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Assignments, Details, and Transfers

Overseas Service

For the Commander:

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Summary. This supplement prescribes policy, procedures, and guidance on overseas service in the European theater.

Applicability. This supplement applies to Soldiers who are colonels or below and assigned to HQ USAREUR and USAREUR major subordinate commands.

Records Management. Records created as a result of processes prescribed by this supplement 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>.

Supplementation. Organizations will not supplement this supplement without approval of the Military Policy Section, Office of the Deputy Chief of Staff, G1, HQ USAREUR (AEPE-MPP).

Suggested Improvements. The proponent of this supplement is the Military Policy Section, Office of the Deputy Chief of Staff, G1, HQ USAREUR (DSN 370-6816/6086). Users may send suggested improvements to this supplement by e-mail to the USAREUR G1 (AEPE-MPP) at usarmy.badenwur.usareur.mbx.usareur-military-personnel-policy@mail.mil.

AR 614-30, 30 March 2010, is supplemented as follows:

Contents.

Add the following to the chapter 2 list:

Commanders of USAREUR Units • 2-4

Add the following to the chapter 4 list:

No-Cost Moves • 4-6

Chapter 2, Responsibilities. Add paragraph 2-4 as follows:

2-4. Commanders of USAREUR Units

a. Commanders of USAREUR major subordinate commands or their designated representatives will—

(1) Send appropriate recommendations on all actions relating to the overseas-service assignment of chaplains and of officers belonging to the Judge Advocate General's Corps through the Office of the Theater Adjutant General (OTTAG), Office of the Deputy Chief of Staff, G1, HQ USAREUR (AEPE-AG), to the HQDA assignment authority. Commanders of USAREUR units are not authorized to disapprove assignment actions or requests for these personnel.

(2) Send all actions relating to overseas-service assignments of Army Medical Department (AMEDD) officers (that is, officers belonging to Army Medical Specialist Corps, Army Dental Corps, Army Medical Corps, Army Medical Service Corps, Army Nurse Corps, or the Army Veterinary Corps) through command channels to the Officer Personnel Management Division, Office of the Deputy Chief of Staff, G1, United States Army Europe Regional Medical Command (ERMC).

(a) The ERMC G1 is the AMEDD personnel-management proponent for the European theater.

(b) The ERMC G1 will recommend approval or disapproval of requests and forward them to the OTTAG (AEPE-AG) or the United States Army Human Resources Command (HRC), as applicable, according to the type of action requested.

(3) When subparagraphs (1) and (2) above do not apply, disapprove or recommend approval of the following:

- (a) Foreign service tour extensions (FSTEs).
- (b) FSTE cancellations.
- (c) FSTE curtailments.
- (d) In-place consecutive overseas tours (IPCOTs).

(e) Full-cost moves (FCMs).

(f) Low-cost moves (LCMs).

(g) No-cost moves (NCMs).

(4) Recommend approval or disapproval of requests for intra- and intertheater transfer (ITT) consecutive overseas tours (COTs).

(5) Enter FSTE actions into the United States Army Europe Personnel Database according to OTTAG guidance.

b. Commanders at all levels may—

(1) When subparagraphs a(1) and (2) above do not apply, disapprove or recommend approval of requests for FSTEs, the curtailment of FSTEs, and the cancellation of FCMs, FSTEs, IPCOTs, LCMs, and NCMs.

(2) Recommend approval or disapproval of requests for ITT COTs.

NOTE: USAREUR units that are inactivating, rebasing, or restructuring as well as units redeploying to USAREUR must coordinate with the G1 of their higher headquarters (a above) and their servicing military personnel division or brigade S1 to review required submission timelines for assignment requests governed by this supplement.

Paragraph 4-1i, Voluntary and Involuntary Consecutive Overseas Tours. Add subparagraphs (1) through (3) as follows:

(1) The Commander, HRC, retains the authority to approve FCMs according to this policy.

(2) The Commander, HRC, delegated the authority to disapprove voluntary FCM requests to the lowest-level commander in the chain of command.

(3) Soldiers must arrive at their new duty station by 1 year before their date eligible for return from overseas (DEROS). Requests for exception to this policy must be forwarded to HQDA assignment authorities for consideration. HQDA will approve the request only if it based on an extraordinary operational requirement or an extreme personal hardship.

Paragraph 4-1, Voluntary and Involuntary Consecutive Overseas Tours. Add subparagraphs q through s as follows:

q. The Commander, HRC, retains the authority to approve all requests for ITT COTs and IPCOTs.

r. Units must send requests for ITT COTs to the OTTAG by 1 year before the Soldier's DEROS, provided the unit or Soldier has not already received assignment instructions.

(1) After 1 year before the Soldier's DEROS, units must send requests through the OTTAG to HRC for consideration as an exception to policy.

(2) Requests for ITT COTs must include a properly completed DA Form 5888 and any enrollment forms appropriate for Family-member enrollment in the Exceptional Family Member Program (EFMP). The EFMP screening date may not have an authentication date earlier than 180 days before the date that the ITT COT request was submitted. The EFMP screening of OCONUS Family members is valid for only 1 year.

s. Units must send IPCOT requests to the OTTAG by 1 year before the Soldier's DEROS. This will allow enough time to process the request without keeping Soldiers in Europe after their DEROS.

(1) After 1 year before the Soldier's DEROS, units must send requests for IPCOT through the OTTAG to HRC for consideration as an exception to policy.

(2) The OTTAG will disapprove all IPCOT requests received within 45 days before a Soldier's DEROS. USAREUR will consider exceptions to this policy only in emergencies.

(3) Requests for IPCOT must include a properly completed DA Form 5888 and any enrollment forms appropriate for Family-member enrollment in the EFMP. The EFMP screening date may not have an authentication date earlier than 180 days before the date that the IPCOT request was submitted. The EFMP screening of OCONUS Family members is valid for only 1 year.

(4) Any commander, including the lowest-level commander in the chain of command, may disapprove enlisted Soldier IPCOT requests.

(5) Units must send officer IPCOT requests through the chain of command for concurrence or nonconcurrence to the OTTAG. The OTTAG will forward the request with a USAREUR-recommended concurrence or nonconcurrence to the HQDA assignment authority for final decision.

Paragraph 4-2d, Authority for Approval. Add the following to subparagraph (2)(b):

HRC must approve reassignments that cross distribution management levels (DMLs) (that is, two-star equivalent or higher commands) if either the gaining or losing unit is not a USAREUR MSC or one of their subordinates. The action also requires official coordination with and concurrence of the DML that is not a USAREUR MSC.

Paragraph 4-2d, Authority for Approval. Add subparagraph (3) as follows:

(3) The OTTAG, on behalf of USAREUR, is authorized to approve LCMs based on an HRC-approved annual distribution of allocations. The OTTAG must request LCM allocations from HRC each year. If HRC does not provide an allocation, the OTTAG must send all LCM requests to HRC for approval.

Paragraph 4-2e, eProcessing Procedure. Add subparagraphs (1) and (2) as follows:

(1) LCM requests require cost estimates from both the transportation office and finance office to ensure the move does not cost more than \$1,000 (combined). If the LCM request is transformation-related, units may enter the cost estimate in the Personnel Disposition Roster/Preference Statement (PERDROPS) system. Units will maintain backup information to support estimates.

(2) If applicable, requests for LCMs must include a properly completed DA Form 5888 and any enrollment forms appropriate for Family-member enrollment in the EFMP. The EFMP screening date may not have an authentication date earlier than 180 days before the date that the LCM request was submitted. The EFMP screening of OCONUS Family members is valid for only 1 year.

Paragraph 4-2, Low-Cost Move Policy. Add subparagraph g as follows:

g. Arrival Requirements. Soldiers must arrive at the new duty station by 6 months before their DEROS. HRC or the OTTAG based on HRC-approved allocations, as appropriate, may approve exceptions for extraordinary operational requirements or extreme personal hardship reasons.

Chapter 4, Consecutive Overseas Tours, Low-Cost Moves, and Tours Affected by Families. Add paragraph 4-6 as follows:

4-6. No-Cost Moves

a. According to AR 600-8-105, paragraph 1-32i, an NCM applies when a Soldier is assigned to an organization in the same geographic location and the move can be made without expenditure of, or legal entitlement to, permanent change of station (PCS) travel funds. NCMs may be voluntary or involuntary (command-directed).

(1) The appropriate command will issue NCM orders for all changes of assignment within the same community or between paired communities.

(a) AE Regulation 600-8-11 specifies paired communities, which USAREUR considers as the same geographic location.

(b) To support transformation, USAREUR will not apply the definition of paired communities for NCMs when either the “losing” or “gaining” installation is identified for closure and the closure date is earlier than 12 months after the effective date of the NCM.

(2) Normally, Soldiers residing in unit-managed, unaccompanied quarters are the only Soldiers who might be required to move. If a Soldier must change his or her residence as a result of an NCM, the appropriate commander will coordinate to arrange for a local, short-distance move under the provisions of the Joint Federal Travel Regulations, paragraph U5355.

b. The approving authority for NCMs is normally the first commander who has reassignment authority over both the gaining and losing units.

(1) The OTTAG, on behalf of USAREUR, is the approval authority for NCM reassignments that transfer Soldiers from one USAREUR MSC to another.

(2) HRC is the approval authority for NCM reassignments that cross DMLs and when one of the units is not a USAREUR MSC or subordinate to an MSC (that is, requests involving USAREUR specialized commands or non-USAREUR units).

c. NCMs do not involve a time-on-station requirement at the old or new unit.

d. The number of NCMs a Soldier may make in a single FY is not limited. Units may not, however, direct Soldiers to make multiple NCMs that result in Soldiers arriving at a new permanent duty station not linked to the Soldier's original permanent duty station (AE Reg 600-8-11, table 1) when the combination of reassignments would otherwise have resulted in a full-cost PCS.

Paragraph 6-1, Involuntary Foreign Service Tour Extensions. Add subparagraphs g and h as follows:

g. The Office of the Secretary of Defense, HQDA, and HRC, as appropriate, are the only agencies authorized to approve involuntary FSTEs.

h. Commanders at all levels must establish control procedures to ensure Soldiers clear and depart Europe by their DEROS. The involuntary FSTE process is intended for the reasons in subparagraphs b through d above. Units will not use the process solely to delay administrative outprocessing.

Paragraph 6-2, Voluntary Foreign Service Tour Extensions. Add subparagraphs i through l as follows:

i. HQDA, HRC, and the OTTAG, on behalf of USAREUR, as appropriate, are the only agencies authorized to approve voluntary FSTEs.

j. Commanders at all levels must establish control procedures to ensure Soldiers clear and depart Europe by their DEROS. Soldiers and units should not use the voluntary FSTE process solely to delay administrative outprocessing.

k. Soldiers should normally submit voluntary FSTE requests only after the first year of the Soldier's overseas tour.

(1) Soldiers and units should send voluntary FSTE requests to arrive at the OTTAG earlier than 1 year before an enlisted Soldier's DEROS and 6 months before an officer's DEROS according to the basic AR, table 6-2, rules 1 and 2. This will allow enough time to process the request without keeping Soldiers in Europe past their original DEROS.

(2) As an exception to (1) above, the OTTAG may process FSTE requests received after a deadline, but these requests require HRC approval.

(3) The OTTAG will routinely disapprove requests received 45 or fewer days before a Soldier's DEROS. The OTTAG will consider exceptions to this policy only in emergencies.

l. All commanders, to include the lowest-level commander in the Soldier's chain of command, may disapprove voluntary FSTE requests without referral to the next higher commander. If a commander disapproves, the command will return the request through command channels to the Soldier.

Appendix A, Section I, Required Publications. Add the following:

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

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

Appendix A, Section IV, Referenced Forms. Add the following:

DA Form 5888, Family Member Deployment Screening Sheet

Glossary, section I, Abbreviations. Add the following:

AE	Army in Europe
AMEDD	Army Medical Department
DML	distribution management level
DMSL	distribution management sublevel
EFMP	Exceptional Family Member Program
ERMC	United States Army Europe Regional Medical Command
FCM	full-cost move
G1	deputy chief of staff, G1 [personnel]
HQDA	Headquarters, Department of the Army
ITT	intra- and intertheater transfer
NCM	no-cost move
PERDROPS	Personnel Disposition Roster/Preference Statement
S1	adjutant
OTTAG	Office of the Theater Adjutant General, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe
UPDB	United States Army Europe Personnel Database
USAREUR	United States Army Europe