

**III Corps and Fort Hood Pamphlet 600-4**

Personnel – General  
**Inspector General (IG) Handbook  
for Leaders**

**Department of the Army  
Headquarters, III Corps and Fort Hood  
Fort Hood, TX 76542  
10 December 2015**

**Unclassified**

# SUMMARY OF CHANGE

III Corps and Fort Hood Pamphlet 600-4

Inspector General Handbook for Leaders

This is a major revision dated: 10 December 2015

Updates references in Chapter 4 (paragraph 4-1).

Updates references in Chapter 7 (paragraph 7-1).

Updates when Soldiers are not authorized Basic Allowance for Subsistence (paragraph 7-3).

Updates references in Chapter 8 (paragraph 8-1).

Updates Commander's responsibilities in Chapter 8 (paragraph 8-3).

Deletes Chapter 10 (Consideration of Others Training Program).

Adds Chapter 10 (Equal Opportunity).

Deletes Chapter 12 (Deposit Waiver Program) (NOTE: Soldiers having waivers previously issued still need to return them in order to clear the Housing Office when clearing the installation).

Adds Chapter 12 (Evaluation Appeals – Noncommissioned Officers and Officers)

Adds appeals will be prepared according to DA Pamphlet 623-3, Chapter 6, and Army Regulation 623-3, Chapter 4-7 (paragraph 12-3e).

Updates references in Chapter 13 (paragraph 13-1).

Adds Department of the Army Pamphlet 600-15 provides guidance in implementing Army policy on extremist activities and organizations (paragraph 13-2b).

Adds browsing or visiting internet Web sites when on duty, without official sanction, that promotes or advocate violence directed against the United States or the Department of Defense, or that promote international terrorism or terrorist themes (paragraph 13-3b(8)).

Updates Commander's responsibilities for the Family Advocacy Program (paragraph 14-4).

Updates the requirement that military and civilian personnel performing Physical Training on Fort Hood will wear a yellow reflective belt (paragraph 16-4).

Updates references for Indebtedness of Army Personnel. Deletes Army Regulation 600-15 (Indebtedness of Military Personnel) (paragraph 20-1).

Updates the chapter on Mental Health Evaluations throughout (paragraphs 24-1 through 24-6).

Updates the chapter on Physical Profiles throughout (paragraphs 26-1 through 26-4).

Updates references for Religious Accommodations. Adds Department of Defense Directive 1300.17 (Accommodation of Religious Practices Within the Military Services) (paragraph 29-1).

Changed: Sexual Harassment to: Sexual Harassment/Assault Response & Prevention Program (Chapter 32). Updates the chapter throughout (paragraphs 32-1 through 32-9).

Updates the chapter on Tattoos throughout (paragraphs 35-1 through 35-5).

Updates the references on Unit Coins (paragraph 37-1).

Changed: Weight Control Program to: Body Composition Program (Chapter 38).

Adds definitions to the chapter on Military Whistleblower Protection (paragraph 39-3).

DEPARTMENT OF THE ARMY  
HEADQUARTERS, III CORPS & FORT HOOD  
FORT HOOD, TEXAS 76544-5056  
10 DECEMBER 2015

\*III CORPS & FH PAM 600-4

Personnel – General  
**Inspector General (IG) Handbook for Leaders**

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**History.** This is a major revision. Portions affected by this revision are listed in the summary of change.

**Summary.** This guide assists leaders in properly executing their duties.

**Applicability.** This handbook is for use by all leaders assigned to Fort Hood and the III Armored Corps.

**Supplementation.** Local supplementation of this regulation is prohibited

without prior approval of the Inspector General (IG).

**Suggested Improvements.** The proponent of this pamphlet is the IG. Send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: IMHD-IG, Fort Hood, Texas 76544-5003.

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\* Supersedes III Corps and Fort Hood Pamphlet 600-4 dated 16 December 2008

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## **Chapter 1 Overview**

### **1-1. Purpose**

This handbook assists leaders and commanders in properly executing their responsibilities according to Department of the Army (DA) policy and provides leaders with information on a variety of topics commonly surfaced to the Inspector General (IG).

### **1-2. References**

Appendix A lists required and related references.

### **1-3. Abbreviations and terms**

The glossary explains abbreviations and terms used in this pamphlet.

### **1-4. Scope**

This handbook is for use by all leaders assigned to Fort Hood and the III Armored Corps.

### **1-5. Broad information**

- a. Information in the appendices includes references, highlights of DA policy, and where to go for more assistance.
- b. When using this guide, keep in mind that it does not replace DA policy. As of the publication date, the information in this guide is current. However, regulations are subject to change. Before taking any final action, commanders should refer to the appropriate regulation.
- c. Some appendices are mentioned in another appendix (i.e., gifts to superiors) but have been expanded for better clarification. The expanded appendices provide needed details that benefit leaders.
- d. Unless otherwise stated, the use of masculine gender also includes female gender.

### **1-6. User comments**

Provide comments or suggested improvements on this handbook to the III Corps IG. The IG is interested in finding out if any part of this handbook is outdated, difficult to use, or if any topic was excluded from the handbook. This publication is available on the Phantom CLERK Web site at <http://www.hood.army.mil/dhr/announcements01.htm>.

## **Chapter 2 Roles and Duties of the IG**

### **2-1. References**

Army Regulation(AR) 20-1 (Inspector General Activities and Procedures).

## **2-2. Department of the Army (DA) policy**

a. The Army IG is an extension of the eyes, ears, voice, and conscience of the commander. With historical links dating to the Revolutionary War, the IG serves as a personal staff officer who provides the commander with a sounding board for sensitive issues and is typically a trusted agent throughout the command. The IG is an honest broker and a consummate fact finder whose primary tools include teaching, training, inspecting, assisting, and investigating. IGs are never “off the record.” Hallmarks of IG responsibilities are maintaining the confidence of members of the command, impartiality towards issues being examined, and the confidentiality of issues for all parties.

b. IGs are a means whereby the commander checks and instills discipline, ethics, and standards. IGs enable the commander to get a quick response for command related interests. Additionally, IGs are assigned short-notice requirements necessary for the unit’s successful mission accomplishment.

c. In wartime, as in peacetime, the IG’s role is defined largely by the leadership style of the individual commander.

(1) The assistance function is a significant positive motivator to the Soldier and is maintained throughout all phases of war.

(2) Inspection teams inspect units and operations without elaborate out briefs or formal reports. The assessment focus continues to be on identifying systemic areas, bringing them to the attention of the commander, and fixing them as quickly as possible. It focuses on solutions rather than identifying “guilty parties.”

(3) IG training can assist units who have experienced a loss of expertise through influx of new units and personnel, commanders unfamiliar with operations, and inadequately staffed installations and organizations. Technical training capability of the IG can be a significant resource in wartime and peacetime.

If previous history is any indicator, IG business will **not** slow down once the war is over. The nature, techniques, and IG procedures will continue as before, but the focus will change. Issues will now be those involving redeployment, transfer, disposition of equipment, ammunition turn-in, safety considerations, site turnovers, and personnel reintegration are just a few to mention. Due to the IG’s responsibility to provide eyes and ears to the commander, Soldiers have the absolute right to visit the IG. In fact, AR 20-1 provides for a punitive prohibition on restricting lawful communication with an IG, Member of Congress or a member of an audit, inspection, investigation, or law enforcement organization within the Department of Defense (DoD). Leaders may encourage use of the chain of command, but if a Soldier desires to communicate with an IG, let the Soldier do so on duty time. The IG, by the nature of the job, will attempt to get all sides of the issue. Do not be defensive; IGs are fact finders. IGs are prohibited by regulation from recommending punishment. They provide the facts to the commander. After an issue is investigated, the commander will receive appropriate information from the IG’s findings. The commander may then decide to initiate an AR 15-6 (Procedures for Investigating Officers and Boards of Officers) investigation or Commander’s Inquiry to look further into the matter. Results of IG investigations normally cannot be used as part of further investigations or as a basis for adverse actions without The Army Inspector General approval.

## **2-3. Broad information**

a. What is a “Commander’s Inquiry?” A commander may conduct, or require an

impartial member of their command to conduct, an informal investigation within the command to find the facts about an issue or allegation. The procedure may be as formal or informal as the commander thinks appropriate, to include any means from sworn statements to telephone or personal discussions. The provisions of AR 15-6 do **not** normally apply to inquiries of this nature. However, the commander may determine that the provisions of AR 15-6 apply in specific instances. The primary purpose of the commander's inquiry is to provide a greater degree of command involvement in preventing obvious injustices to members of the command and correcting errors before they become matters of permanent record.

b. A person who asks the IG for help, makes a complaint, gives evidence, contacts or assists an IG during an inspection or investigation, or otherwise interacts with an IG has an assurance of confidentiality for their contact. This assurance includes safeguarding their identity, the nature of their contact with the IG, and protection against reprisal. The IG has a duty to protect confidentiality to the maximum extent possible, particularly when it is specifically requested. While the need for confidentiality and the measures necessary to protect it will vary with the circumstances, the IG always gives this issue priority attention. However, the IG may determine a disclosure is unavoidable during the course of an inquiry or investigation and will then inform the person before disclosure. If the person objects to the disclosure, the IG will coordinate with the legal office and the United States (U.S.) Army IG, before proceeding. Often, when a person seeks assistance from the IG, it is necessary to reveal the person's identity to get help needed. The IG will inform the person of that necessity. The intent behind emphasis on confidentiality is to protect the individual's privacy, maintain confidence in the IG system, and minimize the risk of reprisal. It encourages voluntary cooperation and willingness to ask for help or to present a complaint for resolution. Confidentiality **cannot** be absolutely guaranteed.

#### **2-4. Commander's responsibilities**

Afford every Soldier the opportunity to visit the IG should the need arise, without any repercussions.

#### **2-5. Points of contact**

- a. Servicing IG: 13th Expeditionary Sustainment Command (13 ESC), 1st Cavalry Division (1CD), First Army, Division West.
- b. Next higher level IG: III Corps and Forces Command (FORSCOM).

#### **2-6. Conclusion**

The IG should be used by commanders as a sounding board. Commanders should use the IG to assist in making sure decisions are within regulatory standards. IGs do not command, but do provide commanders with an invaluable tool. IGs want to hear from commanders.

### **Chapter 3**

#### **Administrative Separations (Chapters)**

##### **3-1. References**

AR 635-200 (Active Duty Enlisted Administrative Separations) (\*RAR 6 September 2011).

### 3-2. DA policy

a. There is substantial investment in training personnel enlisted or inducted into the Army. Commanders will ensure adequate counseling and rehabilitative measures have been taken before initiating separation actions on Soldiers for any of the following reasons:

- (1) Involuntary separation due to parenthood (AR 635-200, Chapters 5 through 8).
- (2) Personality disorder (AR 635-200, Chapters 5 through 13).
- (3) Other designated physical or mental conditions (AR 635-200, Chapters 5 through 17).
- (4) Entry level status performance and conduct (AR 635-200, Chapter 11).
- (5) Unsatisfactory performance (AR 635-200, Chapter 13).
- (6) Minor disciplinary infractions or a pattern of misconduct (AR 635-200, paragraph 14-12a and b).
- (7) Failure to meet body fat standards (AR 635-200, Chapter 18).

b. When a Soldier's conduct or performance reaches the point where continuation of such conduct or performance would warrant initiation of separation under any of the cited provisions, they will be formally counseled by a member of their chain of command about their deficiencies at least once before initiating separation action. Before initiating separation action, there must be evidence that the Soldier's deficiencies have continued after the initial formal counseling.

c. Conduct this counseling according to AR 635-200, paragraph 1-16. Waiver of the counseling requirement is not authorized. The counseling will be comprehensive and address, at a minimum, the subjects identified below. When generating the counseling, the counselor should consider whether the counseling is sufficient to reflect the Soldier was formally counseled concerning his or her deficiencies and given a reasonable opportunity to overcome or correct them:

- (1) Reason for counseling and the date.
- (2) Specific behavior that provides a basis for separation.
- (3) Language notifying the Soldier separation may be initiated if cited behavior continues.
- (4) Other guidance as appropriate.

d. Each counseling session required by this paragraph *must* be recorded in writing using a DA Form 4856 (Developmental Counseling Form).

e. The counseling must reflect the Soldier was formally counseled concerning his or her deficiencies and given a reasonable opportunity to overcome or correct them.

f. At least one of the following rehabilitative measures will be taken prior to the initiation of separation action for any of the reasons listed above:

- (1) Reassigned at least once, with at least three months of duty in each unit. Reassignment should be between at least battalion sized units.
- (2) Permanent Change of Station (PCS), provided it is approved at the appropriate approval level.

g. Rehabilitative transfer requirements in AR 635-200, Chapters 11, 13, and 14, may be waived by the separation authority in circumstances where common sense and sound judgment indicate that such transfer will serve no useful purpose or produce a quality Soldier. Such circumstances may include:

- (1) Two consecutive failures of the Army Physical Fitness Test (APFT).
- (2) Pregnancy while in entry-level status.

- (3) Highly disruptive or potentially suicidal behavior.
- (4) Active resistance of rehabilitative efforts.
- (5) Soldiers assigned to small installations or at remote locations.
- (6) Situations in which transfer to a different duty station would be detrimental to the Army or the Soldier.

h. The separation authority may waive the requirement for a rehabilitation transfer at any time on or before the separation authority approves or disapproves the separation. Waiver authority may be withheld by a higher separation authority in a particular case, a class or category of cases, or all cases. Decision to withhold waiver authority will be announced in writing.

### **3-3. Broad information**

There are multiple regulatory bases for separating enlisted personnel. There are more than 14 bases cited in AR 635-200 for involuntary separation. Each has its own set of rules and procedures. For example, in separations involving minor disciplinary infractions or a pattern of misconduct (AR 635-200, paragraph 14-12a and b) or unsatisfactory performance (AR 635-200, paragraph 13), a rehabilitative transfer must be provided unless waived by the separation authority. Some separation actions require you to use the notification procedure in AR 635-200, Chapter 2. Other separation provisions and situations involving Soldiers with more than 6 years of active federal service, or where the chain of command recommends the Soldier receive an other than honorable, allow the Soldier to appear before a board. Both procedures advise a Soldier of his or her rights in proceedings and are part of due process. A Commander's failure to administer separation actions according to regulation can result in the action being deemed legally insufficient.

### **3-4. Commander's responsibilities**

- a. Become thoroughly familiar with the regulations governing the type of separation action desired.
- b. Consult with the servicing judge advocate and adjutant before initiating any separation action.
- c. Ensure reasonable efforts toward rehabilitation have been exhausted, if required, before initiating separation proceedings.
- d. Ensure adequate counseling has been accomplished in writing.

### **3-5. Points of contact**

- a. Adjutant or Personnel Sergeant, S-1.
- b. Office of the Staff Judge Advocate (OSJA).
- c. Installation Transition Center.

## **Chapter 4**

### **Army Career and Alumni Program (ACAP)**

#### **4-1. References**

- a. Title 10 United States Code (USC) Section 1142-1144 (Title 10 USC 1142-1144), Pre-separation Counseling; Transmittal of Medical Records to Department of Veterans Affairs; Employment Assistance; Encouragement of Post-

separation Public and Community Service; Employment Assistance; Job Training Assistance; and Other Transitional Services.

- b. Veterans Opportunity to Work (VOW) Act of 2011.
- c. DA Executive Order 054-12
- d. Army Regulation 635-8 (10 Feb 2014).
- e. DD Form 2648 (Pre-Separation Counseling Checklist) (Jan 2011).

#### **4-2. DA policy**

a. The Army Career and Alumni Program (ACAP) provides transition assistance to Soldiers who are separating or retiring from active duty, DoD Civilian employees affected by reduction-in-force actions or who are retiring, and their Families. Pre-separation counseling includes benefits information, career guidance, job search skills development, job search assistance, and other guidance relevant to a thorough transition.

b. In addition to giving vital direction to one's transition, pre-separation counseling through ACAP is congressionally mandated by 10 USC 1142. This law means that all separating Soldiers regardless of grade are required to be counseled and receive DD Form 2648 at least 90 days prior to Expiration Term of Service (ETS). Soldiers **cannot** clear Fort Hood without this checklist.

c. Beginning the ACAP process in a timely manner is critical to a successful transition. The ideal time to begin the process is 6 months prior to ETS, or one year prior to retirement. Additionally, DA Executive Order 054-12 states that retiring Soldiers are authorized to initiate pre separation counseling up to 24 months prior to retirement date and that all other Soldiers can initiate the process up to 12 months prior to separation date. Soldiers pending a chapter separation are encouraged to contact ACAP upon submission of the chapter packet by their unit. Orders are **not** required.

d. The ACAP Center should be contacted for information regarding availability and scheduling of services. Contact the ACAP Center to schedule a briefing for your unit about eligibility, policies, procedures, and services.

e. Refer to the ACAP Center public folder for current and detailed information about eligibility, services, scheduling and more. The address for the DA ACAP Web site is <http://www.acap.army.mil>.

#### **4-3. Points of contact**

- a. Unit commander.
- b. ACAP Center.

### **Chapter 5**

#### **Awards (Individual Decorations)**

##### **5-1. References**

- a. AR 600-8-22 (Military Awards).
- b. AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAG)).
- c. AR 600-8-104 (Army Military Human Resource Management).

## **5-2. DA policy**

a. It is the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration, and to submit a formal recommendation through military command channels for consideration. A Soldier may not recommend himself or herself for an award or decoration.

b. Each recommendation must be entered administratively through military channels within two years of the act, achievement, or service to be honored, except as indicated in, AR 600-8-22, paragraph 1-14.

c. A medal will not be awarded or presented to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service had not been honorable In Accordance With (IAW) AR 600-8-22, paragraph 1-17a.

d. Soldiers under suspension of favorable personnel actions (FLAG) are not eligible to be recommended for or receive an award during the period of the suspension. AR 600-8-2, paragraph 1-14, lists exceptions.

e. AR 600-8-22 details provisions on individual awards.

## **5-3. Broad information**

a. Recommendations will be forwarded through command channels to the commander authorized to approve or disapprove the award. Each intermediate commander will recommend approval or disapproval. Specific reasons must be cited whenever disapproval is recommended. Commanders may disapprove the next higher award normally associated with their grade, provided such authority has been delegated in writing.

b. Award certificates for approved awards will be forwarded for filing in the Official Military Personnel File (OMPF). The DA Form 638 (Recommendation for Award) will be filed in the OMPF only in instances where the original recommendation was disapproved or downgraded.

c. Recommendations for awards must be based on specific achievements.

d. Awards for meritorious achievement or service will not be based upon the grade of the intended recipient. The predominant factor will be the degree to which an individual's achievement or service enhanced the readiness or effectiveness of their organization.

e. An individual is not automatically entitled to an award upon departure from an assignment. Consideration can be considered to certificates, coins, or other signs of gratitude when a military award is not appropriate.

f. Pre-conditions for an award may not be established nor will they be used as prizes in contests.

g. Limiting awards to a specific number per unit (quotas) is not authorized.

## **5-4. Commander's Responsibilities**

Ensure implementation of the provisions of AR 600-8-22.

## **5-5. Points of Contact**

a. Adjutant or Human Resources Sergeant, S-1.

b. G-1 (Corps, Division, 13th ESC).

## **Chapter 6**

### **Bars to Reenlistment (Field Commander's Bars)**

#### **6-1. References**

- a. AR 601-280, Army Retention Program (\*RAR, 15 Sep 11).
- b. AR 635-200 (\*RAR, 6 Sep 11).
- c. AR 600-8-2 Suspension of Favorable Personnel Action FLAG (23 October 2012).

#### **6-2. DA policy**

a. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional soldier's moral code will be reenlisted in the Active Army. Soldiers should be treated under the "whole person" concept. Soldiers who cannot or do not measure up to standards, but whose separation under proper administrative procedures is not warranted at the present time, will be barred from further service.

b. A bar to reenlistment is not a punitive action. It puts the Soldier on notice that he or she is not a candidate for reenlistment. It lets the person know that he or she may be a candidate for separation if the current circumstances that led to the bar to reenlistment are **not** overcome.

c. Commanders will submit a bar to reenlistment when a fully qualified Soldier requests and is denied reenlistment or extension. Commanders should be proactive and bar substandard Soldiers before they are reenlistment eligible.

d. According to AR 601-280, paragraph 1-7, "DA policy is that only those Soldiers who have maintained a record of acceptable performance will be offered the privilege of reenlisting within the Active Army or transferring or enlisting into the Reserve Component (RC). Other Soldiers will be separated under appropriate administrative procedures or barred from reenlistment under Chapter 8."

#### **6-3. Broad information**

a. Soldiers may be barred for numerous reasons. AR 601-280, paragraph 8-4d, provides a listing of some reasons to do so, but it is not all-inclusive.

b. "Whole person" concept. See AR 601-280, paragraph 3-7.

c. Waivers. Soldiers who do not qualify for reenlistment, extension, or promotion to Sergeant (SGT) or Staff Sergeant (SSG) must submit a request for a waiver. Normally, requests for waivers will be submitted only for meritorious cases. Submission of requests for waivers is detailed in AR 601-280, paragraph 3-10.

d. Qualitative Management Program (QMP). AR 601-280, paragraph 8-3(i), states that an approved local bar to reenlistment will take precedence over QMP. If bar is removed, Soldier will be processed under QMP per AR 635-200.

e. Procedures. AR 601-280, Chapter 8, details the bar to reenlistment procedures; paragraph 8-5e gives the appeal process.

f. Waivers. Soldiers who do not qualify for reenlistment, extension, or promotion to SGT or SSG must submit a request for a waiver. Normally, requests for waivers will be submitted only for meritorious cases. Submission of requests for waivers is detailed in AR 601-280, paragraph 3-10.

g. QMP. AR 601-280, paragraph 8-3(i), states

that an approved local bar to reenlistment will take precedence over QMP. If bar is removed, Soldier will be processed under QMP per AR 635-200.

h. Procedures. AR 601-280, Chapter 8, details the bar to reenlistment procedures; paragraph 8-5e gives the appeal process.

i. Waivers. Soldiers who do not qualify for reenlistment, extension, or promotion to SGT or SSG must submit a request for a waiver. Normally, requests for waivers will be submitted only for meritorious cases. Submission of requests for waivers is detailed in AR 601-280, paragraph 3-10.

j. QMP. AR 601-280, paragraph 8-3(i), states that an approved local bar to reenlistment will take precedence over QMP. If bar is removed, Soldier will be processed under QMP per AR 635-200.

k. Procedures. AR 601-280, Chapter 8, details the bar to reenlistment procedures; paragraph 8-5e gives the appeal process.

#### **6-4. Commander's responsibilities**

a. Commanders must be alert in allowing Soldiers to reenlist when infractions apply as listed in AR 601-280.

(1) AR 601-280, paragraph 8-4(a), (b).

(2) Single Soldiers and in-service couples with dependent Family members (AR 601-280, paragraph 8-4(c)).

b. Commanders will initiate a bar to reenlistment or separation proceedings, under the provisions of AR 635-200, against Soldiers who:

(1) Do not make satisfactory progress on the weight control program and have no underlying medical reason IAW AR 600-9 (The Army Body Composition Program).

(2) Continually fail APFTs in accordance with IAW AR 350-1 (Army Training and Leader Development).

(3) Removed for cause from a Noncommissioned Officer Education System (NCOES) course.

c. Review bars to reenlistment. Once approved, commanders will review bars at least once every 3 months after the date of approval and 30 days before the Soldier's scheduled departure from the unit or separation from the service (AR 601-280, paragraph 8-5h). Recommendations for removal of bars to reenlistment may be submitted in writing, at any time, by the Soldier's unit commander if they feel the Soldier has proven to be worthy of retention in the Army.

(1) Upon review, if the commander feels the bar should remain in effect, they will inform the custodian of the Soldier's personnel records. The custodian will enter the remark, "bar to reenlistment reviewed; not recommended for removal (date)" on the Soldier's DA Form 2-1 (Personnel Qualification Record) (AR 601-280, paragraph 8-5h(1)).

(2) Bars to re-enlistment, approved by Human Resources Command (HRC), Alexandria, under AR 601-280, may not be appealed IAW AR 601-280, paragraph 8-5e(3).

(3) Counsel the Soldier using DA Form 4856 and inform him or her that the bar has been reviewed will remain in effect unless recommended for removal.

(4) If at the time of the second 3-month review of a locally imposed bar to reenlistment, imposed in accordance with AR 601-280 or AR 140-111, the unit commander

does not recommend that the bar be removed, the commander will process the Soldier for separation under AR 635-200, Chapters 13, 14, or other appropriate chapters of the regulation. "Processed for separation" means that separation action will be initiated and processed through the chain of command to the separation authority for appropriate action. Compliance with paragraph 1–16 is mandatory. The immediate and intermediate commanders will recommend separation or retention and the characterization of service to be awarded IAW AR 635-200, Chapter 2, para 2–2 or 2–4.

(5) The Soldier should be considered for separation any time the removal of the bar is not recommended. If the Soldier does not demonstrate progress, the commander should consider discharge without waiting for the next review to occur.

(6). Separation. Unless a recommendation for removal is submitted, commanders will initiate separation action upon completion of the second 3 month review period. AR 601-280 provides further guidance.

#### **6-5. Points of contact**

- a. Adjutant or Human Resources Sergeant.
- b. Unit Legal Specialist.
- c. Unit Retention NCO.

### **Chapter 7**

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

##### **7-1. References**

- a. DoD 7000.14-R Financial Management Regulation, Volume 7A, Chapter 25 (Subsistence Allowances).
- b. National Defense Authorization Act for FY98, Section 602, Reform of Basic Allowance for Subsistence.
- c. AR 600-38 (Meal Card Management System)
- d. DoDD 1418.05 (Basic Allowance for Subsistence (BAS) Policy (23 April 2007)

##### **7-2. DA policy**

- a. Government mess. Government mess facilities available in the geographical area must be used to the fullest extent compatible with economy and efficiency.
- b. Meal cards identify permanently assigned or attached Soldiers and enlisted personnel from other services authorized to subsist without reimbursing the government.
- c. Soldiers are authorized one type of BAS rate. Authorization of BAS cannot cover retroactive periods. However, BAS may be paid from the time an oral authorization is given by the approving authority. The oral approval must be confirmed in writing within 5 working days under normal circumstances using DA Form 4187 (Personnel Action). Soldiers are not authorized full BAS when they are furnished meals or issued a meal card.
- d. All members, enlisted and officers, except members in basic training, are entitled to full BAS at their respective rates. Meal card holders will have 3 meals a day deducted from their pay. Collection rate for meal card holders is determined by the current FY BAS rate. The Soldier's Leave and Earning Statement

(LES) will reflect a BAS payment and a collection for dining facility meals.

e. The Secretary of Defense has redefined “field duty” for the purpose of BAS. Field duty is maneuvers, war games, exercises, or similar type operations in excess of 180 days where a member is subsisted in a mess operated by or on behalf of the government, or is with an organization drawing field rations. Temporary field assignment is maneuvers, war games, exercises, or similar type operations of 180 days or less where a member is required to use messing provided by or on behalf of the government. All Soldiers on field duty and temporary field assignments are entitled to full BAS. Meals for Soldiers receiving BAS, who are not in a per diem status, will be collected from the member’s pay at a discounted rate.

### **7-3. Soldiers not authorized BAS**

Soldiers are not authorized BAS under the following conditions:

- 1) When undergoing Basic Military Training, including initial officer training (Officer Candidate School, Officer Training School) unless, they have continuous prior enlisted service (active or reserve) at the time they start such training. In such cases, the member will be subsisted-in-kind.
- 2) When in an excess leave status.
- 3) When in an absent-without-leave status, in excess of 24 hours, unless the absence is excused as unavoidable.
- 4) When on an approved educational leave of absence not exceeding 2 years.
- 5) When a member with no dependents is training for, attending, or participating in Pan American games, Olympic Games, or other specifically authorized international amateur sport competitions and the sponsoring agency subsists them during that period.
- 6) When serving a court-martial sentence that includes confinement and total forfeiture of pay and allowances. BAS will be stopped on the date the sentence is adjudged, and the member is confined, or when total forfeitures become effective. In such cases,

### **7-4. Commander’s responsibilities**

- a. Support and promote maximum use of government mess facilities. Ensure Soldiers are provided with well-balanced and nutritional meals. Only in exceptional cases should Soldiers in government billets be given permission to mess separately.
- b. Ensure Soldiers authorized BAS receive their entitlement.
- c. Ensure Soldiers who are on temporary field assignment are issued a field meal card. This includes commissioned and warrant officers.
- d. Ensure BAS collection action is taken when Soldiers depart or return from temporary field assignment or field duty, unless the Soldier was in per diem status. These actions must be accomplished in a timely manner. AR 600-38 details procedures.
- e. Ensure Soldiers on meal cards who miss meals due to mission requirements file for reimbursement. Soldiers who miss meals because they were not hungry or because they did not like the meal will not receive reimbursement.

### **7-5. Points of contact**

- a. Adjutant or Human Resources Sergeant, S-1.

- b. Unit Commander or First Sergeant.

## **Chapter 8**

### **Better Opportunities for Single Soldiers (BOSS) Program**

#### **8-1. References**

- a. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non Appropriated Fund Instrumentalities)
- b. AR 608-1 (13 March 2013) (Army Community Service ).
- c. Fort Hood Regulation (FHR) 600-20 (Community Life Program) (1 October 2001).
- d. Commanding General's Policy Letter Number 15 (Single Soldier/Service Member Quarters Living Standards) (15 December 2014).
- e. FHR 420-27 (Care, Maintenance, and Alterations of Facilities) (23 August 2012).
- f. FH Memorandum for Commanders, III Corps and Fort Hood: III Corps and Fort Hood BOSS Standard Operating Procedure (SOP)

#### **8-2. Broad information**

BOSS is a program implemented by the Army's Community and Family Support Center (CFSC) in 1989. BOSS is commanders' program operated through Sergeants Major (SGM) channels. The purpose of the BOSS Program is to bring together installation single Soldiers and staff members overseeing quality of life issues on the installation. BOSS provides a vehicle for output and feedback between Soldiers, installation staff, and the command. Ideas and concerns presented in open forums help commanders establish priorities in funding installation activities and enhance opportunities for Soldiers. BOSS helps units take better care of their Soldiers with the help of the unit's own Soldiers. It supports the chain of command at all times. It does not relieve the chain of command from ensuring proper standards of safety and quality of life are maintained in unit billets.

#### **8-3. Commanders responsibilities**

Unit commanders have several responsibilities:

- (1) The commander should have a program to obtain and represent single Soldier needs and wants, provide the single Soldiers with the opportunity to articulate their issues, ensure follow-up action is taken on their identified needs, and place the Soldier on orders.
- (2) Commanders must ensure single Soldier representation on appropriate community related activities, committees, boards, and advisory councils.
- (3) Commanders must develop plans for identification, use, training and recognition of single Soldier volunteers. They must also be involved in planning, development, and delivery of quality of life activities.
- (4) Appoint BOSS representatives, primary and alternate, on additional duty orders.
- (5) Provide sufficient time for BOSS representatives to attend monthly BOSS

Committee meetings, solicit ideas, and raise issues for presentation to Command. Ensure BOSS Representative attend Unit and Installation BOSS Committee meetings as scheduled.

(6) Allow single Soldiers to participate in scheduled Fort Hood BOSS activities within mission as scheduled.

(7) Include the BOSS program as part of the Newcomer's Orientation.

(8) Encourage BOSS representatives to sit on unit budget and training meetings and Family Support Group special event planning meetings.

#### **8-4. Points of contact**

- a. Unit Command Sergeant Major (CSMs).
- b. Unit BOSS representative.
- c. III Corps BOSS representative.
- d. Directorate of Public Works (DPW) SGM.

### **Chapter 9**

#### **Commander's Actions for Vaccination Refusal**

##### **9-1. References**

AR 600-20 (Army Command Policy).

##### **9-2. DA policy**

a. AR 600-20, paragraph 5-4c(2), outlines DA policy concerning involuntary immunization of Soldiers and steps commanders should take, situation permitting, if Soldiers refuse a required vaccination, such as the anthrax vaccination. Soldiers may be involuntarily immunized only if the General Courts-Martial Convening Authority (GCMCA) or his or her delegated representative determines that conditions of imminent threat exist. Imminent threat refers to the threat of naturally occurring disease or the reasonable possibility of use of biological weapons. Only the GCMCA or his or her delegated representative may order involuntary immunization. Only the minimum amount of force necessary to assist medical personnel in administering the vaccination will be used.

b. Commander's actions upon Soldier's refusal. Commanders will take the following steps for Soldiers who decline a required vaccination, such as the anthrax vaccination. These steps are required before involuntary immunization may be accomplished in cases of imminent threat as determined by the GCMCA:

(1) Ensure the Soldier understands the purpose of the vaccine.

(2) Ensure the Soldier has been advised of the possibility that the disease may be naturally present in a possible area of operation or may be used as a biological weapon against the U.S. and its allies.

(3) Ensure that the Soldier is educated about the vaccine and has been able to discuss any objections with medical authorities.

(4) Counsel the Soldier, in writing, that he or she is legally required to be immunized; that if the Soldier continues to refuse to be immunized, they will be legally ordered to do so; and that failure to obey the order may result in Uniform Code of Military Justice (UCMJ) and/or administrative action for failure to obey a lawful order (Article 92 UCMJ), as deemed appropriate by the commander.

c. Order the Soldier to receive the immunization. If during the above-described process, the Soldier elects to be immunized, adverse action will not normally be taken based solely on the Soldier's initial refusal.

### **9-3. Point of contact**

Staff Judge Advocate (SJA).

## **Chapter 10**

### **Equal Opportunity**

#### **10-1. References**

- a. AR 600-20, Chapter 6.
- b. Training Circular 26-6 (Commander's Equal Opportunity Handbook).
- c. Commanding General's Policy Letter #14 (EO-01) (Equal Opportunity Program and Complaint Procedures).
- d. Army Directive 2013-29 (Army Command Climate Assessments).

#### **10-2. III Corps policy**

- a. The Equal Opportunity (EO) Program formulate, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability, in support of readiness. EO philosophy is based on fairness, justice and equity. It places the responsibility for sustaining a positive EO climate within a unit on its commander.
- b. III Corps will not tolerate any form of discrimination within the command. The command will provide equal opportunity and fair treatment to all military personnel and their Family members without regard to race, color, religion, gender, or national origin, and also provide an environment free of unlawful discrimination and offensive behaviors.

#### **10-3. Principles of the EO Program**

- a. Commanders and leaders are responsible for unit EO. They must ensure that their Soldiers know what the policy is, what is expected from them, and enforce compliance.
- b. Commanders and leaders must promote harmony. Use reasonable and consistent standards for everyone.
- c. Commanders and leaders must support individual and cultural diversity. Regardless of background, military personnel must be aware of, and show respect for, religious, cultural, and gender differences of other personnel. Everyone must be capable of living and /or working in a common environment with the Army.
- d. Commanders and leaders must ensure discipline is not compromised. Discipline must be maintained. However, the discipline applied needs to reflect the situation and should not reflect, or be perceived by others as unjust, or a reflection of race, religion, color, gender, or national origin.
- e. Commanders and leaders must provide fair and equal treatment of Soldiers and employees. The crucial element, in terms of morale and fairness, is not just what the situation is supposed to be – it is what the Soldier perceives it to be. Commanders and leaders must take steps to ensure not only the Soldiers receive fair and equal treatment, but also realize that it is fair treatment.

#### **10-4. Commander's responsibilities**

- a. Comply with the requirements as listed in AR 600-20, paragraph 6-3i. Be personally responsible and accountable for the EO climate within the unit.
- b. Develop and implement EO programs that enhance unit cohesion, esprit, and morale.
- c. Provide within three calendar days of receipt of a formal complaint, a description of the allegations through command channels to your GCMCA.
- d. Identify unlawful discriminatory practices affecting Soldiers and Family members, initiating corrective actions and providing follow-up and feedback throughout problem resolution.
- e. Promote EO and interpersonal harmony for all Soldiers and Family members.
- f. Ensure EO training is conducted quarterly. Schedule EO training consistent with regulations, Major Command (MACOM) directives, and local guidance.
- g. Publish and post separate command policy statements for EO and EO complaint procedures.
- h. All Active Army company commanders will conduct an initial command climate assessment within 30 days of assuming command, to be followed by a subsequent assessment 6 months later, another assessment 12 months after assuming command and annually thereafter while retaining command.
- i. All Active Army commanders above the company level will conduct an initial command climate assessment within 60 days of assuming command, to be followed by a subsequent assessment 12 months later and annually thereafter while retaining command.
- j. Commanders will use the Defense Equal Opportunity Management Institute Organizational Climate Survey (DEOCS) for the survey component of their command climate assessments.
- k. Take appropriate action to prevent incidents of intimidation, harassment, or reprisal against individuals who file EO complaints.
- l. Take appropriate action against individuals who violate Army policy.
- m. Report all EO training at the quarterly training briefs and ensure it is inputted into the Equal Opportunity Reporting System (EORS) by the Equal Opportunity Advisor (EOA).
- n. Encourage Soldiers to use their chain of command to solve problems.
- o. Ensure the chain of command attends and participates in unit EO training sessions.

#### **10-5. Points of contact**

- a. Corps EO Office.
- b. Corps G-3 Training.
- c. Brigade EOA.
- d. Brigade S-3 and Battalion S-3.

### **Chapter 11**

#### **DA Fraternalization and Senior-Subordinate Relationship Policy**

##### **11-1. References**

- a. AR 600-20.
- b. DA Pamphlet (PAM) 600-35 (Relationships Between Soldiers of Different Ranks).
- c. Manual for Courts-Martial (MCM), 2012 Edition.

## **11-2. DA policy**

The term “officer,” as used in this paragraph, applies to both commissioned and warrant officers unless otherwise stated. The provisions of this paragraph apply to relationships between Army personnel and between Army personnel and personnel of other military services. This policy is effective immediately and applies to different gender relationships and same gender relationships.

a. Relationships between Soldiers of different grade are prohibited if they:

(1) Compromise or appear to compromise the integrity of supervisory authority or the chain of command.

(2) Cause actual or perceived partiality or unfairness.

(3) Involve or appear to involve the improper use of grade or position for personal gain.

(4) Are or are perceived to be exploitative or coercive in nature.

(5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

b. Certain types of relationships between officers and enlisted personnel, or NCOs and junior enlisted Soldiers are prohibited. Prohibited relationships include “business relationships” between officers and enlisted personnel, or NCOs and junior enlisted Soldiers, such as borrowing or lending money, or commercial solicitation. The term “business relationship” does not include:

(1) Gambling.

(2) Landlord-tenant.

(3) One-time transactions, such as sale of home or car.

(4) Relationships that exist due to a Soldier’s civilian occupation or employment (RC personnel only).

c. Officer and enlisted dating, or NCOs and junior enlisted, shared living accommodations (other than those directed by operational requirement), and intimate or sexual relationships between officers and enlisted, or NCOs and junior enlisted personnel are prohibited. This prohibition does not apply to:

(1) Situations in which a permitted relationship becomes non-compliant due to a change in status of one of the members (i.e., a case where two enlisted members are married and one is subsequently commissioned or selected as a warrant officer).

(2) Personal relationships outside of marriage between members of the National Guard or Army Reserve, when the relationship primarily exists due to civilian acquaintanceships, unless the individuals are on active duty (other than annual training) or full-time National Guard duty (other than annual training).

(3) Personal relationships outside of marriage between members of the Regular Army and members of the National Guard or Army Reserve when relationships primarily exist due to civilian association and the RC members are not on active duty (other than annual training).

d. Gambling between officers and enlisted, or NCOs and junior enlisted, personnel is prohibited.

## **11-3. Policy allowances**

These prohibitions are not intended to preclude normal team building associations which occur in the context of activities, such as community organizations, religious

activities, Family gatherings, unit-based social functions, or athletic teams or events.

#### **11-4. Termination of relationships**

All military personnel share the responsibility for maintaining professional relationships. However, in any relationship between Soldiers of different grade, the senior member is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

#### **11-5. Punishment**

This policy is punitive. Command response to improper relationships may include adverse administrative action (i.e., negative counseling, reprimand, administrative reduction) and punitive action (i.e., nonjudicial punishment or court-martial).

#### **11-6. Other prohibited relationships**

a. Trainee and Soldier relationships. Any relationship between permanent party personnel and Initial Entry Training (IET) trainees not required by the training mission is prohibited. Prohibition applies to permanent party personnel without regard to the installation of assignment of the permanent party member or the trainee.

b. Recruiter and recruit relationships. Any relationship between permanent party personnel assigned or attached to the United States Army Recruiting Command and potential prospects, applicants, members of the Delayed Entry Program (DEP), or members of the Delayed Training Program (DTP) not required by the recruiting mission is prohibited. This prohibition applies to United States Army Recruiting Command personnel without regard to unit of assignment of the permanent party member and potential prospects, applicants, DEP members, or DTP members (see AR 600-20, paragraph 4-15[b]).

#### **11-7. Point of contact**

SJA.

### **Chapter 12**

#### **Evaluation Appeals – Noncommissioned Officers (NCOs) and Officers**

##### **12-1. References**

- a. AR 623-3 (Evaluation Reporting System).
- b. DA Pam 623-3 (Evaluation Reporting System).

##### **12-2. DA policy**

The appeals system protects Army interests and ensures fairness to the Soldier. It avoids impugning the integrity or judgment of rating officials without sufficient cause. The brigade S-1 will not delay submitting the original evaluation report pending an appeal.

##### **12-3. Broad information**

a. Deciding to appeal. The rated officer must conduct an objective analysis before deciding to submit an appeal. The rated Soldier has the burden of proof to present a

successful appeal. DA Pam 623-3, Chapter 6 and AR 623-3, Chapter 4-7 provide guidance in preparing an appeal to all Soldiers. The Soldier should be realistic in the assessment of whether or not to submit an appeal based on a careful review of governing regulations. The Soldier should also seek assistance from a legal assistance attorney, battalion or brigade S-1, and career management officials as to whether an appeal is advisable.

b. Timeliness. Soldiers must submit substantive appeals within 3 years of the completion date for Noncommissioned Officer Evaluation Reports (NCOERs) and Officer Evaluation Reports (OERs). Substantive appeals pertain to parts I, II, and III of the NCOER, for OER's parts I, II, III block a, III, block b and IV, block c. Appeals alleging bias, prejudice, inaccurate or unjust ratings, or any matter other than administrative error are substantive appeals. There is no time limit on administrative appeals. Since the likelihood of successfully appealing a report diminishes with the passage of time, appeals should be submitted promptly.

c. Burden of proof. The Soldier carries the burden of proof that the evaluation is inaccurate. Successfully appealing an evaluation depends on strength of evidence, care with which the case is prepared, and line of argument presented. Failure to do so hinders the appeals process and prevents the board from making an informed decision. Remember, the board will make a decision based on the evidence provided.

d. Submission. Prior to submitting the appeal, the Soldier may want to have the entire package reviewed by a disinterested third party. The unit S-1, brigade S-1, and legal assistance attorneys are available to advise and assist. This may help remove emotion and poor logic from the case. The case must be logical, well-constructed, and as fully documented as possible.

e. Preparation. Appeals will be prepared according to DA PAM, Chapter 6 and AR 623-3, Chapter 4-7.

#### **12-4. Commander's responsibilities**

Provide assistance as requested.

#### **12-5. Points of contact**

- a. Adjutant or Human Resources Sergeant.
- b. Legal Specialist, SJA, and Legal Assistance.
- c. Career Management Officials.
- d. Installation Adjutant General (AG).

### **Chapter 13**

#### **Extremist Organizations**

##### **13-1. References**

- a. DOD Instruction 1325.06 (Handling Dissident and Protest Activities Among Members of Armed Forces)
- b. AR 600-20 .
- c. DA Pam 600-15 (Extremist Activities)
- d. Army Directive 2013-18 (Army Insider Threat Program).

### **13-2. DA policy**

a. The Secretary of the Army has approved the following revised policy regarding participation in extremist organizations and activities by Army personnel.

b. AR 600-20, paragraph 4-12 states "Participation in extremist organizations and activities by Army personnel is inconsistent with the responsibilities of military Service. It is the policy of the United States Army to provide EO and treatment for all Soldiers without regard to race, color, religion, gender, or national origin. Enforcement of this policy is a responsibility of the command, is vitally important to unit cohesion and morale, and is essential to the Army's ability to accomplish its mission. It is the commander's responsibility to maintain good order and discipline in the unit. Every commander has the inherent authority to take appropriate actions to accomplish this goal. This paragraph identifies prohibited actions by Soldiers involving extremist organizations, discusses the authority of the commander to establish other prohibitions, and establishes that violations of the prohibitions contained in this paragraph or those established by a commander may result in prosecution under various provisions of the UCMJ. This paragraph must be used in conjunction with DoDI 1325.06. DA Pam 600-15 provides guidance in implementing Army policy on extremist activities and organizations."

### **13-3. Broad information**

AR 600-20, paragraph 4-12 further states:

a. "Participation. Military personnel must reject participation in extremist organizations and activities. Extremist organizations and activities are ones that advocate

(1) Racial, gender, or ethnic hatred or intolerance.

(2) Creating or engaging in illegal discrimination based on race, color, gender, religion, or national origin.

(3) The use of force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States, or any State.

(4) Support for terrorist organizations or objectives.

(5) The use of unlawful violence or force to achieve goals that are political, religious, or ideological in nature.

(6) Expressing a duty to engage in violence against DOD or the United States in support of a terrorist or extremist cause.

(7) Support for persons or organizations that promote or threaten the unlawful use of force or violence.

(8) Encouraging military or civilian personnel to violate laws or disobey lawful orders or regulations for the purpose of disrupting military activities (subversion).

(9) Participating in activities advocating or teaching the overthrow of the U.S. Government by force or violence, or seeking to alter the form of government by unconstitutional means (sedition). racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, religion, or national origin, or advocate the use of or use force or violence or unlawful means to deprive individuals of their rights under the United States Constitution or the laws of the United States, or any State, by unlawful means.

b. Prohibitions. Soldiers are prohibited from the following actions in support of extremist organizations or activities. Penalties for violations of these prohibitions include the full range of statutory and regulatory sanctions, both criminal (UCMJ) and administrative.

(1) Participating in a public demonstration or rallies.

(2) Attending a meeting or activity with knowledge that the meeting or activity involves an extremist cause when on duty, when in uniform, when in a foreign country (whether on or off duty or in/out of uniform), when it constitutes a breach of law and order, or when it is likely to result in violence, also when in violation of off limits sanctions or commander's order.

(3) Fundraising activities.

(4) Recruiting or training members (including encouraging other Soldiers to join).

(5) Creating, organizing, or taking a visible leadership role in such an organization or activity.

(6) Distributing literature on or off a military installation, the primary purpose and content of which concerns advocacy or support of extremist causes, organizations, or activities; and it appears that the literature presents a clear danger to the loyalty, discipline, or morale of military personnel, or the distribution would materially interfere with the accomplishment of a military mission.

(7) Receiving financial assistance from a person or organization who advocates terrorism, the unlawful use of force or violence to undermine or disrupt U.S. military operations, subversion or sedition.

(8) Browsing or visiting internet Web sites when on duty, without official sanction, that promote or advocate violence directed against the U.S. or DOD, or that promote international terrorism or terrorist themes.

c. Command authority. Commanders have the authority to prohibit military personnel from engaging in or participating in any other activities that the commander determines will adversely affect good order and discipline or morale within the command. This includes, but is not limited to, the authority to order the removal of symbols, flags, posters, or other displays from barracks, to place areas or activities off-limits (see AR 190-24 (Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations)); or to order Soldiers not to participate in those activities that are contrary to good order and discipline or morale of the unit or pose a threat to health, safety, and security of military personnel or a military installation.

d. Command options. Commander's options for dealing with a Soldier's violation of the prohibitions include:

(1) UCMJ action: Possible violations include the following:

(a) Article 92: Violation or failure to obey a lawful general order or regulation.

(b) Article 116: Riot or breach of peace.

(c) Article 117: Provoking speeches or gestures.

(d) Article 134: General article, specifically, conduct which is prejudicial to good order and discipline or service discrediting.

(2) Involuntary separation for unsatisfactory performance or misconduct, or for conduct deemed prejudicial to good order and discipline or morale.

(3) Reclassification actions or bar to reenlistment actions, as appropriate.

(4) Other administrative or disciplinary action deemed appropriate by the commander, based on the specific facts and circumstances of the particular case.

e. Commander responsibility. Any Soldier involvement with or in an extremist organization or activity, such as membership, receipt of literature or presence at an event, could threaten the good order and discipline of a unit. In any case of apparent Soldier involvement with or in extremist organizations or activities, whether or not it violates the prohibitions in subparagraph b, commanders must take positive actions to educate Soldiers, putting them on notice of the potential adverse effects that participation in violation of Army policy may have upon good order and discipline in the unit and upon their military service. These positive actions includes:

(1) Educating Soldiers regarding the Army's Equal Opportunity policy.

Commanders will advise Soldiers that extremist organizations' goals are inconsistent with Army goals, beliefs, and values concerning equal opportunity.

(2) Commanders should remain alert for signs of future prohibited activities.

They should intervene early, primarily through counseling, when observing such signs even though the signs may not rise to active advocacy or active participation or may not threaten good order and discipline, but only suggest such potential. The goal of early intervention is to minimize the risk of future prohibited activities.

(3) Advising Soldiers that any participation in extremist organizations or activities:

(a) Will be taken into consideration when evaluating their overall duty performance, to include appropriate remarks on evaluation reports.

(b) Will be taken into consideration when selections for positions of leadership and responsibility are made.

(c) Will result in removal of security clearances, where appropriate.

(d) Will result in reclassification actions or bar to reenlistment actions as appropriate.

(e) May result in being reported to law enforcement authorities.

(4) The commander of a military installation or other military controlled facility under the jurisdiction of the United States will prohibit any demonstration or activity on the installation or facility that could result in interference with or prevention of orderly accomplishment of the mission of the installation or facility, or present a clear danger to loyalty, discipline, or morale of the troops. Further, such commanders will deny requests for the use of military controlled facilities by individuals or groups that engage in discriminatory practices or for activities involving such practices.

f. Legal advice and counsel. Commanders should seek the advice and counsel of their legal advisor when taking actions pursuant to this policy."

#### **13-4. Points of contact**

- a. EO Officer.
- b. SJA.
- c. Unit Adjutant General.

### **Chapter 14**

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

##### **14-1. References**

- a. AR 608-18 (\*RAR dated 13 Sep 2011) The Army Family Advocacy Program
- b. AR 608-1 .

## **14-2. DA policy**

DA policy is to prevent spouse and child abuse; to encourage reporting of all instances of abuse; to ensure prompt assessment and investigation of abuse cases; to protect victims of abuse; to treat those affected by or involved in abuse; and to ensure personnel are professionally trained to intervene in abuse cases. DA policy recognizes a commander's authority to take disciplinary or administrative action in appropriate cases.

## **14-3. Broad information**

a. The FAP is a commander's program organizationally located within Army Community Service (ACS) and Medical Department Activity (MEDDAC). The ACS, Family Advocacy Program Manager (FAPM) is appointed on orders by the installation commander to coordinate the prevention, direct services, administration, evaluation, and training efforts of the FAP on the installation. The MEDDAC, Chief, Department of Social Work (DSW) is responsible for conducting assessments and providing treatment for Soldiers and Family members experiencing family violence. The Chief, DSW serves as the chair of the Family Advocacy Case Review Committee (FACRC).

b. AR 608-18 requires every Soldier and civilian member of the military community to report information about known or suspected incidents of child or spouse abuse to the installation report point of contact (RPOC). Table B-1 lists the Fort Hood RPOC telephone number. The hotline response system is operational 24 hours a day, 7 days a week.

c. The FAP prevention staff will conduct command desk sides; annual spouse and child abuse training; troop and community education; leadership and professional training; provide primary and secondary prevention programs, and respite care. FAP training and educational programs will be conducted at scheduled sites or locations selected by commanders. FAP education, interactive training, and services are designed to heighten awareness of Family violence prevention, provide information and resources that will increase knowledge and introduce skills and strategies that will promote the reduction of child and spouse abuse.

d. Family violence prevention programs are also available through the Chaplains and the Army Substance Abuse Program.

e. DSW is responsible for spouse and child abuse incident assessment; notification to commanders; coordination of the FACRC; establishment of treatment plans on substantiated cases; and provision of progress reports to the command. Treatment includes individual, marital, and group counseling.

f. The DSW case manager will initiate and maintain communications with the commander when an incident of abuse is reported. This will include prompt (within 24-hour) notification of commanders regarding the assessment and investigation of an alleged incident of spouse and child abuse and/or neglect; command consultation; updating command on the treatment recommendation; and requesting command representation at the FACRC; written outline of the treatment plan and recommendations; reports on the Soldier's attendance and cooperation with the treatment plan; evaluation of the Soldier's progress in treatment; and notification to the unit commander of any subsequent acts of abuse. The DSW will also notify battalion commanders of scheduled FACRC dates for their respective unit commanders.

#### **14-4. Commander's responsibilities**

Commanders must:

- a. Become thoroughly familiar with the process and responsibilities outlined in AR 608-18.
- b. Coordinate with the FAPM to obtain FAP training within 45 days of assuming command.
- c. Report known or suspected abuse and react promptly.
- d. Take appropriate action to protect victims of abuse from further harm.
- e. Refer victims of domestic violence to the Family Advocacy Victim Advocate Program for services and support.
- f. Ensure all unit personnel receive annual spouse and child abuse training as mandated by AR 608-18.
- g. Establish proactive education programs in concert with the FAPM and Chaplain to assist all unit personnel in preventing, identifying, and reporting spouse and child abuse.
- h. Become thoroughly familiar with prevention programs available to Soldiers and Family members through ACS, FAP and Chaplains. Provide Soldiers with the opportunity to participate in prevention education programs. Encourage Family member participation in prevention programs.
- i. Establish and maintain partnerships with DSW to ensure the effective assessment and treatment of Soldiers and Family members experiencing Family violence.
- j. Attend FACRC meetings when a case involving one of their Soldiers or Family members is scheduled for presentation or review (unit commanders).
- k. Ensure that Soldiers involved in Family violence attend (immediate and uninterrupted) FACRC recommended treatment. The Soldier's place of duty will include scheduled appointments until treatment is complete.
- l. Monitor the receipt of monthly updates from DSW of their Soldier's enrollment in FAP: reports on attendance and cooperation with the treatment plan, evaluation of the Soldier's progress, and notification of any subsequent acts of abuse. Communicate with assigned DSW case managers.
- m. Notify DSW (case manager) of any pending disciplinary or administrative action, subsequent acts of abuse, and unit activities that impact on treatment.
- n. Investigate reported incidents of spouse and child abuse according to AR 608-18, Chapter 3.
- o. Coordinate with the SJA on applicable laws and regulations affecting current spouse and child abuse cases. Seek SJA advice on disciplinary and administrative actions in cases of spouse and child abuse.
- p. Consider recommendations of the FACRC when taking or recommending disciplinary or administrative action against Soldiers in spouse and child abuse cases which may be detrimental to a Soldier's continued military career or future promotion opportunities, or the financial or social well-being of his or her Family members. See AR 608-18, Chapter 4.
- q. Coordinate with SJA to determine if transitional compensation is applicable for Family members of Soldiers separated for a dependent abuse offense.

r. Use support of the Command Financial Specialist (CFS) and Family Advocacy Specialist (FAS) Program. The CFS and FAS staff will assist Soldiers and Families to achieve personal financial readiness and consumer skills through sound money management and healthy Family practices and well-being through development and maintenance of life skills.

s. Establishes policies and responsibilities for the Soldier and Family Assistance Center and the Army Family Action Plan Program

t. Modifies DA Form 3063 (Army Community Service (ACS) Management Report) (para 2-24).

u. Standardizes transitional compensation payments and benefits to 36 months.

v. Requires use of the Volunteer Management Information System.

w. Makes administrative changes (throughout).

#### **14-5. Points of contact**

a. FAPM (see AR 608-18, Table C-1).

b. DSW (see AR 608-18, Table C-1).

c. SJA (unit representative).

d. Chaplain (unit representative).

e. Military Police Desk Sergeant.

### **Chapter 15**

#### **Family Care Plans**

##### **15-1. References**

a. AR 600-20

b. AR 635-200. (RAR 6 Sep 11) AC Enlisted Administrative Separations

c. AR 600-8-24 (\*RAR 13 Sep 11) Officer Transfers and Discharges.

d. AR 220-1 (15 Apr 10) Unit Status Reporting and Force Registration Consolidated Policies.

e. AR 135-178 (18 Mar 14) Enlisted Administrative Separations.

f. AR 135-91 (1 Feb 2005) Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

##### **15-2. DA policy**

a. As part of unit and individual Soldier readiness, Family Care Plans (FCPs) must be made to ensure Family members are properly and adequately cared for when a Soldier is deployed, Temporary Duty (TDY), or otherwise not available due to military requirements. It is the primary responsibility of the Soldier to implement the FCP. The plan may be executed any time conditions warrant and Family care is necessary due to the required absence of the Soldier.

b. Soldiers must be able to perform their military duties without interference of Family responsibilities. They must be available for duty when and where the needs of the Army dictate.

c. The DA Form 5305 (Family Care Plan) is the means by which Soldiers provide for the care of their Family members when military duties prevent the Soldier from doing so. It will include proof (AR 600-20, paragraph 5-5a(3), defines items acceptable as proof) that guardians and escorts:

(1) Have been thoroughly briefed on responsibilities they are assuming. Know how to access military and civilian facilities and services on behalf of Family members.

(2) Agree to provide care and have been provided all necessary legal authority and a means to accomplish them.

It will also include proof that the Soldier has obtained consent to the planned designation of guardianship from all parties with a legal interest in the custody and care of the minor child, or proof that reasonable efforts have been made to obtain consent to such designation.

d. RC Soldiers are subject to Army Regulation 600-20 during periods of absences. Periods of absence include annual training, unit training assemblies, deployment and mobilization, or other types of active duty.

### **15-3. Commander's responsibilities**

Commanders of active Army and RC Soldiers will conduct Family care counseling and require a FCP be completed for:

a. Pregnant Soldiers who:

(1) Are single, divorced, widowed, separated, or reside without their spouse.

(2) Are married to another Soldier on active duty or RC of any service.

b. Soldiers who are single, divorced, widowed, or separated or reside without their spouse and one of the following applies:

(1) Has joint or full legal and physical custody of one or more dependents under 19 years of age.

(2) Has adult, dependent, Family member(s) incapable of self-care, regardless of age.

c. Dual-service couples (keeping in mind neither Soldier should be identified in the plan as temporary or long-term guardian) of active or reserves and one of the following applies:

(1) One or both has joint or full legal and physical custody of one or more dependents under 19 years of age.

(2) Has adult, dependent, Family member(s) incapable of self-care, regardless of age.

d. Soldier is divorced and has liberal or extended visitation rights by court decree. Applies only if the dependent is placed in the Soldier's care in excess of 30 consecutive days.

e. Soldier's spouse is incapable of self-care or is physically, mentally, or emotionally disabled and requires special care or assistance.

f. AR 600-20 details procedures for completing the FCP Counseling Checklist, the FCP for Continental United States (CONUS) and Outside Continental United States (OCONUS), and pregnancy counseling.

g. Conduct FCP counseling. This can be delegated.

h. Approve FCPs. This **cannot** be delegated.

i. Ensure Soldiers know their responsibilities concerning FCPs.

j. Ensure FCPs are tested for validity and durability, and certified annually or sooner if events dictate; Soldier Readiness Packet (SRPs), alerts, Emergency Deployment Readiness Exercises (EDREs), field exercises, Etcetera (etc.).

k. Ensure Soldiers on OCONUS assignment instructions or deployment notification

- l. Comply with FCP requirements. Screen Soldiers during unit in-processing to determine if FCP requirements apply. Also, use a query from the S-1 for periodic identification.
- m. Be thoroughly familiar with FCP requirements and procedures. AR 600-20 details responsibilities.
- n. Set up a suspense system for testing, validation, and recertification.
- o. Report Soldiers without a valid FCP as “non-available” during Unit Status Reporting (USR). Commanders may consider extenuating circumstances in approving a FCP, but must understand the Soldier is considered non-deployable until a FCP is validated and approved.

#### **15-4. Points of contact**

- a. Adjutant or Human Resources Sergeant, S-1.
- b. Legal Specialist or SJA.
- c. Chaplain.
- d. ACS.

### **Chapter 16**

#### **Fort Hood Running Routes and Physical Training (PT) Safety**

##### **16-1. References**

FH Reg 350-1(Training and Leader Development).

##### **16-2. Approved running routes**

Fort Hood running routes are designated to provide Soldiers a safe place to run during physical fitness training hours. Company commanders, in concert with subordinate leaders, should develop a tailored physical fitness program based on the unit and section Mission Essential Task List (METL). Fort Hood running routes (Battalion Avenue, Support Avenue, and 52nd Street) are closed to vehicular and bicycle traffic during PT hours (0630 through 0800) excepting authorized crossing points. Units and individual runners are prohibited from crossing T.J. Mills Blvd. during PT hours.

- a. Units located east of T. J. Mills Blvd. will run on Battalion Avenue between vicinity of Rosebud and T.J. Mills Blvd.: T.J. Mills Blvd. and Rosebud will not be used as running turnaround points.
- b. Units located west of T.J. Mills Blvd. will run on Battalion Avenue between T.J. Mills Blvd. and Clear Creek Road. T.J. Mills Blvd. and Clear Creek Road will not be used as running turn-around points.
- c. Pedestrian traffic across T.J. Mills Blvd. will be regulated by traffic signals located at the intersection of T.J. Mills Blvd. and Battalion Avenue.
- d. Units located along Support Avenue will run on Support Avenue and 52nd Street to 72nd Street. Units will **not** run across or turn onto 72nd Street. The only authorized vehicle crossing point for this route is Support Avenue and 58th Street.
- e. West Fort Hood. Units may use all local streets and roadways for PT except:
  - (1) Clark Road.
  - (2) Any street or roadway where the posted speed limit exceeds 30 miles per hour

(48 kilometers).

f. North Fort Hood. Units may use all local streets and roadways for PT except: East and West Range Road.

g. Highway 36.

h. Any street or roadway where the posted speed limit exceeds 30 miles per hour (48 kilometers).

i. Running is prohibited on Murphy Road on Hood Army Airfield

### **16-3. PT times and uniform**

Routes will be closed to motor vehicle traffic between 0630 through 0800 daily, except weekends and holidays. PT formations will not be held prior to 0630. Major Subordinate Commands (MSCs) will emplace traffic control barriers, devices, and personnel as necessary within their areas of responsibility as outlined in B-3. These personnel will wear the Army Combat Uniform (ACU), reflective vests, and carry cone style flashlights during hours of darkness. Road guards posted on both East and West sides of T.J. Mills Blvd. will not allow units or individual runners to cross T.J. Mills Blvd., unless units have a Military Police (MP) escort or traffic control. Generally, responsibilities for guarding roads during PT hours are assigned to:

- a. 1st Cavalry Division(1CD): West of T.J. Mills Blvd. between Battalion Avenue and Turkey Run Road to Clear Creek road
- b. 13th ESC: On Support Avenue to 72nd Street.
- c. 3rd Cavalry Regiment (3CR): On Order, east of T.J. Mills Blvd. between Battalion Avenue and South Range Road to Martin Road.
- d. 504th Battlefield Surveillance Brigade (504th BFSB): Provide appropriate road guard assignments for units within West

Fort Hood footprint (Old Copperas Cove Road east to Clear Creek Road, then south past Robert Gray Army Airfield (RGAAF), and west to the installation boundary).

### **16-4. Safety**

All personnel performing PT at any time on Fort Hood roadways will wear orange reflective vests and/or reflective belts. This applies to civilians running on the installation and to visitors residing in Very Important Person (VIP) and guest quarters. At a minimum, vests must be constructed of orange mesh and be 18 inches long (46 centimeters) and 14 inches wide (36 centimeters) in the front and back. Vests must also be trimmed in a bright colored bias and have high-gloss reflective stripes at least one inch (3 centimeters) wide across the width of both sides of the vest. Further information can be obtained from the Fort Hood Safety Office.

### **16-5. Point of contact**

III Corps G-3.

## **Chapter 17**

### **Geographical Bachelors (Unaccompanied Married Soldiers)**

### **17-1. References**

AR 420-1 (RAR 24 Aug 2012) (Army Facilities Management).

### **17-2. DA policy**

a. Assignment to Senior Officer Quarters (SOQ), Officer Quarters (OQ), Senior Enlisted Quarters (SEQ), and Enlisted Quarters (EQ) is determined by priority. This includes barracks and dormitories; it may also include privately leased housing.

b. Priorities for assignment are based on personnel categories listed in AR 420-1, Table 3-5. Conditions for termination are listed in Chapter 3, paragraph 3-18.

### **17-3. Broad information**

a. Geographical bachelors are Soldiers who, for personal reasons, reside apart from Family members. These Soldiers should not assume the gaining unit or installation would billet them. Space availability is the critical factor.

b. Geographical bachelors receive priority IV for assignment to SOQ, OQ, and SEQ. This applies to Soldiers in CONUS, Hawaii, and Alaska entitled to Basic Allowance for Housing (BAH) with dependent rate, but not accompanied by Family members for personal reasons.

c. Once provided quarters, Soldiers must be advised they may be required to vacate housing for Soldiers in higher priorities. A 30-day written notice is given when a Soldier must vacate quarters.

d. Soldiers must ensure they are financially capable of establishing a household in the event they are required to vacate SOQ, OQ, or SEQ.

e. Minimum standards of adequacy do not apply to residents in category IV. AR 420-1, Table 3-7, details adequacy standards. The Garrison Commander may deviate case-by-case to alleviate undue hardships of installations.

f. Soldiers assigned housing in excess of minimum space adequacy standards may have their entitlement to BAH affected.

### **17-4. Commander's responsibilities**

a. Assign billeting when requested, if space is available.

b. Ensure Soldiers are aware they may have to vacate housing for higher priority personnel.

### **17-5. Points of contact**

a. Unit Commander or First Sergeant.

b. DPW, Housing Office.

c. DPW, Real Property.

d. DPW Barracks Management

e. Directorate Family and Morale, Welfare, and Recreation (DFMWR), Transient Quarters.

## **Chapter 18**

### **Gifts to Superiors**

## 18-1. References

- a. DoD 5500.07 (Standards of Conduct).
- b. DoD 5500.7-R (Joint Ethics Regulation).
- c. 5 Code of Federal Regulations (CFR) 2635.301-304, Subpart C (Gifts Between Employees).
- d. DoD Standards of Conduct Office (SOCO) Advisory 09-03, dated 23 March 2009

## 18-2. Department of Defense (DoD) Policy

- a. Army employees may not give a gift to an official superior nor can an employee accept a gift from another employee who receives less pay, except in certain circumstances.
- b. On an occasional basis, including occasions when gifts are traditionally given or exchanged, the following individual gifts to a supervisor are permitted:
  - gifts other than cash that are valued at no more than \$10.
  - food and refreshments shared in the office.
  - personal hospitality in the employee's home that is the same as that customarily provided to personal friends.
  - gifts given in connection with the receipt of personal hospitality that is customary to the occasion, and transferred leave, provided that it is not to an immediate superior.
- c. On certain special infrequent occasions a gift may be given that is appropriate to that occasion. These occasions include:
  - events of personal significance such as marriage, illness or the birth or adoption of a child, or occasions that terminate the subordinate-official superior relationship such as retirement, resignation or transfer.
- d. Employees may solicit or contribute, on a strictly voluntary basis, nominal amounts for a group gift to an official superior on a special infrequent occasion and occasionally for items such as food and refreshments to be shared among employees at the office.
  - (1). Voluntary contributions. An employee may solicit voluntary contributions from another employee for a group gift to the contributing employees' superior for any special, infrequent occasion in a nominal amount that shall not exceed \$10 dollars. Donations must be completely voluntary, and the amount of each contribution must lie within the complete discretion of the contributor as long as it does not exceed \$10 dollars.
  - (2). The value of a gift or gifts from two or more donating groups shall be aggregated and shall be considered to be from a single donating group if the DOD employee offered the gift knows or has reason to know that an individual who is his or her subordinate is a member of more than one of the donating groups. Donating groups **cannot** exceed \$300 dollars for a gift under any circumstances. The Perry Exception, which allowed gifts to exceed the \$300 limit if the gift was (1) appropriate to the occasion, (2) given on an occasion that severed the superior-subordinate relationship, and (3) uniquely linked to the departing employee's position or tour of duty, is no longer valid.

### **18-3. Commander's responsibilities**

Become familiar with standards of conduct as specified in 5 CFR. 2635.301-304, DOD 5500.07-R and DOD 5500.07. Ensure all personnel are familiar with these provisions.

### **18-4. Point of contact**

SJA.

## **Chapter 19**

### **Human Immunodeficiency Virus (HIV) Testing**

#### **19-1. References**

AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)).

#### **19-2. DA policy**

Headquarters, DA medical, manpower, and personnel policies on HIV reflect current knowledge of the natural progression of the infection. Policies also reflect risks of infected individual incident to military service, the risk of transmission of the disease to personnel who are not infected, the effect of infected personnel on Army units, and the safety of military blood supplies.

a. Persons who are HIV positive are not eligible for appointment or enlistment into the Army, the Army National Guard (ARNG), or the United States Army Reserve.

b. Effective 1 January 1988, all Soldiers are required to be tested for the presence of HIV antibodies at least every 2 years (biennially). HIV antibody testing will include a screening test of all personnel designated in AR 600-110 and confirmatory tests of those who test positive.

c. Except for those identified during the accession testing program, Soldiers who are HIV positive and demonstrate no evidence of progressive clinical illness or immunological deficiency will not be involuntarily separated solely on the basis of having been confirmed as HIV positive.

d. HIV positive active duty Soldiers, including Active Guard Reserves (AGR), are limited to duty within the CONUS. AR 600-110, Chapter 6, discusses assignment policies and procedures.

e. All information regarding HIV testing results will be handled in a manner to protect the individual's confidentiality while providing information consistent with medical and administrative requirements on a "need to know" basis. AR 600-110, Chapter 3, discusses testing requirements and procedures.

f. Commanders will formally counsel Soldiers who test positive for the HIV antibody. This counseling will be conducted following post-diagnosis preventive medicine counseling performed by medical department personnel. Commanders will use DA Form 4856 and ensure all topics are addressed (specific topics to be addressed are listed in AR 600-110, Chapter 4, section III). Commanders must ensure completed counseling forms are maintained in a manner that protects confidentiality of the information.

### **19-3. Commander's responsibilities**

- a. Become familiar with the notification, counseling, and assignment policies discussed in AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus).
- b. Ensure compliance with the education and testing requirements for their Soldiers.
- c. Accompany Soldiers identified as HIV positive during initial notification.
- d. Provide support and facilitate the support network for the HIV positive Soldier during the initial notification and subsequent evaluation.
- e. Protect Soldiers confirmed as HIV positive from invasions of their privacy.
- f. Maintain unit status of the HIV testing requirement.
- g. Consult with the servicing SJA on limited use provisions of this policy and other restrictions on use of HIV information.
- h. Counsel HIV positive Soldiers IAW the policies specified in AR 600-110.
- i. Ensure information regarding HIV testing results is appropriately safeguarded according to the policies specified in AR 600-110.

### **19-4. Points of contact**

- a. Corps or Division Surgeon.
- b. Unit Chaplain.
- c. MEDDAC Commander.

## **Chapter 20**

### **Indebtedness of Army Personnel**

#### **20-1. References**

- a. DODI 1344.09 (Indebtedness of Military Personnel) (8 December 2008).
- b. AR 27-3 (The Army Legal Assistance Program).
- c. AR 380-67 (Personnel Security Program).
- d. DOD 7000.14-R Financial Management Regulation, Volume 7A, Chapters 42, Discretionary Allotments; Chapter 43, Non-discretionary Allotments; and Chapter 50, Stoppages and Collections Other than Courts Martial Forfeitures.
- e. 32 CFR Part 112 (Indebtedness of Military Personnel).
- f. 32 CFR Part 113 (Indebtedness Procedures of Military Personnel).

#### **20-2. DA policy**

- a. Soldiers are required to manage their personal affairs satisfactorily and pay their debts promptly. Willful failure to do so damages their credit reputation and affects the Army's public image. Soldiers should be aware that the willful failure to resolve unpaid debts may result in administrative or UCMJ actions.
- b. Generally, Defense Finance and Accounting Service (DFAS) may garnish a Soldier's pay for payment of private debts only if the involuntary allotment application is supported by the final judgment from a civilian court (DOD 7000.14-R, Volume 7a, Section 5001). Such involuntary allotments are subject to the applicable state law and are limited, in any case, to not more than 25 percent of the Soldier's pay that is subject to involuntary allotment.
- c. Creditors that comply with the provisions 32 CFR Part 113 (Indebtedness Procedures of Military Personnel) and DoD policy will have their debt complaints

processed by commanders.

d. The Army does not try to judge or settle debt disputes. Commanders should neither admit nor deny whether claims are valid.

e. The commander's response to the claimed creditor shall not undertake to arbitrate any disputed debt, or admit or deny the validity of the claim. Under no circumstances shall the response indicate whether any action has been taken, or will be taken, against the member as a result of the complaint.

f. The Army will not act as a collection agency.20-3. Commander's responsibilities

(1). Process debt complaints IAW 32 CFR Part 113 and DODI 1344.09.

Commanders should return those complaints that do not meet the criteria.

(2). Upon receipt of a court-ordered judgment, the commander must refer to DODI 1344.09 for guidance on the procedures to follow. Contact the SJA for additional guidance on what actions to take. The SJA can also help the commander determine if the debt collector complies with the Fair Debt Collection Practices Act.

(3). Processing debts basically amounts to formally informing the Soldier of the claim of indebtedness against them.

(4). Commanders should consider administrative or punitive actions against Soldiers that:

(a.) Fail to promptly resolve unpaid debts.

(b.) Repeatedly fail to pay their legal debts.

(5). If the Soldier has access to classified information, it may be necessary to submit a report of derogatory information to the unit S-2, Security Manager. See AR 380-67 for guidance.

(6). Refer Soldiers to the SJA or legal assistance if the Soldier feels there are legal problems with the debt.

(7). Provide financial management counseling for Soldiers that have problems in meeting valid debts. ACS provides financial management counseling, seminars, and workshops in addition to consumer protection advice.

### **20-3. Commander's responsibilities**

a. Process debt complaints IAW 32 CFR Part 113 and DODI 1344.09. Commanders should return those complaints that do not meet the criteria. Upon receipt of a court-ordered judgment, the commander must refer to DODI 1344.09 for guidance on the procedures to follow. Contact the SJA for additional guidance on what actions to take. The SJA can also help the commander determine if the debt collector complies with the Fair Debt Collection Practices Act.

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problems with the debt.

f. Provide financial management counseling for Soldiers that have problems in meeting valid debts. ACS provides financial management counseling, seminars, and workshops in addition to consumer protection advice.

#### **20-4. Points of contact**

- a. Legal Specialist, SJA, and Legal Assistance.
- b. ACS.
- c. Consumer Affairs Office.

### **Chapter 21**

#### **Lautenberg Amendment to Brady Act**

##### **21-1. References**

- a. DoD Memorandum, 22 October 1997, Lautenberg Amendment to Brady Act.
- b. Memorandum, Under Secretary of Defense for Personnel and Readiness, Subject: Department of Defense Policy for Implementation of Domestic Violence Misdemeanor Amendment to the Gun Control Act for Military Personnel (27 Nov. 2002).
- c. Final DA Implementation: Message, 221927Z October 2004, Headquarters, Department of Army, DAPE-MPE, subject: Headquarters, Department of the Army (HQDA) Message on Final Implementation of the Lautenberg Amendment to the Gun Control Act of 1968.

##### **21-2. DOD policy**

(1) The Lautenberg Amendment makes it a felony for anyone convicted of a felony or misdemeanor crime of domestic violence to ship, transport, possess, or receive a firearm or ammunition. It is also a felony for anyone to transfer a firearm or ammunition to such a person. There is no exception for the military at this time. "Crime of domestic violence" is a crime involving the use or attempted use of physical force or the threatened use of a deadly weapon against a spouse, child, or other member or former member of the offender's household, including current and former live-in girlfriends or boyfriends.

(2) "Conviction" includes a plea or finding of guilty, a plea of nolo contendere (plea of no contest – plead guilty to the charge(s) without admitting guilt), and all other action tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of charges or a general or special court-martial. It does **not** include punishment pursuant to UCMJ Article 15 (Nonjudicial Punishment), UCMJ, a summary court-martial, expunged convictions, or deferred adjudication offered by Bell and Coryell Counties. By DOD policy, a state or Federal conviction for a felony crime of domestic violence adjudged on or after 27 November 2002, will be considered a qualifying conviction for purposes of this regulation.

a. It is a felony for anyone (i.e., commander or armorer) to issue a weapon or ammunition to a Soldier if the one issuing the weapon or ammunition knows or has reasonable cause to believe that the Soldier has such a conviction.

b. Soldiers with qualifying convictions are non-deployable, ineligible for

Outside Continental United States (OCONUS) assignments, and ineligible for Modification Table of Organization and Equipment (MTOE) unit assignments.

c. Commander's responsibilities.

1) The commander will ensure that all Soldiers who have a qualifying conviction are notified that it is unlawful to possess, ship, transport, or receive firearms and ammunition as prohibited in this regulation.

2) In coordination with HQDA, the commander will implement a program of instruction to educate all Soldiers on the domestic violence amendment to the Gun Control Act and the policy as stated in this regulation. Instruction will normally be provided on an annual basis. In addition to formal instruction, an extract of this chapter will be prominently displayed outside unit arms rooms and all facilities in which Government firearms or ammunition are stored, issued, disposed, or transported.

3) The commander will notify Soldiers that they have an affirmative, continuing obligation to inform commanders or supervisors if they have, or later obtain, a qualifying conviction and that the revised Department of Defense(DD) Form 2760 (Qualification to Possess Firearms or Ammunition) will be made available to those Soldiers who come forward to report a qualifying conviction in compliance with their obligation to do so.

4) The commander will ensure that policy and procedures are in place to enforce the provisions of this chapter if privately owned firearms or ammunition are permitted in Government quarters.

5) The commander will ensure that procedures are implemented to track domestic violence arrests and convictions in the civilian community. This procedure should include regular coordination with local law enforcement and judicial agencies.

6) Any commander who knows or suspects a Soldier has been convicted of a misdemeanor crime of domestic violence should contact his or her legal advisor.

7) If a commander knows or has reasonable cause to believe that a Soldier has a qualifying conviction, then he or she will immediately retrieve all Government-issued firearms and ammunition and advise the Soldier to consult with a legal assistance attorney for guidance on lawful disposal or sale of any privately owned firearms and ammunition.

### **21-3. Points of contact**

- a. III Corps SJA and Legal Assistance.
- b. 1CD SJA and Legal Assistance.
- c. 13 ESC SJA and Legal Assistance.

## **Chapter 22**

### **Leadership Counseling**

#### **22-1. References**

- a. Field Manual(FM) 6-22 (Leader Development).
- b. AR 635-200.

- c. AR 600-8-19 (Enlisted Promotions and Reductions).
- d. AR 600-8-29 (Officer Promotions)
- e. AR 623-3.
- f. AR 600-20.

## **22-2. DA policy**

- a. Leaders will ensure Soldiers clearly understand the counseling process.
- b. According to FM 6-22, there are seven reasons for counseling:
  - (1) Specific instances of superior or substandard performance.
  - (2) Reception and integration counseling.
  - (3) Crisis counseling.
  - (4) Referral counseling.
  - (5) Promotion counseling.
  - (6) Adverse separation counseling.
  - (7) Performance and professional growth counseling.

## **22-3. Broad information**

a. Counseling for specific instances. Sometimes counseling is tied to specific instances of superior or substandard duty performance. Tell the subordinate whether or not the performance met the standard and what the subordinate did right or wrong. The key to successful counseling for specific performance is to conduct it as close to the event as possible.

(1). Many leaders focus counseling for specific instance on poor performance (discipline counseling) and miss excellent performance. Two important points this objective covers is to:

(a) Counsel subordinates for specific example of superior as well as substandard duty performance.

(b) To measure counseling emphasis, note how often counseling for superior versus substandard performance is documented.

(2). Counsel subordinates who do not meet standards and develop a plan to improve their skills. Extra or corrective training may be required at times to ensure the subordinate knows and achieves the standard. For more specific guidelines on extra or corrective training, see AR 600-20, paragraph 4-6.

(a) When counseling a subordinate for a specific performance, tell the subordinate the purpose of the counseling, what was expected, and how the subordinate failed to meet the standard; address the specific unacceptable behavior or action; tell the subordinate the effect of the behavior, action, or performance on the rest of the organization; actively listen to the subordinate's response; remain unemotional; teach the subordinate how to meet the standard; be prepared to do personal counseling since the failure to meet the standard may be related to an unresolved personal problem; explain what will be done to improve performance; continue to assess and follow up on the subordinate's progress; adjust the plan of action as necessary.

(b). Reception and integration counseling. This counseling identifies and helps fix any problems or concerns new members may have and explains established procedures identified in local command directives, and lets them know the organizational standards and how they fit into the team. Reception and integration counseling should begin immediately upon arrival.

(c). Crisis counseling. You may conduct crisis counseling to get a subordinate through the initial shock, after receiving negative news, such as notification of the death of a loved one. You may assist the subordinate by listening and providing assistance. Assistance may include referring the subordinate to a support activity or external agency. Crisis counseling focuses on the subordinate's immediate, short-term needs.

(d). Referral counseling. Referral counseling helps subordinates work through a personal situation and may or may **not** follow crisis counseling. It may also act as preventative counseling before a situation becomes a problem. Usually, the leader assists the subordinate in identifying the problem and refers the subordinate to the appropriate resource, such as ACS or Chaplain.

(e). Promotion counseling. Leaders must conduct promotion counseling for all specialists and sergeants eligible for advancement, without waivers, but **not** recommended for promotion to the next higher grade.

(f). Adverse separation counseling. Adverse separation counseling may involve informing the Soldier of the administrative action available to the commander in the event substandard performance continues and of the consequences associated with those administrative actions (see AR 635-200).

(g). Performance and professional growth counseling. During performance counseling, conduct a review of a subordinate's duty performance during a certain period. You and the subordinate jointly establish performance objectives and standards for the next period. Rather than dwelling on the past, focus on the future, the subordinate's strengths, areas of improvement, and potential.

(1). Performance counseling is required under the officer, NCO, and DA civilian evaluation reporting systems.

(2). Counseling at the beginning of and during the evaluation period facilitates a subordinate's involvement in the evaluation process. Performance counseling communicates standards and gives the leader the opportunity to establish expected values, attributes, skills, and actions.

(3). Professional growth counseling includes planning for the accomplishment of individual and professional goals. You conduct this counseling to assist subordinates in achieving organization and individual goals. This future-oriented counseling establishes short and long-term goals and objectives which may include opportunities for civilian or military schooling, future duty assignments, special programs, and reenlistment options. Leaders must tailor to each individual.

(4). Career field counseling is required for lieutenants and captains before they are considered for promotion to major. Raters and senior raters, in conjunction with the rated officer, need to determine where the officer's skills best fit the needs of the Army.

(h). The counseling process. Identify the need for counseling, prepare for counseling, conduct the counseling session, and then follow up.

(i). Other counseling concerns.

(1). Soldier's problems. Leaders must always consider the Soldier's point of view. What a leader views as simple or minor may look overwhelming to the Soldier.

(2). Leader's limitations. Leaders must recognize their limitations and offer outside help when the situation warrants it. The chain of command is where the Soldier starts.

(3). Outside agencies. The leader must know the location and function of

all available assistance agencies and know when to refer a subordinate to them through the chain of command. Agencies most commonly used, but **not** limited to are:

- (a) AG.
- (b) Army Substance Abuse Program.
- (c) American Red Cross.
- (d) ACS.
- (e) Army Education Center.
- (f) Army Emergency Relief.
- (g) Career Counselor.
- (h) Chaplain.
- (i) Claims Section.
- (j) Community Counseling Center.
- (k) Community Health Nurse.
- (l) Community Mental Health Service.
- (m) Equal Opportunity Office.
- (n) FAP.
- (o) Finance and Accounting.
- (p) Housing Referral Office.
- (q) IG.
- (r) Legal Assistance.
- (s) Social Work Services.
- (t) United States Department of Agriculture, (USDA) Food Stamp Office.

b. Discipline. Counseling Soldiers who have violated regulations, policies, or other set standards is a necessary part of the leader's duties and fall under the first category of counseling, which is counseling for specific instances. Discipline counseling is used when the leader takes corrective steps that will **not** result in formal punitive action against the Soldier under UCMJ. Discipline counseling differs from performance counseling in that discipline counseling stresses failure to meet set standards of conduct. Leaders must remember two points; leader actions and corrective measures.

(1) Leader actions. Leaders must conduct this counseling in private. They must have their facts in order and remain unemotional. Only the Soldier being counseled, the leader, and the involved members in the chain of command need to be present. Corrective measures. Leaders at all levels of an organization have different measures they use to improve performance or behavior. Punishments can be imposed by courts-martial or by commanders under Article 15, UCMJ. Commanders also have the authority to implement certain measures that are not punitive, keeping in mind that the restriction or corrective measures relate to the transgression. The privileges revoked should relate directly to the act of misconduct. Some available options are:

- (a). Withholding privileges, such as pass privileges, driving on-post, or use of the post exchange or the DFMWR clubs.
- (b). Admonitions and reprimands.
- (c). Corrective training.
- (d). Administrative reduction.
- (e). Revocation of security clearance.
- (f). Bar to reenlistment.
- (g). Military Occupational Specialty (MOS) reclassification.

- (h). Transfer or reassignment
- (i). Alcohol and drug rehabilitation programs.

(2) Some of these administrative actions are similar to punishments authorized under Article 15, which is nonjudicial punishment. A commander may give the leader authority to deny the pass privileges of a Soldier who is late to duty or who leaves early. Corrective training must be related to a specific deficiency.

#### **22-4. Commander's responsibilities**

- a. Ensure counseling is conducted routinely or as required for:
  - (1) Enlisted promotions.
  - (2) Officer promotions.
  - (3) NCO evaluation reporting.
  - (4) Officer evaluation reporting.
  - (5) Enlisted separations.
  - (6) Officer separations.
- b. Ensure counseling is documented on the appropriate form such as DA Form 4856; DA Form 2166-8-1 (Noncommissioned Officer Counseling and Support Form); or DA Form 67-10-1A (Officer Evaluation Report Support Form).

#### **22-5. Points of contact**

- a. Unit Commander or First Sergeant.
- b. Unit Legal Specialist or SJA.

### **Chapter 23**

#### **Leaves and Passes**

##### **23-1. References**

- a. AR 600-8-10 (Leaves and Passes) (\*RAR 4 August 2011).
- b. AR 630-10 (Absent Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings).

##### **23-2. DA policy**

Encourage all Soldiers to use their authorized leave to the maximum extent possible. Leave is beneficial to health, morale, and motivation, and helps maintain efficient performance of military duties. A Soldier earns 2.5 days per month. Soldiers who maintain a 60-day leave balance and wait until late in the FY to take leave will risk losing leave over 60-days if the operational situation requires their presence: see AR 600-8-10, paragraph 2-2b (2), and Chapter 3 Special Leave Accrual. Also see Military Personnel (MILPER) Message Number 04-298(Special Leave Accrual) and ALARACT 022/1213, Announcement of extension of the 75 Day leave carry over through 30 September 2015.

##### **23-3. Broad information**

- a. The following types of leave, when taken, are charged against the Soldier's leave balance IAW AR 600-8-10, Chapter 4:
  - (1) Ordinary leave. (para. 4-3 and 4-4)
  - (2) Advance leave. (para. 4-5 and 4-6)

- (3) Emergency leave. (Chapter 6) Environmental and Morale Leave. (para. 4-7 and 4-14)
- (4) Leave awaiting orders resulting from disability separation proceedings. (para. 4-15 and 4-16) Leave together with Consecutive Overseas Tour (COT). (para. 4-17 and 4-18)
- (5) Reenlistment leave. (para. 4-19 and 4-20)
- (6) Transition leave. (para. 4-21 and 4-22)
- (7) Rest and recuperation leave. (para. 4-23 and 4-24)
- (8) Periods of leave that encompasses a public holiday or weekend. (para. 4-25 and 4-26)
- (9) Pregnancy home leave: granted prior to delivery to return home for pregnancy care or birth of child. (para. 4-27 and 4-28)
- (10) "Absence beyond leave or pass termination date" is chargeable when excused as unavoidable due to mental incapacity, detention by civilian authorities, or early departure of a mobile unit due to operational commitments. (para. 4-29 and 4-30)
- (11) Leave together with PCS. (Chapter 7)

The following leaves and absences, when taken, are not charged against the Soldier's leave balance: (Chapter 5)

- (1) Convalescent leave. (para. 5-3 through 5-10)
- (2) Sick-in-quarters. (para. 5-11 and 5-12)
- (3) Sick-in-hospital. (para. 5-13 and 5-14)
- (4) Excess leave – pay and allowances stop. (para. 5-15 through 5-24)
- (5) Graduation leave from the United States Military Academy. (para. 5-25 and 5-26)
- (6) Holiday leave, provided the day does not fall on or within an approved leave period. (para. 4-25 and 4-26)
- (7) Leave awaiting orders resulting from disability separation after maximum accrued leave has been used. (para. 4-15 and 4-16)
- (8) Passes. (para. 5-27 and 5-28)
- (9) Permissive TDY. (para. 5-31 through 5-36)
- (10) Proceed time. (para. 5-37 and 5-38)
  - (a). POV travel: when delivering POV to port or picking up POV from port, in conjunction with a PCS. (para. 5-39 and 5-40)
  - (b). Special rest and recuperation: special incentive for extending overseas tour. (para. 5-41 and 5-42)
  - (c). Absent Without Leave (AWOL) absence beyond leave or pass termination date when not excused as unavoidable due to mental incapacity, detention by civilian authorities, or early departure of a mobile unit caused by early departure of the unit. (para. 4-29 and 4-30)

#### **23-4. Commander's responsibilities**

- a. Ensure compliance with existing policies and procedures.
- b. Commanders will encourage and assist Soldiers to use, on the average, their entire 30 days leave each year.
- c. Counsel Soldiers who refuse to take leave on the command annual leave program.
- d. Ensure Soldiers are charged leave only for days taken.
- e. Ensure voiding, reconstruction, or correction of DA Form 31 (Request and

Authority for Leave) is done properly and when required. Process and verify changes affecting leave such as, sick-in-hospital or sick-in-quarters. AR 600-8-10, Chapter 5, provides detailed guidance. Be thoroughly familiar with advanced and excess leave policies. Ensure Soldiers understand each program.

f. Process emergency leave requests as quickly as possible. Be familiar with briefing requirements and travel authorizations afforded to Soldiers. This applies to Soldiers whose Home Of Record (HOR) is overseas and to Soldiers stationed overseas traveling to stateside HOR. Remind Soldiers that emergency leave is chargeable, but travel time between points of embarkation is not chargeable.

g. Process requests for leave in conjunction with PCS or TDY. Do not grant extension requests to Soldiers who have departed from your organization.

h. Process requests for leave or travel outside the United States. Ensure Soldier is briefed on their responsibilities according to AR 600-8-10, Chapter 8.

i. Process requests for convalescent leave. Ensure supporting recommendation has been received from a physician. AR 600-8-10, Chapter 5, provides detailed guidance on medically related absences.

j. Process requests for passes. Soldiers are not authorized leave in conjunction with special passes. See AR 600-8-10, paragraph 5-29.

k. Ensure requests for permissive TDY are appropriate and authorized.

### **23-5. Points of contact**

- a. Adjutant or Personnel Sergeant, S-1.
- b. Unit First Sergeant or Commander.

## **Chapter 24**

### **Mental Health Evaluations (MHEs)**

#### **24-1. References**

- a. DoDD 7050.06 (Military Whistleblower Protection).
- b. DoDI 6490.04 (Mental Health Evaluations of Members of the Military Services)
- c. AR 40-501 (Standards of Medical Fitness).
- d. Sections 1034 and 1090a of Title 10 United States Code

#### **24-2. Definitions**

Terms used in the DODI are defined in the Glossary to DODI 6490.04, dtd 4 Mar 2013.

#### **24-3. DOD policy**

a. It is the responsibility of the DoD to ensure that policy and procedures are implemented in a manner that removes the stigma associated with Service members seeking and receiving mental health services. The use of mental health services is considered, whenever possible, to be comparable to the use of other medical and health services. This extends to policy directed at ensuring fitness for duty, returning injured or ill Service members to full duty status after appropriate treatment, and managing medical conditions that may endanger the Service member, others, or mission accomplishment.

b. Commanders and supervisors who in good faith believe a subordinate Service member may require a mental health evaluation are authorized to direct an evaluation

under this instruction or take other actions consistent with the procedures as listed in DoD Instruction 6490.04. In these circumstances, a command directed MHE has the same status as any other military order.

c. Referral for a Command Directed Evaluation (CDE) of a Service member to a Mental Healthcare Provider (MHP) for a non-emergency MHE may be initiated only by a commander or supervisor. A supervisor is defined as a commissioned officer within or out of the Service member's official chain of command, or a civilian employee in the grade comparable to a commissioned officer who exercises supervisory authority over the member; and is authorized due to the impracticality of involving the commanding officer. Such evaluations may be for a variety of concerns, including fitness for duty, occupational requirements, safety issues, significant changes in performance, or behavior changes that may be attributable to possible mental status changes.

d. A commander or supervisor will refer a Service member for an emergency MHE as soon as is practicable whenever:

(1) A Service member, by actions or words, such as actual, attempted, or threatened violence, intends or is likely to cause serious injury to him or herself or others.

(2) When the facts and circumstances indicate that the Service member's intent to cause such injury is likely.

(3) When the commanding officer believes that the Service member may be suffering from a severe mental disorder.

e. No one may refer a Service member for an MHE as a reprisal for making or preparing a lawful communication of the type described in Section 1034 of Title 10, United States Code) and in DoD Directive 7050.06.

f. A Service member may initiate a voluntary self-referral for mental health care. When self-initiated, the MHP will follow the policy and procedures of DoDI 6490.08 (Command Notification Requirements To Dispel Stigma In Providing Mental Health Care To Service Members) with regard to both the presumption of non-notification, required notifications, and the extent of disclosure.

g. Training must be provided annually to all Service members by the Military Departments regarding the recognition of personnel who may require MHE for imminent dangerousness, based on the individual's behavior or apparent mental state.

h. Mental health assessments of Service members deployed in connection with a contingency operation will be conducted, for purposes other than CDEs, in accordance with the authority and procedures in DoDI 6490.12, (Mental Health Assessments for Service Members Deployed in Connection with a Contingency Operations), October 2, 2013.

#### **24-4. Commander's responsibilities**

a. The responsibility for determining whether or not referral for MHE should be made rests with the Service member's commander or supervisor at the time of the referral.

(1) A senior enlisted Service member may be designated by the commander or supervisor for ordering an emergency CDE for enlisted Service members.

(2) In cases involving a commissioned officer, a commissioned officer of rank senior to the officer to be referred may be designated.

b. When a commander or supervisor, in good faith, believes that a Service member may require a non-emergency MHE, he or she will:

(1) Advise the Service member that there is no stigma associated with obtaining mental health services.

(2) Refer the Service member to a MHP, providing both name and contact information.

(3) Tell the Service member the date, time, and place of the scheduled MHE.

c. When a commander or supervisor refers a Service member for an emergency MHE owing to concern about potential or imminent danger to self or others, the following principles should be observed:

(1) Safety. When a Service member is exhibiting dangerous behavior, the first priority of the commander or supervisor is to ensure that precautions are taken to protect the safety of the Service member and others, pending arrangements for and transportation of the Service member to the location of the emergency evaluation.

(2) Communication. The commander or supervisor will report to the MHP circumstances and observations regarding the Service member that led to the emergency referral either prior to or while the Service member is enroute to emergency evaluation.

#### **24-5. Command Promotion of Care Seeking for the Maintenance of Total Well-Being**

a. Commanders or supervisors may make informal, non-mandatory recommendations for Service members under their authority to seek care from an MHP when circumstances do not require a CDE based on safety or mission concerns. Under such circumstances, the commander or supervisor will inform the Service member that he or she is providing a recommendation for voluntary self-referral and not ordering the care.

b. Commanders and supervisors will demonstrate leadership and direct involvement in development of a culture of total well-being of Service members by providing consistent and ongoing messaging and support for the benefits and value of seeking mental health care and voluntarily-sought substance abuse education.

c. Commanders and supervisors may educate Service members with respect to additional options for assistance, including confidential counseling from family support, Military OneSource resources, consultation from chaplains, and options for obtaining assistance with financial, legal, childcare, housing, or educational issues.

d. Commanders and supervisors will not substitute alternative approaches to CDE when there is significant concern regarding a Service member's safety or performance of duty or concern for the safety of others.

#### **24-6. Points of contact**

a. Carl R. Darnall Army Medical Center Resilience and Restoration Center (R&R Center).

b. IG.

c. Chaplain.

d. Legal Specialist, SJA, and Legal Assistance.

### **Chapter 25**

#### **Physical Fitness Training**

##### **25-1. References**

a. AR 350-1.

b. FM 7-22 (Army Physical Readiness Training).

c. FH Reg 350-1.

## **25-2. DA policy**

a. Conditioning for combat readiness is the focus of all physical fitness training. Commanders must design unit programs to take the base level fitness defined by the APFT and raise it to meet or exceed mission related physical performance requirements.

b. Commanders will conduct physical fitness programs that enhance the Soldier's ability to complete essential individual combat tasks.

c. Commanders may establish unit APFT standards that exceed Army minimum standards. However, Soldiers that fail to meet unit standards may not be punished or disciplined, but are eligible for special programs designed to overcome weaknesses. Conduct special programs during duty hours for Soldiers in the overweight program, who failed the APFT, or who require additional assistance. A Soldier should not conduct special population PT more than twice per day. Commanders should tailor these programs according to FM 7-22. Units that establish higher standards should do so based on unit missions requiring Soldiers to be more than minimally fit: generally Ranger, Light Infantry, Long Range Surveillance Detachments, and similar type units.

d. PT is a key training event. It will be conducted 5 days a week (Monday through Friday) for one hour. Physical training should be conducted during the normal duty day. Muscular strength and endurance sessions should be conducted a minimum of 3 times per week.

e. Soldiers will not participate in PT that violates a current, valid physical profile. Commanders should talk frequently with unit physicians to fully understand the intent or conditions of a profile and to determine what is appropriate for the Soldier. All profiles are not a blanket exemption from participating in PT. Special programs are appropriate for Soldiers who have difficulty meeting unit or Army standards. These programs will not be punitive in nature. They must be designed to meet individual needs to overcome specific weakness. Commanders should avoid placing all Soldiers that exceed body fat standards or have fitness problems into the same category with the expectation that more exercise will automatically result in decreased body fat.

f. Special population PT. Conduct special population PT during normal duty hours (Monday through Friday) for those Soldiers who failed the APFT or who require additional assistance (i.e., weight control program or pregnancy PT). Soldiers should only conduct PT more than once per day if medical personnel and a Master Fitness Trainer (MFT) are consulted beforehand to design a program that allows for adequate muscle group recovery.

g. All Soldiers, age 40 and over, will be evaluated for coronary heart disease risk factors as part of their periodic physical examination. The medical procedures for the Cardiovascular Screening Process (CVSP) are outlined in AR 40-501. It is a Soldier's responsibility to ensure the CVSP is conducted in a timely manner. Soldiers not cleared may continue their current level of exercise during the evaluation process, including participation in unit or individual programs, but will not be permitted to take the APFT until cleared.

## **25-3. Commander's responsibilities**

a. Establish and conduct physical fitness programs consistent with AR 350-1, FM 7-22, and the unit's mission.

b. Become familiar with the principles, procedures, and guidelines in FM 7-22.

c. Establish special programs for Soldiers that fail to meet Army physical fitness standards and unit mission-related physical fitness standards.

d. Take appropriate administrative action against Soldiers that fail to meet Army physical fitness requirements (AR 600-8-2 and/or AR 601-280).

#### **25-4. Army Physical Fitness Test (APFT)**

a. Soldiers must attain a score of at least 60 points on each event and an overall score of at least 180 points IAW AR 350-1.

b. The APFT test sequence is the push-up, sit-up, and 2-mile run (or an approved alternate aerobic event).

c. The order of events **cannot** be changed. There are no exceptions to this sequence.

d. Commanders are responsible for ensuring that their Soldiers are physically fit. Testing, inspection, observation, and medical examinations are ways to assess unit fitness.

#### **25-5. APFT test administration**

a. The success of any physical fitness testing program depends on valid and accurate test results; therefore, the APFT must be administered properly to accurately evaluate individual Soldier and unit physical fitness.

b. The Officer In Charge (OIC) and the Noncommissioned Officer in Charge (NCOIC) are responsible for the administration of the APFT, and have the required equipment at the training site.

c. APFT personnel must be familiar with all aspects of administration of the APFT. Supervision of Soldiers and laying out the test area are essential duties.

d. Testers must be totally familiar with the instructions for each event and trained to administer the test.

e. Commanders may administer the APFT as often as they wish (for record or practice); however, they must specify beforehand when the results are for record purposes. Active Army Soldiers and AGR will take the APFT at least twice each year with a minimum of 4 months separating record tests.

#### **25-6. Test sites**

a. The test site should be fairly flat and free of debris.

b. Commander should become familiar with the 3 approved APFT sites at Fort Hood. See FH Reg 350-1.

#### **25-7. Alternate APFT events**

a. Alternate aerobic events assess the cardio respiratory and muscular endurance of Soldiers with permanent medical profiles, or long-term temporary profiles that cannot perform the 2-mile run.

b. Commanders should administer alternate APFT events according to FM 7-22.

#### **25-8. Points of contact**

a. Unit MFT.

b. Battalion S-1 personnel.

## Chapter 26 Physical Profiles

### 26-1. References.

- a. DoDD 1308.1 (Physical Fitness and Body Fat Program)
- b. AR 40-50.
- c. AR 350-1
- d. AR 600-60 (Physical Performance Evaluation System)
- e. AR 600-8-10
- f. AR 600-8-24
- g. AR 614-30 (Overseas Service)
- h. AR 635-40 (Physical Evaluation for Retention, Retirement, or Separation)
- i. AR 635-200
- j. FM 7-22

### 26-2. DA policy.

#### (1) Permanent Profiles

a. Physical profiling is the Army's method of classifying a Soldier's functional ability. Every Soldier has a permanent profile. Soldiers receive their permanent physical profile at the time of enlistment, appointment, or induction.

(1) A physical profile is made up of six factors: physical capacity, upper extremities, lower extremities, hearing and ears, eyes, and psychiatric. These factors are represented by the letters P-U-L-H-E-S.

(2) Each factor is rated on a scale of 1 to 4. These factors represent limits to classification or assignment: 1= no limitations, 2 = possible limitations, 3 = limitations required, 4= drastic limits to military duties.

b. A permanent change to a Soldier's profile must be made by one of the following: physician, dentist, optometrist, podiatrist, or audiologist. Commanders of Army Medical Treatment Facilities (MTF) must designate individuals as profiling officers.

c. Designated profiling officers make changes to a Soldier's profile using DA Form 3349 (Physical Profile). The profiling officer indicates duty limitations in block 3. These limitations must be legible, specific, and in lay terms.

d. A Physical Profile Board (PPBD) reviews the decisions of profiling officers for the MTF commander. Once a PPBD rules on a profile, that decision is official. PPBDs review profiling decisions, permanent change of profile to or from a "3" or "4", return to duty after six months of hospitalization, or a profile rating of "2" that requires significant assignment

limitations. The MTF commander directs a review in controversial cases and upon a request from the unit commander.

e. The commander or profiling officer will refer Soldiers getting a new permanent "3" or "4" profile rating in one or more Physical Capacity, Upper Extremities, Lower Extremities, Hearing and Ears, Eyes and Psychiatric (PULHES) factors to an MOS/Medical Retention Board (MMRB) for evaluation. The MMRB determines if a Soldier can perform duties in a worldwide field environment. The MMRB recommends one of the following to the convening authority:

- (1) Retain the Soldier in Primary Military Occupational Specialty (PMOS) or specialty code. The Soldier is returned to duty within the limits of the profile.
- (2) Reclassify the Soldier.
- (3) Probationary status. The MMRB will re-evaluate the Soldier within six months.
- (4) Referral into the Physical Disability Evaluation System (PDES) or the RC medical disqualification process.

f. Commanders or personnel management officers will determine proper assignment and duty based on a Soldier's profile, assignment limitations, grade, and PMOS.

g. Physical training for Soldiers with permanent profile limitations.

(1) The profiling officer will prescribe a physical training program using the DA Form 3349. The commander and Master Fitness Trainer should participate in this decision. The program should include dietary guidance.

(2) FM 7-22 provides guidance on alternate aerobic events for the APFT for Soldiers who **cannot** run. An aerobic event must be taken to receive a "go" on the APFT.

(3) Soldiers do not take alternate events for the sit-up or push-up. If a profile prohibits either or both of these events, they are eliminated from the test and the Soldier only takes the aerobic event.

(4) When an event is eliminated or an alternate is substituted, the Soldier receives only a GO/NO GO for the APFT.

(5) Soldiers get 3 months to prepare for the alternate test. The preparation period starts on either the day the profile was approved or the date an alternate test was recommended by health care personnel.

#### (2) Temporary Profiles

a. Temporary profiles are intended to allow Soldiers to properly recover from illness or injury. Commanders must consult with medical personnel to determine what physical training and duty requirements the profiled Soldier can perform. The intent of a profile is to assist the Soldier in fully returning to duty in the fastest, safest manner possible. A profile does not constitute a blanket authority to avoid PT or normal duty.

b. A Soldier should perform their normal duties to the maximum extent permitted by the profile.

c. Temporary profiles should specify an expiration date. If no date is specified, the profile will automatically expire at 30 days after issuance of the profile. Profiles will be medically reviewed every 3 months at which time it may be extended for a maximum of up to 6 months. Temporary profiles extended beyond 6 months will be referred to a medical specialist (for that medical condition). In no case will individuals in military status carry a temporary profile that has been extended for more than a total of 12 months without positive action being taken either to correct the defect or to effect other appropriate disposition.

d. Profiling of Soldiers is limited to physicians, dentists, podiatrist, audiologists, physical therapists, occupational therapists, physician's assistants, nurse midwives, and nurse practitioners.

e. Physician Assistants, nurse midwives and nurse practitioners may only award temporary profiles for a period of 30 days or less. Profiles longer than 30 days or extensions of profiles beyond 30 days, except for pregnancy, must be confirmed by a physician. (AR 40-501, paragraph 7-6)

f. Unit MFTs or commanders should provide profiled Soldiers with guidance on reconditioning exercises and diet for the duration of the profile.

g. Commanders should provide an alternate aerobic activity for Soldiers with profiles that prohibit running. FM 7-22, Appendix A, provides alternate aerobic events.

h. Soldiers with temporary profiles of three months or more may be given an alternate APFT if approved by the commander and health care personnel. Profiled Soldiers are given three months to prepare for the alternate test. The alternate test is outlined in FM 7-22, Appendix A.

i. If the commander does not follow a Soldier's profile, he or she may be held responsible for the decisions made. Even if no injury is immediately caused, the logical consequences for failing to follow a profile are:

- (1) Loss of faith by Soldiers in the commander's good sense.
- (2) Complaint to higher commander, IG, Congress, etc.
- (3) Reversal of commander's decision.
- (4) Administrative or punitive action against the commander for poor judgment, and any resultant failures or injuries.
- (5) Potential for government liability in the event of injury.

### (3) Pregnancy Profiles

The intent of these provisions is to protect the fetus while ensuring productive use of the Soldier. Common sense, good judgment, and cooperation must prevail between policy, Soldier, and Soldier's commander to ensure a viable program. There are requirements that have to be met by the Soldier, Commander and MFT.

(a) The Soldier will seek medical confirmation of pregnancy and will comply with the instructions of medical personnel and the individual's unit commander.

(b) The commander will counsel all female Soldiers as required by AR 600-8-24 or AR 635-200. The unit commander will consult with medical personnel as required. This includes establishing liaison with the occupational health clinic and requesting site visits by the occupational health personnel if necessary to assess any work place hazards.

(c) Physical profiles will be issued for the duration of the pregnancy. The MFT should ensure the unit commander is provided a copy of the profile and advise the unit commander as required. Upon termination of pregnancy, a new profile will be issued reflecting revised profile information. Physical profiles will be issued as follows:

- (1) Under factor "P" of the physical profile, indicate "T-3."
- (2) List diagnosis as "pregnancy, estimated delivery date."
- (d) Limitations unless superseded by an occupational health assessment, the standard pregnancy profile, DA Form 3349, will indicate the following limitations:
  - (1) Except under unusual circumstances, the Soldier should not be reassigned to overseas commands until pregnancy is terminated. See AR 614-30 for waiver provisions and for criteria curtailing OCONUS tours. The

Soldier may be assigned within CONUS. Medical clearance must be obtained prior to any reassignment.

(2) The Soldier will not receive an assignment to duties where nausea, easy fatigue, or sudden light headedness would be hazardous to the Soldier or others, to include all aviation duty, Classes 1, 1A, 2, and 3.

(3) Restrict exposures to military fuels. Pregnant Soldiers must be restricted from assignments involving frequent or routine exposures to fuel vapors or skin exposure to spilled fuel, such as fuel handling or otherwise filling military vehicles with fuels, such as Motor Gas (MOGAS), Jet Propellant 4 (JP4), and Jet Propellant 8 (JP8).

(4) No weapons training in indoor firing ranges due to airborne lead concentrations and bore gas emissions. Firing of weapons is permitted at outdoor sites. No exposure to organic solvent vapors above permissible levels.

(5) No work in the motor pool involving painting, welding, soldering, grinding, and sanding on metal, parts washing, or other duties where the Soldier is routinely exposed to carbon monoxide, diesel exhaust, hazardous chemicals, paints, organic solvent vapors, or metal dusts and fumes (for example, motor vehicle mechanics). It does not apply to pregnant Soldiers who perform Preventive Maintenance Checks and Services (PMCS) on military vehicles using impermeable gloves and coveralls, nor does it apply to Soldiers who do work in areas adjacent to the motor pool bay (i.e., administrative offices) if the work site is adequately ventilated and industrial hygiene sampling shows carbon monoxide, benzene, organic solvent vapors, metal dusts, and fumes do not pose a hazard to pregnant Soldiers.

(6) The Soldier should avoid excessive vibrations. Excessive vibrations occur in larger ground vehicles (greater than 1 1/4 ton) when the vehicle is driven on unpaved surfaces.

(7) Upon the diagnosis of pregnancy, the Soldier is exempt from mandatory PT and from PT testing. Pregnant Soldiers are encouraged to participate in a pregnancy PT program, where available. The Soldier is exempt from wearing of load bearing equipment, including web belt.

(8) The Soldier is exempt from all immunizations except influenza and tetanus-diphtheria and from exposure to all fetotoxic chemicals noted on the occupational history form. The Soldier is exempt from exposure to chemical warfare and riot control agents (i.e., nuclear, biological, and chemical training), and wearing Mission-Oriented Protective Posture (MOPP) gear at any time.

(9) The Soldier may work shifts.

(10) The Soldier must not climb or work on ladders or scaffolding.

(11) At 20 weeks of pregnancy, the Soldier is exempt from standing at parade rest or attention for longer than 15 minutes. The Soldier is exempt from participating in swimming qualifications, drown proofing, field duty, and weapons training. The Soldier should **not** ride in, perform PMCS on, or drive in vehicles larger than light medium tactical vehicles due to concerns regarding balance and possible hazards from falls.

(12) At 28 weeks of pregnancy, the Soldier must be provided a 15 minute rest period every 2 hours. The Soldier's workweek should not exceed 40 hours and the Soldier should **not** work more than 8 hours in any one day. The duty day begins when reporting for formation or duty and ends 8 hours later.

(13) Performance of duty: A Soldier who is experiencing a normal pregnancy may continue to perform military duty until delivery. Only those women

experiencing unusual and complicated problems (for example, pregnancy-induced hypertension) will be excused from all duty, in which case, they may be hospitalized or placed sick in quarters. Medical personnel will assist unit commanders in determining duties.

(14) Sick in quarters: A pregnant Soldier will not be placed in sick quarters solely on the basis of her pregnancy unless there are complications present that would preclude any type of duty performance.

(4) Postpartum profiles.

a. Convalescent leave (as prescribed by AR 600-8-10) after delivery will be for a period determined by the attending physician. This will normally be for 42 days following normal pregnancy and delivery.

b. Convalescent leave after a termination of pregnancy (for example, miscarriage) will be determined on an individual basis by the attending physician.

c. Prior to commencing convalescent leave, postpartum Soldiers will be issued a postpartum profile. The temporary profile will be for 45 days. It begins on the day of birth or termination of pregnancy and will allow PT at the Soldier's own pace. If a Soldier decides to return early from convalescent leave, the temporary profile remains in effect for the entire 45 days.

d. Soldiers will receive clearance from the profiling officer to return to full duty.

e. IAW DoD 1308.1 (Physical Fitness and Body Fat Program), postpartum Soldiers are exempt from the APFT for 180 days following termination of pregnancy. They are expected to use the time in preparation for the APFT after receiving clearance from their physician to resume PT.

f. The above guidance will only be modified if, upon evaluation of a physician, it has been determined the Postpartum Soldier requires a more restrictive or longer profile because of complicated or unusual medical problems.

### **26-3. Commander's responsibilities.**

a. Ensure all Soldiers are utilized to the fullest extent possible within the limits of their profile.

b. Communicate with the attending physician or profile approving authority on questions arising from Soldier's profile. When questions arise as to the intent of the profile contact the physician and clarify the specifics of the profile.

c. Coordinate with health care personnel to maintain, monitor, and improve the health and physical abilities of assigned personnel.

d. Ensure a Soldier's profile is not violated and are reviewed every 3 months.

f. Utilize the MFT to develop and monitor fitness programs to assist the Soldier in recovering from his injuries.

g. Refer Soldiers to a PPBD when their profile does not correctly reflect their functional ability.

h. Become thoroughly familiar with AR 635-40 and the Army Physical Disability Evaluation System when one of their Soldiers is entered into the process.

### **26-4. Points of contact.**

a. Unit Physician Assistant

b. Battalion S-1

c. Unit Master Fitness Trainer

## **Chapter 27**

### **Privately Owned Vehicles (POV) Safety**

#### **27-1. References**

- a. AR 385-10 (The Army Safety Program).
- b. POV Risk Management Toolbox at <http://safety.army.mil/home.html>.
- c. III Corps G-1 Safety public folders.

#### **27-2. Broad information**

- a. Safety is a leadership issue and commanders at all levels should establish their own clearly defined safety policies that outline specific safety programs and risk reduction functions, raise awareness of personal risk, and encourage leaders and Soldiers to take responsibility.
- b. The Army Safety Center's POV Toolbox and the Chief of Staff of the Army's Six-Point POV Safety Program provides commanders, leaders, NCOs, commissioned officers, and individuals a tool for ensuring safe POV use by all personnel.
- c. Comply with accident reporting procedures. Lessons learned from on and off duty accidents and incidents are published by the III Corps Safety Office. Safety lessons learned are a sustaining base in our continued safety process and include both civilian workers and individual Soldiers.
- d. Safety applies to all areas of our business and demands vigilant leadership and discipline. Accident prevention and mission effectiveness are inseparable.

#### **27-3. Commander's responsibilities**

- a. Establish and enforce high standards of safety awareness. Use risk management principles to make good decisions.
- b. Implement a safety award program as an initiative that rewards individual and unit safety.

#### **27-4. Point of contact**

Corps G-1 Safety.

## **Chapter 28**

### **Promotions: Enlisted and Officers**

#### **28-1. References**

- a. AR 600-8-29
- b. AR 600-8-19.
- c. AR 25-400-2, The Army Records Information Management System (ARIMS).

#### **28-2. DA policy**

The purpose of the Army's Enlisted and Officer Promotion System is to fill authorized spaces with the best-qualified Soldiers. It provides for career progression and grade in line with potential. It precludes promoting the Soldier who is not productive or not best qualified, thus providing an equitable system for all Soldiers.

### **28-3. Broad information**

a. Enlisted. There are numerous work tasks in the promotion process. Those procedures will not be discussed as they are listed in detail in AR 600-8-19. However, commanders should become familiar with them. A thorough knowledge of Time In Service (TIS) and Time In Grade (TIG) requirements for each grade is necessary for commanders to make informed decisions relevant to their Soldiers. The following TIS and TIG requirements are general in nature:

(1) Decentralized advancements (Private Enlisted 2 (PV2) to Specialist (SPC)).

(a) Advancement to PV2 is 6 months, TIS (4 months) may be waived. Normal advancement to PV2 is done automatically unless the commander submits a DA Form 4187 prior to the effective date to deny the advancement. In addition, a DA Form 4187 is required for advancement to PV2 with a waiver.

(b) Advancement to Private First Class (PFC) is 12 month TIS (6 months may be waived) and a 4 month TIG requirement (2 months may be waived). Normal advancement to PFC is automatic, unless the commander submits a DA Form 4187 prior to the effective date to deny the advancement. In addition, a DA Form 4187 is required for advancement to PFC with a waiver.

(c) Advancement to SPC is a 24 month TIS (18 months may be waived) and a 6 month TIG requirement (3 months may be waived). Normal advancement to SPC is automatic, unless the commander submits a DA Form 4187 prior to the effective date to deny the advancement. In addition, a DA Form 4187 is required for advancement to SPC with a waiver.

(2) Semi-centralized promotions (SGT to SSG).

(a) Time requirements for promotion to SGT and SSG are as indicated.

(b) Requirements for promotion to SGT include 36 months TIS (secondary zone-18 months), 8 months TIG (secondary zone-6 months), and 34 months TIS for board appearance (secondary zone-16 months).

(c) Requirements for promotion to SSG include 72 months TIS (secondary-48 months), 10 months TIG (secondary-7 months), 70 months TIS for board appearance (secondary-46 months), and 8 months TIG for board appearance (secondary-5 months).

(3) Areas in which errors are commonly found are counseling and mentoring. Both play an important role in the promotion process. Soldiers must know what is expected of them, what to strive for, and what areas to improve in order to achieve promotion. According to AR 600-8-19, paragraph 1-27, unit commanders will ensure that Soldiers who are eligible for advancement, without waiver, but not recommended, are counseled in writing. Counseling will take place as follows:

(a) Initially, when Soldier attains eligibility.

(b) Periodically (at least every 3 months).

(c) Counseling should include information as to why the Soldier was not recommended and what can be done to correct deficiencies or qualities which lack promotion potential.

(4) Secondary zone. Soldiers do not have a right to compete for promotion upon attaining secondary zone status. The secondary zone provides incentives to those who strive for excellence. It is for Soldiers whose accomplishments, demonstrated abilities for leadership, and marked potential warrant promotion ahead of their peers. Soldiers recommended for promotion in the secondary zone must be outstanding.

(5) Flagging actions. Soldiers must be in a promotable status to be promoted. Often

Soldiers continue to remain flagged after the flagging action has been finalized. Commanders must ensure flags are removed promptly when finalized. Use the Standard Installation Division Personnel System (SIDPERS) to monitor the unit's flagged Soldiers.

(6) Promotion boards. A common error concerns appointment of board members. The promotion authority, not the president of the board, appoints board members. Additionally, boarded Soldiers not recommended for promotion or not having enough points to obtain list status must be counseled.

(7) Promotion records. Records must be kept IAW disposition instructions in AR 25-400-2.

(8) Waiver allocations. Errors in computing waiver allocations are often encountered. Steps for computing waiver allocations are contained in AR 600-8-19, Table 2-2. Gains and losses must be reconciled prior to computing waiver allocations.

(9) Grade change transactions must be submitted with Report AAA-294 (Enlisted Promotion Report) to the servicing Personnel Services Battalion **Not** Later Than (NLT) their monthly suspense.

b. Officer. To be considered for promotion by a selection board, an officer must be on the Active Duty List (ADL) on the day the board convenes. Officers on suspension of favorable personnel actions (AR 600-8-2) or in a non-promotable status (AR 600-8-29) remain eligible for consideration.

(a) Promotion eligibility is determined by the Deputy Chief of Staff for Personnel (DCSPER) and approved by the Secretary of the Army (SA). For centralized promotions, eligibility is based on an officer's Active Date Of Rank (ADOR) and TIG. For decentralized promotions, the officer's Promotion Eligibility Date (PED) is also a determinant (see AR 600-8-29, Chapter 2, for determining ADOR for 2nd Lieutenants (2LTs) and Warrant Officer 1s (WO1s). WO1 to Chief Warrant Officer 2 (CW2). There is no minimum TIG requirements for officers to be considered for promotion to CW2; however, they must have at least two years TIG including service credit, if applicable, to be promoted. Furthermore, Warrant Officer (WO) must serve 18 months on active duty in the grade of WO1 before promotion to CW2.

(b) To Chief Warrant Officer 3 (CW3) to Chief Warrant Officer 5 (CW5). These officers may not be considered for promotion to the next higher grade until they have completed 2 years of active duty in their current grade.

(c) To 1st Lieutenant (1LT) and Captain (CPT). The law establishes no minimum TIG requirements for consideration for promotion; however, an officer must have at least 18 month TIG to be promoted to 1LT and 40 months TIS to be promoted to CPT (10 USC 619 (Eligibility for Consideration for Promotion)). The TIG requirement for promotion to 1LT has been extended to 2 years by the authority of the SA.

(d) To Major (MAJ) to Lieutenant colonel (LTC). These officers must serve at least 3 years TIG to be considered for promotion. This requirement may be waived by the SA, for consideration from below the zone, IAW 10 USC 619(a)(4).

(e) Colonel (COL) and Brigadier General (BG). Officers must serve 1 year TIG to be considered for promotion. If selected, they may be promoted without regard to any additional TIG requirements.

(2) Officers in the following categories are not eligible for consideration by a promotion selection board:

(a) Officers whose established separation or retirement date falls within 90 days

after the date on which the board is convened (Title 10 USC 577 (Promotions) and 619).

(b) 1LTs twice not selected for promotion to CPT.

(c) WOs twice not selected for promotion to CW3 through CW5 and not selectively continued.

(d) CWOs with less than 3 years of active duty service in their current grade (Title 10 USC 574 (Warrant Officer Active-Duty Lists)).

(e) Commissioned officers with less than 1 year of continuous active duty (since their most recent placement on the ADL) before the board convenes (Title 10 USC 619(c))

(f) Officers currently on active duty based on a recall from retired status.

(3) Failure to be selected for promotion. An officer on the ADL who has failed to be selected for promotion to CW3 through CW5 and CPT through LTC a second time will be subject to one of the following:

(a) Discharged according to AR 635-40 or released from active duty according to AR 635-200.

(b) Retired under any provision of law, if eligible, on the date requested by the officer and approved by proper authority.

(c) Retained on active duty, if a commissioned officer, until qualified for retirement if, on the date the officer would otherwise have been discharged, he or she is within 2 years of qualifying for retirement.

(d) Retained on active duty, if a warrant officer, until qualified for retirement if he or she is within 2 years of qualifying for retirement on the date the Secretary of the Army approves the board report. Selectively continued under the provisions of AR 600-8-19, paragraph 1-14.

#### **28-4. Commander's responsibilities**

- a. Ensure battalion S-1 personnel complete required administrative actions.
- b. Ensure Soldiers who are not recommended, but fully qualified receive counseling.
- c. Be thoroughly familiar with regulatory guidance on promotions.

#### **28-5. Points of contact**

- a. Adjutant or Human Resources Sergeant, S-1.
- b. Unit Commander or First Sergeant.

### **Chapter 29**

#### **Religious Accommodations**

##### **29-1. References**

- a. AR 600-20 para 5-6.
- b. DoDI 1300.17, (Accommodation of Religious Practices Within the Military Services)

##### **29-2. DA policy**

The Army places a high value on the rights of its Soldiers to observe tenets of their respective religions. It is the Army's policy to approve requests for accommodation of religious practices when they will not have an adverse impact on military readiness, unit

cohesion, morale, standards, health, safety, or good order and discipline, or otherwise interfere with the performance of the Soldier's military duties. However, accommodation of a Soldier's religious practices cannot be guaranteed at all times, but must depend on military necessity.

### **29-3. Broad information**

a. Religious worship. Sunday morning is not the only recognized or designated time for worship for military personnel. Some religious groups observe a 24 hour Sabbath beginning at sundown on Friday and ending at sundown on Saturday, when they are required to refrain from certain activities. Other religious groups conduct worship services at various times during the week and weekend. Duration of services differs between religious groups. Commanders are encouraged to accommodate unique religious worship requirements of their Soldiers when mission requirements permit, allowing them the time and opportunity to worship according to their customs and practices. Exceptions to normal duty hours may be necessary in some cases.

b. Religious events. Certain religious holy days or other observances are established at times of obligation or significant events in the life of a religious group. Particular festivals, rituals, historic reenactments, or religious seasons may be as important, as or even more important than weekly worship. When possible, commanders should consider granting time off, exceptions to normal duty hours, passes, or ordinary leave for Soldiers to participate in activities.

c. Religious dietary practices. Some religious groups have tenets that prohibit eating specific foods or prescribe the manner in which food is prepared. Other groups require times of fasting or abstinence from certain foods at all or specific times rather than require eating only a few select foods. Some Soldiers may need to request approval for separate rations on the basis of strict dietary requirements. Others may simply need to request arrangement for messing at dining facilities that operate at other than normal meal times or to request reimbursement for missed meals during required fast times. Commanders should be aware of what provisions can be made by the servicing dining facilities and what alternative provisions can be authorized for Soldiers with requests for religious dietary accommodations.

d. Religious medical practices. Some religious groups require medical self-care, prohibit immunizations, blood transfusions, surgery, or autopsy. Other groups require certain religious ministrations or procedures to be accomplished at the time of death or in relation to preparation of the body for burial. Some groups are strongly opposed to or prohibit cremation. Soldiers who observe such religious requirements or practices should be fully aware of the provisions of AR 600-20. They should ensure that their commanders are aware and submit a request for religious accommodation, when applicable.

e. Religious wear and appearance practices.

(1) Some religious groups require wearing religious articles. Some of these articles are **not** visible as they are worn under normal outer clothing; others are highly visible, such as headgear, garments, and adornments (necklaces, bracelets, pins, and so forth). Soldiers will meet the requirements of neat, conservative, discrete, subdued, and nonpermanent criteria listed in AR 600-20, paragraph 5-6. Articles must **not** be a substitute for, replace, or interfere with the normal wear or appearance of items of the Army uniform as outlined in AR 670-1 (Wear and Appearance of Army Uniforms and

Insignia).

(2) Some religious groups require individual piety and modesty in dress (i.e., the covering of arms and legs or women not wearing male clothing). Commanders may accommodate such religious practices that do not pose health or safety hazards. Uniformity is an important military consideration. Uniformity should not be the overriding reason for denying all requests for exception to wear and appearance policy based on sincere religious practices.

(3) The practice of wearing uncut hair and beards and permanent jewelry (items **not** readily removable, such as welded bracelets) is prohibited because of health and safety reasons, even if based on sincere religious convictions. AR 600-20, paragraph 5-6, governs continuance of prior exceptions.

#### **29-4. Commander's responsibilities**

a. Ensure a request for religious accommodation is sincere, consistently practiced, and religion-based.

b. Ensure a request for religious accommodation does not have an adverse impact on military readiness, unit cohesion, standards, health, safety, or discipline. The commander may approve the request either informally or formally (in writing) or disapprove it. Commanders will respond to requests for religious accommodation within 10 working days of receipt.

c. Request for religious accommodation of wear and appearance of the uniform, personal appearance, and personal grooming practices of AR 670-1 may only be approved by the Secretary of the Army or the designee. Soldiers requesting such accommodations must continue to comply with AR 670-1 until the request is approved.

#### **29-5. Points of contact**

a. Unit Commander or First Sergeant.

b. Chaplain.

### **Chapter 30**

#### **Security of Arms, Ammunition, and Explosives (AA&E) and Night Vision Devices (NVDs)**

##### **30-1. References**

a. AR 190-11 (Physical Security of Arms, Ammunition and Explosives).

b. AR 190-51 (Security of Unclassified Army Property (Sensitive and Nonsensitive)).

c. Fort Hood Directorate of Emergency Services (DES) AKO Webpage:  
<https://www.us.army.mil/suite/page/456787>.

##### **30-2. DA policy**

a. Arms rooms will be protected by an Intrusion Detection System (IDS) or under 24 hour surveillance. If an IDS fails, constant, unobstructed observance of the arms storage structure is required. AA&E will not be left unsecured at any time or under any circumstances.

b. All arms within arms rooms will further be secured in racks or containers with approved padlocks. NVDs will be stored in containers within the arms room if ample space is available. An armed guard is required if the IDS fails in arms rooms containing

category 1 or 2 weapons. All NVDs will be treated like weapons for security purposes. NVD storage containers and room keys will be controlled in the same manner as arms room keys. NVDs will be inventoried on a monthly basis during weapon inventories.

c. A hand receipt is required to account for all AA&E and NVDs. Armorers will conduct visual counts of all AA&E and NVDs upon opening the arms rooms. A monthly serial number inventory will be conducted of all AA&E, NVDs, and other sensitive or high-dollar items.

d. A daily closing inventory count will be conducted by a responsible individual (other than the armorer) appointed by the commander at the close of business on each day the arms room has been accessed.

e. Arms and NVDs signed out of the arms storage facility for maintenance on DA Form 2648-R (Maintenance Request) will be physically viewed within 72 hours after the weapon was turned in to the maintenance or repair facility. This check will be done by a responsible staff sergeant or above, and recorded on a memorandum, signed and dated by that individual, and filed in the unit arms room.

f. The key control officer will issue all locks and keys for the arms room to the primary arms room custodian on DA Form 2062 (Hand Receipt/Annex Number). At no time will the primary and alternate key custodian be the same as the primary and alternate armorer or be on the unaccompanied access roster.

g. The armorer will account for AA&E keys on the opening and closing inventories using DA Form 2062.

h. The key custodian will conduct a semiannual serial number inventory of all AA&E keys on DA Form 5513 (Key Control Register and Inventory).

### **30-3. Broad information**

a. A videotape is available for viewing in the MP Station or Physical Security Office that provides specific guidance on physical security requirements.

b. Check sheets, SOPs, deficiencies and recommendations, etc., are available on the Fort Hood DES Physical Security, Army Knowledge Online (AKO) site. Physical security checklists are not all inclusive and are therefore not intended to replace Army regulatory guidance.

### **30-4. Commander's responsibilities**

a. Become familiar with regulatory requirements.

b. Personally ensure inventories and accountability of AA&E and NVDs is performed daily according to references.

### **30-5. Points of contact**

a. Chief, Physical Security Branch.

b. DES Physical Security Specialist.

## **Chapter 31**

### **Sergeant's Time Training (STT)**

### **31-1. References**

- a. FH Reg 350-1.
- b. ADP 7-0 (Training Units and Developing Leaders).
- c. STT provides first line leaders with the necessary time to train individual Soldier tasks and crew tasks which support squad, crew, and platoon collective talks, including activities that support or relate to the unit METL. STT is standard-based, performance-oriented, and battle focused. Training to standard, not to time, is paramount.
- d. STT must prepare the individual Soldier to be proficient in their MOS and Common Task Training (CTT)-related tasks.

### **31-2. Policy**

- a. STT provides first line leaders with the necessary time to train individual Soldier tasks and crew tasks which support squad, crew, and platoon collective talks, including activities that support or relate to the unit METL. STT is standard-based, performance-oriented, and battle focused. Training to standard, not to time, is paramount.
- b. STT must prepare the individual Soldier to be proficient in their MOS and Common Task Training (CTT)-related tasks.

### **31-3. Commander's responsibilities**

- a. Commanders at all levels must emphasize STT and ensure it is standard-based, performance-oriented, and battle focused. Commanders will dedicate time on the training schedule. Commanders should plan, resource, rehearse, and execute STT with no external distracters.
- b. Commanders must establish a contract with their NCOs at the battalion and company training meetings to properly plan and resource STT, approve the selected task, allocate time to prepare, and monitor the training.

### **31-4. Points of contact**

- a. III Corps G-3, Training.
- b. Battalion S-3.

## **Chapter 32**

### **Sexual Harassment/Sexual Assault Response and Prevention (SHARP)**

#### **32-1. References**

- a. AR 600-20.
- b. DoDD 6495.01 (Sexual Assault Prevention and Response (SAPR) Program)
- c. DoDI 6495.02-(Sexual Assault Prevention and Response Program Procedures).
- d. Army Regulation 27-10: (Military Justice).
- e. SHARP Company Commander's Guidebook.

#### **32-2. DA policy**

- a. The Army's SHARP program exists so that the Army can prevent incidents of sexual harassment and sexual assault before they occur. The SHARP program's mission is to promote an Army culture and command climate that ensures adherence to the Army Values and ensures that every Army team member will be treated with

dignity and respect at all times and in all circumstances. Every Soldier, DA Civilian, and Family member serves and supports the Army and the Nation; they deserve no less. (SHARP Company Commander's Guidebook Chapter 1).

b. The policy of the Army is that sexual harassment is unacceptable conduct and will not be tolerated. Army leadership at all levels will be committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. Sexual harassment destroys teamwork and negatively affects combat readiness. The Army bases its success on mission accomplishment. Successful mission accomplishment can be achieved only in an environment free of sexual harassment for all personnel. (AR 600-20 para 7-3)

c. Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Every Soldier who is aware of a sexual assault should immediately (within 24 hours) report incidents. Sexual assault is incompatible with Army values and is punishable under the UCMJ and other Federal and local civilian laws. (AR 600-20 para 8-2)

d. The prevention of sexual harassment/sexual assault is the responsibility of every Soldier and DA civilian. Leaders set the standard for Soldiers and DA civilians to follow. (AR 600-20 para 7-3)

### **32-3. The Sexual Assault Prevention and Response Program (SAPR)**

The SAPR Program reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting, and accountability. Army policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes. (AR 600-20 para 8-1)

### **32-4. The goals of the SAPR are: (Army Regulation (AR) 600-20 para 8-1)**

- a. Create a climate that minimizes sexual assault incidents, which impact Army personnel, Army civilians, and family members, and, if an incident should occur, ensure that victims and subjects are treated according to Army policy.
- b. Create a climate that encourages victims to report incidents of sexual assault without fear.
- c. Establish sexual assault prevention training and awareness programs to educate Soldiers.
- d. Ensure sensitive and comprehensive treatment to restore victims' health and well-being.
- e. Ensure leaders understand their roles and responsibilities regarding response to sexual assault victims, thoroughly investigate allegations of sexual assault, and take appropriate administrative and disciplinary action.

### **32-5. Sexual Harassment**

a. AR 600-20 para 7-4: Sexual harassment is a form of gender discrimination that involves unwelcome (unwelcome is determined by the recipient) sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature between the same or opposite genders when:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.

b. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment. Any person in a supervisory or command position who uses or allows implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or civilian employee is engaging in sexual harassment. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

c. Any person filing a complaint will follow the procedures as outlined in AR 600-20, Appendix D, for EO complainants. Complainants have the option to file an informal or formal complaint of sexual harassment and can submit the complaint to a member of the chain of command or to an alternative agency as specified in AR 600-20, para D-1.a(2).

### **32-6. Sexual Assault**

a. AR 600-20 para 8-4: Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts.

b. AR 600-20 para 8-2: The Army will use training, education, and awareness to minimize sexual assault; to promote the sensitive handling of victims of sexual assault; to offer victim assistance and counseling; to hold those who commit sexual assault offenses accountable; to provide confidential avenues for reporting, and to reinforce a commitment to Army values. The Army will treat all victims of sexual assault with dignity, fairness, and respect.

c. The Army will treat every reported sexual assault incident seriously by following proper guidelines. The information and circumstances of the allegations will be disclosed on a need-to-know basis only.

d. This policy applies to:

- 1) Both on and off post and during duty and non-duty hours.
- 2) To working, living, and recreational environments (including both on- and off-post housing).

e. Victims have the option to file a restricted or unrestricted report or not report at all.

1) Restricted Report: The victim can confidentially disclose and report a sexual assault to a Sexual Assault Response Coordinator (SARC), Victim Advocates (VA), or Health Care Provider (HCP). The victim can also confidentially communicate with a chaplain. The victim will have access to healthcare treatment, including emergency care, counseling, and assignment of a SARC and VA, without triggering an official investigation or prosecution of the alleged offender. If the victim chooses to file a restricted report, the installation commander will receive non-identifying information indicating an alleged sexual assault occurred. If the victim files a restricted report, he or she can change to an unrestricted report at any time. (DoDD 6495.01, Glossary; DoDI 6495.02, Encl 4; AR 600-20, para 8-4.c. and p(4), App H-2, H-4 and H-5)

2) Unrestricted Report: The victim can disclose, without requesting confidentiality or restricted reporting, that he or she is the victim of a sexual assault to a SARC, VA, HCP, command authorities, or others. The victim will have access to healthcare treatment and counseling, support, and consideration for protection and expedited (permanent or temporary) transfers. If the victim chooses to file an unrestricted report, the SARC, VA, HCP, chain of command, and law enforcement, will be notified that the crime occurred. An official investigation will be triggered and the alleged offender may be prosecuted. All unrestricted reports must be referred to U.S. Army Criminal Investigation Command (CID) regardless of severity, in accordance with DoDI 5505.18 (Investigation Of Adult Sexual Assault In The Department Of Defense). Once the victim files an unrestricted report, he or she cannot change to a restricted report. If at any time a victim declines to participate in an investigation or prosecution, that decision should be honored by commanders, investigators, and all other personnel involved in the case. (DoDD 6495.01, Glossary; DoDI 6495.02, Enclosure 4 para 1(c)(1); AR 600-20, para, 8-4.d., App G-2, para.. A. and I., App H-2, App H-4.b.)

3) The victim may choose not to report a sexual assault. The victim may not receive the support or consideration made available to victims. If the victim chooses not to report and no one else reports the incident, the chain of command, law enforcement, HCP, SARC, and VA may not know that a crime occurred and the alleged offender may not be investigated or prosecuted.

### **32-7. Commander's Responsibilities** (Summary from AR 600-20, Chapters 7 and 8 in SHARP Company Commander's Guidebook Chapter 2)

Commanders are the center of gravity for execution of the SHARP program and the I.A.M. Strong campaign. Commanders are responsible for the climate in their organizations. The following commander actions are required in order to promote a climate of dignity and respect:

- a. Ensure that all assigned personnel are familiar with the Army policy on sexual harassment and sexual assault. Publish and post written command policy statements for the prevention of sexual harassment and sexual assault.
- b. Continually assess and be aware of the climate of command regarding sexual harassment and sexual assault.
- c. Take prompt, decisive action to investigate all complaints of sexual harassment.
- d. Ensure all reports and incidents of sexual assault are reported to CID; ensure that victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident.
- e. Publish contact information of SARCs and VAs and provide take-away information such as telephone numbers for unit and installation points of contact, booklets, and information on available victim services.
- f. Ensure SHARP training is conducted in accordance with the most current Army policy.
- g. Appoint same-gender sponsors for first-term Soldiers.
- h. Include emphasis on sexual assault risks, prevention, and response at all holiday safety briefings.
- i. Ensure that Soldiers convicted of sexual assault in foreign, civilian, or military courts are processed for administrative separation.

j. Continually assess the command climate through various methods (for example, focus groups, surveys, talking with Soldiers).

### **32-8. Commander's role in response.**

Commanders have drastically different responsibilities (and some restrictions) in response to a complaint of sexual harassment versus a report of sexual assault. Consult your SARC and SJA when there are questions or concerns. IAW AR 600-20 para C-4, for a formal complaint of sexual harassment:

(a). Upon receipt of a complaint, the commander is required to identify and rectify sexual harassment and the five factors of unlawful discrimination, to include race, color, gender, religion and national origin. The commander will ensure that the complainant has been sworn to the complaint ( DA Form 7279-1(Equal Opportunity Complaint Form), block 9). If not, the commander will administer the oath and annotate it on the complaint form. The commander will fill out block 11 acknowledging receipt of the complaint form. All formal complaints will be reported within 3 calendar days to the first GCMCA in the chain of command. Additionally, the commander will provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter until completion.

(b). The commander will either conduct an investigation personally or immediately appoint an investigating officer according to the provisions of AR 15-6. Depending on the magnitude of the complaint, the commander may deem it necessary to ask the next Senior Commander (SC) in the chain of command to appoint the investigating officer.

(c). The commander will establish and implement a plan to protect the complainant, any named witnesses, and the subject from acts of reprisal. The plan will include, as a minimum, specified meetings and discussions with the complainant, subject, named witnesses, and selected members of the chain of command and coworkers.

1) IAW AR 600-20, para 8-5o. For an unrestricted report of sexual assault: Take immediate steps to ensure the victim's physical safety, emotional security, and medical treatment needs are met and that the SARC and appropriate law enforcement/criminal investigative service are notified. See appendix G for additional guidance for commanders responding to a reported sexual assault.

2) Ensure that the victim or his/her representative consent, in writing, to the release of information to nonofficial parties about the incident and that the victim's status and privacy are protected by limiting information to "need to know" personnel.

3) Ensure that victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident.

4) Collaborate closely with the SARC, legal, medical, and chaplain offices and other service providers to provide timely, coordinated, and appropriate responses to sexual assault issues and concerns.

5) Encourage the victim to get a medical examination no matter when the incident occurred.

6) Report all incidents of sexual assault to CID in accordance with AR 195-1, paragraph 6. IAW AR 195-2 (Criminal Investigations Activities), Appendix B-1, CID has the sole responsibility to investigate such allegations NOT commanders.

7) Report sexual assaults to the SARC to ensure victims have access to appropriate assistance and care from the initial time of report to completion of all required treatment.

8) Report all incidents of sexual assault to the office of the SJA within 24 hours.

9) Notify the chaplain if the victim desires pastoral counseling or assistance.

### **32-9. Points of contact**

- a. Brigade SARC.
- b. Chain of command.
- c. Brigade Staff Judge Advocate.

## **Chapter 33**

### **Support of Family Members and Dependents**

#### **33-1. References**

- a. AR 608-99 (Family Support, Child Custody, and Paternity).
- b. DoD 7000.14-R, Volume 7A, Chapter 26.

#### **33-2. DA policy**

a. Financial nonsupport of Family members is an official matter of concern. This is a command issue.

b. Soldiers are required to manage their personal affairs satisfactorily. This responsibility includes:

- (1) Providing adequate and continuous financial support for their Family members.
- (2) Complying with all court orders IAW AR 608-99.
- (3) Maintaining reasonable contact with Family members to ensure their financial needs are being met.

(1) Soldiers must provide child support and/or alimony under the following circumstances: Court orders regarding child support, alimony, and paternity.

(2) The financial support provisions of a written support agreement in the absence of a court order.

(3) If there is no court order or written support agreement, the Soldier must comply with the minimum support provisions of AR 608-99, paragraph 2-6.

c. Soldiers cannot use their military status or assignment to deny financial support to Family members or to evade court orders concerning child support or custody.

d. The provisions of AR 608-99 are intended as interim measures until the parties involved arrive at a mutual agreement or resolve their differences in court.

e. Violations of the minimum support requirements of AR 608-99, paragraph 2-6 or child custody provisions of paragraph 2-10 are punishable under Article 92, UCMJ.

f. A Soldier's entitlement or lack of entitlement to such allowances has no relationship to their obligation to provide support (AR 608-99, paragraph 1-7b).

g. A commander has no authority to excuse a Soldier from complying with the interim support requirements of AR 608-99, except as listed in paragraph 2-12.

h. Soldiers cannot fall into arrears without violating AR 608-99, paragraph 2-5. Soldiers who fall into arrears by violating AR 608-99 may be punished accordingly.

Although the collection of arrearages based on the financial support provision of a court order or written support agreement may be enforced in court, there is no legal means for the military to enforce collection of arrearages. Nevertheless, in all cases, Soldiers should be strongly encouraged, but not ordered, to pay arrearages.

### **33-3. Commander's responsibilities**

- a. Inform their Soldiers of the DA policy on support of Family members.
- b. Process and respond to complaints of nonsupport IAW AR 608-99, paragraph 3-1. Counsel Soldiers when nonsupport complaints are brought against them.
- c. Respond to all official messages and correspondence concerning nonsupport claims.
- d. Conduct inquiries into allegations of nonsupport.
- e. Take appropriate action against Soldiers that fail to comply with AR 608-99 or lawful orders based on that regulation. Confer with the SJA if there are any questions concerning "appropriate action." These actions include, but are not limited to, the following:
  - (1) Counseling.
  - (2) Admonition.
  - (3) Memorandum of Reprimand (Military Personnel Records Jacket (MPRJ) or OMPF filing).
  - (4) Bar to reenlistment.
  - (5) Administrative separation from the service.
  - (6) Nonjudicial punishment under Article 15, UCMJ.
  - (7) Courts-martial.

### **33-4. Point of contact**

SJA.

## **Chapter 34**

### **Suspension of Favorable Actions (FLAG)**

#### **34-1. References**

- a. AR 600-8-2.
- b. AR 600-8-22.
- c. AR 600-9.

#### **34-2. DA policy**

- a. Flag actions guard against the accidental execution of favorable personnel actions for Soldiers not in good standing.
- b. Mandates submission of flags when an unfavorable action or investigation (formal or informal) is initiated against a Soldier by military or civilian authorities.
- c. Classifies flag actions into two categories; non-transferable and transferable. See AR 600-8-2, paragraph 2-1g(1) & (2).
- d. (Chapter 3) Prohibits the execution of the following personnel actions (exceptions exist: see AR 600-8-22 and paragraph 1-17 below).
  - (1) Appointment, reappointment, reenlistment, and extension.

- (2) Entry on active duty or Active Duty for Training (ADT).
- (3) Reassignment. Promotion or reevaluation for promotion.
- (4) Awards and decorations: See AR 600-8-22 for exceptions.
- (5) Attendance at civil or military schooling.
- (6) Unqualified resignation or discharge.
- (7) Retirement.
- (8) Advanced or excess leave.
- (9) Payment of enlistment bonus or Selective Reenlistment Bonus (SRB). Assumption of command.

### **34-3. Commander's responsibilities**

- a. Direct the flagging action when a Soldier's status changes from favorable to unfavorable. A flag action is removed when the Soldier's status changes from unfavorable to favorable.
- b. Initiate a separate flag for each investigation, incident, or action.
- c. Review active flag actions monthly.
- d. Consult the security manager if determination is made to suspend access to classified information.
- e. Ensure the rules for transferring flags are being followed.
- f. Ensure rules for removing flags are being followed; immediate removal upon:
  - (1) Adverse action. Completion of all punishments imposed, to include reductions, extra duties and restrictions, and any suspensions; when charges are dropped; when Soldier is reassigned to the transition point for separation processing.
  - (2) Weight control. Successful compliance with the height and weight standards of AR 600-9 (if Soldier becomes overweight within 1 year of removal, begin separation processing).
  - (3) APFT. Successful completion of APFT.
- g. Ensure Soldiers who fail the APFT or fail to meet height and weight requirements are flagged.
- h. Ensure the Soldier is informed of the flag action.
- i. Ensure immediate removal of flagged Soldiers from the SGT and SSG promotion standing list.

### **34-4. Points of contact**

- a. Adjutant or Human Resources Sergeant, S-1.
- b. Legal Specialist or SJA.

## **Chapter 35 Tattoos**

### **35-1. References**

- a. AR 670-1.
- b. DA Pam 670-1.

### **35-2. DA Policy**

a Unauthorized tattoo locations:

(1) On the head, face, & neck, anything above the T-shirt line to include on/inside the eyelids, mouth, & ears.

(2) On the hands, fingers, wrists below the wrist bone. Soldiers may have one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm) of the finger.

### **35-3. Categories of Unauthorized Tattoos**

a. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities.

b. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.

c. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender but may not meet the same definition of “indecent.”

d. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, color, or national origin.

### **35-4. Commander’s responsibilities**

Commanders will perform an annual check for new tattoos or brands in prohibited locations. If any new tattoos are found not in compliance with current standards, the Soldier must be processed in accordance with AR 670–1, paragraph 3–3f.

### **35-5. Point of contact**

SJA.

## **Chapter 36 Travel Card**

### **36-1. References**

a) 7000.14-R Volume 9, Chapter 3

b) Travel and Transportation Reform Act of 1998 (TTRA).

c) Public Law 105-264 (TTRA) for additional information regarding mandatory use of the GTCC.

d) Defense Finance and Accounting Service-Indianapolis (DFAS-IN ) 37-1 Regulation, Chapter 10, Travel and Transportation Allowances.

### **36-2. Policy**

a. Recent guidance from DoD and FORSCOM on mandatory use of the travel card has changed. Every employee will not be issued the travel card. Commanders should base approval of the credit card application on performance of duty, financial history, and projected frequency of travel. Employees who do not possess the travel card will either be issued a travel advance by the supporting field office of the DFAS or the employee may use his or her personal funds or credit card to pay expenses incurred during official travel. Travel advance authorization should be reflected in travel orders.

b. Use of the travel card for PCS (where applicable) and Temporary Change of

Station (TCS) expenses (where applicable) is at the discretion of the Component. The travel card will be deactivated prior to departure of these individuals. Use of the travel card is authorized for TDY in-route to the new duty station.

c. Travel card accounts will be deactivated for unit deployments, individual movement on TCS orders and when not needed for official travel.

d. Mandatory use of the card is no longer authorized for infrequent travelers. Infrequent travel is defined as official travel 2 times or less per year.

e. The travel voucher (DD Form 1351-2 (Travel Voucher or Sub-voucher)) will be submitted to Defense Transportation System (DTS) for reimbursement not later than 5 working days after completion of official travel. If a cardholder is TDY longer than 29 calendar days, an interim travel voucher will be submitted to DFAS for reimbursement on the 30th day.

f. Use of a “split disbursement” option on the travel voucher should be strongly encouraged by all leaders.

g. Assist all cardholders who have long-term debt with establishment of a repayment plan with Citibank®.

### **36-3. Guidance**

a. Types of accounts. There are two types of accounts : restricted or standard. Restricted accounts are accounts with a credit limit of \$4,000 dollars or less: the limit can be increased in certain situations. Standard accounts have a credit limit of \$7,500 dollars.

b. Credit card applicants can be denied a travel card because of “bad credit.” However, an applicant can decline the credit check on the application in which case Citibank® will only issue a restricted card.

c. Travel card accounts are “past due” if not paid by the 31st calendar day after the payment due date.

d. Travel card accounts are “delinquent” if not paid by the 91st calendar day after the payment due date.

e. Travel card accounts become eligible for the “salary offset” program (garnishment) if **not** paid by the 126th calendar day after the payment due date.

f. Travel card accounts are “charged-off” by the credit card contractor if not paid by the 210th day after the payment due date. The contractor will forward accounts to a collection agency and report delinquency to various credit agencies.

g. Know your organization’s agency program coordinator. Request a monthly list of cardholders assigned to your organization.

h. Know who in the organization is past due or delinquent; provide financial counseling and assistance with debt management, if required.

i. Conduct investigations of reported card abuse or misuse and take corrective action when warranted.

j. If a Soldier must go TDY and cannot get a travel card (for the reasons listed above), the unit requesting TDY orders should also request an advance TDY payment.

### **36-4. Points of contact**

a. Agency Organizational Program Coordinator.

b. Assistant Chief of Staff (ACofS), Resource Management.

c. Unit Financial Specialist.

- d. Human Resources Sergeant.

## **Chapter 37**

### **Unit Coins**

#### **37-1. References**

- a. AR 600-8-22
- b. AR 672-20 (Incentive Awards).
- c. Title 10 USC 1125 (Recognition for Accomplishments, Award of Trophies)
- d. 5 USC 4503 (Agency Awards).
- e. Title 10 USC 3013 (Secretary of the Army).

#### **37-2. Applicability**

This policy applies to all III Corps units and personnel.

#### **37-3. Policy**

Unit coins provide commanders with an effective means to recognize command personnel – military and civilian – for exceptional service and achievement. Uniquely personal in its presentation and tied to the pride and history reflected in a unit's crest, the unit coin significantly contributes to the esprit, pride, morale, and cohesion of an organization.

#### **37-4. Guidance**

The following guidance applies to unit coins purchased with appropriated funds:

- a. Purchase. The authority to purchase distinctive unit coins is delegated to MSC commanders. This authority may be further delegated to battalion commander and CSM-level, and may include flag-level deputies, assistant division commanders, and chiefs of staff. Commanders will ensure distinctive unit coins adhere to regulatory guidance. The coins will bear an inscription identifying it as an award, such as "for excellence" or "in recognition of outstanding performance." Commanders authorized to purchase and present unit coin medallions are authorized to purchase only one coin medallion design for their unit. As an exception to this rule, general officer commanders and equivalent-level CSMs may authorize coin medallions reflecting their position in addition to the unit coin medallion.
- b. Presentation. The authority to award distinctive unit coins is limited to commanders and CSMs authorized to expend appropriated funds for the purchase of such coins. In individual cases, commanders and CSMs may authorize subordinate commanders or CSMs to make presentations of coins on their behalf.
- c. Basis of award of unit coins. Coins may be presented only for those unique achievements that further the efficiency and effectiveness of the Army's mission. Although an extremely well performed duty may justify the award of a coin, ordinarily commanders will avoid presenting unit coins for the performance of routine duties.
- d. Permissible recipients of unit coins.

- (1). Only Soldiers or appropriated fund civilian employees may be the recipients of

unit coins purchased with appropriated funds. Under no circumstances shall coins purchased with appropriated funds be given to non-federal employees, including local businesses, dignitaries, or visitors. Requests to fund gifts for visitors shall be directed to the III Corps Secretary of the General Staff (SGS) for consideration of the use of official representation funds.

(2). Nothing in this policy precludes the Garrison Commander or DMFWR from using Non-Appropriated Funds (NAF) for the purchase of similar awards for NAF employees. Commanders and CSMs will not present coins purchased with appropriated funds to peers or superiors.

### **37-5. Points of contact**

- a. III Corps SJA.
- b. Resource Management.
- c. Note: As of publication date of this pamphlet, there is no current III Corps coin policy.

## **Chapter 38**

### **Body Composition Program**

#### **38-1. References**

- a. AR 600-9.
- b. AR 600-8-2.
- c. AR 600-8-24.
- d. AR 635-200

#### **38-2. DA policy**

a. Active Army and RC Soldiers are responsible for meeting the standards in AR 600-9. Commanders and supervisors will monitor all members in their command to ensure they maintain proper body weight, body composition (body fat in relation to weight), and personal appearance.

b. Excessive body fat indicates a lack of personal discipline, detracts from military appearance, and may indicate a poor state of health, fitness, or stamina. Self-discipline to maintain proper weight distribution and high standards of appearance are essential to every Soldier in the Army.

c. Soldiers will conform to the body fat standards in AR 600-9, Appendix B. Soldiers that exceed these body standards are considered overweight. Body fat composition will be determined for personnel:

(1) Whose body weight exceeds the screening table weight in AR 600-9, Table B-1.

(2) When the unit commander or supervisor determines that the individual's appearance suggests body fat is excessive.

d. Soldiers who are overweight will be entered into a weight control program and flagged according to AR 600-8-2.

e. Soldiers will be sent for dietary counseling.

f. Once a commander places a Soldier in the Army Body Composition Program (ABCP), that Soldier's required goal is loss of 3 pounds (1 kilogram) to 8 pounds (4 kilograms) or 1 percent body fat per month. This level of monthly

weight loss must be met unless an underlying medical condition exists. Soldiers that fail to make this progress for 2 consecutive monthly weigh-ins must be referred by the commander or supervisor to health care personnel for evaluation or reevaluation. The Soldier may be subject to separation proceedings. Commanders will initiate a mandatory bar to reenlistment and/or administrative separation against Soldiers that fail to make satisfactory progress after being placed in the Army Weight Control Program (AWCP) for 6 months. Soldiers that become overweight within 12 months of the date of removal from the ABCP, with no underlying medical condition, the unit commander will initiate separation proceedings, bar to reenlistment, or transfer to the Individual Ready Reserve (IRR).

g. Soldiers that become overweight after the 12th month, but within 36 months of removal from the ABCP, with no underlying medical condition, have 90 days to meet the standard or become subject to separation proceedings.

h. Soldiers that meet body fat standards and become pregnant will be exempt from the standards for the duration of the pregnancy plus 180 days after the pregnancy ends. If, after this period of exemption they are verified to exceed the body fat standard, they will be enrolled in the ABCP pending enrollment approval by a medical doctor.

i. Soldiers on the ABCP who then become pregnant will remain under the flagging action.

### **38-3. Commander's responsibilities**

a. Become familiar with AR 600-9 and interim changes.

b. Ensure every Soldier is weighed when they take the APFT or at least once every 6 months.

c. Ensure every Soldier that exceeds his or her screening table weight (AR 600-9, Table 1) is taped to determine his or her body fat content. Procedures for determining body fat content are in AR 600-9, Appendix B.

d. Have medical personnel determine if there is an underlying medical reason causing the Soldier's weight condition. AR 600-9 contains a sample memorandum to the MEDDAC.

e. If no medical reason exists, enter the Soldier in the ABCP. This should be done in writing. AR 600-9 contains a sample memorandum.

f. Flag Soldiers entered in the ABCP, according to AR 600-8-2. Provide all Soldiers with guidance and information on diet and exercise to control weight.

g. Maintain all required documentation in the Soldier's file.

h. Conduct monthly weigh-ins for Soldiers in the ABCP. Body fat content evaluations may also be done to assist in the measuring process.

i. Remove Soldiers from the ABCP once they meet the body fat standards of AR 600-9. Do **not** use the screening table weight as the standard to remove Soldiers from the ABCP.

### **38-4. Points of contact**

a. Battalion S-1.

b. Battalion Physician's Assistant.

c. Unit MFT.

- d. MEDCOM.

## **Chapter 39**

### **Whistleblower Protection**

#### **39-1. References**

- a. Title 10 USC 1034
- b. DoD Directive 7050.06

#### **39-2. Applicability**

a. The Office of the Secretary of Defense, the military departments (including the Coast Guard when it is operating as a military service in the Navy), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the DoD, the Defense Agencies, and the DoD field activities, including non-appropriated fund activities (hereafter referred collectively as the DOD components). The term “military services,” as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps. All DoD personnel.

#### **39-3. Definitions**

- a. Protected communication.
  - (1) Any lawful communication to a Member of Congress or an IG.
  - (2) Any communication in which a member of the Armed Forces communicates information the member reasonably believes evidences a violation of law or regulation, including a law or regulation prohibiting sexual harassment or unlawful discrimination, gross mismanagement, a gross waste of funds or other resources, an abuse of authority, or a substantial and specific danger to public health or safety, when such communication is made to any of the following:
    - (a) A Member of Congress, an IG, or a member of a DoD audit, inspection, investigation, or law enforcement organization.
    - (b) Any person or organization in the chain of command; or any other person designated pursuant to regulations or other established administrative procedures to receive such communications.
- Reprisal. Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, for making or preparing a protected communication.
- b. Whistleblower. A member of the Armed Forces who makes or prepares to make a protected communication.

#### **39-4. DOD policy**

- a. Members of the Military Services are free to make protected communications.
- b. No person will restrict a Service member from making lawful communications to a member of Congress or an IG.
- c. Service members will be free from reprisal for making or preparing to make or being perceived as making or preparing to make a protected communication.
- d. No person may take or threaten to take an unfavorable personnel action or withhold or threaten to withhold a favorable personnel action in reprisal against any

Service member for making or preparing to make, or being perceived as making or preparing to make a protected communication.

e. No investigation is required when a Service member (hereinafter, use of "Service member" includes both current and former Service members) submits a reprisal complaint more than 1 year after the date that the member became aware of the personnel action that is the subject of the allegation. However, an IG receiving a reprisal complaint more than 1 year later may consider the complaint based on compelling reasons or circumstances. These circumstances may include situations in which the Service member:

- (1) Was actively misled regarding his or her rights;
- (2) Was prevented in some extraordinary way from exercising his or her rights;  
or
- (3) Filed the same allegation within the 1 year period with the wrong office or agency.

### **39-5. Reprisal factors**

The following factors must be considered to determine if reprisal has taken place: Did the complainant make or prepare a communication protected by statute?

- a. Was an unfavorable personnel action taken or threatened, or was a favorable action withheld or threatened to be withheld following the protected communication?
- b. Did the official(s) responsible for taking, withholding, or threatening the unfavorable personnel action know about the protected communication before they took the unfavorable personnel action?

### **39-6. Commander's responsibilities**

- a. Become familiar with DoD Directive 7050.06.
- b. Ensure all members of the command are free to make a protected communication to a member of Congress or the Inspector General.

### **39-7. Upon receipt of a Whistleblower's complaint, the Inspector General will:**

- a. Advise the complainant they may file a whistleblower reprisal complaint with their local IG. Complainants may also file their complaint online with DoD IG. DoD IG contact information is as follows: mailing address: DoD Hotline, The Pentagon, Washington, D.C. 20301-1900; telephone: 1-800-424-9098; or email: <http://www.dodig.mil/hotline> and click on Whistleblower Reprisal.
- b. Ensure the complainant understands an investigation is not required by the DoD IG if the complaint is made or forwarded to the DoD IG more than 1 year after the complainant became aware of the personnel action at issue.
- c. Advise the complainant to provide as much of the following information as possible:
  - (1) Complainant's full name, grade, duty title, organization, duty location, commercial or Defense Switch Network (DSN) telephone numbers, residence telephone number, and mailing address for receipt of correspondence from the DoD IG.
  - (2) Copy of the protected communication and any reply about the matter. If a copy is unavailable, include the date of the protected communication, to whom it was made, its contents, and whether it was investigated, when, and by whom.
  - (3) Identify personnel action(s) taken, withheld, or threatened to be taken or

withheld. Provide documentation about the personnel action or describe the type of personnel action and date such action occurred.

(4) Provide to the extent possible, the full name, grade, duty title, organization, duty location, and commercial or DSN telephone number of the officials responsible for signing, taking, recommending, or influencing the personnel action at issue. Indicate why and how any official involved in the personnel action knew of the protected communication.

(5) List key witnesses and the information they have that will establish the personnel action at issue was in reprisal for making or preparing a protected communication; include commercial and DSN telephone numbers or other information on how to contact the witnesses.

(6) Provide any other information in support of the allegations. If possible, provide a chronology of events, including the date of the protected communication and dates of all subsequent personnel actions taken, withheld, or threatened to be taken or withheld.

d. Take action consistent with guidance set forth in DoDD 7050.06.

### **39-8. Points of contact**

- a. Local Inspector General.
- b. Department of the Army Inspector General (<http://www.daig.pentagon.mil>).
- c. Department of Defense Inspector General (<http://www.dodig.mil/hotline.com>).

## **Appendix A References**

### **Section I Required references**

**AR 15-6** Procedures for Investigating Officers and Boards of Officers, cited in para. 2-2c(3); 2-3a; 32-8b

**AR 20-1** Inspector General Activities and Procedures, cited in para. 2-2c(3);

**AR 25-400-2** The Army Records Information Management System (ARIMS), cited in para. 28-1c; 28-3a(7)

**AR 27-3** The Army Legal Assistance Program, cited in para 20-1c

**AR 40-501** Standards of Medical Fitness; cited in para. 24-1d; 25-2h; 26-1b 26-2(2)e

**AR 135-91** Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, cited in para 15-1f

**AR 135-178** Enlisted Administrative Separations (\*RAR 18 March 14), cited in para 15-1e

**AR 190-11** Physical Security of Arms, Ammunition, and Explosives, cited in para 30-1a

**AR 190-24** Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations, cited in para 13-3c

**AR 190-51** Security of Unclassified Army Property (Sensitive and Nonsensitive), cited in para 30-1b

**AR 195-2** Criminal Investigations Activities, cited in para 32-8c(6)

**AR 215-1** Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, cited in para 8-1a

**AR 220-1** Army Unit Status Reporting and Force Registration Consolidated Policies, cited in para. 15-1d;

**AR 350-1** Army Training and Leader Development, cited in para. 25-1a; 25-3a; 25-4a; 26-1c;

**AR 380-67** Personnel Security Program (24 Jan 14) cited in para 20-1c; 20-2f(5)

**AR 385-10** The Army Safety Program (\*RAR 004, 04 Oct 11) cited in para 27-1a

**AR 420-1** Army Facilities Management (\*RAR 24 Aug 12), cited in para 17-1;  
17-2b; 17-3e

**AR 600-8-2** Suspension of Favorable Personnel Actions (FLAG), cited in para. 5-1b; 5-2d; 6-1(c); 25-3d; 28-3a(9); 34-1a; 34-2c 38-1b; 38-1b; 38-2d; 38-2f;

**AR 600-8-10** Leaves and Passes (\*RAR 001, 4 Aug 11), cited in para. 23-3a; 23-4f,j,k,l;  
26-1e; 26-2(14)a

**AR 600-8-19** Enlisted Promotions and Reductions, cited in para. 22-1c; 28-1b; 28-3a; 28-3(3)c 28-3(8); 28-3(10)d;

**AR 600-8-22** Military Awards ; cited in para. 5-1a; 5-2b; 5-2c; 5-2e; 5-4; 34-1b; 35-2d; 34-2d; 37-1a;

**AR 600-8-24** Officer Transfers and Discharges(\*RAR 003, 13 Sep 11),cited in para. 15-1c 26-1f; 26-2(3)a; 38-1c;

**AR 600-8-29** Officer Promotions(\*Modified by AR Dir 2010-10) ,cited in para. 22-1d; 28-1a; 28-3(9)b;

**AR 600-8-104** Army Military Human Resource Records Management, cited in para 5-1c

**AR 600-9** The Army Body Composition Program, cited in para. 34-1c, 34-3f(2); 38-1a; 38-2a; 38-2c; 38-2c(1); 38-3a; 38-3c; 38-3d; 38-3e; 38-3j

**AR 600-20** Army Command Policy (\*RAR 004, 04 Aug 11; Army Dir 2011-01),cited in para. 9-1; 9-2a; 10-1a;11-1a; 11-6b; 13-1b; 13-1c; 13-2b; 13-3; 15-1a; 15-2c; 15-3f; 15-3m; 22-1f; 22-3a(2); 29-1; 29-3d; 29-3e(1); 30-3e(i); 32-1a; 32-2b; 32-2c; 32-2d; 32-3; 32-4; 32-5a; 32-5c 32-6a; 32-6b; 32-6f; 32-8a;

**AR 600-38** Meal Card Management System ,cited in para. 7-1c; 7-4d;

**AR 600-60** Physical Performance Evaluation System, cited in para. 26-1d

**AR 600-110** Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus, cited in para. 19-1; 19-2b; 19-2d; 19-2e; 19-2f; 19-3a; 19-3h;19-3i

**AR 601-280** Army Retention Program (\*RAR 001, 15 Sep 11),cited in para. 6-1a; 6-2d; 6-3a; 6-3b; 6-3c; 6-3d; 6-3e; 6-3f; 6-3g; 6-3h; 6-3i; 6-3j; 6-3k; 6-4a; 6-4a(1); 6-4a(2); 6-4a(3); 6-4c(1); 6-4c(2); 6-4d; 25-3d)

**AR 608-1** Army Community Service, cited in para. 8-1c; 14-1b;

**AR 608-18** The Army Family Advocacy Program(\*RAR 001, 13 Sep 11),cited in para. 14-1a; 14-3b; 14-4a; 14-4g; 14-4o; 14-4q; 14-5a; 14-5b

**AR 608-99** Family Support, Child Custody, and Paternity, cited in 33-1a; 33-2b(i); 33-2c(3); 34-2e; 34-2f; 34-3h; 35-2h; 34-2i; 33-3b; 33-3f

**AR 614-30** Overseas Service, cited in para 26-1g 26-2c(3)(a))

**AR 623-3** Evaluation Reporting System, cited in para. 12-1a; 12-3a; 12-3e; and 22-1e)

**AR 630-10** Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, cited in para 23985229  
-1b

**AR 635-8** Separation Processing and Documents, cited in para 4-1,

**AR 635-40** Physical Evaluation for Retention, Retirement, or Separation(\*RAR 001, 03/20/2012) cited in para. 26-1h; 26-3h; 28-3(10) (a)

**AR 635-200** Active Duty Enlisted Administrative Separations (\*RAR 003, 6 Sep 11), cited in para. 3-1; 3-2a(1); 3-2a(2); 3-2a(3);3-2a(4); 3-2a(5); 3-2a(6); 3-2a(7); 3-2c; 3-2g; 3-3; 6-1b; 6-3d; 6-3g; 6-3 j; 6-4b; 6-4c(4); 15-1b; 22-1b; 22-3f; 26-2(2)b; 38-1d;

**AR 670-1** Wear and Appearance of Army Uniforms and Insignia, cited in para. 29-3e(1); 29-4a; 35-1a;

**AR 672-20** Incentive Awards, cited in para 37-1b

**Army Directive 2013-18** (Army Insider Threat Program), cited in para 13-1d

**Army Directive 2013-29** (Army Command Climate Assessments), cited in para 10-1d

**ALARACT 022/1213** (Announcement of Extension of the 75 Day Leave Carry Over through 30 Sep 2015), cited in para 23-3

**ADP 7-0** Training Units and Developing Leaders, cited in para 31-1b

**DA Executive Order 054-12**, cited in para 4-2c

**DA Pam 600-15** Extremist Activities, cited in para 13-1c; 13-2b;

**DA Pam 600-35** Relationships between Soldiers of Different Ranks, cited in para 11-1b

**DA Pam 623-3** Evaluation Reporting System, cited in para 12-1b,12-3a

**DODD 1308.1** Physical Fitness and Body Fat Program ,cited in para 26-1a; 26-14e;

**DODI 1300.17** Accommodation of Religious Practices within the Military, cited in para 29-1b

**DODI 1325.06** Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces, cited in para. 13-1b; 13-2b

**DODI 6490.04** Mental Health Evaluations of Members of the Military Services, cited in para 24-1b; 24-2; 24-3b

**DODI 6490.08** Command Notification Requirements to Dispel Stigma in Providing Mental Health Care to Service Members, cited in para 24-3f

**DODI 6490.12** Mental Health Assessments for Service members Deployed in Connection with Contingency Operations, cited in para 24-3h

**DODI 6495.02** Sexual Assault prevention and Response Program Procedures, cited in para 32-1c

**DODI 1344.09** Indebtedness of Military Personnel, cited, in para. 20-1a; 20-2f(1): 20-3a;

**DODD 1418.05** (Basic Allowance for Subsistence (BAS) Policy (23 April 2007, cited in para 7-1d

**DODD 5500.07** Standards of Conduct, cited in para 18-1a; 18-3a

**DODI 5505.18** Investigation of Adult Sexual Assault in The Department of Defense, cited in para 32-6e(2)

**DODD 6495.01** (Sexual Assault Prevention and Response (SAPR) Program, cited in para 32-1b

**DODD 6495.02** (Sexual Assault Prevention and Response Program Procedures cited in para 32-1c

**DOD 5500.7-R** Joint Ethics Regulation, cited in para 18-1b; 18-3a

**DoDD 7050.06** Military Whistleblower Protection, cited in para 24-1a; 39-1b

**DoD 7000.14-R Financial Management Regulation, Vol. 7A**, cited in para 7-1a; 20-1d; 20-2b; 33-1b

**DoD Standards of Conduct Office (SOCO) Advisory 09-03, dtd 23 Mar 2009**, cited in para 18-1d

**DOD Memorandum, 22 October 1997, Implementing Lautenberg Amendment to Brady Act**, cited in para 21-1a; 21-1c; 21-2a;.

**Fair Debt Collection Practices Act**, cited in para 20-3b

**Commanding General's Policy Letter (EO-01) Equal Opportunity Program and Complaint Procedures**, cited in para 10-1c

**Commanding General's Policy Letter Number 15** (Single Soldier/Service Member Quarters Living Standards) (15 December 2014), cited in para 8-1e

**FH Reg 350-1** Training and Leader Development, cited in para 16-1

**FH Reg 420-27** Care, Maintenance, and Alterations of Facilities, cited in para 8-1f

**FH Reg 600-20** Community Life Program, cited in para 8-1d

**FM 6-22** Leader Development, cited in para 22-1a, 22-2b

**FM 7-22** Army Physical Readiness Training, cited in para 25-1b, 25-2c, 25-3a, 25-3b, 25-7b, 26-2g(2)

**Pre-separation Counseling Checklist** (DD Form 2648), cited in para 4-1e; 4-2b;

**Memorandum Under Secretary of Defense for Personnel and Readiness**, Subject: Department of Defense Policy for Implementation of Domestic Violence Misdemeanor Amendment to the Gun Control Act for Military Personnel (27 Nov 2002), cited in para 21-1b

**Defense Finance and Accounting Service-Indianapolis (DFAS), 37-1 Regulation, Chapter 10**, Travel and Transportation Allowances, cited in para 36-1d

**Final DA Implementation Message, 221927Z October 2004, headquarters, Department of the Army, DAPE-MPE**, Subject: HQDA Message on Final Implementation of the Lautenberg Amendment to the Gun Control Act of 1968, cited in para 21-1c

**FM 7-22 Army Physical Readiness Training**, cited para 25-1(c).

**MILPER Message Number 04-298** Special Leave Accrual, cited in para 23-2

**National Defense Authorization Act for FY98, Section 602** Reform of Basic Allowance for Subsistence, cited in para 7-1b

**Public Law 105-264, Travel and Transportation Reform Act of 1998 (TTRA)**, cited in para 36-1c

**Report AAA-294 (Enlisted Promotion Report)**, cited in para 28-3(9)

**Travel and Transportation Reform Act of 1998 (TTRA)**, cited in para 36-1b

**UCMJ, Article 15** Nonjudicial Punishment, cited in para. 21-2a(2); 22-3j(a); 33-3f(6)

**UCMJ, Article 92** Failure to Obey Order or Regulation, cited in para. 9-2b(4);

**UCMJ, Article 116** Riot or Breach of Peace, cited in para 13-3d(1)(b)

**UCMJ, Article 117** Provoking Speeches or Gestures, cited in para 13-3d(1)(c)

**UCMJ, Article 134** General Article, cited in para 13-3d(d)

**5 CFR 2635.301-304, Subpart C** Gifts Between Employees, cited in para 18-1c

**32 CRF Part 112** Indebtedness of Military Personnel, cited in para 20-1e

**32 CRF Part 113** Indebtedness Procedures of Military Personnel, cited in para 20-1f; 20-2c; 20-2f(1); 20-3a

**5 USC 4503** Agency Awards cited in para 37-1d

**Title 10 USC 574 Warrant Officer Active-Duty Lists**, cited in para 28-3b(2)(d)

**Title 10 USC 577** Promotions, cited in para 28-3b(2)(a)

**Title 10 USC 619** Eligibility for Consideration for Promotion, cited in para. 28-3b(2)(c);

**Title 10 USC 1034** Protected Communications; Prohibition of Retaliatory Personnel Actions, cited in para 39-1a

**Title 10 USC 1090a** Commanding Officer and Supervisor Referrals of Members for Mental Health Evaluations, cited in para 24-1d

**Title 10 USC 1125** Recognition of Accomplishments, Award of Trophies, cited in para 37-1c

**Title 10 USC 1142-1144** Preseparation Counseling; Transmittal of Medical Records to Department of Veterans Affairs, cited in para. 4-1a;

**Title 10 USC 3013** Secretary of the Army, cited in para 37-1e

**Veterans Opportunity to Work(VOW) Act of 2011**, cited in para 4-1b

**32 CFR Part 112 (Indebtedness of Military Personnel)** cited para 20-1(f)

**32 CFR Part 113 (Indebtedness Procedures of Military Personnel)**. Cited para 20-2(c)

## **Section II**

### **Referenced Publications**

#### **AR 1-20**

Legislative Liaison

#### **AR 1-100**

Gifts and Donations

#### **AR 1-101**

Gifts for Distribution to Individuals

#### **AR 1-201**

Army Inspection Policy

#### **AR 11-2**

Manager's Internal Control Program (\*RAR 001, 03/26/2012)

#### **AR 15-130**

Army Clemency and Parole Board

#### **AR 15-180**

Army Discharge Review Board

#### **AR 15-185**

Army Board for Correction of Military Records

#### **AR 25-1**

Army Knowledge Management and Information Technology

#### **AR 25-2**

Information Assurance (\*RAR 001, 03/23/2009)

#### **AR 25-50**

Preparing and Managing Correspondence

#### **AR 25-51**

Official Mail and Distribution Management

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program

**AR 27-1**

Legal Services, Judge Advocate Legal Services(\*RAR 001, 13 Sep 11)

**AR 27-10**

Military Justice

**AR 27-20**

Claims

**AR 27-40**

Litigation

**AR 30-22**

The Army Food Program

**AR 36-2**

Audit Services in the Department of the Army

**AR 37-47**

Official Representation Funds of the Secretary of the Army

**AR 37-104-4**

Military Pay and Allowances Policy

**AR 40-1**

Composition, Mission, and Functions of the Army Medical Department

**AR 40-3**

Medical, Dental, and Veterinary Care

**AR 40-4**

Army Medical Department Facilities/Activities

**AR 40-21**

Medical Aspects of Army Aircraft Accident Investigations

**AR 40-38**

Clinical Investigation Program

**AR 40-66** (\*RAR 002, 4 Jan 10)

Medical Record Administration and Health Care Documentation

**AR 40-400**

Patient Administration

**AR 40-905**

Veterinary Health Services

**AR 55-46**

Travel Overseas

**AR 58-1**

Management, Acquisition, and Use of Motor Vehicles

**AR 75-1**

Malfunctions Involving Ammunition and Explosives

**AR 95-1**

Flight Regulations

**AR 95-30**

Participation in a Military or Civil Aircraft Accident Safety Investigation

**AR 135-100**

Appointment of Commission and Warrant Officers of the Army

**AR 135-155**

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

**AR 135-175**

Separation of Officers (\*RAR 002, 08/04/2011)

**AR 140-185**

Training and Retirement Point Credits and Unit Level Strength Accounting Records

**AR 140-315**

Employment and Utilization of US Army Reserve Military Technicians

**AR 165-1**

Army Chaplain Corps Activities

**AR 190-5**

Motor Vehicle Traffic Supervision

**AR 190-6**

Obtaining Information from Financial Institutions

**AR 190-9**

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies

**AR 190-14**

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

**AR 190-24**

Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations

**AR 190-30**

Military Police Investigations

**AR 190-47**

The Army Corrections System

**AR 195-2**

Criminal Investigations Activities

**AR 195-5**

Evidence Procedures

**AR 200-1**

Environmental Protection and Enhancement

**AR 210-7**

Personal Commercial Solicitation on Army Installations

**AR 210-22**

Private Organizations on Department of the Army Installations

**AR 220-15**

Journals and Journal Files

**AR 340-21**

The Army Privacy Program

**AR 350-51**

United States Army Officer Candidate School

**AR 350-100**

Officer Active Duty Service Obligations(\*RAR 001, 10 Aug 09)

**AR 360-1**

The Army Public Affairs Program

**AR 380-5**

Department of the Army Information Security Program

**AR 381-12**

Threat Awareness and Reporting Program

**AR 380-13**

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

**AR 530-1**

Operations Security (OPSEC)

**AR 600-4**

Remission or Cancellation of Indebtedness(\*RAR 001, 29 Apr 09)

**AR 600-8-1**

Army Casualty Program

**AR 600-8-6**

Personnel Accounting and Strength Reporting

**AR 600-8-7**

Retirement Services Program

**AR 600-8-8**

The Total Army Sponsorship Program

**AR 600-8-11**

Reassignment (\*RAR 001, 10/18/2012)

**AR 600-8-14**

Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel

**AR 600-8-101**

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

**AR 600-8-105**

Military Orders

**AR 600-29**

Fund-Raising Within the Department of the Army

**AR 600-37**

Unfavorable Information

**AR 600-43**

Conscientious Objection

**AR 600-55**

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

**AR 600-63**

Army Health Promotion

**AR 600-85**

Army Substance Abuse Program (ASAP)

**AR 600-100**

Army Leadership

**AR 600-105**

Aviation Service of Rated Army Officers

**AR 601-1**

Assignment of Enlisted Personnel to the US Army Recruiting Command(\*RAR 001, 04 Aug 11)

**AR 601-2**

Army Promotion Recruiting Support Programs

**AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 601-210** (\*RAR 001, 04 Aug 11) Active and Reserve Components Enlistment Program

**AR 608-10**

Child Development Services

**AR 608-20**

Army Voting Assistance Program

**AR 614-100**

Officer Assignment Policies, Details and Transfers

**AR 614-200**

Enlisted Assignments and Utilization Management(\*RAR 001, 03 Sep 09) (\*RAR 002, 11 Oct 11)

**AR 621-5**

Army Continuing Education System(\*RAR 001, 06 Sep 09)

**AR 633-30**

Military Sentences to Confinement

**AR 640-30**

Photographs for Military Human Resources Records

**AR 690-12**

Equal Employment Opportunity and Affirmative Action

**AR 700-84**

Issue and Sale of Personal Clothing

**AR 700-138**

Army Logistics Readiness and Sustainability

**AR 710-2**

Supply Policy Below the National Level

**AR 735-5**

Policies and Procedures for Property Accountability(\*RAR 001, 08/22/2013)

**AR 930-1**

ARMY USE OF UNITED SERVICE ORGANIZATIONS, INC., SERVICES

**AR 930-4**

Army Emergency Relief

**AR 930-5**

American National Red Cross Service Program and Army Utilization

**DA Pam 27-17**

Procedural Guide For Article 32 Preliminary Hearing Officer

**DA Pam 27-162**

Claims Procedures

**DA Pam 385-40**

Army Accident Investigation and Reporting

**DA Pam 600-3**

Commissioned Officer Professional Development and Career Management

**DA Pam 600-24**

Health Promotion, Risk Reduction, And Suicide Prevention

**DA Pam 611-21**

Military Occupational Classification and Structure

**DA Pam 700-16**

The Army Ammunition Management System

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures)

**DFAS-IN 37-1**

Finance and Accounting Policy Implementation (Available at [www.asafm.army.mil](http://www.asafm.army.mil))

**DoD 1000.21-R**

DOD Passport and Passport Agent Services Regulation

**DoD 5200.2-R**

Personnel Security Program

**FM 7-22**

Army Physical Readiness Training

**FH Reg 600-24**

Pregnant Soldiers

**TB 710-5**

Unit Commander's Supply Handbook

**UCMJ, Article 139**

Claims

**5 USC 2302**

Prohibited Personnel Practices

**10 USC 802**

Persons Subject to This Chapter

**10 USC 972**

Members: Effect of Time Lost

**10 USC 1204**

Members on Active Duty for 30 Days or Less or on Inactive-Duty Training: Retirement

**10 USC 1207**

Disability from Intentional misconduct or Willful Neglect: Separation

**10 USC 1552**

Correction of Military Records: Claims Incident Thereto

**10 USC 3721 and 3722**

Repealed

### **Section III Prescribed Forms**

**DD Form 2760** Qualification to Possess Firearms or Ammunition, prescribed in para 21-2c(3)

**DA Form 2-1** Personnel Qualification Record prescribed in para 6-4c(1)

**DA Form 31** Request and Authority for Leave, prescribed in 24-4e

**DA Form 67-10-1A** Officer Evaluation Report Support Form, prescribed in para 22-4b

**DA Form 638** Recommendation for Award, prescribed in para 5-3b

**DA Form 2062** Hand Receipt/Annex Number, prescribed in para. 30-2d;

**DA Form 2166-8-1** Noncommissioned Officer Counseling and Support Form, prescribed in para 22-4b

**DA Form 2648-R** Maintenance Request, prescribed in para. 30-2f

**DA Form 3063** Army Community Service (ACS) Management Report, prescribed in para 14-4(u);

**DA Form 3349** Physical Profile, prescribed in para. 26-2c; 26-2g(1); 26-2c(3)(d)

**DA Form 4187** Personnel Action, prescribed in para. 7-2c; 28-3a(1)(a); 28-3a(1)(b); 28-3b(1)(c)

**DA Form 4856** Developmental Counseling Form, prescribed in para. 3-2c(4)d; 6-4c(3); 19-2f; 22-4b

**DA Form 5305** Family Care Plan, prescribed in para 15-2c

**DA Form 5513** Key Control Register and Inventory, prescribed in para 30-2h

**DD Form 1351-2** Travel Voucher or Subvoucher, prescribed in para 36-2e

**DA Form 7279-1** Equal Opportunity Complaint Form, prescribed in para 32-8a(1)

### **Section IV Referenced Forms**

**FH Form 1853**  
Distribution Scheme

## Appendix B Contact Information

**Table B-1. Telephone numbers**

<b>Offices</b>	<b>Telephone numbers</b>
III Corps IG	254-287-7209
III Corps IG SGM	254-287-2845
ICD IG	254-287-6775
13 SC(E) IG	254-287-1230
DES ADO	<a href="https://www.us.army.mil/suite/page/456787">https://www.us.army.mil/suite/page/456787</a>
DOD Hotline Fraud, Waste, and Abuse	800-424-9098
FH RPOC	254-287-CARE
POV Risk Management Toolbox	<a href="http://safety.army.mil/home/html">http://safety.army.mil/home/html</a>
Phantom CLERK	<a href="http://www.hood.army.mil/dhr/announcements_htm">http://www.hood.army.mil/dhr/announcements_htm</a>
ACAP Center	<a href="http://www.acap.army.mil">http://www.acap.army.mil</a>
DEOMI Institute Consideration of Others Handbook	<a href="http://www.deomi.org/EOAdvisorToolkit/documents/CO2-Handbook.doc">www.deomi.org/EOAdvisorToolkit/documents/CO2-Handbook.doc</a>

### Legend:

ACAP – Army Career and Alumni Program    RPOC – Reporting Point of Contact  
CG – Commanding General    1CD – 1st Cavalry Division  
SGM – Sergeant Major    13 SC(E) – 13<sup>th</sup> Sustainment Command (Expeditionary )  
DEOMI – Defense Equal Opportunity Management Institute  
DES – Directorate of Emergency Services  
DOD – Department of Defense  
FH – Fort Hood  
IG – Inspector General

## Glossary

### Section I Abbreviations

#### **AA&E**

Arms, Ammunition, and Explosives

#### **ABCP**

Army Body Composition Program

#### **ACAP**

Army Career and Alumni Program

#### **ACofS**

Assistant Chief of Staff

#### **ACS**

Army Community Service

#### **ACU**

Army Combat Uniform

#### **ADL**

Active Duty List

**ADT**

Active Duty for Training

**ADOR**

Active Date of Rank

**AG**

Adjutant General

**AGR**

Active Guard Reserves

**AKO**

Army Knowledge Online

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ARIMS**

The Army Records Information Management System

**ARNG**

Army National Guard

**ATTN**

Attention

**AWCP**

Army Weight Control Program

**AWOL**

Absent Without Leave

**BAH**

Basic Allowance for Housing

**BAS**

Basic Allowance for Subsistence

**BG**

Brigadier General

**BOSS**

Better Opportunities for Single Soldiers

**CDE**

Command Directed Evaluation

**CDR**

Commander

**CFR**

Code of Federal Regulations

**CFS**

Command Financial Specialist

**CFSC**

Community Family Support Center

**CID**

U.S. Army Criminal Investigation Command

**CG**

Commanding General

**CO2**

Consideration of Others

**COL**

Colonel

**CONUS**

Continental United States

**COT**

Consecutive Overseas Tour

**CPT**

Captain

**CSM**

Command Sergeant Major

**CTT**

Common Task Training

**CVSP**

Cardiovascular Screening Process

**CW2**

Chief Warrant Officer 2

**CW3**

Chief Warrant Officer 3

**CW5**

Chief Warrant Officer 5

**DA**

Department of the Army

**DCSPER**

Deputy Chief of Staff for Personnel

**DD**

Department of Defense (Forms)

**DEOMI**

Defense Equal Opportunity Management Institute

**DEP**

Delayed Entry Program

**DES**

Directorate of Emergency Services

**(DEOCS)**

Defense Equal Opportunity Management Institute Organizational Climate Survey

**DFAS**

Defense Finance and Accounting Service

**DFAS-IN**

Defense Finance and Accounting Service – Indianapolis

**DFMWR**

Directorate of Family and Morale, Welfare, and Recreation

**DOD**

Department of Defense

**DPW**

Directorate Public Works

**DSN**

Defense Switch Network

**DSW**

Department of Social Work

**DTP**

Delayed Training Program

**DTS**

Defense Transportation System

**EDRE**

Emergency Deployment Readiness Exercise

**EO**

Equal Opportunity

**EOA**

Equal Opportunity Advisor

**EORS**

Equal Opportunity Reporting System

**EQ**

Enlisted Quarters

**ETS**

Expiration Term of Service

**ETC**

Etcetera

**FACRC**

Family Advocacy Case Review Committee

**FAP**

Family Advocacy Program

**FAPM**

Family Advocacy Program Manager

**FAS**

Family Advocacy Specialist

**FCP**

Family Care Plan

**FH**  
Fort Hood

**FLAG**  
Suspension of Favorable Actions

**FM**  
Field Manual

**FORSCOM**  
Forces Command

**FY**  
Fiscal Year

**GCMCA**  
General Courts-Martial Convening Authority

**HCP**  
Health Care Provider

**HIV**  
Human Immunodeficiency Virus

**HOR**  
Home of Record

**HQDA**  
Headquarters, Department of the Army

**HRC**  
Human Resources Command

**IAW**  
In Accordance With

**IDS**  
Intrusion Detection System

**IRR**  
Individual Ready Reserve

**IET**  
Initial Entry Training

**IG**  
Inspector General

**JP4**

Jet Propellant 4

**JP8**

Jet Propellant 8

**LES**

Leave and Earning Statement

**LTC**

Lieutenant Colonel

**MACOM**

Major Command

**MAJ**

Major

**MCM**

Manual for Courts-Martial

**MEDDAC**

Medical Department Activity

**METL**

Mission Essential Task List

**MFT**

Master Fitness Trainer

**MHP**

Mental Healthcare Provider

**MHE**

Mental Health Evaluation

**MILPER**

Military Personnel

**MMRB**

MOS/Medical Retention Board

**MOGAS**

Motor Gas

**MOS**

Military Occupational Specialty

**MOPP**

Mission Oriented Protective Posture

**MP**

Military Police

**MPRJ**

Military Personnel Records Jacket

**MSC**

Major Subordinate Command

**MTOE**

Modification Table of Organization & Equipment

**MTF**

Army Medical Treatment Facility

**NAF**

Non-Appropriated Fund

**NCO**

Noncommissioned Officer

**NCOER(s)**

Noncommissioned Officer Evaluation Report(s)

**NCOES**

Noncommissioned Officer Education System

**NCOIC**

Noncommissioned Officer in Charge

**NLT**

Not Later Than

**NVD**

Night Vision Device

**OCONUS**

Outside Continental United States

**OER**

Officer Evaluation Report

**OIC**

Officer in Charge

**OMPF**

Official Military Personnel File

**OQ**

Officer Quarters

**OSJA**

Office of Staff Judge Advocate

**PAM**

Pamphlet

**PCS**

Permanent Change of Station

**PDES**

Physical Disability Evaluation System

**PED**

Promotion Eligibility Date

**PFC**

Private First Class

**PMCS**

Preventive Maintenance Checks and Services

**PMOS**

Primary Military Occupational Specialty

**PPBD**

Physical Profile Board

**POV**

Privately Owned Vehicles

**PT**

Physical Training

**PULHES**

Physical Capacity, Upper Extremities, Lower Extremities, Hearing and Ears, Eyes, and Psychiatric

**PV2**

Private Enlisted 2

**QMP**

Qualitative Management Program

**RC**

Reserve Component

**REG**

Regulation

**RPOC**

Reporting Point of Contact

**SA**

Secretary of the Army

**SARC**

Sexual Assault Response Coordinator

**SC**

Senior Commander

**SEQ**

Senior Enlisted Quarters

**SGM**

Sergeant Major

**SGS**

Secretary of the General Staff

**SGT**

Sergeant

**SHARP**

Sexual Harassment/Assault Response & Prevention Program

**SAPR**

Sexual Assault Prevention and Response Program

**SIDPERS**

Standard Installation Division Personnel System

**SJA**

Staff Judge Advocate

**SOCO**

DoD Standards of Conduct Office

**SOP**

Standard Operating Procedures

**SOQ**

Senior Officer Quarters

**SPC**

Specialist

**SRB**

Selective Reenlistment Bonus

**SRP(s)**

Soldier Readiness Packet

**SSG**

Staff Sergeant

**STT**

Sergeant's Time Training

**TC**

Training Circular

**TCS**

Temporary Change of Station

**TDY**

Temporary Duty

**TIG**

Time in Grade

**TIS**

Time in Service

**TTRA**

Travel and Transportation Reform Act of 1998

**UCMJ**

Uniform Code of Military Justice

**U.S**

United States

**USC**

United States Code

**USDA**

United States Department of Agriculture

**USR**

Unit Status Reporting

**VA**

Victim Advocates

**VIP**

Very Important Person

**VOW**

Veterans Opportunity to Work

**WO**

Warrant Officer

**WO1**

Warrant Officer 1

**1LT**

1st Lieutenant

**2LT**

2nd Lieutenant

**1CD**

1st Cavalry Division

**13 SC(E)**

13th Sustainment Command (Expeditionary)

**3CR**

3rd Cavalry Regiment

**504 BFSB**

504<sup>th</sup> Battlefield Surveillance Brigade

**Section II****Terms**

This section not used.