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Assignments, Details, and Transfers
Officer Use and Management

*This regulation supersedes AE Regulation 614-2, 4 May 2004.

For the Commander:

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Document Management

Summary. This regulation provides policy and procedures for the use and management of officers in USAREUR.

Summary of Change. This revision incorporates—

- Various Army policy changes.
- Transformation changes in the Army in Europe. These include the inactivation of 1st Personnel Command and the division of certain functions between the USAREUR G1 and IMCOM-Europe.

NOTE: This revision does not include information on the pending implementation of the Defense Integrated Military Human Resources System (DIMHRS). Further updates will be made on DIMHRS implementation.

Applicability. This regulation applies to organizations that requisition officer assignments from the USAREUR G1 (AEAGA-AGO) (app B).

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-AGO) approval.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-AGO, DSN 370-5127). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351.

Distribution. B (AEPUBS).

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SECTION I GENERAL

1. PURPOSE

This regulation prescribes policy and procedures for the use and management of basic branch officers assigned to commands in USAREUR. Special branch officers (Chaplain, Judge Advocate General, Army Medical Department) are not discussed in this regulation.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

a. The United States Army Human Resources Command (HRC) selects officers for a control specialty (CS). An officer's designated CS normally will not be changed during an officer's first year in USAREUR.

b. The USAREUR G1 is responsible for officer personnel management.

c. The Director, Officer Personnel Management Directorate (OPMD), Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, is responsible for the operation of the Officer Personnel Management System (OPMS). Appendix B lists organizations that requisition officer assignments from OPMD. Assignment and management of officers will be guided by the OPMS. The objectives of the OPMS are to—

(1) Assign officers according to their training, skills, and interests in order to meet Army requirements.

(2) Enhance the motivation and professional development of the officer corps.

d. Commanders will consider the needs of the Army and USAREUR, and the career development and preference of individual officers when making assignments.

SECTION II ASSIGNMENT POLICY AND PROCEDURES

5. PRIORITIES AND GUIDELINES

a. Each battalion will have at least one major assigned. The priority for assignment of majors will be to executive officer (XO) positions.

b. According to AR 600-20, officer management will provide—

(1) Equal opportunity and treatment of Soldiers and their Families regardless of race, color, religion, sex, or national origin.

(2) An environment free of sexual harassment.

c. Officers will be allocated based on requirements and qualifications.

d. Assignment diversions will be held to the minimum. The following guidelines will apply when diversions are required:

(1) An officer will be notified personally by telephone or e-mail if a diversion is necessary within 60 days before the officer's assignment date.

(2) Diversions must not occur if they will result in degradation of travel status unless the diverted officer agrees.

(3) All units involved will be notified when an officer is being diverted.

e. The CG, USAREUR/7A, is the approval authority for assignments of former brigade and battalion commanders. The following procedures will be followed for assignments:

(1) The Chief, Senior Leaders Division, OPMD, will—

(a) Maintain a roster of brigade and battalion commanders who will not have completed a full tour outside the continental United States (OCONUS) when they relinquish command.

(b) Coordinate assignments for former brigade and battalion commanders with HQ USAREUR/7A staff principals and USAREUR commanders.

(c) Coordinate and schedule quarterly briefings with the CG, USAREUR/7A, and the USAREUR G1. These briefings will present the status, proposed assignments, and personnel actions on colonels, promotable lieutenant colonels, and former battalion and brigade commanders for CG, USAREUR/7A, approval.

(d) Provide the quarterly briefing schedule to the HQ USAREUR/7A staff and to USAREUR commanders.

(e) Provide briefing results in writing or by telephone when an action is critical.

(2) Requests for personnel actions will be sent through command channels to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351). These requests must be justified and include—

(a) The length of time the officer has been in the European theater.

(b) The officer's present and past positions and organizations.

(c) The action requested.

(d) Other supporting information.

(3) Promotable lieutenant colonels will be assigned and managed in the same manner as colonels. Selection for promotion to colonel, however, does not require a move. A shortage of colonels may cause promotable lieutenant colonels to be moved to fill colonel positions. Lieutenant colonels may be reassigned even if an intratheater transfer is required.

(4) In keeping with HQDA guidelines, a colonel normally will not serve in a lieutenant colonel position after the effective date of promotion to colonel, and a battalion commander will not continue in command after the effective date of promotion to colonel. Requests for exceptions to this policy must be submitted to the Chief, Senior Leaders Division, OPMD.

(5) Former brigade commanders normally will not be released for reassignment without completing a full OCONUS tour. These officers will be considered for valid colonel requirements, regardless of the requirement for an intratheater transfer. Each request for reassignment out of USAREUR will be processed separately and evaluated on its merits. The CG, USAREUR/7A, is the approval authority for the release of former brigade commanders in USAREUR.

f. Every effort will be made to allow corps and division commanders to select their chiefs of staff and G3s.

6. PROFESSIONAL DEVELOPMENT

a. Officer professional development and utilization policy in the European theater is designed to branch-qualify officers early in their tours and help prepare them for subsequent assignments. This policy is particularly important for majors and captains who will subsequently be assigned to higher level staffs at the Seventh United States Army Joint Multinational Training Command (JMTC) or the United States Army Joint Multinational Readiness Center (JMRC).

b. Officers must be allowed to serve in varied assignments, with strong emphasis on branch for captains and lieutenants and on primary military occupational specialty (PMOS) for warrant officers (WOs). Assignments must meet the individual's professional development needs.

c. Commanders and personnel managers must be thoroughly familiar with DA Pamphlet 600-3. Commanders must understand the need for career development of officers assigned to their units. Officers should be given the opportunity to gain and maintain proficiency in their branches and functional areas.

d. A second lieutenant's first assignment should be as a platoon leader or in an equivalent troop-oriented position. After at least 12 months, second lieutenants may be moved to a staff assignment at brigade level or lower (unless a specific authorization exists at a higher level). The objective is to ensure lieutenants are assigned in their designated branch to learn fundamentals, to enhance professional development, and to prepare them for the Captains Career Course (CCC).

(1) Lieutenants may be extended beyond their original date eligible for return from overseas (DEROS) only for operational necessity or to accommodate their being scheduled for the CCC.

(2) Some assignments for lieutenants are too narrow to give them well-rounded knowledge of their career field. Lieutenants assigned to these positions should be given the opportunity to serve in a second assignment to provide broader development during their 3-year tour in the European theater. Examples of narrow assignments are signal and military-intelligence staff positions in a combat-arms battalion.

e. Captains needing a command position will normally be assigned to a location where a command position will become available. Captains can expect to move after 24 months in the European theater to an assignment at a higher level staff to fill a major's or captain's position. CCC graduates may be assigned to general officer staffs if branch-qualified captains are not available. These CCC officers can expect to move after 12 to 15 months to compete for branch-qualified command positions. Paragraph 17 provides information on company command policy.

f. Majors should initially be assigned to an organization in which they can become qualified in their basic branch or functional area. DA Pamphlet 600-3 defines branch qualification for majors. The opportunity to serve on a battalion staff as an S3 or XO is limited, and the requirement varies by branch. Officers selected by HQDA for the operations career field can expect to serve in branch-qualifying positions from 12 to 24 months, depending on their branch. Majors will not be assigned for more than 24 months as an S3, XO, or a combination of both. The priority of assignment as an S3 or XO will go to officers who have reached military education level (MEL) 4.

- (1) Majors can expect to move to a higher staff assignment after being branch-qualified.
- (2) Corps divisions may retain one branch-qualified major to serve as a deputy G3.

g. A WO will normally spend an entire tour in the same position. Reassignment of WOs for professional development normally is not required unless the WO is promoted and vacant positions at the higher grade exist in theater. A WO's initial assignment will be in a military occupational specialty (MOS) held by the WO unless HQDA has approved assignment outside the MOS. WOs will normally be assigned in a position authorized for their grade or one grade higher. Assignments one grade lower, however, may be made for military necessity.

(1) When necessary to assign a WO to a position not classified in the WO's primary or additional MOS, a request for such an assignment must be sent through OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351) to HRC. This request must be submitted before the assignment takes effect and will identify—

- (a) The position to which the individual will be assigned.
- (b) The current classification of the position (commissioned officer area of concentration or WO MOS).
- (c) The grade authorized for the position.
- (d) The duties of the position.
- (e) The anticipated duration of the assignment.
- (f) All factors that led to the need for the assignment.

(2) HQDA will evaluate the request to determine whether or not the assignment is in the best interest of the Army and, when a decision is made, will promptly inform the requesting command by return memorandum of endorsement.

(3) HQDA concurrence is required to assign the WO to the requested position ((1) above). A remark showing the HQDA concurrence will be entered in the officer evaluation report (OER) of the officer. When a WO is assigned to a commissioned officer position, the appropriate specialty and duty title of the position will also be entered in the OER.

7. BRANCH DETAIL

a. The objective of the branch detail program is to ensure branches with substantial lieutenant requirements meet their required levels using lieutenants from basic “donor” branches with fewer lieutenant requirements. The length of the detail is 48 months for officers detailed from Adjutant General, Finance, Military Police, Military Intelligence, Ordnance, Quartermaster, Signal, or Transportation Corps donor branches into Air Defense Armor, Artillery, Chemical, Field Artillery, or Infantry recipient branches. Exceptions may be made only with OPMD and HRC approval.

b. AR 614-100 provides more information on branch-detail assignments.

8. DISTRIBUTION OF COMMAND AND GENERAL STAFF COLLEGE GRADUATES

a. The goal of the Director, OPMD, is to ensure that each command in the European theater receives an appropriate share of MEL-4 majors. OPMD assigns non-branch-qualified Command and General Staff College (CGSC) MEL-4 majors on a fair-share basis using projected vacancies in branch-qualifying commands.

b. OPMD will accept and support, where possible, by-name requests for MEL-4 majors within the limits imposed by the MEL-4 distribution plan.

9. ASSIGNING AND MANAGING GRADUATES OF THE SCHOOL OF ADVANCED MILITARY STUDIES PROGRAM

a. The initial assignments of School of Advanced Military Studies (SAMS) graduates are controlled by the DA G-1, HRC, and the SAMS.

b. Commands receiving direct distribution of SAMS graduates will ensure that graduates complete their internship and are branch-qualified within 24 months after being assigned. SAMS graduates will spend the rest of their tour on the HQ USAREUR/7A staff.

10. ARMY EDUCATIONAL REQUIREMENTS SYSTEM

a. Proper use of officers with advanced degrees in positions validated by the Army Educational Requirements System (AERS) is vital. The AERS program must be managed according to AR 621-108. Emphasis must be placed on—

(1) Preparing requisitions for officer replacements for AERS positions.

(2) Reporting any change in status of AERS officers to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351) within 10 days after the change.

b. HRC determines AERS assignments based on specific position vacancies. Assignment of AERS officers will be honored by USAREUR. Only HRC may approve changes. AR 621-108 states that unauthorized changes of officers from AERS assignments may result in reassignment of the improperly assigned officer and cancellation of the AERS position for which the officer was originally selected.

11. COMMISSIONED AVIATORS

Commissioned officers on their first assignments to flying positions or flying positions that meet the provisions of the Aviation Career Incentive Act of 1974 will not be assigned to nonoperational flying positions without OPMD approval.

12. MARRIED ARMY COUPLES PROGRAM

a. AR 614-30 and AR 614-100 prescribe guidelines for assigning married Army couples (MACs). HRC will consider requests for collocated assignment before a couple is married and enrolled in the MAC program. Couples must, however, be married and enrolled in the MAC program before collocated assignment orders are issued. Couples marrying after assignment to the European theater should enroll in the MAC program immediately through their servicing personnel service detachment (PSD) and notify OPMD.

b. Maximum effort will be made to assign MACs to locations where they can establish a common household. Such assignments require that there be a need for the military skills of both members within a specific paired community as defined by AE Regulation 600-8-11.

c. While the Army strives to reduce separations, MACs share responsibility for pursuing assignments that promote professional development and career progression. In the European theater, MACs normally will be assigned within 50 miles or within 1 hour's drive of each other. Neither Soldier will be in the other's rating chain.

d. AR 614-30 prescribes guidelines for establishing the length of tour and DEROS for MACs. The first arriving officer's DEROS will be extended to coincide with the later arriving spouse's DEROS when the two MAC spouses do not arrive in the European theater together.

13. FROCKING

a. Department of Defense Directive 1334.2 and AR 600-8-29 provide guidance on frocking. Authorization for frocking is restricted to 1 percent for each grade except for colonels, which are restricted to 2 percent.

b. Requests for frocking will be sent to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351) with complete justification according to AR 600-8-29. On receipt of a request to frock, OPMD will process the request and forward it to HQDA for final approval.

c. Any of the following serves as a basis for requesting individual frocking:

(1) The officer serves in a foreign area in a position with routine duties that require frequent contact with high-level military or civilian officials.

(2) The interests of the United States and the image of the U.S. Army would be severely jeopardized if the officer is not frocked (for example, officers in joint-command positions).

(3) The officer's current grade would severely restrict the officer from performing assigned duties.

d. The CG, USAREUR/7A, will disapprove requests that do not meet any of the criteria in c(1) through (3) above. If any of the criteria are met, the following requirements must be met for the request to be approved:

(1) The officer must be on a promotion list approved by the U.S. Senate. This does not apply to frocking first lieutenants to captain.

(2) The officer must not be under suspension of favorable personnel actions.

(3) The request for frocking a departing officer must originate with, or have the concurrence of, the gaining organization.

e. Commanders, product and program managers, and instructors usually are not frocked, since requests usually exceed allocations, particularly at the colonel level.

f. If a request to frock is approved, the following applies:

(1) The officer will not be frocked earlier than 2 days before assuming duties of the higher grade or 2 days before leaving the losing command. AR 600-8-29 provides sample narratives for frocking ceremonies.

(2) Authority to wear the higher grade will not be recorded in official orders, nor shown on the officer's ID card or official DA photo.

(3) The officer is not entitled to the pay and allowances of the higher grade. If an officer dies or is injured while in a frocked status, compensation will be based on the officer's actual grade.

(4) A frocked officer does not accrue seniority for future promotion, nor does time frocked count as time-in-grade served at the higher grade.

(5) Functions that by law or regulation must be performed by an officer who actually holds a particular grade may not be performed by an officer frocked to that grade, unless specifically permitted by regulation.

(6) Officers may continue to wear the grade to which frocked after a permanent change of station (PCS) unless they are removed from the promotion list.

SECTION III ASSIGNMENT OF COMMANDERS

14. BRIGADE- AND BATTALION-LEVEL COMMANDERS

a. Once a year, the DA Centralized Command Selection System (CCSS) convenes a board to review colonels, lieutenant colonels, and officers promotable to those grades to designate commanders for brigade, battalion, and equivalent commands that are on the command selection list (CSL). Selection for command is made each year for assumption of command in the next fiscal year.

b. HRC provides projected command requirements to OPMD before convening the selection board. The Senior Leaders Division, OPMD, updates the list and coordinates it with commands in USAREUR. The coordination process requires—

(1) Reviewing command rosters.

(2) Identifying command requirements for the next fiscal year.

(3) Submitting job descriptions (fig 1) when necessary. (The glossary defines abbreviations used in the figure.)

Command Category:

Unit Designation:

MTOE/TDA:

ACOM/ASCC/DRU:

Mailing Address: City, APO

UIC:

Authorized Strength:

Unit Composition:

Tenant/Supported Population:

Mission and Duties:

Wartime Mission and Duties:

Desirable Prerequisites:

Special Considerations:

Date Prepared:

Date Commander Required:

Figure 1. Job Description for CCSS Board

c. The results of the review and the revised job descriptions submitted by USAREUR commands make up the command requirements for the next fiscal year. The results are sent to HRC.

d. The CCSS board will select officers for command based on command requirements and projected vacancies.

(1) Selected officers will be placed on a roster against specific commands based on the officer's standing on the CCSS board's order-of-merit list. This roster is referred to as "the slate."

(2) The slate will be briefed to the Army Chief of Staff for approval and then coordinated with USAREUR. OPMD will coordinate the recommended slate with commands. The OPMD will then refer nonconcurrences and requests for exceptions to the recommended slate to the CG, USAREUR/7A.

e. Command designees will be programmed for command as soon as possible after selection. An intratheater transfer or consecutive overseas tour (COT) may be required for designated officers to assume command. Officers selected for CCSS command have 30 days after notification to decline command. Officers who decline command will not be considered for future CCSS command positions.

f. Officers may request deferment from CCSS command based on the needs of the Service or other reasons. Deferrals are normally for 1 year and must be expeditiously processed through the chain of command for approval.

g. CCSS boards will select alternate command designees to ensure there are replacements for—

(1) Designees who decline command or request deferral.

(2) Other unprogrammed command requirements.

h. Alternate designees will be assigned to command when unexpected requirements occur for which there is no designee. If not assigned to command, alternate designees will be reconsidered with all other eligible officers by later selection boards as long as they remain eligible. An officer will not be designated to command in more than one command category, but may be designated as an alternate in several categories.

i. CCSS command designees, regardless of present assignment or location, selected to command in USAREUR must attend precommand courses. The gaining command is responsible for coordinating with JMTC for scheduling designees or commanders for attendance. The JMTC will provide a fund cite for both the officer and spouse for the Brigade or Battalion Commander Course within 90 days after assuming command. This course is designed to provide command designees or commanders an orientation to Army in Europe policy and procedures and to identify problems peculiar to the European theater.

j. HRC will schedule designees for Precommand Course Phases II and III based on the projected change of command.

k. The command tour for brigade and battalion commanders in the European theater is 24 months. Requests to command longer must arrive at HQDA by mid-December of the fiscal year after the officer assumed command and before the CCSS selection board selects a replacement.

l. Authority for curtailments or extensions of brigade and battalion commanders for up to 30 days is delegated to commanders (major general and above) in coordination with OPMD. Approvals and requests for command-tour curtailment or extensions that exceed 30 days must be sent to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351). Requests will be reviewed by the CG, USAREUR/7A; those that are approved will be forwarded to HQDA for final approval.

m. AR 600-20 prescribes approval authority for appointing acting commanders.

15. COMMAND SELECTION LIST

a. The CSL is an approved list of unit commands. Colonels and lieutenant colonels who are selected by CCSS boards will be assigned to command positions on the CSL. Provisional units normally are not included on the CSL.

b. Requests for changes to the CSL will be sent to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351). Requests will include the information shown in figure 2. (The glossary defines abbreviations used in the figure.) On receipt of a request, the Director, OPMD, will—

(1) Coordinate recommended changes with the HQ USAREUR/7A staff office that has functional proponency for the requested unit before sending requested changes to the CSL board.

(2) Appoint a command selection board to consider recommended changes to the CSL. The board will consist of HQ USAREUR/7A staff principals who are randomly selected as CSL requests are processed. Three members will constitute a quorum. The board normally does not gather to review requests collectively. Members review recommendations individually and return them to the Director, OPMD.

(3) On receipt of board recommendations, prepare a staff action summary for the CG, USAREUR/7A.

(4) Forward approved requests to HRC and return disapproved requests to the requesting unit.

16. FORMER BRIGADE- AND BATTALION-LEVEL COMMANDERS

a. Brigade- and battalion-level commanders who complete their command tour before their DEROS will be considered for an intratheater transfer to meet theater Army requirements. Former battalion commanders selected for Senior Service College (SSC) will have their assignment curtailed, if necessary, to meet SSC scheduling requirements.

b. The assignment of brigade and battalion commanders will be briefed to the CG, USAREUR/7A, quarterly. The CG, USAREUR/7A, will consider DA requests to release former brigade and battalion commanders before their tour is complete.

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351

SUBJECT: Request for Change to the Command Selection List

1. Unit designation and station:
2. UIC:
3. TOE or TDA number and effective date:
4. Authorized grade:
5. Position title and position requirement code (PRC):
6. Authorized strength (military and civilian):
7. Selection considerations:
 - a. Mission:
 - b. Responsibilities (*Enter responsibilities that apply to the position, such as those in (1) through (3) below*):
 - (1) UCMJ (Article 15 authority and court-martial jurisdiction).
 - (2) Health, welfare, morale, and discipline of assigned military personnel.
 - (3) Organizational responsibilities for operations, training, and readiness.
 - c. Organizational structure and relationship to higher, lower, and lateral elements (*Use an organization diagram to depict this*):
8. Recommended command category (*If it does not correlate to the PRC, explain*):
9. Additional supporting rationale:
10. Effective dates:
 - a. Date carrier unit (unit awaiting activation) was formed:
 - b. Date of full activation:
 - c. Date commander required:

FOR THE COMMANDER:

Signature Block

Figure 2. Request for Change to the CSL

17. COMPANY COMMANDERS

a. A captain who needs company command normally will be initially assigned to a location where a command position will become available. Captains should begin their company-command tour within 1 year after arriving in the European theater. The captain's senior rater will determine the appropriate length of the command tour. The minimum required length of a tour is 12 months and normally does not exceed 18 months. Ideally the captain will have received two OERs.

b. The CCC is a prerequisite to company command. If CCC graduates are not available in the European theater, the first general officer in the chain of command can approve a non-CCC graduate being given command of a company.

c. Second company-command opportunities will be restricted to a division headquarters and headquarters company (HHC), a heavy battalion HHC, or a long-range surveillance detachment. The total time in command for officers who receive this opportunity should not exceed 24 months (12 months in command of a line company and 12 months in a second command).

d. To achieve the Army's goal of sending officers to the CCC before company-level command, the following procedures apply:

(1) CCC graduates who have not held a command position will be considered before non-CCC graduates.

(2) Officers who are not CCC graduates will not be scheduled for command before coordination with the appropriate assignment officer at OPMD. This coordination will ensure the officer is available to command for the required 12 months. OPMD will coordinate with HRC to ensure the officer's next assignment is scheduled accordingly.

(3) Assignment to a CCC, unless declined, is considered firm after the request for orders has been issued. The assignment will not be changed except for valid military or compassionate reasons. Officers will send their requests in writing through their chain of command to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351).

SECTION IV OFFICER STRENGTH

18. STRENGTH ACCOUNTING

a. Assigned and projected strengths for officer-management purposes count nonpromotable officers in their present grade and promotable officers in their promotable grade, except for promotable first lieutenants who are not CCC graduates. They are counted as first lieutenants until promoted. Exceptions may be granted in specific cases, such as when a battalion commander is selected for promotion to colonel. In this case, the officer may be counted as a lieutenant colonel until the date the officer is projected to fill a colonel position. Strengths will be grouped in CS categories for commissioned officers and in control military occupational specialty (CMOS) categories for WOs.

b. The CS used to account for the commissioned officer inventory also represents the branch or functional area for which each officer is selected and assigned. The CS indicates one or both of the following:

(1) The officer was the best-qualified officer available to fill a requisition.

(2) The officer is being assigned for development and training in the CS. Assignment for this reason will be more frequent in lower grades (second lieutenant through major). Commanders are expected to develop the officer's expertise in the designated CS.

c. Officers may be assigned to a duty outside their CS to meet changing mission requirements or for professional development. The final accounting of officers is by CS to provide each activity its share of the commissioned officer inventory. The assignment of officers outside their CS should be supported by a request for CS change.

d. Requests for CS changes will be considered according to requirements, the effect on the command, and the officer's professional-development needs. Only HRC may approve CS changes. A CS change may not be appropriate when—

(1) The change is from an underaligned to an overaligned CS, or the change would cause the unit to go below its authorized strength in that CS.

(2) The officer is serving in an AERS assignment.

(3) The change places the officer in a third CS.

e. Requests for CS changes will be submitted in writing to OPMD in the format shown in figure 3.

f. A WO CMOS is the basis for the WO inventory in the European theater. The CMOS represents the MOS for which the WO was selected and assigned based on requisitions submitted. WOs normally should not be assigned outside their CMOS.

(1) Requests for changes in CMOS may be submitted after the WO has been awarded an MOS by HRC according to DA Pamphlet 611-21.

(2) Requests for WO CMOS changes will be submitted in writing to OPMD in the format shown in figure 3. (The glossary explains abbreviations used in the figure.)

19. OFFICER REQUISITIONS

a. Requisitioning organizations should coordinate with the Officer Assignments Division, OPMD, on projected officer and WO requirements by grade and skill in order to ensure oversight of critical requisition requirements.

b. Requisitions for officer replacements are submitted to HQDA four times each year. Instructions on preparing and submitting input for organizations in the European theater will be provided by the Officer Assignments Division, OPMD.

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351

SUBJECT: Request for Control Specialty (CS) Change (Officers) and Control Military Occupational Specialty (CMOS) (Warrant Officers)

1. This is a request to change the CS or CMOS for the following officer:
 - a. Grade and name:
 - b. Social security number:
 - c. Date assigned to USAREUR:
 - d. DEROS:
 - e. Basic branch (commissioned officers only):
 - f. Designated functional area or branch (for WOs, PMOS or other MOS):
 - g. Current CS or CMOS:
 - h. Present duty position (MTOE or TDA paragraph and line number and control specialty):
 - i. Justification for change request:
2. POC:

FOR THE COMMANDER:

Signature Block

Figure 3. Request for Change of CS or CMOS

c. OPMD will—

(1) Allocate by-name replacements to requisitioning organizations based on DA manning guidance and theater requirements.

(2) Project approved foreign service tour extensions (FSTEs) and intratheater transfers for requisitioning purposes.

(3) Direct the reassignment of officers from requisitioning organizations when an organization is projected to be over its required strength level and another agency is projected to be under in the same grade and specialty.

(4) Notify the incoming officer's losing military personnel office of the pinpoint assignment.

(5) Notify requisitioning organizations of amendments and revocations of orders when they occur.

SECTION V

INTRATHEATER TRANSFER AND TOUR ADJUSTMENTS

20. INTRATHEATER TRANSFERS

a. Intratheater transfers are moves from one command to another in the same geographic area, or from one geographic area to another.

b. The three types of intratheater transfers are as follows:

(1) No-Cost Move. A no-cost move (NCM) is a permanent change of assignment in the same general location. The officer's residence does not change. The officer is not entitled to PCS reimbursement, and the officer's DEROS does not change. NCMs in the European theater are geographically limited to specified "paired communities." AE Regulation 600-8-11 prescribes policy on paired communities. There are two types of NCMs:

(a) Moves within a requisitioning organization (for example, moves between battalions in the same brigade and geographic area). The requisitioning organization may approve these moves.

(b) Moves between different requisitioning organizations in the same geographic area (for example, moves from HQ USAREUR/7A in Heidelberg to HQ V Corps in Heidelberg). These are approved by OPMD.

(2) Low-Cost Move. A low-cost move (LCM) is an intratheater transfer that costs \$500 or less. The cost includes per diem, travel, unaccompanied baggage, household goods, and dislocation allowance. The cost may not be waived by the officer and must be included even if the officer elects not to use the entitlement. The officer's DEROS does not change unless the officer moves in conjunction with an FSTE. The two types of LCMs are no change in residence and change in residence ((a) and (b) below).

(a) When the LCM requires no change in residence, the officer's LCM request must state the location of the officer's household and verify that the reassignment does not require movement of household goods. The officer may elect to remain in present quarters if the new duty station is in a community paired with the community in which the officer resides. AE Regulation 600-8-11 provides information on paired communities. The officer is entitled to 1 day of per diem and the cost of one-way mileage to report to the new duty station.

(b) When the LCM requires a change in residence, the distance of a move is unlimited. The officer is authorized all entitlements according to the Joint Federal Travel Regulations (JFTR). An estimate of costs associated with PCS entitlements must be verified by the servicing finance and transportation offices and submitted with the LCM request. Generally, only unmarried or unaccompanied officers moving into unaccompanied officer personnel housing (UOPH) (officer quarters) would qualify for an LCM, because officers who do not move into UOPH would be entitled to dislocation allowance. If an officer is entitled to dislocation allowance, the total cost will exceed \$500 and the officer may not make an LCM. Requests for LCMs will include, in addition to finance and transportation cost estimates, a statement that Government quarters (UOPH) are available at the new duty location and that the officer agrees to reside in these Government quarters.

(c) There is no time-on-station requirement for an LCM.

(d) The officer is not entitled to free home travel (FHT) in conjunction with an LCM.

(e) The officer will remain eligible for a COT at the end of the first assignment after an LCM.

(f) The Director, OPMD, is the approval authority for LCMs.

(g) Requisitioning organizations will ensure coordination has been made with the officer's servicing finance and transportation office. The request for an LCM will include a total-cost estimate. Requests will not be approved without the cost estimate. Appendix C shows sample moving-cost estimates.

(3) Full-Cost Move. A full-cost move is an intratheater transfer that costs more than \$500. The officer incurs a COT as a result of a voluntary full-cost move. Generally, an overseas tour is 36 months, so the total COT commitment is 6 years. Waivers for the initial, second, or both tours may be requested to curtail tours down to the equivalent of two all-others tours (48 months). The Director, OPMD, may approve voluntary requests that will curtail tours to 48 months of total overseas service. OPMD will send approved COT curtailments that will result in a tour length of less than 48 months of total overseas service, and involuntary requests, to HRC. Those that are disapproved will be returned with appropriate remarks.

(a) COT-curtailement requests require endorsement by a colonel or above.

(b) A valid requirement for one of the officer's CSs or WO's CMOSs must exist at the new duty station.

(c) Officers who move under the provisions of a full-cost intratheater transfer or COT are entitled to FHT to their home of record for themselves and their command-sponsored Family members as long as both tours are equal to or greater than two all-others tours (48 months).

c. Intratheater transfer requests must be submitted through OPMD to HRC for approval if any of the following applies:

- (1) The request is submitted less than 6 months before the officer's DEROS.
- (2) The officer is on DA assignment instructions.
- (3) Approval would cause USAREUR to exceed its authorized strength.
- (4) The officer is a lieutenant whose service agreement expires before the new DEROS.
- (5) The officer was not selected for promotion.
- (6) The officer is on the CGSC, SSC, command selection, or project manager list.
- (7) Approval would result in two PCS moves in 1 fiscal year or one move in less than 12 months at the officer's current location.

(8) The request is for an intratheater transfer to a non-command account (for example, units from the 5th Signal Command or the 66th Military Intelligence Brigade).

d. Intratheater transfer requests will be submitted on DA Form 4187 or using the optimal automated format. Appendix C provides information that must be included in intratheater transfer requests. Requests will be sent through appropriate channels to OPMD.

(1) Requests should include a memorandum of acceptance (app C, fig C-1) from the gaining unit's personnel officer. Requests for a waiver of tour length of one or both tours must be endorsed by a colonel or above in the officer's chain of command. For requesting organizations without a colonel or above, the Director, OPMD, will provide the memorandum of endorsement.

(2) Appendix C lists the documents required and the approving authority for each type of intratheater transfer.

e. Intratheater transfer requests should arrive at OPMD at least 2 months before the date the officer desires to move and 6 months before the officer's DEROS. Normally it takes 7 to 10 days to process an intratheater transfer at OPMD. The remainder of the 2 months is for the officer to arrange for transportation of household goods and to take COT leave. The officer must have orders when reporting to a new duty station.

21. FOREIGN SERVICE TOUR EXTENSION

Officers may be involuntarily extended under certain circumstances. The first colonel in the officer's chain of command will review any FSTEs that would result in the officer's serving at the same duty location for more than 6 consecutive years. Commanders of the organizations listed in appendix B or their designated representatives are authorized to disapprove FSTE requests from officers in their organizations without sending the request to OPMD. There are two types of FSTEs:

a. Involuntary. AR 614-30, chapter 6, prescribes policy and procedures for involuntary FSTEs.

b. Voluntary. OPMD is the approval authority for FSTE requests submitted more than 6 months before the officer's DEROS and before assignment instructions have been published. Extensions may be approved for up to 35 months. If USAREUR is exceeding its authorization in the grade and CS, OPMD must coordinate approval with HRC.

(1) FSTE requests received less than 6 months before the officer's DEROS must be sent with justification to HRC for approval.

(2) FSTE requests from promotable first lieutenants and captains who have not graduated from the CCC may result in the cancellation of requisitions for CCC graduates. FSTE requests for these officers should be evaluated for their effect on the organization's pool of CCC graduates needed for company-level command. FSTE requests in this category will be approved only in cases of extreme operational necessity or hardship.

(3) Company-grade aviators will not be extended for nonflying assignments.

22. FOREIGN SERVICE TOUR CURTAILMENT

a. AR 614-30 prescribes policy on foreign service tour curtailment (FSTC) requests and exceptions. Officers normally will serve their full tour in the European theater.

b. Requests for FSTC, regardless of the reason or amount of time requested, require the endorsement of a colonel in the chain of command. When requesting an FSTC, officers must be informed that a curtailment of more than 60 days may result in loss of tour credit.

c. Commanders of requisitioning organizations may disapprove FSTCs for officers without forwarding the FSTC request to OPMD.

23. CONSECUTIVE OVERSEAS TOUR AND FREE HOME TRAVEL

a. When an officer elects to serve a second tour in the European theater, the officer is required to complete two overseas tours. Tour length may be waived, but the officer must serve at least 48 months.

b. FHT is authorized when an officer elects an intratheater transfer with a change in DEROS. FHT is authorized for the officer and the officer's command-sponsored Family members to a location not to exceed the distance to the officer's home of record. FHT may be taken only after the end of the first tour and must begin within 1 year after beginning the new tour.

c. Officers are not entitled to free or nonchargeable leave.

d. An in-place-consecutive-overseas tour (IPCOT) occurs when an officer executes a COT while remaining in the same geographic location. An IPCOT requires the officer to complete two full tours. There are no provisions for curtailment of either tour. For example, if the tour length is 36 months, the officer must complete 72 months at the same location. Officers who have an approved IPCOT are eligible for FHT for themselves and their command-sponsored Family members.

24. UNIT INACTIVATIONS

Officers assigned to units that are inactivated will be reassigned according to DA policy. The policy will dictate the retainability criteria for officers who will remain in theater. Officers retained in theater will be reassigned based on USAREUR requirements and, when possible, the desires of the officer.

25. UNIT MOVES

Units that move from one duty station to another within theater will move on group orders. OPMD will publish the unit-movement authorization based on a unit-movement directive issued by the USAREUR G3. Figure 4 is an example of a memorandum for unit movement. (The glossary defines abbreviations used in the figure.) The unit's PSD will publish unit-movement orders. Units will move to the continental United States (CONUS) according to HRC policy.

26. OFFICER AVAILABILITY DATE OF DEPARTURE FROM THE EUROPEAN REGION

a. AR 600-8-105 states that the reporting date for an officer is the date specified in DA assignment instructions. AR 600-8-10 states that leave for PCS moves is normally 30 days. Commanders of losing units may authorize leave in excess of 30 days if justified. The losing commander will release officers in time to permit authorized leave, travel, and temporary duty (TDY), if applicable, to ensure that officers reach their new stations by their reporting date. Based on these regulations, an officer's availability date for departure from the European theater will be based on the reporting date to the next unit of assignment or TDY station, minus the number of days of leave approved by the commander, minus the appropriate port-call window. If the availability date established using this method is before or after the officer's DEROS, a separate curtailment or extension is not required.

b. AR 614-30 authorizes HRC to direct the reassignment of officers 60 days before their DEROS. These reassignments are not considered curtailments, and the officer is given credit for the tour. Based on this policy, DA assignment instructions will serve as the approval for early reassignment.

c. Occasionally, for high-priority assignments, HRC will issue a stabilization break to reassign an officer before completion of an overseas tour. A curtailment request from the officer is not required under these conditions. The DA assignment instructions will serve as the approval for the early departure.

27. CHANGE OF TOUR

a. A change of tour may result when there is a change in the officer's Family status. Examples include the following:

- (1) The Family does not join the officer in the European theater.
- (2) A Family member is acquired while assigned to the European theater.
- (3) The Family is returned to CONUS early under the advance-return-of-Family members policy.

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR COMMANDER (*ENTER NAME AND ADDRESS OF UNIT*)

SUBJECT: Unit Move, Individual Officer Reassignment Authority for (*Unit*)

1. References:

- a. AR 614-6, Permanent Change of Station Policy.
- b. AR 614-30, Overseas Service.

2. Under the provisions of AR 614-6, PCS is approved as indicated for the officers in the enclosure. The PCS is a result of the relocation of (*enter unit and UIC*) to (*location and complete address*).

3. The report date is indicated on the enclosed roster. Where housing and command decisions allow, an early report date is authorized. This is an essential move; therefore, if quarters are not available within 60 days, Families of the officers being moved are authorized to remain in their present quarters until quarters become available at the new unit location.

4. Free home travel is not authorized as a result of this move. The date eligible for return from overseas will not be changed for Soldiers as a result of this action. The personnel service detachment will ensure that Soldiers receiving a full-cost move have at least 12 months and those on a low-cost move have at least 6 months remaining at new location.

5. The movement designator code is 8H09. The unit movement-control number is 09-01.

6. Contact the Force Management Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR/7A; or the Officer Personnel Management Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A, for more information about this move.

FOR THE COMMANDER:

Encl

Signature Block

Name	Grade	SSN	DEROS	CS	MDC	Rpt Date
Smith, John	LTC	XXX-XX-XXXX	090728	11Z	8C01	100920
Davis, James	MAJ	XXX-XX-XXXX	090115	11Z	8C01	100920
Jones, Robert	CPT	XXX-XX-XXXX	090615	11Z	8C01	100920
White, David	WO1	XXX-XX-XXXX	091128	915B	8C01	100920

Enclosure to Unit Move, Individual Officer Reassignment Authority for (*Unit*)

Figure 4. Memorandum for Unit Movement

23

b. Qualifying reasons for a change of tour are listed in the JFTR and AR 614-30. Change-of-tour requests must include justification and documentation, including copies of the following:

- (1) The officer's PCS orders to USAREUR.
- (2) Travel orders to and from USAREUR for the officer's Family members.
- (3) The officer's marriage license if he or she married while in the European theater.

c. All requests for change of tour will be sent to the USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351.

SECTION VI RELIEF FOR CAUSE

28. GENERAL

a. Relief for cause is an early release from an assignment that is directed by a superior who decides that an officer has failed in his or her performance of duty. The decision to relieve an officer will be made only after careful consideration of the officer's overall performance during the entire period and the organization's mission and welfare, regardless of whether or not disciplinary or other administrative action is appropriate.

b. Commanders in the grade of captain and above and principal staff officers in the grade of lieutenant colonel and above will not be reassigned before completing their minimum tours unless curtailed or relieved for cause. The minimum-tour goal for a principal staff officer in the grade of lieutenant colonel is 18 to 24 months.

c. An officer relieved for cause must receive an adverse OER as prescribed by AR 623-3, but the OER will not include any unresolved adverse or derogatory information under investigation.

d. Only a senior officer in the officer's chain of command may direct a relief for cause. Senior officers who have knowledge of an officer's performance but are not in the officer's chain of command may recommend relief to a senior officer in the officer's chain of command. The official recommending relief will document the facts and circumstances leading to the recommendation and provide them to the official to whom the recommendation is made.

e. In cases involving alleged misconduct, a commander in the officer's chain of command may decide to conduct an investigation under the Uniform Code of Military Justice (UCMJ) or AR 15-6. In these cases, the officer may be temporarily suspended from command until the investigation is completed. The servicing judge advocate should be consulted for advice before suspending an officer from command. The senior commander may reinstate the officer or execute a relief for cause when the investigation is completed.

f. An investigation under the UCMJ or AR 15-6 is not a prerequisite for relief. When relief for cause is considered based on an informal 15-6 investigation, the referral procedures in AR 15-6 must be followed before the relief is initiated or directed. The relief-for-cause report must be referred to the rated officer as prescribed by AR 623-3.

29. PROCEDURES FOR EXECUTING RELIEF FOR CAUSE

a. Officers being relieved for cause are normally given advance notice and a period of probation. When the misconduct or commission or omission of an act is serious enough, immediate relief may be justified. When the relieving official determines that advance notification is inappropriate, the relief will be executed as prescribed by AR 623-3. The first general officer in the chain of command of the officer to be relieved must give written approval before relieving an officer from a command position (AR 600-20).

b. When a senior officer in the chain of command believes the performance of an officer, if continued, will result in that officer's relief for cause, the senior officer will notify the officer in writing. This notification may or may not be in conjunction with formal counseling. This notification will—

(1) Be addressed to the officer by name.

(2) Summarize the reasons relief is contemplated, including specific deficiencies and what is expected of the officer in these areas.

(3) Establish a probationary period during which the officer will be given an opportunity to demonstrate corrective action. The probationary period will normally be at least 30 days.

(4) Summarize previous written and oral counseling, if any.

(5) Be signed by the senior officer who is considering taking action to relieve the officer.

(6) Require the officer to acknowledge receipt of the notification in writing within a specified time (normally 48 hours).

c. After a decision has been made to execute a relief for cause, the following procedures are required:

(1) When the officer to be relieved is a commander in the grade of colonel or lieutenant colonel, a general officer in the relieved officer's chain of command will notify the CG, USAREUR/7A, by telephone before executing the relief. If the CG, USAREUR/7A, is not available, the XO to the CG, USAREUR/7A, will be notified.

(2) The official who initiated the relief will inform the officer of the relief either orally or in writing. In cases involving possible violations of the UCMJ, the servicing judge advocate must be consulted. When the initial notification is oral, the relieving official will provide the relieved officer followup written notification stating the reasons for relief within 48 hours after oral notification. An OER will then be initiated as prescribed by AR 623-3.

(3) The commander of a colonel or lieutenant colonel commander being relieved has 72 hours to provide a written summary, a memorandum of intent, and a memorandum of relief notification to OPMD (USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351). The Director, OPMD, will send this information through the USAREUR G1 to the CG, USAREUR/7A.

(4) If the officer relieved is other than a lieutenant colonel or colonel, the relieved officer's commander will attempt to reassign the officer within the same organization. Where CS limitations (for example, one-of-a-kind authorized) prevents reassignment in the same organization, the relieved officer's commander will send a request for reassignment with a statement that a relief for cause has been executed under the provisions of this regulation to OPMD. The Director, OPMD, will direct reassignment to an appropriate position based on theater requirements. Gaining commands will be informed that the officer was relieved.

30. RECOURSE AVAILABLE TO RELIEVED OFFICERS

a. Officers who have been relieved may consult their servicing legal assistance office for advice. The officer may request inspector general (IG) assistance when he or she believes the legal assistance obtained was unfair or unjust. The IG will make sure the officer is given due process and protected according to laws and regulations.

b. On receipt of an adverse OER, an officer may request a commander's inquiry into alleged errors, injustices, or illegalities surrounding the report. The request for inquiry must be sent to HQDA not later than 120 days after the "Thru" date of the OER. The officer may also appeal the OER under the provisions of AR 623-3. This is the primary means of addressing errors and injustices after they become part of the officer's permanent record. The officer also may apply for relief through the Army Board for Correction of Military Records according to AR 15-185.

c. Officials receiving appeals for reinstatement from relieved officers will contact OPMD to request appropriate action on the officer's reassignment.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Aviation Career Incentive Act of 1974

Uniform Code of Military Justice

Joint Federal Travel Regulations

DOD Directive 1334.2, Frocking of Commissioned Officers

AR 15-6, Procedures for Investigating Officers and Boards of Officers

AR 15-185, Army Board for Correction of Military Records

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)

AR 600-8-10, Leaves and Passes

AR 600-8-29, Officer Promotions

AR 600-8-105, Military Orders

AR 600-20, Army Command Policy

AR 614-6, Permanent Change of Station Policy

AR 614-30, Overseas Service

AR 614-100, Officer Assignment Policies, Details, and Transfers

AR 621-108, Military Personnel Requirements for Civilian Education

AR 623-3, Evaluation Reporting System

DA Pamphlet 600-3, Commissioned Officer Professional Development and Career Management

DA Pamphlet 611-21, Military Occupational Classification and Structure

AE Regulation 600-8-11, Army in Europe Paired Communities

SECTION II FORMS

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 4187, Personnel Action

APPENDIX B
REQUISITIONING ORGANIZATIONS

The following organizations requisition officers from the USAREUR G1 (AEAGA-AGO):

HQ USAREUR/7A staff offices

V Corps

1st Armored Division

18th Engineer Brigade

21st Theater Sustainment Command

United States Army Southern European Task Force

Seventh United States Army Joint Multinational Training Command

172d Infantry Brigade

173d Airborne Brigade Combat Team

2d Stryker Cavalry Regiment

12th Combat Aviation Brigade

357th Air and Missile Defense Detachment

214th Aviation Battalion

Extended Air Defense Task Force

APPENDIX C INTRATHEATER TRANSFERS

C-1. GENERAL

The supporting documents required and the approving authority for each intratheater transfer are listed in table C-1. The glossary defines abbreviations used in the table.

C-2. INFORMATION REQUIRED FOR AN INTRATHEATER TRANSFER

Each intratheater transfer request must include the following information:

- a. Proposed unit of assignment by name, unit identification code, Army post office, and city.
- b. Proposed duty position.
- c. Desired reporting date.
- d. Officer's current control specialty (CS) and the CS of the proposed duty position.
- e. The number of months requested for curtailment on the first tour or the number of months requested for curtailment on the second tour, or both.
- f. A statement as to whether this is the first or a later intratheater transfer, or whether or not the officer has had a previous foreign service tour extension.
- g. The date the officer departed the continental United States.
- h. A statement as to whether or not Family members are command-sponsored and where they currently reside.
- i. A statement as to whether or not the officer's residence will change.
- j. Number of Family members, their relationship to the sponsor, and their ages.
- k. A statement as to whether or not any Family members are enrolled in the Exceptional Family Member Program.

C-3. MEMORANDUM OF ACCEPTANCE

An acceptance from the gaining-unit personnel officer should be included with the intratheater transfer request (fig C-1; the glossary defines abbreviations used in the figure).

C-4. COST ENTITLEMENT STATEMENT

Cost estimates are required for low-cost moves. A cost estimate is required from the officer's losing finance office and transportation office. An estimate from the transportation office is not required when there is no change in residence. Units may combine finance and transportation estimates into one memorandum. Figures C-2 and C-3 are examples of these memorandums. The glossary defines abbreviations used in the figures.

C-5. COMMAND-DIRECTED MOVE

Figure C-4 is an example of a request for a command-directed move. (The glossary defines abbreviations used in the figure.) Requests for command-directed moves must be signed by an officer in the grade of colonel or above.

Table C-1
Requirements and Approving Authorities for Intratheater Transfers

Type of Action	DA Form 4187 or Automated Format	End of 1st Col in CofC	Approval of Per Off	Memo of Acceptance by Gaining G1 (note 1)	Finance Estimate	Transport Estimate	Approving Authority		
							Command (app B)	OPMD	HRC
NCM intratheater transfer	X		X				X		
NCM PCA intratheater transfer	X		X	X				X	
LCM intratheater transfer	X		X	X	X	X		X	
Intratheater transfer (unit inactivation)				X (note 2)				X	
Intratheater transfer COT (no waivers)	X		X	X				X	
Intratheater transfer COT (with waivers)	X	X	X	X				X	
Intratheater transfer COT (unit inactivation)	X			X				X	
FSTE	X	X (note 3)	X					X	
FSTC	X	X	X						X
Intratheater transfer (command-directed)	X	X (note 4)							X
Intratheater transfer COT less than 6 months before DEROS									X
FSTE less than 6 months before DEROS									X

NOTES: 1. May be waived by OPMD.
 2. If officer desires to go to a specific unit and overall USAREUR strength supports it.
 3. If officer is conducting second FSTE that will make the total time on station more than 72 months.
 4. Must be for operational necessity.

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR Major John A. Doe, HQ USAREUR/7A (AEAGC-FMD), Unit 29351, APO AE 09014-9351

SUBJECT: Memorandum of Acceptance - Major John A. Doe, 000-00-0000

1. You have been accepted for assignment to the 1st Armored Division. You will be assigned to the 3d Battalion, 12th Infantry, UIC: WAAAAA, Baumholder, APO AE 09034.

2. Duty will be as follows:

DUTY TITLE	PARA/LIN	GRADE	CS
Battalion S3	100/03	MAJ	11

3. The requested reporting date is 25 February 2010.

FOR THE COMMANDER:

Signature Block of
Personnel Officer

CF:
USAREUR G1 (AEAGA-AGO)

Figure C-1. Memorandum of Acceptance

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR Captain Jane Jones, 000-00-0000, HHC, 51st Maintenance Battalion, 21st Theater Sustainment Command, Unit 12346, APO AE 09000-2346

SUBJECT: Finance Cost Entitlement Estimate for Low-Cost Move

1. Reference Joint Federal Travel Regulations.
2. For a move from HHC, 51st Maintenance Battalion, Coleman Barracks, Mannheim, to HQ USAREUR/7A, Campbell Barracks, Heidelberg, the officer is entitled to mileage allowance (travel by privately owned vehicle), instead of travel, at the following rates:
 - a. 15 miles at 30 cents per mile: \$4.50
 - b. 1 day of travel per diem is: \$54.00
 - c. Total estimated travel entitlements: \$58.50
3. The POC is Sergeant First Class U.S. Mony, DSN 123-4567.

FOR THE COMMANDER:

Finance Officer
Signature Block

Figure C-2. Sample Finance-Cost-Entitlement Estimate

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR Captain Joe Smith, 000-00-0000, HHC, 4th Battalion, 8th Infantry, Unit 74129,
APO AE 09028-4129

SUBJECT: Total-Cost-Entitlement Estimate for Movement of Household Goods

1. The estimated cost to move household goods from Bad Kreuznach to Heidelberg:
 - a. Estimated weight of household goods: 490 pounds.
 - b. Estimated cost: \$360 or €360 (\$1.00 = €1.00).
2. The POC is Mrs. Sampson, DSN 765-1019/4213.

FOR THE COMMANDER:

Signature Block

Figure C-3. Sample Transportation-Cost-Entitlement Estimate

LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM FOR the USAREUR G1 (AEAGA-AGO), Unit 29351, APO AE 09014-9351

SUBJECT: Request for Involuntary Intratheater Transfer for Major John Doe, 000-00-0000

1. We request that Major John Doe be involuntarily reassigned from HHC, 2d Brigade, Erlangen, Germany, to HHC, 1st Armored Division, Baumholder, Germany, to assume duties as the Deputy G3, para/line 103 003.
2. This move is operationally necessary. No other officer in the 1st Armored Division has the experience or knowledge to fill this critical major's slot. His current control specialty is 11A. The position is coded for a 57A; we request control specialty change to 57A.
3. We request officer's DEROS of 3 November 2011 remain the same. Major Doe's last full-cost, permanent-change-of-station move was July 2005. His residence will change if the proposed move is approved.
4. We request a report date of 27 June 2010.
5. The POC is Major Jefferson, DSN 987-2192/6534.

FOR THE COMMANDER:

Signature Block

Figure C-4. Sample Command-Directed-Move Request

GLOSSARY

SECTION I

ABBREVIATIONS

ACOM	Army command
AE	Army in Europe
AERS	Army Educational Requirements System
APO	Army post office
app	appendix
AR	Army regulation
ASCC	Army service component command
CCC	Captains Career Course
CCSS	Centralized Command Selection System
CF	copy furnished
CGSC	Command and General Staff College
CG, USAREUR/7A	Commanding General, United States Army Europe and Seventh Army
CMOS	control military occupational specialty
CofC	chain of command
Col	colonel
CONUS	continental United States
COT	consecutive overseas tour
CPT	captain
CS	control specialty
CSL	command selection list
DA	Department of the Army
DEROS	date eligible for return from overseas
DIMHRS	Defense Integrated Military Human Resources System
DRU	direct reporting unit
DSN	Defense Switched Network
e-mail	electronic mail
End	endorsement
FHT	free home travel
FSTC	foreign service tour curtailment
FSTE	foreign service tour extension
G1	Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe and Seventh Army
G3	Office of the Deputy Chief of Staff, G3, Headquarters, United States Army Europe and Seventh Army
HHC	headquarters and headquarters company
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army Europe and Seventh Army
HRC	United States Army Human Resources Command
ID	identification
IG	inspector general
IMCOM-Europe	United States Army Installation Management Command, Europe Region
IPCOT	in-place-consecutive-overseas tour
JFTR	Joint Federal Travel Regulations
JMRC	United States Army Joint Multinational Readiness Center
JMTC	Seventh United States Army Joint Multinational Training Command

LCM	low-cost move
LIN	line-item number
MAC	married Army couple
MAJ	major
MDC	movement designator code
MEL	military education level
MOS	military occupational specialty
MTOE	modification table of organization and equipment
NCM	no-cost move
OCONUS	outside the continental United States
OER	officer evaluation report
OPMD	Officer Personnel Management Division, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe and Seventh Army
OPMS	Officer Personnel Management System
para	paragraph
PCA	permanent change of assignment
PCS	permanent change of station
Per Off	personnel officer
PMOS	primary military occupational specialty
POC	point of contact
PRC	position requirement code
PSD	personnel service detachment
Rpt	reporting
S3	operations and training officer
SAMS	Schools of Advanced Military Studies
SSC	Senior Service College
SSN	social security number
TDA	table of distribution and allowances
TDY	temporary duty
TOE	table of organization and equipment
UCMJ	Uniform Code of Military Justice
UIC	unit identification code
UOPH	unaccompanied officer personnel housing
U.S.	United States
USAREUR	United States Army Europe
WO	warrant officer
XO	executive officer

SECTION II

TERMS

control military occupational specialty

The military occupational specialty in which warrant officers are allocated for use based on the needs of the command and individual qualifications.

control specialty

The branch or functional area in which commissioned officers are allocated and accounted for based on the needs of Army commands.

requisitioning organizations

Commands and agencies responsible for submitting requisitions for officer personnel directly to the Officer Personnel Management Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR/7A.