunderbirds. In addition to traveling the United States performing parachute demonstrations, the Golden Knights conduct a tandem orientation program to connect with the American public, enhance the Army's recruiting efforts, and provide technical expertise in support of military free fall programs. Civilian-sponsored requests for the Golden Knights are considered for events open to the public such as air shows, sporting events, fairs and other outdoor events that help connect the public with America's Army and enhance the U.S. Army's marketing and engagement efforts.

Appearances on military installations are only approved in support of official "open house" programs. All sponsors, military and civilian, must provide vehicles, hotel rooms, and a daily show fee. The show fee must be received 60 days before the event or it will be cancelled. Contact the Golden Knights for the current year's support manual which includes the most up-to-date information on support requirements and the current show fee. The Golden Knights' show schedule is released in mid-January approximately 30 days after the International Association of Air Shows (ICAS) convention. After the official schedule is released, the Knights consider additional performances if the event is requested at least 60 days prior to the event and there is a team available. In the event of a cancellation, previously submitted requests are automatically considered. To contact the Golden Knights:

U.S. Army Parachute Team

ATTN: Show Scheduler

P.O. Box 707126

Fort Bragg, NC 28307-0126

Phone (910) 907-3025

Email: usarmy.knox.hqda.list.apr.show@mail.mil



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 Aug 31, 2013
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, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (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 (X and complete as applicable)		(1) DATE OF EVENT (YYYYMMDD)	(2) TYPE AIRCRAFT REQUESTED ANY (X) SPECIFIC (Optional)		(3) MILITARY SERVICE REQUESTED ALL (X) SPECIFIC (Optional)
a. FLYOVER (See paragraph 4 of Instructions)					
b. STATIC DISPLAY (See paragraph 5 of Instructions)					
c. SINGLE AIRCRAFT DEMONSTRATION (See paragraph 7 of Instructions)					
d. OTHER AERIAL SUPPORT (i.e. Parachute Demo, SAR Demo)					
e. AERIAL DEMONSTRATION TEAM (X all requested. See Instructions.)		(a) PRIMARY DATE (YYYYMMDD)	(b) ALTERNATE DATE(S) (YYYYMMDD)		(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON (X one)
U.S. ARMY GOLDEN KNIGHTS					YES NO
U.S. NAVY BLUE ANGELS					
U.S. AIR FORCE THUNDERBIRDS					
OTHER (Specify)					
SECTION II - EVENT AND SITE INFORMATION					
2.a. EVENT TITLE (and website, if applicable)					
b. SITE OF EVENT (Must be accessible by persons with disabilities)		c. SITE CITY, STATE AND ZIP CODE		d. SITE ELEVATION (Feet above sea level)	e. RUNWAY LENGTH X WIDTH
f. ARRESTING GEAR (X one) YES <input type="checkbox"/> NO <input type="checkbox"/>		g. TYPE OF SITE (i.e., airport, park, lake, etc.)			
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 (Last, First, Middle Initial)		b. TITLE		c. TELEPHONE NO. (Include area code)	
d. SIGNATURE				e. DATE SIGNED (YYYYMMDD)	
4. INCLUSIVE DATES/TIME OF EVENT (YYYYMMDD)			5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? (X one)		YES NO
6. ATTENDANCE		7. PLANNED MEDIA COVERAGE (X as applicable)			
a. PROJECTED	b. PRIOR EVENT	<input type="checkbox"/> TELEVISION	<input type="checkbox"/> PRINT	YOUR MEDIA/PR POC (Name/telephone/email):	
		<input type="checkbox"/> RADIO	<input type="checkbox"/> NONE		
SECTION III - SPONSOR INFORMATION					
8. LOCAL SPONSORING ORGANIZATION				b. TYPE (X one)	
a. NAME				PROFIT NONPROFIT	
9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT (Please PRINT all contact information.)					
a. (X one) MR. <input type="checkbox"/> MS. <input type="checkbox"/> OTHER <input type="checkbox"/>	b. NAME (Last, First, Middle Initial)			c. RANK (If military)	
d. ADDRESS					
(1) NUMBER AND STREET/SUITE NUMBER		(2) CITY		(3) STATE	(4) ZIP CODE
e. TELEPHONE NO. (Include area code or DSN if military) (1) (2)		f. E-MAIL ADDRESS		g. FAX NO. (Include area code)	

10.a. EVENT TITLE		b. EVENT DATE	
SECTION III - SPONSOR INFORMATION <i>(Continued)</i>			
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 <i>(Airspace Coordination)</i>			
<p style="text-align:center;"><u>FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</u></p> <p style="text-align:center;">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 <u>EXCEPT AIRCRAFT STATIC DISPLAYS</u>. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p>			
16. FLIGHT STANDARDS DISTRICT OFFICE REVIEW I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>			
a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.			
b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: <i>(Specify)</i>			
c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.			
d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.			
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>			
f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.			
g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.			
17. FEASIBILITY DETERMINATION Based upon my review of this site, I find the site to be: <i>(X one)</i>			
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> CONDITIONAL SATISFACTORY <i>(See NOTE)</i>	<input type="checkbox"/> UNSATISFACTORY <i>(See NOTE)</i>	
<p>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.</p>			
18. ADDITIONAL COMMENTS <i>(Mandatory if FARs are waived)</i>			
19. COORDINATING OFFICIAL			
a. NAME <i>(Last, First, Middle Initial)</i>		b. FLIGHT STANDARDS DISTRICT OFFICE	c. TELEPHONE NO. <i>(Include area code)</i>
d. TITLE AND SIGNATURE		e. DATE SIGNED <i>(YYYYMMDD)</i>	

20.a. EVENT TITLE		b. EVENT DATE	
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>	f. FUNDS WILL BE USED FOR <i>(X as applicable)</i>		g. SPECIFIC INSTRUCTIONS FOR USE OF FUNDS <i>(Company, Charity or Organization to benefit)</i>
<input type="checkbox"/> YES <i>(Complete 22.f. and 22.g.)</i>	<input type="checkbox"/> (1) CHARITIES	<input type="checkbox"/> (4) OTHER <i>(Explain in 22.g.)</i>	
<input type="checkbox"/> NO	<input type="checkbox"/> (2) EXPENSES		
	<input type="checkbox"/> (3) PRIZES		
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 <i>(All Requests other than Flyovers)</i>			
24. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)</i>			INITIALS
a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time)</i> . FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.			
b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>			
c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits)</i> FOR ARMED FORCES PARTICIPANTS, AS REQUIRED. <i>(Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>			
d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>			
e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (i.e., B-2 and F-117) will require extensive security.)</i>			
f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.			
g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.			
h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.			
i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.			
j. PROVIDE LOCAL MILITARY RECRUITERS, AT NO CHARGE, PRIME SPACE AT THE EVENT SITE FOR RECRUITING ACTIVITIES.			
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 which are: (1) aviation oriented (*i.e. air shows, airport events, historical aviation services*); (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*

6. (*Continued*) *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. Requests for the U.S. Air Force Thunderbirds must be received by August 1 of the year preceding the year of the event. Requests for the U.S. Navy Blue Angels must be received by August 1 of the year that is two years 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. Navy demonstration requests must be received by January 31 each year. USMC Harrier AV-8B demonstration and Osprey MV-22 static display requests must be received by October 15 of the year preceding the year of the event. 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, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. **For legibility reasons, event sponsors are highly encouraged to fill out applicable information on-line prior to printing form out.**

ARMY:

Community Relations Division
HQDA, Office of the Chief, Public Affairs
1500 Army Pentagon, Room 1D470
Washington, DC 20310-1500
aodcomrel2@hqda.army.mil (e-mail)
(703) 614-3354 (fax)
www.army.mil/comrel

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)
www.navy.mil/navco

MARINE CORPS:

Requests for Marine Corps aerial assets must be submitted online at www.usmc.mil/community (703) 614-1034 (voice)

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330
(703) 695-9664 (voice)
(703) 693-9601 (fax)
www.afoutreach.af.mil
Submit request online at 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
Aug 31, 2013

The public reporting burden for this collection of information is estimated to average 20 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, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (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 THE 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)				<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO							
<input type="checkbox"/>	<input type="checkbox"/>							

SECTION II - SPONSORING ORGANIZATION DATA

13. NAME OF SPONSORING ORGANIZATION								
(X appropriate box for each item.)								
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?				<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO							
<input type="checkbox"/>	<input type="checkbox"/>							
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?				<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO							
<input type="checkbox"/>	<input type="checkbox"/>							
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?				<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO							
<input type="checkbox"/>	<input type="checkbox"/>							
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?		<input type="checkbox"/>	<input type="checkbox"/>
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?		<input type="checkbox"/>	<input type="checkbox"/>
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?		<input type="checkbox"/>	<input type="checkbox"/>
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?		<input type="checkbox"/>	<input type="checkbox"/>
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?		<input type="checkbox"/>	<input type="checkbox"/>

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:

Community Relations Division
HQDA, Office of the Chief, Public Affairs
1500 Army Pentagon, Room 1D470
Washington, DC 20310-1500
aodcomrel2@hqda.army.mil (e-mail)
(703) 614-3354 (fax)
www.army.mil/comrel

MARINE CORPS:

Requests for Marine Corps assets must be submitted online at
www.usmc.mil/community
(703) 614-1034 (voice)

NAVY:

Navy Office of Community Outreach
5722 Integrity Drive, Bldg 456-3
Millington, TN 38054
(901) 874-5804 (Voice)
(901) 874-5813 (Fax)
www.navy.mil/navco

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330
(703) 695-9664 (Voice)
(703) 693-9601 (Fax)
www.afoutreach.af.mil
Submit band requests online at
www.outreachrequests.hq.af.mil

NATIONAL GUARD BUREAU:

Submit requests to the State National Guard Public Affairs office in the state where the event will take place. Contact information for State Public Affairs Offices is available online at
www.ng.mil/features/comrel.

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

Consistent with law and regulation, the Army is focused on ensuring that:

- Competition is fair and open. The process of requesting proposals, evaluating bids, and making awards should take place on a level playing field with full visibility. Any business that is qualified to bid should be considered.
- Products and services are competitively priced. The Government seeks pricing that is commensurate with its formidable buying power.
- The Government gets what it pays for. The Government protects itself by carefully defining requirements, terms and conditions for all purchases. Contractors must document that they have fulfilled all requirements and met all terms in order to be paid.
- Both the Government and contractors comply with the law. Different rules and regulations apply to different types of purchases. Both the Federal Acquisition Regulation (FAR) and Defense Acquisition Regulation Supplement (DFARS) apply to the Department of Defense. Individual organizations/agencies often have their own rules as well.

Army Contracting Opportunities

Business opportunities with the Federal Government are posted on the FedBizOpps website at <http://www.fbo.gov>. Through this government-wide point of entry, commercial vendors seeking Federal markets for their products and services can search, monitor, and retrieve Federal Business Opportunities solicited across all departments and agencies within the Federal contracting community subject to a dollar threshold for the proposed contract.

Small Business Opportunities

The Army is dedicated to providing small, disadvantaged, service-disabled veteran-owned and woman-owned businesses with opportunities to compete fairly for goods and services. Because small businesses provide access to new ideas, offer opportunities to disadvantaged socio-economic groups, and provide fuel for economic development and job creation, goals are set each year by the Army to assist small businesses in obtaining business opportunities. Government agencies set aside a percentage of acquisitions for small, disadvantaged, service-disabled veteran-owned and woman owned businesses and in some cases, these set-asides might consist of certain types of tasks on larger contracts. In other cases, contracts may be designated solely for small businesses.

Small businesses can find all federal procurement opportunities, to include the Army's, on FedBizOpps as well as on the Army and DoD's Small Business websites. Army buying offices have a small business consultant/specialist, the specific goal of which is to provide information and assistance to small businesses. The Army's Small Business website, www.sellingtoarmy.com, contains the contact information for these specialists by geographic region.

In addition, the Small Business Administration has a section on how to contract with the Government on its website (www.sba.gov) and includes links to training courses covering a variety of aspects unique to Federal contracting. Contracting regulations for Small Businesses are contained in the FAR and DFAR. There are very specific requirements for Federal contractors that are different from contracts in the commercial world. One such requirement is registration in the System for Award Management (SAM) in order to be eligible for Government contracts.

Registration in the System for Award Management (SAM)

The System for Award Management was established to consolidate the capabilities of various other systems, to streamline the process, and eliminate redundancy. SAM incorporated the previous Central Contractor Registration (CCR), along with the Excluded Parties List System (EPLS), Online Representations and Certifications Application (ORCA) and the Federal Agency Registration (FedReg). SAM contains information on current and potential vendors/companies seeking or doing business with the Government. Companies seeking to do business with the Federal government must register. There are exceptions such as when awarded for unusual or compelling needs or emergency acquisitions; however, firms are required to register with SAM to gain access to the Disaster Response Registry. SAM registration is free and is accessed easily online at www.sam.gov.

Congressional Notification Procedures for Awarded Army Contracts

Congressional notification is required for several areas within procurement. DoD/Army contract awards are announced concurrently with the public and Members of Congress in whose State or district the contractor is located and the work is to be performed. On the day of award, the Army Legislative Liaison makes daily (Monday – Friday) notification to Members of Congress when an Army contract valued over \$7.0 million is awarded. Congressional notification is also required for a reduction of 100 or more contractor employees.

Payment Issues

Generally speaking, the Government's obligation is to make prompt payments for products and services under its contracts. Payments are usually 30 days after the designated payment office receives a "proper" invoice. Vendors sometimes experience payment issues. Most payment problems occur because the activity responsible for making payment has not received all the pertinent information on the invoice in accordance with FAR Subpart 32.905(b).

Inquiries forwarded to Army Legislative Liaison can be worked if the following information is provided:

- Company name, address, phone number and point of contact.
- Contract number, contracting office which awarded the contract, invoice date, line item number, description, quantity of material delivered or service provided, unit price, unit of measure, and extended price.
- Shipping and payment terms, name and address of contractor official to which the payment should be sent (must be the same as that in the contract or on a proper notice of assignment).
- Name (where practicable), title, phone number and mailing address of person to be notified in the event of a defective invoice.
- Any other information or documentation required by the contract (such as evidence of shipment).

Subcontracting Issues and Concerns

The Government maintains a contractual relationship only with the prime contractor and does not have any legal relationship with subcontractors working for the prime contractor. This legal relationship is referred to as privity of contract, which means a contract cannot confer rights or impose obligations to others except the parties to it. For example: if the Government and Vendor X enter into a contract and Vendor X subcontracts with Vendor Y to perform work under that contract, there is no privity of contract between the Government and Vendor Y. Consequently, if problems arise under the subcontract, the subcontractor must work with the prime contractor or the civil judicial system to resolve any issues.

Protest Issues

A contractor or firm may file a written protest before award and just after award of a contract. Contractors filing a protest must follow strict timelines established by law and as implemented in FAR Subpart 33.1. A protest may be filed with the agency that issued the solicitation, the Government Accountability Office, or the U.S. Court of Federal Claims.

Guidance concerning Disputes and Appeals is covered in FAR Subpart 33.2. It is the Government's policy to try to resolve all contractual issues in controversy by mutual agreement at the contracting officer's level. Reasonable efforts should be made to resolve controversies prior to the submission of a claim. Agencies are encouraged to use Alternative Dispute Resolution (ADR) procedures to the maximum extent practicable.

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. 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 a proposed price or estimated cost. Any proprietary data, which requires protection against disclosure to third parties should be clearly marked with a restrictive legend.

Surplus Property

Clothing and Individual Equipment

Army policy does not permit the donation of clothing and individual equipment to veterans, civilians, or related organizations. Servicemembers, retired veterans, and honorably discharged veterans who are classified as being 100 percent disabled 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 Logistics Agency (DLA) Disposition Services.

Flags and Accessories

Requests for donations of flags to private organizations must be made to:

Commander

Center of Military History
ATTN: Executive Officer
103 Third Avenue
Fort McNair, Washington, DC 20319-5058.

Flags are obtainable through commercial sources for a nominal cost.

Equipment for Use in Public Displays

The Army is authorized by Title 10, U.S. Code, Section 2572, to conditionally donate obsolete, condemned Army combat equipment to civilian organizations at no expense to the Government. The costs of handling, partial demilitarization, removal of radiological materiel, 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
- Serviceman's monument associations
- State or foreign government museums, historical societies, and historical institutions
- Nonprofit military aviation heritage foundation or association incorporated in a State
- An incorporated museum or memorial 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 local or national unit of any war veterans' association of a foreign nation which is recognized by the national government of that nation (or by the government of one of the principal political subdivisions of that nation)
- A post of the Sons of Veterans Reserve

Ceremonial Rifle Program

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 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:

Commander

U.S. Army TACOM Life Cycle Management Command

ATTN: AMSTA-LCL-IWD, M/S: 419D

6501 East 11 Mile Road

Warren, MI 48397-5000

(586) 467-6302/ (586) 467-6296

usarmy.detroit.tacom.mbx.ilsc-donations@mail.mil

Loan and Lease of Army Equipment

Army materiel may be loaned to the Federal Government and all DOD activities under provisions of the Economy Act. Non-Department of Defense Federal agencies, organizations, corporations, or individuals may obtain equipment under certain conditions by lease from the Army. Army Regulation 700-131, table 2-2, states who may be allowed to receive loaned/leased materiel. 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 as this role is performed by DLA Disposition Services and they may be reached at the below address.

DLA Disposition Services

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

INSTALLATION	NEAREST CITY	STATE
FORT GREELY	DELTA JUNCTION	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
SIERRA ARMY DEPOT	HERLONG	CA**
FORT CARSON	COLORADO SPRINGS	CO
PUEBLO CHEMICAL DEPOT	PUEBLO	CO**
FORT BENNING	COLUMBUS	GA
FORT GORDON	AUGUSTA	GA
FORT STEWART	HINESVILLE	GA
FORT SHAFTER	HONOLULU	HI
SCHOFIELD BARRACKS	WAHIAWA	HI
IOWA ARMY AMMUNITION PLANT	MIDDLETOWN	IA**
ROCK ISLAND ARSENAL	ROCK ISLAND	IL
FORT LEAVENWORTH	LEAVENWORTH	KS
FORT RILEY	JUNCTION CITY	KS
BLUE GRASS ARMY DEPOT	RICHMOND	KY**
FORT CAMPBELL	HOPKINSVILLE	KY*
FORT KNOX	RADCLIFF	KY
FORT POLK	LEESVILLE	LA
US ARMY SOLDIER SYSTEMS CENTER	NATICK	MA
ABERDEEN PROVING GROUND	ABERDEEN	MD
FORT GEORGE G. MEADE	BALTIMORE	MD
US ARMY ADELPHI LABORATORY CENTER	ADELPHI	MD
DETROIT ARSENAL	WARREN	MI
FORT LEONARD WOOD	WAYNESVILLE	MO
LAKE CITY ARMY AMMUNITION PLANT	INDEPENDENCE	MO**
FORT BRAGG	FAYETTEVILLE	NC
MILITARY OCEAN TERMINAL SUNNY POINT	SOUTHPORT	NC
PICATINNY ARSENAL	WHARTON	NJ
WHITE SANDS MISSILE RANGE	LAS CRUCES	NM
FORT DRUM	WATERTOWN	NY
FORT HAMILTON	NEW YORK CITY	NY
WATERVLIET ARSENAL	WATERVLIET	NY**
WEST POINT MILITARY RESERVATION	NEW YORK CITY	NY
JOINT SYSTEM MANUFACTURING CENTER	LIMA	OH**
FORT SILL	LAWTON	OK
McALESTER ARMY AMMUNITION PLANT	McALESTER	OK**
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**
FORT BLISS	EL PASO	TX
FORT HOOD	KILLEEN	TX
DUGWAY PROVING GROUND	DUGWAY	UT
TOOELE ARMY DEPOT	TOOELE	UT**
FORT A. P. HILL	BOWLING GREEN	VA
FORT BELVOIR	ALEXANDRIA	VA
FORT LEE	PETERSBURG	VA
JOINT BASE MYER-HENDERSON HALL	ARLINGTON	VA
RADFORD ARMY AMMUNITION PLANT	RADFORD	VA**
JOINT BASE LEWIS-McCHORD	TACOMA	WA

SUB-installations :

FORT McNAIR	WASHINGTON	DC
HUNTER ARMY AIRFIELD	SAVANNAH	GA
YAKIMA TRAINING CENTER	YAKIMA	WA

* Portions of Fort Campbell are located in Tennessee near Clarksville

**Army Materiel Command Installations

NATIONAL GUARD BUREAU - STAND ALONE INSTALLATIONS

<u>INSTALLATION</u>	<u>NEAREST CITY</u>	<u>STATE</u>
CCAMP JOSEPH T. ROBINSON	N. LITTLE ROCK	AR
FORT CHAFFEE	FORT SMITH	AR
CAMP ROBERTS	SAN MIGUEL	CA
CAMP SAN LUIS OBISPO	SAN LUIS OBISPO	CA
STONES RANCH	EAST LYME	CT
CAMP BLANDING	STARKE	FL
ORCHARD RANGE	BOISE	ID
MARSEILLES	MARSEILLES	IL
CAMP ATTERBURY	EDINBURGH	IN
WH FORD REGIONAL	GREENVILLE	KY
CAMP BEAUREGARD	PINEVILLE	LA
CAMP MINDEN	MINDEN	LA
CAMP EDWARDS	BOURNE	MA
CAMP GRAYLING	GRAYLING	MI
FORT CUSTER	BATTLE CREEK	MI
CAMP RIPLEY	LITTLE FALLS	MN
CAMP CROWDER	NEOSHO	MO
CAMP McCAIN	GRENADA	MS
CAMP SHELBY	HATTIESBURG	MS
FORT WILLIAM HENRY HARRISON	HELENA	MT
CAMP GRAFTON	DEVILS LAKE	ND
CAMP ASHLAND	ASHLAND	NE
GREENLIEF TRAINING SITE	HASTINGS	NE
CAMP SMITH	PEEKSKILL	NY
CAMP PERRY	PORT CLINTON	OH
CAMP RAVENNA	NEWTON FALLS	OH
CAMP GRUBER	BRAGGS	OK
CAMP RILEA	WARRENTON	OR
FORT INDIANTOWN GAP	ANNVILLE	PA
CAMP RAPID	RAPID CITY	SD
VOLUNTEER TRAINING SITE CATOOSA	TUNNEL HILL	GA
VOLUNTEER TRAINING SITE MILAN	MILAN	TN
CAMP MAXEY	POWDERLY	TX
CAMP SWIFT	BASTROP	TX
FORT WOLTERS	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
FORT MCCLELLAN	ANNISTON	AL
CAMP DODGE JOHNSTON	JOHNSTON	IA
CAMP BUTNER	STERN	NC
CAMP VILLERE	SLIDELL	LA
CAMP CLARK NEVADA	NEVADA	MO
CAMP NAVAJO	BELLEMONT	AZ
CAMP PENDLETON	VIRGINIA BEACH	VA
CAMP SANTIAGO	SALINAS	PR

U.S. ARMY RESERVE COMMAND - STAND ALONE INSTALLATIONS

<u>INSTALLATION</u>	<u>NEAREST CITY</u>	<u>STATE</u>
FORT HUNTER LIGGETT	JOLON	CA
FORT BUCHANAN	GUAYNABO	PR
FORT McCOY	SPARTA	WI
ARMY SUPPORT ACTIVITY DIX	WRIGHTSTOWN	NJ

U.S. ARMY RESERVE COMMAND – MAJOR TRAINING SITES

PARKS RESERVE FORCES TRAINING AREA	DUBLIN	CA
DEVENS RESERVE FORCES TRAINING AREA	AYER	MA

DEFENSE HEALTH PROGRAM

INSTALLATION	NEAREST CITY	STATE
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FORT DETRICK	FREDERICK	MD
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ARMY SUPPORTED JOINT BASES AND INSTALLATIONS

INSTALLATION	NEAREST CITY	STATE
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CORPUS CHRISTI ARMY DEPOT	CORPUS CHRISTI	TX
JOINT BASE ELMENDORF-RICHARDSON	ANCHORAGE	AK
JOINT BASE LANGLEY-EUSTIS	NEWPORT NEWS	VA
JOINT BASE McGUIRE-DIX-LAKEHURST	WRIGHTSTOWN	NJ
JOINT BASE SAN ANTONIO	SAN ANTONIO	TX
JOINT EXPEDITIONARY BASE LITTLE CREEK- FORT STORY	VIRGINIA BEACH	VA
WALTER REED NATIONAL MILITARY MEDICAL CTR	BETHESDA	MD

Army Acronyms

A

AABCMR	Army Board for Correction of Military Records
AC	Active Component
ACAP	Army Career and Alumni Program
ACCA	Army Court of Criminal Appeals
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
ADDP	Active Duty Dental 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
ADSM	Active Duty Service Members
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
AMHRR	Army Military Human Resource Record (formerly known as the official military personnel file (OMPF))
ANACI	Access National Agency Check with Written Inquiries
AOE	Areas of Eligibility
AP	Authorized Provider
APDAB	Army Physical Disability Appeals Board
APDRB	Army Physical Disability Review Board
APFT	Army Physical Fitness Test
APO	Army Post Office
AR	Army Regulation (governing Army rules)
ARNG	Army National Guard
ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASEP	Army Spouse Employment Partnership
ASVAB	Armed Services Vocational Aptitude Battery (test for enlistment)
AT	Annual Training
ATAC	Army Travelers' Assistance Center
AWOL	Absent Without Leave (unauthorized absence from duty)
AW2	U.S. Army Wounded Warrior Program

B

BAH	Basic Allowance for Housing
BAQ	Basic Allowance for Quarters
BAS	Basic Allowance for Subsistence
BCAC	Beneficiary Counseling and Assistance Coordinator
BCD	Bad Conduct Discharge

C

CCAAF	Court of Appeals for the Armed Forces
CAC	Casualty Assistance Center
CAFAP	Consumer Affairs and Financial Assistance Program
CAO	Casualty Assistance Officer
CBHCO	Community Based Health Care Organization
CBWTU	Community Based Warrior Transition Units
CCEP	Comprehensive Clinical Evaluation Program
CCF	U.S. Army Central Personnel Security Clearance Facility
CCR	Central Contractor Registration
CCCS	Consumer Credit Counseling Service
CDS	Child Development Services
CMF	Career Management Field (e.g., CMF 11 is Infantry; CMF 13 is Field Artillery)
CMAOC	Casualty and Mortuary Affairs Operations Center
COAD	Continuation on Active Duty
COLA	Cost of Living Allowance
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CPG	Clinical Practice Guidelines
CPO	Civilian Personnel Office(r)
CRDP	Concurrent Retirement and Disability Payments
CRSC	Combat-Related Special Compensation
CSH	Combat Support Hospital
CYS	Child, Youth and School Service Programs
CZTE	Combat Zone Tax Exclusion

D

DA	Department of the Army
DCAO	Debt Collection Assistance Officer
DEERS	Defense Eligibility Enrollment Reporting System
DEP	Delayed Entry Program
DEROS	Date Expected to Return from Overseas
DFAS	Defense Finance and Accounting Service
DHSD	Deployment Health Support Directorate
DIEMS	Date of Initial Entry into Military Service
DITY	Do-It-Yourself-Move
DLA	Defense Logistics Agency
DLA	Dislocation Allowance

DOD	Department of Defense
DODD	Department of Defense Directives
DODEA	Department of Defense Education Activity (formerly known as DODDS)
DODI	Department of Defense Instructions
DODMERB	Department of Defense Medical Examination Review Board
DOHA	Defense Office of Hearings and Appeals
DRMO	Defense Reutilization and Marketing Service
DSO	DEERS Support Office
DTF	Dental Treatment Facilities
DTP	Delayed Training Program
DUSTWUN	Duty Status-Whereabouts Unknown

E

EAD	Extended Active Duty
ECHO	Extended Care Health Option
EFMP	Exceptional Family Member Program
ENTAC	Entrance National Agency Check
EREC	Army Enlisted Records and Evaluation Center (now the Soldier Record Data Center)
ERP	Employment Readiness Program
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
FEHB	Federal Employees Health Benefit
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
FY	Fiscal Year

G

GAO	Government Accountability Office
GOSC	General Officer Steering Committee
GPE	Government Point-of-Entry
GPO	Government Printing Office
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
HDIP	Hazardous Duty Incentive Pay
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

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
iPERMS	Interactive Personnel Electronic Records Management System
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)
JBER	Joint Base Elmendorf-Richardson, Alaska
JBLM	Joint Base Lewis-McChord, Washington
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
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L

LAA	Limited Access Authorization
LOD	Line of Duty
LRP	Loan Repayment Program

M

MALT	Monetary Allowance in Lieu of Transportation
MDW	Military District of Washington
MEB	Medical Evaluation Board
MEPCOM	Military Entrance Processing Command (located in Chicago, IL)
MEPS	Military Entrance Processing Station
MHO	Medical Holdover Operations
MHS	Military Health System
MIHA	Move-in Housing Allowance
MMRB	Military Occupational Specialty Medical Retention Board
MMSO	Military Medical Support Office
MOS	Military Occupational Specialty (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 or Military Treatment Facility
MTOE	Modified Table of Organization and Equipment

N

NAC	National Agency Check
NACLC	National Agency Check and Local Agency and Credit Check
NARA	National Archives and Records Administration
NATO	North Atlantic Treaty Organization
NCO	Noncommissioned Officer
NCOER	Noncommissioned Officer Evaluation Report
NDAA	National Defense Authorization Act
NGB	National Guard Bureau
NGYCP	National Guard Youth Challenge Program
NOE	Notification of Eligibility
NPRC	National Personnel Records Center
NSPS	National Security Personnel System
NTIS	National Technical Information Service

O

OEF	Operation Enduring Freedom
OCLL	Office, Chief of Legislative Liaison
OCONUS	Outside the continental United States
OCS	Officer Candidate School
OCSE	Office of Child Support Enforcement
OER	Officer Evaluation Report
OHA	Overseas Housing Allowance
OIF	Operation Iraqi Freedom
OPF	Official Personnel Folder
OPM	Office of Personnel Management

OMPF	Official Military Personnel File
OP R.E.A.D.Y	Operation Resources for Educating About Deployment and You
OSAGWI	Office of the Special Assistant for Gulf War Illnesses
OTF	Operation Tribute to Freedom

P

PAC	Pay Allowance Continuation
PADD	Person Authorized to Direct Disposition of Remains
PAR	Privacy Authorization Release
PCM	Primary Care Manager
PCS	Permanent Change of Station
PDBR	Physical Disability Board of Review
PDES	Physical Disability Evaluation System
PDMRA	Post Deployment /Mobilization Respite Absence
PDRL	Permanent Disability Retired List
PEB	Physical Evaluation Board
PEBLO	Physical Evaluation Board Liaison Officer
PERE	Person Eligible to Receive Effects
PMOS	Primary Military Occupational Specialty
PMS	Professor of Military Science
PNOK	Primary Next of Kin
POA	Power of Attorney
POS	Point-of-Service
POV	Privately Owned Vehicle
POW	Prisoner of War
PPO	Preferred Provider Option
PSA	Prime Service Area
PSAB	U.S. Army Personnel Security Appeals Board
PSC	Personnel Service Center
PSI	Personnel Security Investigation
PT	Physical Training
PTSD	Post Traumatic Stress Disorder

Q

QMP	Qualitative Management Program
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R

RA	Regular Army
RAP	Relocation Assistance Program
RC	Reserve Component
RDEP	Reserve Delayed Entry Program
RE CODE	Reentry Eligibility Code
REFRAD	Release from Active Duty
REQUEST	Recruit Quota System
RFGOS	For the Good of the Service
RM	Records Manager

ROK Republic of Korea
ROTC Reserve Officers' Training Corps
RRP Relocation Readiness Program

S

SAP Special Access Program
SAS School Age Services
SBP Survivor Benefit Plan
SCMO Summary Court-Martial Officer
SCRA Servicemembers Civil Relief Act (interchangeable with SSCRA)
SDP Savings Deposit Program
SDT Skill Development Test (enlisted evaluation test)
SEAP Spouse Education Assistance Program
SELRES Selected Reserve
SFA Soldier family Advocate
SFAC Soldier and family Assistance Centers
SGLI Servicemembers' Group Life Insurance
SI Seriously Ill/Injured
SII Special Investigative Inquiry
SLRP Student Loan Repayment Program
SOFA Status of Forces Agreement
SOR Statement of Reasons
SPR Secret Periodic Reinvestigation
SRDC Soldier Record Data Center (formerly the Army Enlisted Records and Evaluation Center)
SR&R Special Rest and Recuperation
SSBI Single Scope Background Investigation
SSCRA Soldiers' and Sailors' Civil Relief Act (interchangeable with SCRA)

T

TAG The Adjutant General
TAMP Transitional Assistance Management Program
TAO TRICARE Area Offices
TDA Table of Distribution and Allowances
TDRL Temporary Disability Retired List
TDY Temporary Duty
TFL TRICARE for Life
TLA Temporary Lodging Allowance
TMA TRICARE Management Activity
TOL TRICARE Online
TPlus TRICARE Plus
TPR TRICARE Prime Remote
TPRADFM TPR for Active Duty family Members
TPU Troop Program Unit
TRADOC Training and Doctrine Command
TRS TRICARE Reserve Select
TSP Thrift Savings Plan

U

UCMJ	Uniform Code of Military Justice
USAASB	U.S. Army Accessions Support Brigade
USACCA	U.S. Army Court of Criminal Appeals
USAPA	U.S. Army Publishing Agency
USAPDA	U.S. Army Physical Disability Agency
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command
USAREC	U.S. Army Recruiting Command
USATDS	U.S. Army Trial Defense Service
USC	United States Code
USDB	U.S. Disciplinary Barracks
USERRA	Uniformed Services Employment and Reemployment Rights Act
USFHP	Uniformed Services family Health Plan
USMA	U.S. Military Academy (West Point, NY)
USUHS	Uniformed Services University of the Health Sciences

V

VA	Department of Veterans Affairs
VHA	Variable Housing Allowance
VI	Voluntary Indefinite
VSI	Very Seriously Ill/Injured


W

WT	Warriors in Transition
WTU	Warrior Transition Unit
WOCS	Warrant Officer Candidate School






Y

YS	Youth Services
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Army Insignia of Rank

Officer				Enlisted			
Insignia	Rank	Rank Abbreviation	Pay Grade	Insignia	Rank	Rank Abbreviation	Pay Grade
	General of the Army				Sergeant Major of the Army	SMA	E - 9
	General	GEN	O - 10		Command Sergeant Major	CSM	E - 9
	Lieutenant General	LTG	O - 9		Sergeant Major	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

				
Warrant Officer 1 (WO1)	Chief Warrant Officer 2 (CW2)	Chief Warrant Officer 3 (CW3)	Chief Warrant Officer 4 (CW4)	Chief Warrant Officer 5 (CW5)

