COMMAND IN GARRISON
BATTLE DRILLS
### Recurring Tasks:

<table>
<thead>
<tr>
<th>Event</th>
<th>Recurrence</th>
<th>Battle Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>4833 Processing</td>
<td>Monthly</td>
<td>R1</td>
</tr>
<tr>
<td>UCFR</td>
<td>Monthly</td>
<td>R2</td>
</tr>
<tr>
<td>Personnel Accountability Validation</td>
<td>Monthly</td>
<td>R3</td>
</tr>
<tr>
<td>Conduct Medal Roster</td>
<td></td>
<td>R4</td>
</tr>
<tr>
<td>Suspension of Favorable Actions Report</td>
<td></td>
<td>R5</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td></td>
<td>R6</td>
</tr>
<tr>
<td>Sensitive Items</td>
<td>Monthly</td>
<td>R7</td>
</tr>
<tr>
<td>PAI Procedures</td>
<td>Annually</td>
<td>R8</td>
</tr>
<tr>
<td>GPC Card</td>
<td>Monthly</td>
<td>R9</td>
</tr>
<tr>
<td>Urinalysis</td>
<td>Weekly</td>
<td>R10</td>
</tr>
<tr>
<td>Motorcycle Riders</td>
<td>As Req</td>
<td>R11</td>
</tr>
<tr>
<td>Schools (on / off Post)</td>
<td>As Req</td>
<td>R12</td>
</tr>
<tr>
<td>Counseling</td>
<td>Monthly</td>
<td>R13</td>
</tr>
<tr>
<td>Advancement Waivers</td>
<td>Monthly</td>
<td>R14</td>
</tr>
<tr>
<td>Semi centralized Promotions</td>
<td>Monthly</td>
<td>R15</td>
</tr>
</tbody>
</table>
# Events List:

<table>
<thead>
<tr>
<th>Event</th>
<th>Battle Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWOL/DFR</td>
<td>E1</td>
</tr>
<tr>
<td>AWOL / DFR Clothing Inventory</td>
<td>E2</td>
</tr>
<tr>
<td>Suicide Ideation / attempt</td>
<td>E3</td>
</tr>
<tr>
<td>Positive UA</td>
<td>E4</td>
</tr>
<tr>
<td>DUI</td>
<td>E5</td>
</tr>
<tr>
<td>Domestic Abuse</td>
<td>E6</td>
</tr>
<tr>
<td>Lautenberg Amendment</td>
<td>E7</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>E8</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>E9</td>
</tr>
<tr>
<td>APFT Failure</td>
<td>E10</td>
</tr>
<tr>
<td>HT/WT Failure</td>
<td>E11</td>
</tr>
<tr>
<td>Weapons Qualification Failure</td>
<td>E12</td>
</tr>
<tr>
<td>WTB Nomination</td>
<td>E13</td>
</tr>
<tr>
<td>IA Violation:</td>
<td></td>
</tr>
<tr>
<td>• Malicious Virus or Intrusion</td>
<td>E14</td>
</tr>
<tr>
<td>• Classified Spillage</td>
<td>E15</td>
</tr>
<tr>
<td>• Loss of PII</td>
<td>E16</td>
</tr>
<tr>
<td>• COMSEC Violation</td>
<td>E17</td>
</tr>
<tr>
<td>Hospitalization</td>
<td>E18</td>
</tr>
</tbody>
</table>
COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event | Battle Drill
---|---
Conscientious Objector | E19
Family Care Plan | E20
Bar to Re-enlistment | E21
Chapter Initiation | E22
(1 of 3) | E23
(2 of 3) | E24
(3 of 3) | E25
Soldier Pregnancy | E26
UCMJ Initiation | E27
FLIPL | E28
MAR2 | E29
Soldier Death | E30
Accident Notification | E31
FRG Fund Raising | E32
Administrative Reduction | E33
Health and Welfare Inspections | E34
Off Post Apprehension / Confinement | E34
**Events List:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Battle Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Non-Availability</td>
<td><strong>E35</strong></td>
</tr>
<tr>
<td>EO Complaint Procedures</td>
<td><strong>E36</strong></td>
</tr>
<tr>
<td>Meal Cards</td>
<td><strong>E37</strong></td>
</tr>
<tr>
<td>BAH/BAS</td>
<td><strong>E38</strong></td>
</tr>
<tr>
<td>Obtain GTCC</td>
<td><strong>E39</strong></td>
</tr>
<tr>
<td>Medical Extension</td>
<td><strong>E40</strong></td>
</tr>
<tr>
<td>Loss of Security Clearance</td>
<td><strong>E41</strong></td>
</tr>
<tr>
<td>Loss of MOSQ</td>
<td><strong>E42</strong></td>
</tr>
<tr>
<td>EFMP</td>
<td><strong>E43</strong></td>
</tr>
</tbody>
</table>
COMMAND IN GARRISON BATTLE DRILLS

SOLDIER COMMITS OFFENSE

DA FORM 4833 IS GENERATED BY DES OR CID AND DISTRIBUTED TO THE MSC THROUGH THEIR DESIGNATED SHARE-POINT PORTAL

THE SHARE-POINT PORTAL ALLOWS UNITS TO ACCESS DA FORM 4833S, TICKETS, VIEW ACTIVE WARRENTS, AND WEAPONS REGISTRATION. UNITS CAN PRINT MILITARY POLICE REPORTS AND DA FORM 4833S.

FORT HOOD DES CRIME RECORDS POC: Ms. Yolanda Valentine at 285-5060

ACTION TAKEN BY CHAIN OF COMMAND FOR OFFENSE

COMMANDER COMPLETES DA FORM 4833 AND SENDS BACK TO DES OR CID THROUGH THE BCT PM OR LEGAL CLERK WITH SUPPORTING DOCUMENTATION IAW SOP

DA FORM 4833 OR REQUEST FOR EXTENSION DISTRIBUTED FROM THE UNIT BACK TO DES

REFERENCES:
AR 190-45
Div PMO / Law and Order Operations / 4833 SOP

ACTION PENDING BY CHAIN OF COMMAND FOR OFFENSE

COMMANDER REQUESTS EXTENSION FOR DA FORM 4833 AND DISTRIBUTES BACK TO DES OR CID THROUGH THE BCT PM OR LEGAL CLERK; PROVIDES DOCUMENTATION IAW DIVISION SOP

INDEX
UNIT COMMANDER’S FINANCE REPORT

NOTE: the unit Commander must submit the signed version of the UCFR to their SQDN S1 NLT 10th of each month IOT allow sufficient time for processing through finance channels.

START

Check to ensure last month’s corrections were made; if not. Notify the SQDN/BN S1.

Receive UCFR from SQDN/BN S1.

Check to ensure Soldiers data (i.e. BAQ/BAS, leave balance, pay grade) are accurate according to the displayed criteria.

IF NOT: Provide 1 copy of all supporting documentation (i.e. promotion orders, DA 31, Article 15 Forfeitures).

Check to ensure all Soldiers are listed on the UCFR.

IF NOT: Provide 1 copy of all supporting documents (i.e. PCS, Intra-Post Transfer, ETS, and Retirement orders) to add or delete the Soldier.

Once the T/C/B level review has been completed:
1. T/C/B Commander will sign the UCFR.
2. T/C/B will make a copy for their internal files.
3. T/C/B will return UCFR to SQDN/BN S1 with all supporting documents NLT the designated suspense date.

REFERENCES:
• AR 600-8-6
• DoD FMR 7A
• POC: S1 @ XXX-XXXX

NOTE: the unit Commander must submit the signed version of the UCFR to their SQDN S1 NLT 10th of each month IOT allow sufficient time for processing through finance channels.
EVENT START

Receive AAA-162 from Battalion S1.

• CDR / 1SG review the AAA-162 to ensure all Soldier’s data (name, rank, SSN) are accurate, if not:
  - Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to BN S1.

• If Soldier is reflected as PDY but is not then provide supporting documentation for Soldiers not present (DA 31, DD 1610, hospitalization notification).

• Once the company level review has been completed:
  - Company Commander will sign the AAA-162
  - Company will make a copy for their internal files.
  - Company will return AAA-162 to Battalion S1 with all supporting documents NLT the designated suspense date.

REFERENCES:
AR 600-8-6
POCs: S1 @ XXX-XXXX

PERSONNEL ACCOUNTABILITY VALIDATION
EVENT START

Receive AAA-199 from Battalion S1.

- 1SG review the AAA-199 to ensure all Soldier’s data (name, rank, SSN) are accurate and Soldiers are currently in unit, if not advise S1 of discrepancies.
- 1SG presents recommendations to the Commander

Commander reviews roster and indicates YES for approval or NO for disapproval.
- If Soldier is disqualified, Commander will refer this decision to the Soldier and action will be processed per AR 600-37 and para 4-8, AR 600-8-22.

Roster is returned to S1. S1 prepares Good Conduct Medal orders and DA Form 4950 (GCMDL Cert) for Soldiers receiving their first or last GCMDL.
- Commander/1SG – conducts award ceremony.

REFERENCES:
AR 600-8-22
POCs: S1 @ XXX-XXXX
Determine need to Flag Soldier (i.e. adverse action, PT failure, height / weight failure, AWOL / DFR).

- Notify Bn S1 to Flag Soldier
- Bn S1 generates DA 268 via eMILPO
- CDR Signs DA 268.
- Soldier is Flagged.
- Provide a copy of DA 268 to the Retention NCO.

Counsel Soldier and determine plan of action.

Consult legal to determine course of action in case of separation action or Article 15.

Determine if a bar to reenlistment is necessary; if so, submit 4126-R, to retention and S1. Maintain copy in unit records.

Determine need to remove Soldier’s Flag (i.e. passes APFT, passes height / weight standards, completes extra duty, etc.).

- Notify Bn S1 to remove Soldier’s Flag
- Bn S1 generates DA 268 via eMILPO
- CDR Signs DA 268.
- Soldier is Flag is removed.
- Provide a copy of DA 268 to the Retention NCO.

Submit 4126-R to remove bar to reenlistment, if initiated.

REFERENCES:
- AR 600-8-2
- DA 268
- DA 4126-R
- POC: S1 @ XXX-XXXX
COMMAND IN GARRISON BATTLE DRILLS

Cyclic/Monthly Inventory

Co Cdr notifies sub-HR holders when & how inventory is to be conducted

Conduct 10% Monthly Inventory

Property On-Hand?

Yes

Check property condition

No

Initiate FLIPL See Battle Drill E24

Is Property Damaged?

Yes

Report damage to Maintenance

No

Check end-Items for completeness using TM or SC

Component Shortages?

Yes

Make List of shortages

No

Report to PBO

Difference in Serial #?

Yes

Report to PBO

No

Check serial # on item if applicable

Complete Inventory of all LINs mandated

Sign HR at PBO

Record the results/ adjustments on HR with PBO

PBO identifies 10% PB to be inventoried for month
COMMAND IN GARRISON BATTLE DRILLS

PBO identifies 100% Sensitive Items to be inventoried for month → Co Cdr notifies sub-HR holders when & how inventory is to be conducted → NCO(+) conduct SI Monthly Inventory. Cannot inspect two consecutive months → Property On-Hand?

Yes → Check property condition → Is Property Damaged?

Yes → Report damage to Maintenance

No → Check end-Items for completeness using TM or SC → Component Shortages?

Yes → Make List of shortages

No → Complete Inventory of all LINs mandated → Check serial # on item if applicable → Difference in Serial #?

Yes → Report to PBO

No → Record the results/adjustments on HR with PBO → Sign HR at PBO

SENSITIVE ITEMS (SI) INVENTORIES

REFERENCES:
DA PAM 710-2-1

* Although commanders may designate a person to conduct the sensitive items inventories, it is strongly encouraged that commanders be present during the inventories.
PERSONNEL ASSET INVENTORY (PAI)

START

Determine whether a PAI is required:
1. HRC directed
2. Change of Command
3. Reconciliation of personnel databases (i.e. EMILPO).

Prior to PAI CDR / 1SG will review the AAA-162 to ensure all Soldier’s data (name, rank, SSN) are accurate.

IF NOT: Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to SQDN/BN S1.

Conduct the PAI using corrected AAA-162.

If Soldier is present for duty:
1. Verify that Soldier’s CAC Card and ID Tags are current and accurate.
2. Soldier ensures all personal data fields on the AAA-162 is correct and then initials by their name.

If Soldier IS NOT present for duty provide supporting documentation i.e. DA 31, DA 1610, Sick Call Slip etc.

Once the PAI has been completed:
1. T/C/B Commander will sign the AAA-162 and DA 3986.
2. T/C/B will maintain a copy of the PAI packet according to ARIMS forward the original copies to the SQDN/BN S1.

SQDN/BN will verify PAI and have SQDN/BN sign DA 3986

SQDN/BN will forwards completed PAI to the Regimental/ Brigade S1 for final approval and signature.

Suspense from mass formation to turn in to R Regimental/ Brigade S1 is 3 days.

REFERENCES:
- AR 600-8-6
- AR 600-8-104
- AR 600-8-105
- FM 1.0
- AAA-162
- DA 3986

POC: S1 @ XXX-XXXX
COMMAND IN GARRISON BATTLE DRILLS

Obtain a GPC

START

Complete prerequisite online GPC training

Attend mandatory training provided by APOC and provide completion certificates to Resource Management (RM)

Unit Billing Official nominates Credit Card Holder to RM

RM approves and forwards request to installation Agency / Origination Program Coordinator (AOPC) to establish account

- Resource Management establishes input fund cite and cycle limit
- APOC sends card request to US Bank

Receive card within two weeks

Prerequisite training available at:
https://www.atrrs.army.mil/channels/aitas/
- DAU DOD GPC CLG 001
- DAU Ethics CLM 003
- GSA Smart Pay Purchase Card
- http://sbt.access.usbank.com
- US Bank ACCESS WEB Based Training (AXOL)
- MICC Fort Hood

REFERENCES:
- Federal Acquisition Reg, Part 13: Simplified Acquisition Procedures
- DOD GPC Guidelines and Policy
- Army GPC Operating Procedures Feb 12
Commander determines when a 100% urinalysis will be conducted for the company

Commander coordinates with Battalion Prevention Leader to conduct required random urinalysis in accordance with Battalion policy.

Commander monitors the proper implementation and process of the urinalysis program; ensures that there is a NCO (E-5 or above) assigned as the Primary Unit Prevention Leader and Alternate Unit Prevention Leader and those personnel have attended training IAW AR 600-85, paragraph 9-6.

Commander monitors the Primary / Alternate UPL to ensure positive chain of custody is maintained with samples provided; this reduces the number of voided samples that will not be processed at the laboratory.

Urinalysis Program Requirements

Document that all newly assigned Soldiers are briefed on ASAP policies and services within 30 days of arrival.

Maintain ASAP elements while deployed, to the maximum extent possible (see para 4–7 of AR 600-85 for details.)

Implement ASAP prevention and education initiatives addressed in chapter 9 AR 600-85. Ensure that all Soldiers receive a minimum of 4 hours of alcohol and other drug abuse training per year in accordance with TRADOC Reg 350–70.

REFERENCES:
AR 600-85
TRADOC Reg 350-70
Soldier arrives to Fort Hood w/MC

Enjoys Unit Mentorship Program

Counsels rider on safety, PPE, and program requirements
CDR/Soldier Sign Motorcycle contract

Inspect rider’s Motorcycle and PPE

Determine courses the rider needs/assigns mentor

Unit enrolls Soldier thru DTMS for necessary course

Sport Bike Rider
Cruiser Course
Attends Basic Rider

Successfully completes the Basic Rider Course

Successfully completes
Attends Experienced Riders Course
Receives permanent post registration
Continues to participate in the Unit Mentorship Program

Continues to participate in the Unit Mentorship Program
MSRC Sustainment training. Every 3 yrs.

Recently redeployed motorcycle rider
Attends Unit Level Refresher training.

Soldier
Motorcycle Rider

REFERENCES:
DoDI 6055.4
AR 385-10
Letter Safety-02

Note: Sports Bike Riders must also Complete the Sports Bike Course within 1yr of completing Basic Course
**PROSPECTIVE/NEW RIDER ARRIVES TO FORT HOOD**

- Enters Unit Mentorship Program
- Counsels rider on safety, PPE, and program requirements
  - CDR/Soldier Sign
  - Motorcycle contract
- Inspect rider’s PPE
- Unit enrolls Soldier thru DTMS for The Basic Riders Course
- Attends Basic Riders Course
- Sport Bike Rider
- Cruiser Course
- Attends Basic Rider
- Successfully completes the Basic Rider Course. Meets with mentor. Receives counseling on bike types and styles.
- Successfully completes the Experienced Rider Course
- Receives permanent Experienced Rider post registration. Good for no more than 180 days post registration Course within 180 days
- Continues to participate in the Unit Mentorship Program
- MSRC Sustainment training. Every 3 yrs.

**REFERENCES:**
- DoDI 6055.4
- AR 385-10
- Letter Safety-02

**INDEX**
COMMAND IN GARRISON BATTLE DRILLS

CDR / 1SG requests Troop Schools seat

1SG/Soldier notified of ATRRS reservation through AKO

Soldier/CDR Requests an Off Post Course

Notify Schools NCO

III Corps Reviews request and submits A1 to HRC. If Approved by HRC

Schools NCO validates SM is available and or eligible. A 4187, ERB/ORB is submitted to III Corps requesting OPSS/ Seat

DTS orders completed no later than 30 days from ATRRS Report Date.

If approved, Returned to III Corps for processing to HRC. If not returned to unit.

If disapproved by HRC, Soldier is notified through AKO. Packet returned to Unit, Action complete.

III Corps submits Packet to G3 SGM/Corps CSM for approval.

Yes

No

Schools NCO submits 4187, ERB/ORB & supporting Documents to III Corps requesting Drop or Deferment

REFERENCE:
AR 350-1

Application processed through One Stop Shop at SDC Rm. G106

Allocation for Unit available

Yes

No

SM is placed into MSEs allocated slot.

SM is placed onto applicable roster as an alternate.

Schools NCOs/Leaders check rosters daily on AKO or Fort Hood Share Portal after 1600 to verify student enrollment.
**COUNSELING**

**ID Need for Counseling**
- 1. Select a suitable place
- 2. Schedule the time
- 3. Notify the subordinate well in advance
- 4. Organize the information
- 5. Outline the components of the counseling session
- 6. Plan a counseling strategy
- 7. Establish the right atmosphere

**Prepare the Counseling**
1) Open Session
2) Discuss Issue(s)
3) Develop a Plan
4) Close Session

**Conduct the Counseling**

**Follow-Up**

**COUNSELING: A 4-Step Process**

**COUNSELING: A Continuous Process**

**KEY FORMS:**
- DA Form 4856 (Dev. Cnslg. Form)
- DA Form 2166-8-1 (NCOER Spt Form)
- DA Form 67-9-1 (OER Spt Form)
- DA Form 67-9-1a (Jr Off. Dev. Spt Form)

**REFERENCES:**
- AR 623-3
- AR 635-200
- DA PAM 623-3
- FM 22-100

**Use “Under the Oak Tree” Approach**
<table>
<thead>
<tr>
<th>TYPE OF COUNSELINGS</th>
<th>FREQUENCY</th>
<th>REFERENCE</th>
<th>REFERENCE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>As Required</td>
<td>AR 600-85 w/ Chge 1,2,3</td>
<td>Alcohol &amp; Drug Abuse Prevention and Control Program</td>
</tr>
<tr>
<td>APFT Failure Counseling/Flag Counseling</td>
<td>Upon Failure/As Required</td>
<td>AR 350-41</td>
<td>Training in Units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FM 21-20</td>
<td>Physical Fitness Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AR 600-8-2</td>
<td>Suspension of Favorable Actions</td>
</tr>
<tr>
<td>Bar to Reenlistment</td>
<td>As Required</td>
<td>AR 601-280</td>
<td>Army Retention Program</td>
</tr>
<tr>
<td>Chapter</td>
<td>As Required</td>
<td>AR 635-200</td>
<td>Enlisted Personnel (Enlisted Ranks Personnel Update)</td>
</tr>
<tr>
<td>Extremist Group Counseling</td>
<td>As Required</td>
<td>AR 600-20</td>
<td>Army Command Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 600-15</td>
<td>Extremist Activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gangs and Extremist Groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Extremist Organizations</td>
</tr>
<tr>
<td>Family Care Plans</td>
<td>Initially/Annually</td>
<td>AR 600-20</td>
<td>Army Command Policy</td>
</tr>
<tr>
<td>Family Financial Support</td>
<td>Upon Notification/As Required</td>
<td>AR 608-99</td>
<td>Family Support, Child Custody, and Paternity</td>
</tr>
<tr>
<td>Reception and Integration Counseling</td>
<td>Upon Arrival to Unit</td>
<td>FM 6-22</td>
<td>Army Leadership</td>
</tr>
<tr>
<td>Initial Counseling</td>
<td>Upon Arrival to Unit and Beginning of Rating Period</td>
<td>FM 6-22</td>
<td>Army Leadership</td>
</tr>
<tr>
<td>*Enlisted</td>
<td>Within 30 Days of Assignment/Beginning of Rating Period</td>
<td>AR 623-205</td>
<td>Noncommissioned Officer Evaluation Reporting Sys (Personnel Evaluations Update)</td>
</tr>
<tr>
<td>*NCO</td>
<td>Beginning of Rating Period</td>
<td>AR 623-105</td>
<td>Officer Evaluation Reporting Sys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 623-205</td>
<td>Officer Eval Reporting In-Brief</td>
</tr>
<tr>
<td>*Junior Officer</td>
<td>Beginning of Rating Period</td>
<td>AR 623-105</td>
<td>Officer Evaluation Reporting Sys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 623-205</td>
<td>Officer Eval Reporting In-Brief</td>
</tr>
<tr>
<td>*Officer</td>
<td>Beginning of Rating Period</td>
<td>AR 623-105</td>
<td>Officer Evaluation Reporting Sys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 623-205</td>
<td>Officer Eval Reporting In-Brief</td>
</tr>
<tr>
<td>Mental Health Referrals</td>
<td>As Required</td>
<td>DOD Directive 6490.1</td>
<td>Mental Health Evaluation of Members of Armed Forces</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DOD Instruction 6490.4</td>
<td>Requirements for Mental Health Evaluations of Members of the Armed Forces</td>
</tr>
<tr>
<td>Nonjudicial Punishment</td>
<td>As Required</td>
<td>AR 27-10</td>
<td>Military Justice</td>
</tr>
<tr>
<td>Overweight Counseling</td>
<td>Monthly</td>
<td>AR 600-9 w/ Chge 1</td>
<td>The Army Weight Control Program (All Ranks Personnel Update)</td>
</tr>
<tr>
<td>Performance Counseling</td>
<td>*Enlisted</td>
<td>FM 6-22</td>
<td>Leadership Counseling</td>
</tr>
<tr>
<td></td>
<td>Monthly</td>
<td>AR 623-205</td>
<td>Noncommissioned Officer Evaluation Reporting Sys (Personnel Evaluations Update)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 623-205</td>
<td>Officer Evaluation Reporting Sys</td>
</tr>
<tr>
<td>*Junior Officer</td>
<td>Quarterly</td>
<td>AR 623-105</td>
<td>Officer Evaluation Reporting Sys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 623-205</td>
<td>Officer Eval Reporting In-Brief</td>
</tr>
<tr>
<td>*Officer</td>
<td>As Required</td>
<td>AR 623-105</td>
<td>Officer Evaluation Reporting Sys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DA Pam 623-205</td>
<td>Officer Eval Reporting In-Brief</td>
</tr>
<tr>
<td>Pregnancy Counseling</td>
<td>Initially</td>
<td>AR 635-100 w/ Chge 1</td>
<td>Enlisted Personnel (Enlisted Ranks Personnel Update)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AR 600-20</td>
<td>Army Command Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MILPER MSG 01-108</td>
<td>Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19</td>
</tr>
<tr>
<td>Promotion Counseling</td>
<td>Initially/Every 90 Days</td>
<td>AR 600-8-19 w/ Chge 1</td>
<td>Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19</td>
</tr>
<tr>
<td>Reduction Counseling</td>
<td>As Required</td>
<td>AR 600-8-19 w/ Chge 1</td>
<td>Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19</td>
</tr>
<tr>
<td>Retention Counseling</td>
<td>As Required</td>
<td>AR 601-280</td>
<td>Army Retention Program</td>
</tr>
</tbody>
</table>
Review the number of waivers available. 1SG works with the PSG for input considering Soldiers performance and potential. Then, CDR / 1SG select the individuals to be advanced with waiver by circling either “Yes” or “No” and initials each circle.

**NOTE:**
Soldiers not recommended who are eligible for waiver will need to be counseled in writing and submitted with AAA-117.

Advancement waivers will be allocated according to the SQDN/BN CSM and Commander. These waivers are based on SQDN/BN authorizations not T/C/B.

REFERENCES:
• AR 600-8-19
• AAA-117
• POC: S1 @ XXX-XXXX

SQDN/BN S1s will verify AAA-117 cut 4187s for signature and promote in eMILPO.

Return the AAA-117 to the SQDN/BN S1
CDR / 1SG receive the enlisted promotion report, AAA-294 (for E4-E5), from the Battalion S1. eMILPO will generate this report with eligible personnel and those in the zones of consideration but not eligible for consideration of recommendation to attend the promotion board.

Review the report of eligible personnel. 1SG works with the PSGs for input considering Soldiers performance and potential. Then, CDR / 1SG select the individuals to be recommended for appearance before the promotion board by circling either “Yes” or “No” and initials each circle.

Return the AAA-294 to the Battalion S1 to update the system and notify PSGs to counsel and prepare those recommended for promotion board appearance.

REFERENCES:
• AR 600-8-19
• AAA 117

POC: S1 @ XXX-XXXX
ABSENT WITHOUT LEAVE (AWOL) / DROPPED FROM ROLLS (DFR)

REFERENCES:
• AR 630-10
• MILPER Message 10-241
• POCs: S1 @ XXX-XXXX; Legal @ XXX-XXXX

The supply SGT will inventory & secure all personal effects, clothing and gov’t property IAW AR 700-84, para 12-12, if the SM resides in the barracks (see Btl Drl #A-2)

CDR / 1SG prepares and mails letter to SM's NOK on 10th day of AWOL informing him/her of the SM's AWOL status.

• CDR / 1SG provides finance a stamped DA 4187 to ensure the SM’s pay has stopped.
• CDR / 1SG notifies DEERS to update SM’s status in system

Upon review, USADIP will return DA 4187 (PDY to AWOL), DA Form 4187 (AWOL to DFR), DD Form 458, DD 553, DD 137, DA 268, SM’s MED/DENT records, 2 x NoK letters, inventories of property, and CDR’s Inquiry Results) to the SQDN/BN S1 for QA/QC. SQDN/BN S1 submits packet to Regiment/Brigade S1.

T/C/B submits DFR packet (2 x DA 4887 (PDY to AWOL & AWOL to DFR), DD 458, DD 553, DD 137, DA 268, SM’s MED/DENT records, 2 x NoK letters, inventories of property, and CDR’s Inquiry Results) to the SQDN/BN S1 for QA/QC. SQDN/BN S1 submits packet to Regtiment/Brigade S1.

S1 verifies DFR packet and forwards to the installation DHR (with only the appropriate enclosures) for processing.

Upon review, USADIP will return DA 4187 (PDY to AWOL), DA Form 4187 (AWOL to DFR), DD Form 458, 10 day NOK letter, and 31 day NOK letter to unit to upload into iPERMS.

DHR will DFR the Soldier and forward and email to confirm transaction. Soldier will fall off eMILPO within 24 hours.

• CDR completes DA 4187 changing the duty status from AWOL to DFR and submits to the provost marshal.
• CDR prep 3 x DD 458, signs, and forwards to SCO
• CDR / 1SG submits a DD Form 553 through the SQDN/BN Commander to the Provost Marshal.

Day 1
CDR / 1SG determines Soldier is absent without leave (absent from place of duty for > 24 hours).

Day 2
CDR initiates a preliminary inquiry (usually informal) into the cause(s) of the alleged AWOL.

SQDN/BN S1 generates DA 268 via eMILPO to flag Soldier and forwards for T/C/B Commanders signature.

Day 10
CDR / 1SG prepares and mails letter to SM’s NOK on 10th day of AWOL informing him/her of the SM’s AWOL status.

Day 25
CDR appoints NCO to out-process AWOL SM; NCO coordinates w/ Installation Out-Processing for DD 137; NCO begins clearing AWOL SM.

Day 31
CDR/1SG prepares and mails letter to SM’s NOK on 31st day of AWOL informing him/her of the SM’s DFR status.

Day 32
CDR completes DA 4187 changing the duty status from AWOL to DFR and submits to the provost marshal.

• CDR prep 3 x DD 458, signs, and forwards to SCO
• CDR / 1SG submits a DD Form 553 through the SQDN/BN Commander to the Provost Marshal.

CDR / 1SG submits DA 4187 to SQDN/BN S1 to change duty status to AWOL.

CDR / 1SG prepares and mails letter to SM’s NOK on 10th day of AWOL informing him/her of the SM’s AWOL status.

CDR / 1SG prepares and mails letter to SM’s NOK on 31st day of AWOL informing him/her of the SM’s DFR status.

• CDR completes DA 4187 changing the duty status from AWOL to DFR and submits to the provost marshal.
• CDR prep 3 x DD 458, signs, and forwards to SCO
• CDR / 1SG submits a DD Form 553 through the SQDN/BN Commander to the Provost Marshal.

INDEX

E1

DES AWOL APPREHENSION POC: 288-3368
Property must be inventoried as soon as Soldier is discovered absent. AR 700-84 Para 12-13 states, “The abandoned property of an AWOL Soldier will be inventoried without delay.” It is recommended clothing is inventoried NLT 72 hours after discovery. Inventory must be completed by E5 (+), 02 (+), or WO. These procedures apply only if the enlisted Soldier resides in troop billets. Another member of the unit must witness inventory. The property will be split into three categories: personal items, CTA-50, and unit issued items.

Inventory officer will:
• Ensure clothing is not exchanged for clothing of any other enlisted Soldier.
• Prepare a DA Form 3078 in original and three copies. Record on DA 3078 the items and quantities of personal military clothing issued. Excess personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. See DA Pam 600–8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

The witness, and the unit commander or designated representative, will verify and initial this form. Place the original copy of the inventory in the enlisted Soldier’s duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

Return of the absent enlisted Soldier:
Clothing is returned to the absentee should he or she return to the unit or organization before being dropped from the rolls. The enlisted Soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted Soldier will be given copy three of the inventory. The unit Commander determines whether the enlisted Soldier has the initial allowances of personal clothing. Shortages are replaced at the Soldier’s expense.
Immediate Chain of Command informs Company Commander / 1SG

Cdr / 1SG ensures individual is assessed at CRDAMC or nearest medical facility and initiates a search of living quarters (on post) and POV due to probable cause.

Cdr / 1SG informs higher headquarters and initiates written III Corps CAT IV IR; conducts verbal Div CCIR notification.

Cdr / 1SG informs Chaplain and Brigade Behavioral Health Officer to initiate tracking of care and assist in risk management.

Cdr / 1SG address external issues --- access to weapons, unit relationships, financial stressors, others

Chain of Command participates in generating lessons learned from conditions surrounding suicide attempt.

References:
GTA 12-01-001, Army Suicide Prevention Program
POC: BCT Behavioral Health Officer

Chain of Command must notify Fort Hood DES of any Suicide Attempts or Gestures.
COMMAND IN GARRISON BATTLE DRILLS

Positive UA

Commander or 1SG receives positive results packet from ASAP

• Chain of Command will notify CID Drug Suppression Team for all positive UAs – POC 287-2722.
• Positive for marijuana: Take Soldier to MP Desk (287-4001)
• Positive for any other drug: Take Soldier to CID (288-5055 or 287-7272)
• When Soldier is escorted to one of the above locations, take the UA paperwork from ASAP.

Commanders must enroll Soldiers into ASAP. Fill out DA form 8003; check “Command Referred for Apprehension”; and, take it to bldg. 286 D for registration. ASAP info line is: 287-7575

CDR initiate a flag, initiate separation and initiate FG AR-15 (see BD E25).
If discovered that Soldier came up hot from prescription drugs a Medical Review Officer (MRO) must review the case. CDR should contact BN PA for MRO

SOLDIERS MUST BE ESCORTED TO CID. ARMY SUBSTANCE ABUSE PROGRAM (ASAP) IS NOT AUTHORIZED TO FORWARD RESULTS TO ANYONE OTHER THAN THE COMMANDER OR 1SG. IT’S YOUR RESPONSIBILITY TO INITIATE LAW ENFORCEMENT PROCEDURES!

REFERENCES:
AR 600-85
Soldier is apprehended for DUI

On Post

CoC is notified of the DUI by Soldier and / or DES

The paralegal will inform you of your court date, but will not give legal advice about your case. Soldiers are responsible to appear on their scheduled court date.

Soldier will immediately lose on post driving privileges (including military license). Soldier can apply for restricted driving privileges.

Commanders must enroll Soldiers into ASAP. Fill out DA Form 8003; check “Command Referred for Apprehension”;

Off Post

Soldier informs the CoC that they have been charged with a DUI off post.

Off post DUI may take up to one week to get back to DES and make it on the blotter. It’s the Soldier’s responsibility to inform the CoC if he’s been charged with a DUI off post.

Local police departments submit arrest reports to the DES Civilian Police Liaison in order for Soldiers to get blottered.

On Post: Apprehending officer will issue the Soldier a notice of suspension for on post driving. A copy of the notice will be included in the Soldier’s Military Police Report. The CoC may request a copy of the suspension when they sign for the Soldier.

Off Post: Texas automatically suspends the Driver’s License of anyone who refuses or fails a Blood Alcohol Test.
CoC notified of domestic abuse incident

If on Post: CoC picks up Soldier from the Fort Hood Police Station. If Off Post: See Battle Drill E36

Soldier receives a written counseling in reference to the incident; CoC issues a “No Contact” order

CoC arranges for billeting and considers moving Soldier for a minimum of 72 hour cooling down period.

CoC enrolls Soldier into mandatory counseling / treatment to address the issue

Before conducting a Commanders inquiry ensure Soldiers is advised of rights

Social Worker will contact CDR with Case Review Committee (CRC) date. CDR must take online training at: https://www.us.army.mil/suite/page/380 prior to CRC. CRC will review allegations of abuse to determine whether allegation meets the Army definitions of abuse and what treatment plans / recommended actions are needed to prevent further abuse.

Coordinate with Family Advocacy Program for Commanders / 1SG Advocacy and Prevention desk side brief 254-287-8989

Support treatment recommendations and ensure compliance with CRC treatment plan. Commanders that do not recommend or concur with FAP treatment plan or if Soldiers Fail to progress may be considered for separation (See Battle Drill E21-23)

Advise Victim to call FAVAP 254-702-4953 24/7 for Victim Advocacy Services or for a Restricted Report. Child Abuse 24/7 Hotline 287-CARE (2273) Policy Letter DFMWR-02

Families in Crisis: 888-799-SAFE (7233). 24-hour toll free hotline. Offers services to adult victims of domestic violence and sexual assault in several counties, including Fort Hood. Offers emergency safe shelter, crisis intervention counseling, legal advice, hospital accompaniment and support groups. Also provides educational presentations to anyone in the community. Appointments available in the following locations: Killeen: 254-634-1184 Temple: 254-773-7765

See Lautenberg Battle Drill if Soldier is CHARGED with Domestic Abuse

AR 190-45 requires all Commanders to report alleged criminal incidents to DES or CID
COMMAND IN GARRISON BATTLE DRILLS

Convicted of Domestic Violence (Lautenberg Amendment)

Under 18 USC 922, this law applies to all Soldiers anywhere in the world, including those in hostile fire areas. This law is retroactive to anyone convicted on or after Nov 27th, 2002.

All Soldiers affected by this law WILL be reported through CoC with final assignment consideration by HRC.

A qualifying conviction does NOT include a summary court-martial conviction or the imposition of non-judicial punishment under Article 15, UCMJ.

Officer and enlisted Soldiers may be processed for involuntary separation under the provisions of AR 600-8-24, AR 135-175 or AR 635-200, respectively.

Commanders must:
- Educate Soldiers on Lautenberg
- Investigate suspected qualifying convictions
- Track domestic violence arrests
- Report to HQDA
- Retrieve government issued firearms and ammo
- Collect and file DD Form 2760

Commanders, if you know or have a reasonable cause to believe a Soldier has a qualifying conviction under Lautenberg and you make a weapon available to that Soldier, you can be charged with a felony offense.

The Lautenberg Amendment makes it a felony for anyone convicted of a crime of domestic violence to ship, receive, transport, or possess firearms or ammunition. There is no military or law enforcement exception to the Lautenberg Amendment. Anyone who commits a crime that involves Domestic Violence and is subsequently convicted of this crime cannot own, possess, or be issued weapons - even in the line of duty!
**Sexual Harassment**

**CG Policy Letters**

**EO-2, EO-3**

---

**Complaint Received**

*Determine course of action.*

---

**Formal Complaint**

Report to the first GCMCA in the CoC within 3 calendar days.

CoC will appoint Investigating Officer; AR 15-6 will be initiated and completed within 14 calendar days.

Establish and implement a plan to protect complainant from reprisal.

Conduct unit level SHARP training; focus on the trends or issues occurring.

Assess command climate.

Provide periodic feedback to Soldier.

---

**Informal Complaint**

Managed at the lowest level by CoC or unit SHARP.

Maintain a Memorandum for Record (MFR) of action taken and document whether a resolution was reached.

---

**COMMAND IN GARRISON BATTLE DRILLS**
Sexual assault and sexual harassment are not the same although they are related to each other.

Sexual assault refers specifically to rape, forcible sodomy, wrongful sexual contact, abusive sexual contact, or attempts to commit these acts as defined by Article 120 of the Uniform Code of Military Justice (UCMJ).

While sexual harassment can involve physical contact, it can also refer to verbal or other forms of gender discrimination of sexual nature. Sexual assault is a crime punishable under the UCMJ. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
COMMAND IN GARRISON BATTLE DRILLS

CONDUCT APFT

Record results on DA Form 705

Did Soldier pass

Yes

No

Does the Soldier have a temp profile

Yes

No

Counsel Soldier on his APFT performance

Place Soldier in Special Population PT

Flag Soldier IAW AR 600-8-2

Administer APFT no later than 90 days following the failure

Take Administrative Action
See BD#s E23, 24, 25

Remove from Special Population PT

Remove Soldier’s Flag IAW AR 600-8-2

Counsel Soldier on his APFT Performance

Place DA Form 705 in Soldier’s records; include in counseling

Soldier not required to complete record APFT. Ensure proper recovery time before Soldier administered record APFT

Remove Soldier’s Flag IAW AR 600-8-2

Counsel Soldier on his APFT Performance

E10 INDEX
COMMAND IN GARRISON BATTLE DRILLS

Meets HT/WT screening

Meets body fat

Yes

No

No action required

Yes

No

No action required

1. Enter in to Wt program
2. Flag
3. Nutrition Counseling
4. Medical eval

Medical problem

A

= start/continue in WT control program

Medical treatment

A
Failure to qualify with weapon

Put qualification range on training schedule

PMI conducted

Conduct PMI

Conduct qual range

Soldier qualified

Update training records

Conduct qual range

Retrain

Continue to retrain/Consider administrative action/separation

Update training records
BN PA / BDE SURG determines if SM may be a suitable candidate for admission to the WTB & informs / notifies SM’s chain of command

CO CDR / 1SG put WTB packet together consisting of: Physical Profile (DA 3349); Warrior Screening Matrix for WTU; CDR’s Performance & Functional Statement (DA 7652); & CDR’s statement signed by BDE CDR

CDR / 1SG submit packets to their respective BDE Surgeons for review

BDE Surgeon submits packet to DIV SURG for approval. DIV BDE/DIV Surgeon, WTB Surg confer w/CRDAMC DCCS prior to TRIAD. WTB SURG submits nomination packets to WTB TRIAD

WTB TRIAD meets & makes final determination if SM will or will not be accepted into the WTB. WTB S1 sends assignment orders to DIV G1.
COMMAND IN GARRISON BATTLE DRILLS

**Virus / Malicious Software Detected**

**Individual:**

- **YES**
  - Notify IASO

- **NO**
  - Is BN Information Assurance Security Officer (IASO) Available?
    - **YES**
      - Inform Chain of Command
    - **NO**
      - Contact: Installation Network Enterprise Center Ft Hood NEC Phone (254) 287-3646

**Information Assurance Violation:**

- Malicious Virus or Intrusion

**Contact:**

- Installation Network Enterprise Center (254) 287-3646

**IASO:**

- Isolate the system
- Prohibit activities on the system
- Do not investigate

**Individual:**

- YES
  - Notify IASO

**Index:**

- Contact the ACERT directly at (703) 706-1113
COMMAND IN GARRISON BATTLE DRILLS

Classified Spillage Identified or suspected

Immediately remove the information system or media from the network; isolate and guard

Notify Unit Chain of Command

User will immediately notify Battalion Information Assurance Supporting Officer (IASO) / System Administrator (SA) and S2 / SSO or FT Hood NEC on garrison network

BN S2 SSO or FT Hood NEC will take over the incident and begin the necessary chain of custody IAW AR 380-5

Notify higher command of the current incidents and all updates that may follow

BN SSO or FT Hood NEC will determine if it is a legitimate spillage

YES

NO

Reconnect system to the network and proceed normal operation
COMMAND IN GARRISON BATTLE DRILLS

Loss of Personally Identifiable Information Identified

Information Assurance Violation: Loss of Personally Identifiable Information

Commander Actions:

Within 1 Hour
Submit incident report to the United States Computer Emergency Readiness Team (US CERT) at www.us-cert.gov. Call 888-282-0870 if you have any problems submitting the report online.

Within 24 Hours
Notify Army Freedom of Information and Privacy Act Office at privacyalert@rmda.belvoir.army.mil

Within 1 Hour
Submit notification email to pii.reporting@us.army.mil to inform Army leadership that an initial report has been submitted to US-CERT

Within 10 Days
Organization responsible for the compromised information will make notification to affected individuals.

Individual discovering the actual or suspected loss / breach contacts first line supervisor and BN Information Assurance Security Officer (IASO)

Informs Company Commander / 1SG

Cdr / 1SG informs higher headquarters
HOSPITALIZATION

START

1. Immediate Chain of Command informs T/C/B CDR / 1SG

2. Troop/Company/Battery CDR / 1SG informs higher headquarters and initiates SIR if necessary

3. Squadron/Battalion S1 Changes duty status

4. Squadron/Battalion PA begins tracking patient care through the Patient Advocate and assisting with post-hospitalization management as necessary

5. CDR / 1SG sets conditions for Soldier to adhere to outpatient medical / psychiatric treatment plan in order to promote health

POCs:
- SURG Section @ (254) XXX-XXXX
- CRDAMC Patient Advocacy @ (254) 288-8157
SM submits a DA 4187 requesting discharge or reassignment to noncombatant duties. The request must comply with AR 600-43, Appendix B:

- Full name
- Social security number
- Selective service number (if applicable)
- Service address and component
- Permanent home address
- Name and address of each school and college attended w/ dates of attendance and type of school
- Chronological list of all occupations, whether for compensation or not (include: type of work, name of employer, address of employer, and dates position was held)
- All former addresses and dates of residence
- Parents names and addresses (living or deceased)
- Religious denomination of parents
- Application to selective service board? Decision?
- Previous application for CO? Which status? When and where? Determination? Copy attached?
- Served less than 180 days?

CoC must submit to HQDA within 90 days of receipt.

Consult your Brigade Judge Advocate. Commanders must counsel Soldiers. See Figures 2-1, 2-2 in AR 600-43.

Yes

The Applicant must be interviewed by a Chaplain. See Paragraph 2-3 of AR 600-43. CoC will provide the Chaplain a copy of the request packet.

The Applicant must be interviewed by Psychiatrist, who will prepare a report of mental status.

No

Consult with BJA before returning to SM.

IOT comply with AR 600-43

The applicant’s commander will forward the application, the chaplain’s report of interview, and the report of mental status examination to the commander exercising special court-martial (SPCMCA) jurisdiction.

Consult with Brigade Legal Office for Full Process of Conscientious Objector Filing.
FAMILY CARE PLANS

START

Determine if Soldier requires a family care plan (FCP) (dual military couple, single parent, etc.).

CDR will conduct initial counseling for each Soldier requiring a family care plan during inprocessing, NLT 90 days before due date for pregnant Soldiers, or immediately after any event triggering the need for a FCP – as outlined on DA Form 5305

Review with Soldier the FCP checklist on DA 5305 to ensure Soldier meets criteria.

Verify with those listed on the FCP roster to ensure they are aware of their requirements.

Does the family care plan meet the requirements?

YES

Maintain copy of completed FCP.

NOTE: Contact caretaker and conduct periodic reviews and updates.

CDR will validate the family care plan yearly on/during the anniversary birth month of the (DA Form 5305-R

NO

Counsel the Soldier

Consult with Staff Judge Advocate if Soldier refuses or can’t produce a Family Care Plan.

Commander may initiate administrative separation or bar to reenlistment.

REFERENCES:
• AR 600-20
• DA 5305
• DA 5840

POC: S1 @ XXX-XXXX
COMMAND IN GARRISON BATTLE DRILLS

Initiate Bar

Determine need for the Bar to Reenlistment. Bar to Reenlistment can be initiated for: APFT Failure, Poor Performance, Height / Weight Failure, or even Commander’s discretion. If a Commander determines a Soldier’s performance does not warrant reenlistment in the US Army, they need to submit DA 4126-R to Retention and the BN S1. Maintain a copy in unit records. (Chapter 8, AR 601-280)

Counsel Soldier in writing to inform him/her that they are being Barred; ensure this counseling provides Soldier a plan of action to overcome the Bar to Reenlistment. It is best if a commander includes all negative counseling on the Soldier in the Bar packet submission so when the Bar is reviewed it will withstand all legal reviews or Soldier appeals. This action is completely at the Commander’s discretion with no requirements to impose.

Commanders must review the circumstances for imposing the bar every 90 days and either remove or continue the bar to reenlistment.

If Soldier has not overcome the Bar to Reenlistment after the second 90 day review Commanders must initiate separation proceedings under AR 600-200. Initiation of separation action is not required for Soldiers who, at the time of the second 3-month review, have more than 18 years of active federal service but less than 20 years. These Soldiers will be required to retire on the last day of the month when eligibility is attained.

If Soldier has overcome the Bar to Reenlistment, submit a letter of recommendation to the next higher Commander to remove the Bar to Reenlistment. Submit packet to retention. Maintain a copy in unit records.
Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

When considering a SM for retention, re-classification, or separation, consider factors listed in AR 635-200, para. 1-15c. Counseling and rehabilitation is mandatory. Commanders must make maximum use of counseling and rehabilitation before determining that a Soldier has no potential for further useful service. Commanders will ensure that these measures are taken before initiating separation procedures for the reasons listed in AR 635-200, except in cases of mandatory and voluntary separation.

INITIAL SEPARATION PROCESSING PROCEDURES:
After all mandatory counseling and rehabilitation attempts have been exhausted, the service member’s immediate commander will notify the Soldier in writing that he/she is being recommended for administrative separation per AR 635-200. This is usually processed at the legal office for the commander. However, the service member will be counseled on a DA Form 4856, (apart from any other previous counseling attempts to correct the problem), as to the reasons he/she is being considered for separation. This counseling - DA Form 4856, along with all other pertinent information, DA Form 268 (Initiation of a flag), and the service member’s ERB must accompany the initial packet to the legal office. The commander should also attach a memorandum as to what characterization of discharge he/she recommends.

The company (immediate) and battalion (intermediate) commanders will recommend type of separation, reclassification, or separation and the characterization of service to be awarded.

For Chapters 11, 13, 14, and AR 604-18, no Soldier will be considered for separation on conduct that has been the subject of judicial proceedings resulting in an acquittal, or after a separation board has determined that the Soldier be retained. However, a Soldier is not precluded from Administrative Separation under Chapters 13, or 14, if he or she has been convicted by a courts-martial whose sentence did not include a punitive discharge.

A highly deserving Soldier may be given a probation period to show successful rehabilitation (except fraudulent entry or homosexual conduct). Probation periods are for full time military only, not to exceed a total of 6 months. (AR 635-200, 1-18).

MANDATORY SEPARATIONS:
- Bars to Reenlistment (Chap. 1-47)
- Commission of a Serious Offense (only for drug abuse under Chap. 14-12c)
- Failure to Meet Body Fat Standards (Chap. 18).
- Loss of MOS Qualifications

VOLUNTARY SEPARATIONS:
Service members must submit a request, in writing, to his or her commanding officer. Voluntary separation is only allowed in the following cases:
- Dependency;
- Hardship; or
- Pregnancy

BOARD PROCEDURES:
If the service member has 6 or more years of active duty or is being considered for an other than honorable discharge, he or she is entitled to a hearing before an administrative separation board. AR 635-200, 2-2(b-3). Service members can waive their right to a hearing board. In this case, the separation authority will be the same as if a board was held.
COMMAND IN GARRISON BATTLE DRILLS

ADDITIONAL DOCUMENTATION REQUIRED

**Chapter 5-13: Personality Disorder**
- Evidence SM has not responded to Para 1-16 Counseling
- Medical examination
- Mental evaluation by physician trained in psychiatry and psychiatric diagnosis or a clinical psychologist

**Chapter 5-8: Family Care Plan**
- Family Care Plan checklist counseling
- Statement from SM explaining why he/she cannot obtain a Family Care Plan
- Medical examination

**Chapter 5-16: Early Separation to Further Education**
- Letter of Admission (Must include date classes will begin)
- Statement proving Soldier can pay tuition fees
- Evidence that school is VA approved (Statement from school or education center will suffice)
- Medical examination

**Chapter 5-17: Other Designated Physical or Mental Conditions**
- Evidence SM has not responded to Para 1-16 Counseling
- Evidence from Medical or Mental Health personnel documenting condition
- Medical examination

**Chapter 6-3(a) or 6-3(b): Dependency or Hardship**
- Evidence supporting dependency or hardship

**Chapter 8: Pregnancy of Enlisted Women**
- Pregnancy counseling
- Pregnancy profile or statement of pregnancy
- Medical examination

**Chapter 9: Alcohol or Other Drug Abuse Rehabilitation Failure**
- ASAP summary of rehabilitation
- Statement declaring SM a rehabilitation failure
- Medical examination

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.
AR 635-200 para. 1–7. Processing timeline goals:

- For separations when the notification procedure is used, will not normally not exceed 15 working days.
- When the administrative board procedure is used, will not normally exceed 50 working days.
- Processing time will be measured from the date the Soldier acknowledges receipt of the notification of the proposed separation to the date the separation authority directs.
- Failure to process an administrative separation within these timeframes will not prevent separation or characterization of service.

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.
Verify pregnancy at TMC. Upon verification, SM will receive pregnancy eprofile and initiate prenatal care to include prenatal registration appointment with the Women’s Health Center (WHC) and complete an Occupational Health Interview with Occupational Health Clinic (OCC).

SM’s commander (or designated official) will counsel SM on the Army Pregnancy/Postpartum Physical Training (PPPT) Program, Separation Options, and Family Care Plan (FCP) requirements. Also, the CDR will establish liaison with OCC for site visits, as necessary.

SM will be enrolled and receive orientation to PPPT upon diagnosis of pregnancy thru delivery plus 180 days.

Upon delivery, SM will be authorized convalescent leave (typically 42 days for a normal pregnancy and delivery) and provide postpartum eprofile (typically for 45 days). *Hospital CDR will authorize additional leave for medical complications, as necessary. *Unit CDR can authorize up to 30 days convalescent leave after SM returns to work, as necessary.

Upon return from leave and clearance from profiling doctor, SM will resume physical training and return to full duty.

Upon reaching 180 days, SM will be released from the PPPT Program.

CDR must re-test validity and durability of the FCP at least annually to include contacting the designated guardian(s). Recommended testing periods are prior to field exercises or during deployment preparation.

If SM is single and living in barracks, she is authorized to receive BAH (without dependents) and move off-post during the seventh month of pregnancy. *Pregnant, single SMs will NOT be authorized on-post housing until delivery, but can elect to be put on waiting list as soon as pregnancy is confirmed. Upon delivery, single SMs will be authorized BAH w/dependents and option to move into on-post housing.

Although the DA Form 5304 is the only mandatory document that must be completed prior to the SM’s delivery date, recommendation is to complete the entire FCP, if possible.

CDR should track SM’s 20th and 28th week benchmarks as there are several physical restrictions per AR 40-501 that must be strictly enforced.

CDR ensures all required documents are in order, meet the FC requirements, are workable, and durable NLT 45 days from SM’s delivery.

PREGNANCY PROGRAM REFERENCES

- AR 40-400
- AR 40-501
- AR 210-50
- AR 600-8-10
- AR 600-9
- AR 600-20
- AR 600-8-24
- AR 601-280
- AR 614-30
- AR 635-200
- AR 670-1
- AR 700-84
- FH Reg 600-24

Shaunta’ Bailey, PPPT Coordinator: 254-288-0379 or 254-288-9676, shaunta.n.bailey.ctr@us.army.mil
When a commander learns of misconduct by a Soldier, that commander will collect the following evidence prior to consulting with Trial Counsel or the Brigade Judge Advocate in determining whether or not to initiate action(s) under the UCMJ and what type is appropriate.

- Soldier’s counseling packet, all DA Form 4856s
- All sworn statements related to the event or events, DA Form 2823s
- If the Soldier has gone AWOL, all DA Form 4187s
- If anyone interviewed the Soldier concerning the alleged offenses; a DA Form 3881 must be completed and brought to JAG
- Any investigations that were done, to include, but not limited to CID, Commander’s Inquiries, AR 15-6, and local law enforcement, if available
- Positive urinalysis test results
- Restriction orders
- Any other relevant evidence
COMMAND IN GARRISON BATTLE DRILLS

Starts with the discovery of the loss
- Preliminary search for the missing item(s)
- Identification of the missing, damaged, or destroyed item(s) using FEDLOG
- Gather dates and circumstances
- Initiation of the Investigation of Property Loss, DD Form 200
- Complete the narrative portion
- Get document/voucher number assigned
- Provide the Investigation of Property Loss to the appointing authority

Starts after the document/voucher number is assigned by the accountable officer and the FLIPL is provided to the appointing authority
- Investigating officer appointed if appropriate
- Review the property records
- Obtain statements
- Ascertain the facts
- Determine the proximate cause
- Calculate the amount of the loss
- Make recommendation
- If financial liability is recommended, notify the individual(s)
- Consider respondent’s rebuttal statement
- Review by the appointing authority
- Decision by the appointing authority
- Provide to the approving authority

FLIPL

Approving authority notifies the individual(s) being charged if applicable

Approving authority sends to finance for collection if financial liability was assessed

15 Days

40 Days (total 55 days)

20 Days (total 75 days)

30 Days

1 Day

E27 INDEX
COMMAND IN GARRISON BATTLE DRILLS

14 Day Suspense

PAD
Forwards profile to Post Retention Office

Post Retention Office
- Screens profile
- Updates IMREPR
- Fwd profile to unit

Unit Career Counselor
- Initiates MAR2 packet
- Counsels Soldier
- BN CDR / Co CDR Recommendation
- Submits MAR2 request through RETAIN

Post Retention Office
- Reviews MAR2 packet
- Submit to HRC through RETAIN for adjudication

HRC
- Renders decision
- Responds to Post Retention

*Post Retention Office
- Receives decision
- Forwards to Unit Career Counselor

*Unit Career Counselor
- Informs BN/ Co CDR of decision
- Submits appeal if necessary (material error)

*MEBs referred to PEBLO by Post Retention
*Unit CC verifies Soldier reports within 5 days

Commander may request 14 day Extension from Retention for profile clarification

HRC Renders one of the following decisions
- Retain in PMOS
- Reclassify
- Refer to MEB*

E28 INDEX
COMMAND IN GARRISON BATTLE DRILLS

Accident Notification

Accident involving Soldier or military equipment?

On duty?

Class A or B? (fatal or disabling)

Immediate notification to commander and safety office

Safety personnel classify accident

Notify Military Police

Secure the accident site.

Notify commander and safety office

Unit submits AGAR
Additional Rules Governing FRG Fundraising.

The FRG informal fund cap currently listed as $5,000 in AR 608-1, Army Community Service Center, Appendix J, Section 7, subparagraphs (e) and (f) is increased to $10,000.

Unauthorized Use of informal funds:
- Augmenting the unit’s other informal funds (i.e. the unit’s cup and flower funds)
- Augmenting items or services that should be paid for with appropriated funds
- Purchasing traditional military gifts, such as Soldier farewell gifts that are not related to family readiness
- Funding the unit ball (specifically stated!!)

Authorized Use of informal funds:
- FRG newsletters that contain mostly unofficial information
- Parties
- Social outings
- Volunteer recognition
- Picnics
- Refreshments

Purpose of fundraising consistent with the approved SOP.

Manner of fundraising consistent with the JER and AR 600-29.

FRG Leader must coordinate with the commander with jurisdiction over the location of fundraising.

Commander must consult with SJA / Ethics counselor and avoid all conflicts of interest.

REFERENCES:
Joint Ethics Regulation
AR 600-29
AR 608-1
AR 600-20
**Administrative Reduction**

**General Rules:**

Who may reduce:
- SPC / CPL and below - Company, troop, battery CDRs
- SGT / SSG - SCMCA
- SFC, MSG, SGM - SPCMCA

A Board is Required for Soldiers in the grade of:
- CPL / SPC when being reduced more than one grade; and
- SGT through SGM for:
  - reduction for misconduct (civil conviction) under paragraph 10-3 (except under table 10-2); and inefficiency under paragraph 10-5.

Board appearance may be declined in writing, which will be considered as acceptance of the reduction board’s action.

Individuals in grade of CPL and below may be reduced without action by a board.

**Soldiers can also be reduced for:**
- Approved discharge from service with OTH, 10-15.
- Reduction for failure to complete training, 10-16.
- Reduction for unsatisfactory participation, 10-17.
- Failure to complete NCOES, 10-18.
- Voluntary reduction 10-19.

**Reduction for Inefficiency: 10-5 and 10-6**
- The CDR reducing the Soldier will inform him or her in writing of the action contemplated and the reasons.
- The Soldier will acknowledge receipt; may submit rebuttal.
- Soldiers must demonstrate a pattern of inefficiency rather than a single incident to be eligible for reduction.
- Demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS.
- Any act or conduct that clearly shows that the Soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience.
- CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency.
- Longstanding unpaid personal debts w/o attempt to pay.
- Must serve in the same unit for at least 90 days prior to reduction.
- Documents will establish a pattern of inefficiency.
- Reduction for inefficiency will not be used for the following:
  1. To reduce Soldiers for actions for which they have been acquitted because of court-martial proceedings.
  2. In lieu of UCMJ, Article 15.
  3. To reduce a Soldier for a single act of misconduct.

**Reduction for Misconduct: 10-3**
- A Soldier convicted by a civil court, or adjudged a juvenile offender by a civil court, will be reduced or considered for reduction according to table 10-2.
- When a reduction board is required, it will convene after receipt of documentary evidence and before separation or retention is considered under AR 635-200.
- If the conviction is reversed, the Soldier will be restored to the former grade.

**Administrative reductions may result from either Soldier misconduct or inefficiency.**

**References:**
- AR 600-8-19, Chapter 10
- POCs: S1 @ XXX-XXXX; Legal @ XXX-XXXX
COMMAND IN GARRISON BATTLE DRILLS

- Contact Fort Hood DES Operations at 287-3613 for MWD Support
- Do you want the use of Narcotic and Explosive Military Working Dogs?
  - Yes
  - No
- Ensure all Soldiers are inspected to the same degree and at the same time (if possible)
  - Yes
  - No
- Was Contraband found?
  - Yes
  - Notify DES of any found contraband
  - No
  - No
- Continue Inspection
  - Brief Commander of findings
- Do not ask questions until the suspect has been read his Article 31(b) rights and you have contacted your legal team.
- At any time prior to or during the process, contact your Brigade Legal Team for advice on the Health and Welfare Inspection
**COMMAND IN GARRISON BATTLE DRILLS**

**Minor offense**
- Contact arresting agency to determine current situation
- Unit 1SG/CDR take custody of SM once bail is posted (if required)
- Counsel SM and take appropriate action based on circumstances of the offense. Refer to Battle Drill Book for specific crimes. Initiate a SIR IAW AR 190-40
- Ensure SM receives appropriate resources to resolve situation and rehabilitate.

**Serious Offense** *(No bail / incarceration)*
- Fort Hood DES conducts a local jail check everyday at 0500; if a Soldier has been arrested by one of the local departments or agencies the DES will notify the CoC if they have not already been notified by the Soldier or local agency. DES will generate a Military Police Blotter entry when they receive the case from the local authorities.
- Initiate a SIR IAW AR 190-40. Contact SJA to determine length of time before unit can initiate separation
- Complete DA Form 4187 changing SM's status from "present for duty" to "civilian confinement by authorities"
- Initiate Separation IAW AR 635-200; see Separation Battle Drill. Upon approval, unit clears SM from installation
- Return to normal duty if SM is retained
1. Reference: Army Regulation 420-1, Chapter 3-5 and 3-18, which covers Unaccompanied Personnel Housing (UPH).

2. Battalions can submit certificate of non-availability (CNA) packets, based on a 95% utilization rate at the installation level from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP). Ensure that no Soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.

3. Packets must consist of the following documents:

   a. Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.

   b. DA Form 4187 (Personnel Action).

   c. DA Form 5960 (Authorization to start/stop BAH).

   d. Lease Contract, if requesting effective date of BAH to be backdated. This should be a rare circumstance, since commanders should ensure their Sergeants (E-5) and below do not reside off-post without a valid CNA.

   e. Legal custody / marriage / divorce papers / Physician letter (if applicable).

   f. Pregnancy statement, signed by physician, or profile with due date (if applicable). Note: If Soldier in 28th week, CNA is automatic and Soldier should report to Finance with DA5960, barracks termination, and profile. If never assigned to the barracks, Soldier needs to get memo from the FSBP office.

   NOTE: Please do not staple packets and do not send other documents in packets such as LES; Counseling’s; sworn statements; etc.

4. Completed packets must be sent to the First Sergeants’ Barracks Program (FSBP) office (Bldg 49017, on Santa Fe) before going to Finance, to issue the CNA.

5. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldier’s redeployment date (If no room is issued). It cannot be approved prior to Soldier’s redeployment date.

6. Once the CNA packet is completed, FSBP personnel will notify the unit to pick up the packet and turn it in at Finance office.
Leaders need to be aware that certain situations do not automatically entitle a Soldier to basic allowance for housing (BAH). Some situations are listed below. Please contact the FSBP office if any of these situations occur.

a. Soldier with Joint custody of child (for 6 continuous months or more).
   (1) Proof of Custody is court orders or an approved DD137, NO POAs.
   (2) Other dependents must be court appointed and be in DEERS. *(Note: Just because the child belongs to a father or mother, and the child is in DEERS, DOESN'T always constitute Primary Custody)*

b. Soldier Married to Another Soldier (without dependents).
   (1) If Soldiers are not both assigned to Fort Hood, the incoming Soldier is considered “Single”, for BAH and Barracks purposes, unless the other Soldier will be assigned to Fort Hood within 60 days.
   (2) If both SMs are already here and one of them leaves, the remaining Soldier is not required to come back to UPH.
   (3) If one of them is deployed when the other arrives at Fort Hood, the arriving Soldier is required to reside in the barracks until the other SM redeploys.

c. Too much furniture for barracks room because I could live off post at my last unit.

d. I’m still locked in to a lease.

e. I have pets.

. BAH packets are processed and Certificates of Non-availability for BAH will be received on a walk-in basis, Monday through Friday, from 0730-1600.

9. POC for CNAs is Mrs. Jeannie Drayton, Barracks Management (FSBI) Administrative Office, Bldg. 49017, Santa Fe Street (by the bowling alley), (254) 287-6512.
III CORPS EO COMPLAINT PROCESS

Contact your Unit/BDE Equal Opportunity Advisor for assistance and Verification that incident or behavior qualifies as discrimination or has Violated any of the five protected categories.

Decide on Informal or Formal Complaint.

Make an “Informal” Complaint

• Use your EOL
• Report inappropriate behavior without initiating a full investigation.
• This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.
• Issues/concerns resolved at the lowest level

If behavior persist, file a “Formal” Complaint

Make a “Formal” Complaint

• File a written complaint on a DA 7279 with your unit/Brigade EOA
• File complaint within 60 days of incident

Complaints, except those filed with the I.G., must be acted upon within three calendar days.
Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain.
All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command.
Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations.
The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it.
Further extensions can be approved only by the first General Officer in the Chain of Command.
Complainants must be notified of extensions.

The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken.
That commander has 14 days to act on the appeal and provide written feedback on the results.
Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal.
Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.

Other agencies you can go to for assistance:

- CHAIN OF COMMAND
- INSPECTOR GENERAL
- HOUSING REFERRAL OFFICE
- JUDGE ADVOCATE GENERAL
- MILITARY POLICE OR CRIMINAL INVESTIGATOR
- CHAPLAIN
- MEDICAL AGENCY

You can also contact The III CORPS EO office: 254-287-6242

3 days
14 days
7 days
30-45 days
MEAL CARDS

START

Soldiers residing in the barracks (w/o religious, dietary needs or shift workers) that are receiving meal deductions must have a meal card. Review UCFR to ensure that meal deductions are being deducted. If not submit a 4187 to the BN/BDE S1 requesting to stop BAS and start meal deductions. The S1 will submit the 4187 thru the COC to the installation finance for processing.

If meal deductions have started instruct Soldier to go to the S1 for issuance of a meal card.

Review the next months UCFR to ensure that the meal deductions have started. Once meal deductions have started, BN/BDE S1 must issue the Soldier a meal card.

NOTE:
Do not instruct the Soldier to get a meal card until verification of meal deductions has started.

REFERENCES:
• AR 600-38
• DA 4187
• DA 4550

POC: S1 @ XXX-XXXX
START/STOP BAS/BAH

START

YES

CDR determines need for BAS

YES

Does Soldier:
Reside in barracks (single Soldier)

Does Soldier:
have Dietary needs (Religious/Vegetarian)

Does Soldier:
Reside off post (Married/Statement of Non avail)

YES

Certificate of Residence

NO

START/STOP BAH

STOP: Review the next months UCFR to ensure that the meal deductions have started. Once meal deductions have started, BN/BDE S1 must issue the Soldier a meal card.

NOTE: Do not instruct the Soldier to get a meal card until verification of meal deductions has started.

Authorization to mess separately must be submitted to the Finance office immediately after the approving authority signs the DA Form 4187 (Figure 8-2). DA Form 4187’s submitted later than 20 days after the effective date must be signed by a Field Grade Officer.

Authorization to mess separately may not include retroactive periods. This does not prevent payment of separate rations from the time of actual verbal authorization by proper authority (VOCO), if the verbal approval of the Soldier’s request is promptly confirmed in writing. Verbal authorizations in excess of 20 days will be fully justified in writing by the approving authority and signed by a Field Grade officer in your unit.

Members receiving BAS while in certain situations may have the payment for government provided meals made by mandatory pay account collection. When commander requires mandatory collection, the pay account collection will be made for all meals available, whether the meals are actually eaten or not. BAS will show on the LES in the entitlement column and a meal deduction will show in the deduction column at the reduced rate.

START/STOP BAH: Complete and submit DA Form 5960 along with supporting documentation.
COMMAND IN GARRISON BATTLE DRILLS

START

Obtain a GTCC

Registering (Travel Card Transition Training)

Complete all mandatory web based on-line training

Complete Individually Billed Account Travel Card Setup Form

************Ensure you initial block 9a or 9b************

Complete DoD Statement of Understanding (SOU) Government Travel Charge Card (GTCC) program

*****************************Need Supervisor Signature*****************************

Return application, certificates and SOU to your Agency/Origination Program Coordinator (AOPC)

Receive card within two weeks

Prerequisite training available at:
https://www.defensetravel.dod.mil/passport
Travel Card Transition Training
-City Pair Program
-Rental Car Program
-Travel Card Program (Travel card 101)
-Travel Policies

REFERENCES:
- DODFMR 7000.14-R VOL 9, CH 3
- GTCC Website
  -https://home.cards.citidirect.com
- DTS Website
Upon receipt of packet, verify reenlistment eligibility code and update ETS date.

Distro complete packet to HR, PEBLO and DFAS.

Case Coordinator
Tracks soldiers not complete with MEB that are 90 days from ETS and starts extension process over.
LEGEND

DPTMS – Directorate of Plans, Training, Mobilization and Security
ISD – Installation Security Division
CAF – Central Adjudication Facility
Army CCF – Army Central Personnel Security Clearance Facility

ISD, DPTMS is available to facilitate with attaining documents linked to the denial/revocation and advise Soldier on the process. Unit Security Manager must contact the ISD Security Staff for assistance.

Soldier replies through ISD, DPTMS in memorandum format what he/she has done to mitigate the security concerns listed in Statement of Reasons (SOR) or in the Security Determination memorandum.

ISD, DPTMS submits Soldier’s Request for Reconsideration to Army CCF for determination ☺ or ☹.

Army CCF makes favorable decision and restores clearance ☺.

PSAB directs Army CCF to restores eligibility ☺.

Index

E41

LOSS OF SECURITY CLEARANCE
Means Soldier was Denied or Revoked by an Adjudicative Authority

Army CCF reaffirms denial/revocation of clearance ☹.

ISD, DPTMS receives Determination memorandum listing why security clearance remains denied/revoked.

Soldier is advised by ISD, DPTMS on the appellant process. The soldier may respond directly to the Personnel Security Appeals Board (PSAB) or see the Defense Office of Hearings and Appeals (DOHA) (Administrative Judge).

DOHA Administrative Judge sends decision to PSAB.

PSAB makes decision ☺ or ☹.

PSAB reaffirms Army CCF decision of denial/revocation ☹.

PSAB defines when Soldier can re-apply.

PSAB directs Army CCF to restores eligibility ☺.

LEGEND

DPTMS – Directorate of Plans, Training, Mobilization and Security
ISD – Installation Security Division
CAF – Central Adjudication Facility
Army CCF – Army Central Personnel Security Clearance Facility

Priscilla Frazier, 254-287-7003, priscilla.frazier@us.army.mil
COMMAND IN GARRISON BATTLE DRILLS

**Initiate 9P IMPER**

Commander will remove Soldier from the promotion list per AR 600-8-19 and start separation per AR 635-200. Initiation of separation will be submitted to SPCMCA for determination.

**SPCMCA makes final decision on whether to separate or direct reclassification**

- **Separate**
  - SM will be notified the he/she is not a candidate for future service and unit will forward approved chapter packet to the Transition point.

- **Reclass**
  - If Soldier is recommended for future service the Soldier will be referred to the servicing Career Counselor to process mandatory reclassification.

**Loss of MOSQ**
EFMP

- Request data store manual query from BN S1 for Soldiers enrolled in EFMP and their expiration date.
- Soldiers requiring update to their enrollment must start with the CRDAMC EFMP Office

- For Soldiers currently enrolled, Cdr/1SG review information provided by BN S1 and identify Soldiers with expired, or soon to expire, EFMP. (EFMP is good for 3 years)

- Ensure Soldiers have the time allocated to update their EFMP status; Soldier must physically go to the EFMP office at CRDAMC. They will be told what they must do in order to update or be removed from the program.

- Ensure Soldier completes all identified requirements and submits them to the EFMP office at CRDAMC.

- Validate updates with BN S1 once requirements are complete. EFMP will appear on Soldier’s ERB/ORB.

CRDAMC EFMP Office visits are on a walk-in basis between the hours of 0730-1630, Mon-Fri.
BLUF: The update process takes several weeks. Soldiers need to start the process six months out.

When the Soldier or family member comes to the CRDAMC EFMP Office (as opposed to the ACS EFMP Office) and receives the PERNET printout of the current enrollment, they must then take that printout, with an enrollment form, to the appropriate provider(s). This usually requires making a special EFMP appointment (may be longer than typical appointment) to review the patient's current medical status and wait for the provider to complete the form. Depending on the complexity of the Family member's medical diagnoses, this may take a few weeks. Once we receive the DD Form 2792 back, we review it for completeness, then send it by courier to the Regional Coding Center. The processing and return time is typically between two and three weeks. They will only expedite those forms accompanied by a request for compassionate reassignment, which we fax to them. By the time we receive a new print-out to mail back to the Soldier, the status is already updated in PERNET, which then updates MEDPROS.