

**Army Regulation 614–30**

**Assignments, Details, and Transfers**

# **Overseas Service**

**Headquarters  
Department of the Army  
Washington, DC  
30 August 2001**

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# ***SUMMARY of CHANGE***

AR 614-30  
Overseas Service

Specifically, this revision--

- o Incorporates change 1, issued 25 September 1998, which affected headquarters, Department of the Army time-on-station and third permanent change of station waiver authorities, reassignment criteria for soldiers with more and less than 4 years on active duty, eligibility criteria for soldiers under the Army's deployment stabilization policy, adjustment of date eligible to return from overseas for soldiers on leave in continental United States who are attached pending decision on personnel actions, eligibility criteria for consecutive overseas tours, Overseas Tour Extension Incentive Program when soldiers fail to select benefits/entitlements, discontinued Personnel Assistance Points, Army Traveler's Assistance Centers, and Overseas Tour Data Sheet security considerations.
- o Extends the expiration date to 1 September 2003 for PERSCOM waiver authority for third permanent change of station of soldiers on an initial enlistment of at least 5 years. Adds authority for Commanding General, PERSCOM to disapprove requests for involuntary foreign service tour extensions that do not meet certain criteria (chap 2 and para 6-1).
- o Changes dental criteria for overseas assignments (table 3-1, rule 37).
- o Adds provisions to give tour credit for soldiers who are serving outside continental United States in permanent change of station status and complete official schooling/training that is 12 months or longer (chap 3).
- o Emphasizes that pregnant soldiers are not necessarily returned to continental United States or from deployment solely because they are pregnant (table 3-1, rule 31, and table 3-2, rule 1d).
- o Clarifies criteria for officer eligibility for overseas service (table 3-1, note 9).
- o Rescinds the policy on awarding tour credit for 6 months continuous service in Southwest Asia (table 3-3, note 3).
- o Changes the report time frame for major Army command in-place consecutive overseas tour/consecutive overseas tour reports submitted to PERSCOM to monthly and primary submission method to electronic. Clarifies consecutive overseas tour and the reassignment of soldiers, who are declared immediately available. Requires major Army command to submit data to DCSPER on intra-theater unit moves in order to ensure military personnel, Army funding (chap 4).
- o Clarifies tour length requirements for soldiers married to members of the other U.S. military services (chap 4, table 4-1).

- o Emphasizes a specific major Army command general officer as the approval authority for other than curtailment cases that must be submitted to headquarters, Department of the Army Assignment Authorities (chap 5).
- o Clarifies that soldiers receiving Overseas Tour Extension Incentive Program benefits may not also receive consecutive overseas tour/in-place consecutive overseas tour entitlements (chap 6).
- o Allows headquarters, Department of the Army assignment authority to disapprove involuntary foreign service tour extension requests (para 6-1a).
- o Adds counseling requirements for soldiers assigned to short-tour areas without sufficient remaining service for continental United States reassignment upon completion of their prescribed tours (para 6-1g).
- o Emphasizes that involuntary foreign service tour extension requests will not be accepted when they cannot be processed before soldier comes within 30 days of date eligible to return from overseas (chap 6).
- o Adds an annual \$2,000 lump-sum bonus incentive to the Overseas Tour Extension Incentive Program. Also adds recoupment requirements when soldiers do not complete the foreign service tour extension requests under the Overseas Tour Extension Incentive Program. Changes monthly reporting requirements to emphasize electronic submissions via DA Form 5396 (Overseas Tour Extension Incentive Program Monthly Report) (chap 6).
- o Removes the 90-day exception for submission of foreign service tour extensions for the Overseas Tour Extension Incentive Program (table 6-2, note 3). Permits voluntary foreign service tour extension requests at any time for soldiers requiring resident rehab treatment for alcohol or drug abuse (table 6-2, note 7).
- o Adds numerous new overseas tour lengths (app B, tables B-1 and B-2).
- o Provides new management control provisions in accordance with AR 11-2 (app F).

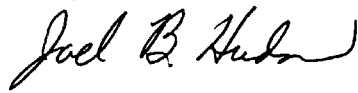
## Assignments, Details, and Transfers

### Overseas Service

By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This publication complies with and implements Department of Defense policies in DODD 1315.7. It prescribes policies pertinent to overseas permanent change of station (PCS) moves, overseas tour lengths, overseas tour curtailments, time-on-station (TOS), eligibility for overseas service criteria, voluntary and involuntary overseas tour extensions, the Overseas Tour Extension Incentive Program (OTEIP), consecutive overseas tours, and soldier personnel criteria for overseas deployment. It does not prescribe policies pertinent to soldiers' compensation and entitlements for movement overseas on PCS/temporary duty

(TDY)/temporary change of station (TCS).

**Applicability.** This regulation applies to the Active Army, except general officers. It also applies to soldiers in the Army National Guard of the United States and the U.S. Army Reserve when on extended active duty. It also applies to soldiers who are subject to overseas service, that is, Regular Army soldiers; members of the Reserve Component ordered to full-time duty in the Active Guard/Reserve (AGR) Program according to AR 135–18; ordered to active duty for full, total, partial mobilization; ordered to active duty for a Presidential Reserve Call-up (PRC); soldiers ordered to active duty to fill active duty vacancies according to AR 135–210. It also includes Army headquarters and commands responsible for them. Under full, partial, or total mobilization and under contingency plan conditions, only the policy proponent may modify provisions of this regulation. General officers are not subject to the provisions of this regulation.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions that are consistent with controlling law and regulation. The DCSPER may delegate this authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.**

This regulation contains management control provisions in accordance with AR 11–2 and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–MPE), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff Personnel (DAPE–MPE–DR), 300 Army Pentagon, Washington, DC 20310–0300 or via electronic mail to: DAPE–MPE@hqda.army.mil.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, and command levels D and E for the Army National Guard of the United States (ARNG) and the U.S. Army Reserve (USAR).

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\*This regulation supersedes AR 614–30, 1 May 1997.

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## **Chapter 1 Introduction**

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

- a.* This regulation provides policy and guidance on the following—
- b.* Eligibility and selection criteria for overseas service in a permanent change of station (PCS), temporary change of station (TCS) and temporary duty (TDY) status under routine conditions as well as during mobilization, contingency operations, and deployments.
- c.* Establishment of tour lengths for overseas areas.
- d.* Curtailment, voluntary and involuntary overseas tour extensions, and consecutive overseas tours (COT).
- e.* The Overseas Tour Extension Incentive Program (OTEIP).
- f.* Intra- and inter-theater assignments.
- g.* Time-on-station (TOS) criterion.

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

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

Responsibilities are listed in chapter 2.

## **Chapter 2 Responsibilities**

### **2-1. Department of Defense level**

- a.* The Director, Defense Intelligence Agency (DIA) will prescribe tour lengths for service members assigned to the Defense Attaché System (DAS) (see app B, table B-2).
- b.* The Assistant Secretary of Defense (Force Management Policy) (ASD(FMP)) will—
  - (1) Approve recommended additions or changes to tour lengths prescribed in appendix B, table B-1.
  - (2) Consider requests for exceptions to policy regarding marital status, employment, educational, or volunteer activities of spouses in the selection of soldiers for duty assignment or permanent change of station reassignment.
  - (3) Approve establishment of key billets for joint staffs and activities under Office of the Secretary of Defense (OSD) cognizance and all exceptions to policy.
  - (4) Approve exceptions to assignment limitations on first-term soldiers.
  - (5) Approve exceptions to assignment limitations on former members of the Peace Corps.
  - (6) Approve involuntary foreign service tour extensions (IFSTE) longer than 180 days.

### **2-2. Headquarters, Department of the Army level**

- a.* The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)) will—
  - (1) Oversee assignment and reassignment policy.
  - (2) Approve more than one PCS request that are within the same fiscal year, unless otherwise delegated.
  - (3) Approve curtailment of COTs when it is determined that soldier will serve less than the equivalent of two “all-others” tours.
  - (4) Approve establishment of key billets for Army activities when paragraph 2-1b(3) or 7-1c does not apply.
  - (5) Approve overseas tour length if appendix B does not contain a tour length for the specific location, when only Army personnel are assigned in small numbers, that is, fewer than 25.
  - (6) Approve military occupational speciality code (MOSC), additional skill identifiers (ASI), skill qualification identifiers (SQI), language indicator codes (LIC), and OCONUS locations for the OTEIP.
- b.* The Deputy Chief of Staff for Personnel (DCSPER) will—
  - (1) Develop overseas assignment and reassignment policy.
  - (2) Make recommendations for the establishment of key billets.
  - (3) Authorize an involuntary foreign service tour extension from 32 to 60 days according to rule 4, table 6-1 (for example, when hostilities are imminent).
  - (4) Approve an IFSTE up to 180 days on a case-by-case basis according to table 4-1, rule 2, chapter 6, and table 6-1.

- (5) Make recommendations on requests for changes in tour lengths.
  - (6) Make recommendations on requests for more than one PCS in same FY.
  - (7) Develop and coordinate policy for overseeing the OTEIP.
  - (8) Grant exceptions, on a general basis, to provisions of this regulation unless otherwise restricted.
- c.* The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will—
- (1) Develop procedures and maintain programs that implement the policies in this regulation.
  - (2) Issue assignment instructions (AI) for personnel managed by the Enlisted Personnel Management Directorate (EPMD) and request for orders (RFO) for officers managed by the Officer Personnel Management Directorate (OPMD).
  - (3) Process volunteer applications for overseas service.
  - (4) Serve as time-on-station (TOS) waiver authority, except when more than one PCS within one FY is involved (see table 2–1).
  - (5) Coordinate and authorize joint domicile assignments for CONUS-to-OCONUS or OCONUS-to-OCONUS moves.
  - (6) Reassign soldiers with or without their consent between or within OCONUS areas on COT that involves PCS moves (see table 2–1).
  - (7) When required, curtail COT in “with-dependent” tour areas down to the equivalent of two “all-others” tours. (For example, in Germany the accompanied tour length of COT is 72 months, but it may be curtailed so that the time served is not less than the equivalent of the length of two “all-others” tours, that is, 48-months.) This authority will not be further delegated. For exception, see table 2–1, reason 3, intra-theater COT, and note 5. USAREUR approvals will be made by a general officer on the headquarters staff.
  - (8) Authorize OCONUS voluntary tour extensions and specified curtailments.
  - (9) Approve involuntary FSTE only in accordance with paragraph 6–1e and table 6–1.
  - (10) Disapprove IFSTE that do not meet the criteria in para 6–1.
  - (11) Delete from overseas assignment soldiers who are pending investigation or prosecution for criminal offenses by military or civilian authorities (see AR 600–8–11, chap 2).
  - (12) Provide command and control and emergency administrative and logistical support for all soldiers en route to and from locations overseas.
  - (13) Coordinate with OCONUS travel approval authority for availability of services for soldiers who are in the Exceptional Family Member Program (EFMP).
  - (14) Establish programs to ensure dates eligible to return from overseas (DEROS) are managed properly and kept current.
  - (15) Grant exceptions on a case-by-case basis to the non-statutory provisions of this regulation unless otherwise restricted. This authority will not be delegated to commands.
  - (16) Until 1 September 03, serve as waiver authority for third PCS before expiration of term of service (ETS) for soldiers on an initial enlistment of at least 5 years.
  - (17) Approve requests for operational move allocations submitted by the OCONUS major Army command (MACOM).
- d.* The Judge Advocate General (TJAG) will exercise the same responsibilities as Commander, PERSCOM for officers who are members of the Judge Advocate General’s Corps, except those in paragraphs 2–2c(12) and 2–2c(13).
- e.* The Chief of Chaplains (CCH) will exercise the same responsibilities as Commander, PERSCOM for officers who are members of the Chaplain Corps, except those functions in paragraphs 2–2c(12) and 2–2c(13).
- f.* Under the direction of the Chief, Army Reserve (CAR), the Commander, U.S. Army Reserve Personnel Command (AR–PERSCOM), as the centralized manager of the United States Army Reserve (USAR) Active Guard Reserve (AGR) Program, will—
- (1) Exercise the same responsibilities as Commander, PERSCOM for all USAR AGR soldiers.
  - (2) Implement applicable policies in this regulation for all USAR AGR soldiers.
  - (3) Issue USAR AGR attachment orders and amendments thereto.
  - (4) Process soldiers for deployment under regulations cited in paragraph 2–3b during contingency operations such as Presidential Reserve Call-Up (PRC) and partial mobilization.
- g.* Under the Director, Army National Guard, the Office of Staff Management, as the centralized manager of ARNG AGR Program, will—
- (1) Exercise the same responsibilities as Commander, PERSCOM for all ARNG AGR soldiers via the ARNG Tour Management Office (NGB–ARZ–T), Full-Time Support Management Directorate (FTSMD).
  - (2) Implement applicable policies in this regulation for all ARNG AGR soldiers.
  - (3) Process soldiers for deployment under regulations cited in paragraph 2–3b during contingency operations such as PRC and partial mobilization.

### 2-3. Major overseas command level

- a. Major overseas commanders (MACOM)(for PERSCOM managed soldiers) will—
- (1) Approve or disapprove COT according to this regulation.
  - (2) Approve installation assignments.
  - (3) Curtail overseas tours in exceptional cases, for example, potential defectors, extreme personal hardship, expeditious removal for good of service, medical evacuation of soldiers according to this regulation (see table 2-1).
  - (4) Approves IFSTE for soldiers, without their consent, who do not have sufficient service to be eligible for reassignment to CONUS.
  - (5) Approve or disapprove voluntary FSTE (see table 6-2).
  - (6) Recommend changes to overseas tour lengths.
  - (7) Submit key billet requests, that is, justification for establishment and cancellations.
  - (8) Establish programs that ensure dates eligible to return from overseas (DEROS) are properly managed.
  - (9) Authorize IFSTE up to 31 days according to rule 4, table 6-1.
  - (10) Approve eligible soldiers for FSTE under OTEIP (see table 6-2) and submit monthly reports to Commander, PERSCOM.
  - (11) Approve command sponsorship according to AR 55-46.
  - (12) Submit reports to HQDA in accordance with paragraphs 4-1e(2) and 4-1p.
- b. Military Personnel Division or Personnel Service Battalion Commanders will—
- (1) Process soldiers for deployment according to this regulation, AR 600-8-101, and AR 600-8-11.
  - (2) Update information on the personnel database (PERDB) through Standard Installation/Division Personnel System (SIDPERS).
  - (3) Update field automated database systems.
  - (4) Coordinate deletion or deferment requests for soldiers on overseas orders who are pending investigation or prosecution for criminal offenses by military or civilian authorities.
  - (5) Serve as authority for disapproval of deletion/deferment requests from assignment instructions for PERSCOM managed soldiers according to AR 600-8-11, chapters 2 and 3.
  - (6) If delegated, may serve as authority for disapproval of requests for curtailment of overseas tours.

**Table 2-1**  
**Authorities for approval of second PCS and TOS waivers and tour curtailments**

X=AUTHORITY FOR APPROVAL OF EACH REASON INDICATED	ASA(M&RA)		HQDA ASSIGNMENT AUTHORITY			OVERSEAS MACOM	
	2D PCS in FY	OVERSEAS TOUR CURTAILMENT	2D PCS in FY	LESS THAN 48 Mo. TOS (note 7)	OVERSEAS CURTAILMENT (note 8)	2D PCS in FY	OVERSEAS TOUR CURTAILMENT
<b>Reassignment CONUS to OCONUS-TOS and PCS waivers</b>							
1. Assignment to OSD, joint and defense agencies	X	NA	NA	X	NA	NA	NA
2. By name request for individual from gaining command	X	NA	NA	X	NA	NA	NA
3. Command/project mgr. tours (to/from)	X	NA	NA	X	NA	NA	NA
4. Compassionate (to/from assignment) (note 1)	NA	NA	X	X	NA	NA	NA
5. Confinement (release from)	NA	NA	X	X	NA	NA	NA
6. DA special roster (DASR) assignments	NA	NA	X	X	NA	NA	NA
7. Force modernization (major weapons system change/initial fielding)	X	NA	NA	X	NA	NA	NA
8. IA (less PCS due to school failure, school graduation, release from medical hold or confinement)	X	NA	NA	X	NA	NA	NA

**Table 2-1  
Authorities for approval of second PCS and TOS waivers and tour curtailments—Continued**

X=AUTHORITY FOR APPROVAL OF EACH REASON INDICATED	ASA(M&RA)		HQDA ASSIGNMENT AUTHORITY			OVERSEAS MACOM	
	2D PCS in FY	OVERSEAS TOUR CURTAILMENT	2D PCS in FY	LESS THAN 48 Mo. TOS (note 7)	OVERSEAS CURTAILMENT (note 8)	2D PCS in FY	OVERSEAS TOUR CURTAILMENT
9. Joint assignment (Joint Staff)	X	NA	NA	X	NA	NA	NA
10. Joint domicile	X	NA	NA	X	NA	NA	NA
11. Loss of position unique qualifications	X	NA	NA	X	NA	NA	NA
12. Medical hold (release from)	NA	NA	X	X	NA	NA	NA
13. Nominative assignment	X	NA	NA	X	NA	NA	NA
14. Overseas readiness (career soldiers)	X	NA	NA	X	NA	NA	NA
15. PCS due to failure to enroll or graduate from school	NA	NA	X	X	NA	NA	NA
16. PCS of school graduates	NA	NA	X	X	NA	NA	NA
17. MOS reclas, if IA	X	NA	NA	X	NA	NA	NA
18. Reenl (Contract for station of choice or MOS Retraining Option) (note 3)	X	NA	NA	X	NA	NA	NA
19. Relief for cause	X	NA	NA	X	NA	NA	NA
20. Religious coverage (Chaplain asg)	X	NA	NA	X	NA	NA	NA
21. Space imbalanced MOS (SIMOS)	X	NA	NA	X	NA	NA	NA
22. IA due to unit deactivation or base closure	NA	NA	X	X	NA	NA	NA
23. Threat to life (note 1)	NA	NA	X	X	NA	NA	NA
24. Unit PCS (note 2)	NA	NA	X	X	NA	NA	NA
25. Others not listed above	X	NA	NA	X	NA	NA	NA
Reassignment OCONUS to CONUS-tour curtailments and PCS waivers							
1. Administrative return (note 6)	X	NA	NA	NA	NA	NA	NA
2. Appellate review (in excess leave status)	NA	NA	NA	NA	NA	X	X
3. Compassionate (to/from assignment) (note 1)	NA	NA	X	NA	X	NA	NA
4. DA special roster assignments	NA	NA	X	NA	X	NA	NA
5. Death of family member (note 5)	NA	NA	X	NA	X	NA	NA
6. Discredit/embarrassment to the U.S.	X	NA	NA	NA	NA	NA	X
7. Health of family member (notes 4 and 5)	NA	NA	X	NA	NA	NA	X
8. HIV positive (note 5)	NA	NA	NA	NA	NA	X	X
9. Jeopardize command mission (note 6)	X	NA	NA	NA	NA	NA	X

**Table 2-1  
 Authorities for approval of second PCS and TOS waivers and tour curtailments—Continued**

X=AUTHORITY FOR APPROVAL OF EACH REASON INDICATED	ASA(M&RA)		HQDA ASSIGNMENT AUTHORITY			OVERSEAS MACOM	
	2D PCS in FY	OVERSEAS TOUR CURTAILMENT	2D PCS in FY	LESS THAN 48 Mo. TOS (note 7)	OVERSEAS CURTAILMENT (note 8)	2D PCS in FY	OVERSEAS TOUR CURTAILMENT
10. Medical evac of soldier (notes 4 and 5)	NA	NA	X	NA	NA	NA	X
11. Medical evac of family member (notes 4 and 5)	NA	NA	X	NA	NA	NA	X
12. Potential defector (note 5)	X	NA	NA	NA	NA	NA	X
13. If pregnant and not married or married unaccompanied (to 7th mo., if within 6 mo. to DEROs at EDC and in long-tour area) (note 5)	NA	NA	X	NA	NA	NA	X
14. Pregnant (to 7th mo., if within 60 days to DEROs at EDC and in short-tour area) (note 5)	NA	NA	X	NA	NA	NA	X
15. MOS reclas (if IA)	X	NA	NA	NA	X	NA	NA
16. Reenl (w/contract for station of choice or MOS Training Option) (note 3)	X	NA	NA	NA	X	NA	NA
17. Relief for cause	X	NA	NA	NA	X	NA	NA
18. Returned on emergency leave or TDY with less than 60 days remaining to DEROs/ETS/ESA (expiration of service agreement) (note 5)	NA	NA	NA	NA	NA	NA	X
19. Separation (enlisted ETS, retirement, elimination, approved early release)	NA	NA	NA	NA	NA	X	X
20. Separation (officer ESA, retirement, elimination, resignation, approved early release)	NA	NA	X	NA	X	NA	NA
21. Separation (unit inactivation, unit PCS, within 90 days to ETS or ESA)	NA	NA	NA	NA	NA	X	X
22. Threat to life (notes 1 and 5)	NA	NA	X	NA	NA	NA	X
23. Tour limitation by statute, contract or country agreement (note 5)	NA	NA	NA	NA	NA	NA	X
24. Unit PCS (note 2)	NA	NA	X	NA	X	NA	NA
25. Other reasons not listed above	X	NA	NA	NA	X	NA	NA
Inter-theater COT (between overseas commands)-tour curtailments and PCS waivers							
1. Compassionate (to/from) (note 1)	NA	NA	X	NA	X	NA	NA
2. Unit PCS (note 2)	NA	NA	X	NA	X	NA	NA

**Table 2-1  
Authorities for approval of second PCS and TOS waivers and tour curtailments—Continued**

X=AUTHORITY FOR APPROVAL OF EACH REASON INDICATED	ASA(M&RA)		HQDA ASSIGNMENT AUTHORITY			OVERSEAS MACOM	
	2D PCS in FY	OVERSEAS TOUR CURTAILMENT	2D PCS in FY	LESS THAN 48 Mo. TOS (note 7)	OVERSEAS CURTAILMENT (note 8)	2D PCS in FY	OVERSEAS TOUR CURTAILMENT
3. Will complete less than the prescribed tour for each area, but will serve at least the equivalent of two "all-others" tours for areas (notes 5 and 9)	X	NA	NA	NA	X	NA	NA
4. Will complete less than the equivalent of two "all-others" tours for areas	X	X	NA	NA	NA	NA	NA
5. Reenl (w/station of choice options) (note 3)	NA	NA	NA	NA	X	NA	NA
6. Joint domicile (cost move)	X	NA	NA	NA	X	NA	NA
7. Other reasons not listed above	X	NA	NA	NA	X	NA	NA

Intra-theater COT (within overseas commands)-tour curtailments and PCS waivers

1. Compassionate (to/from) (note 1)	NA	NA	X	NA	X	NA	NA
2. Unit PCS (note 2)	NA	NA	X	NA	X	NA	NA
3. Will complete less than the prescribed tour for each area, but will serve at least the equivalent of two "all-others" tours for areas (notes 5 and 9)	X	NA	NA	NA	X	NA	X (note 5) NA
4. Will complete less than the equivalent of two "all-others" tours for areas	X	X	NA	NA	NA	NA	NA
5. Joint domicile (cost move)	X	NA	NA	NA	X	NA	NA
6. MOS reclas, if surplus/IA	X	NA	NA	NA	NA	NA	X
7. Relief for cause	X	NA	NA	NA	X	NA	NA
8. Religious coverage (Chaplain asg)	X	NA	NA	NA	X	NA	NA
9. Unit deactivation or base closure	NA	NA	X	NA	X	NA	NA
10. Other reasons not listed above	X	NA	NA	NA	X	NA	NA

Notes:

<sup>1</sup> Must be approved by the PERSCOM Special Action Branch, or TJAG/Chief of Chaplains, if applicable.

<sup>2</sup> Must be directed by an HQDA ODCSOPS movement directive.

<sup>3</sup> Must be contained in a reenlistment contract and soldier must have at least 12 months TOS before PCS.

<sup>4</sup> Medical evacuation must be ordered/recommended by a medical doctor.

<sup>5</sup> Assignment instructions must be coordinated with the HQDA Assignment Authority. For intra-theater COT, 'Overseas MACOM, Overseas Tour Curtailment' column pertains only to a general officer on the USAREUR staff.

<sup>6</sup> In the interest of efficient administration, HQDA Assignment Authorities may reassign soldiers in the period beginning 60 days before the end of a prescribed tour. Such reassignments are not considered curtailments as described in paragraph 5-1.

<sup>7</sup> HQDA TOS Waiver Authority: COL (0-6) when soldier has less than 4 but more than 2 years TOS at the time of reassignment; General Officer when soldier has less than 2 years TOS at time of assignment.

<sup>8</sup> HQDA Overseas Tour Curtailment Authority: COL (0-6) when curtailment is for 1 year or less; General Officer when curtailment is for more than 1 year.

<sup>9</sup> This reason applies only when reassigned from one accompanied tour to another accompanied tour.

## **Chapter 3**

### **Policies on Service outside Continental United States**

#### **3-1. General policies regarding selection for service outside continental United States**

*a.* CONUS based soldiers may volunteer for overseas service—

(1) If they have not already received or are pending receipt of assignment or deployment instructions, either individually or with a unit.

(2) If they have at least 24 months TOS, unless an exception is authorized below.

(3) If they meet the eligibility criteria in table 3-1, this regulation, and AR 600-8-11.

(4) After serving 12 months at their current duty station if an initial term soldier.

(5) If stabilized for 36 or more months according to AR 614-5, may volunteer 12 months prior to the termination date of stabilization.

(6) After completing training or release from patient status, may volunteer at any time.

(7) After 6 months time-on-station (TOS), may volunteer to establish joint household with spouse who is serving overseas, to be effective upon completion of 12 months at current duty station.

(8) When soldier waives a stabilized assignment granted under a reenlistment option, but only if the overseas assignment is approved for the soldier's area of choice. TOS requirements are applicable.

*b.* Volunteers through the appropriate chain of command may indicate an assignment preference of up to 3 overseas areas of choice. Each volunteer application must include soldier's date of arrival at current duty station.

*c.* The eligibility of a soldier with no prior outside continental United States (OCONUS) service is determined by the date of last permanent change of station (DLPCS). The soldier with the earliest DLPCS is normally selected first.

*d.* The eligibility of a soldier with prior OCONUS service is determined by military qualifications, time-on-station (TOS), date of return from overseas (DROS) and selection priorities prescribed in paragraph 3-2 of this regulation.

(1) Soldiers with the earliest DROS will normally be selected first. If a CONUS-to-CONUS PCS was made after return from overseas, the DROS becomes a secondary consideration.

(2) Soldiers who return from overseas without receiving credit for an OCONUS tour are normally reassigned before those who received credit.

(3) Soldiers assigned from OCONUS to a CONUS medical facility because of injury, illness, disease, or wounds acquired in the line of duty from hostile actions, or attributable to or aggravated by service in the OCONUS area, are selected according to DROS along with other soldiers who received tour credit.

*e.* Procedures and requirements for processing of soldiers for overseas movement are found in this regulation, AR 600-8-101, AR 600-8-11, and AR 55-46. Soldiers who move on PCS with TDY en route, receive final Soldier Readiness Program (SRP) processing in accordance with AR 600-8-101 prior to departure from their losing duty station, regardless of the TDY option used. Any readiness or deployment criteria disqualification that is discovered during TDY is immediately corrected by the TDY station commander.

*f.* The lack of current medical license is no longer a reason for exclusion from OCONUS service. After 18 July 1988, physicians, dentists, clinical psychologists, and nurses, without a current medical license, may be assigned to locations where direct supervision by licensed healthcare providers of the same discipline is available. After 31 July 1989, podiatrists, optometrists, and pharmacists, without a current medical license, are assigned where direct supervision by licensed healthcare providers of the same discipline is available.

#### **3-2. Priorities and selection for assignment outside continental United States**

*a.* The order of short-tour selection priorities is—

(1) Inter-theater COT volunteers after completion of current OCONUS tour.

(2) From CONUS—

(a) HQDA approved volunteers.

(b) No previous OCONUS service.

(c) No previous short tour and last OCONUS assignment was a "with-dependents" tour.

(d) Last OCONUS assignment was a "with-dependents" tour in a long-tour area and has previously served a short-tour.

(e) Last OCONUS tour was a short tour in accompanied status.

(f) No previous short tour and last assignment was an "all-others" tour.

(g) Serving in a long-tour area of Alaska or Hawaii and completed the prescribed 36-month tour.

(h) In CONUS and last OCONUS tour was a short-tour in an unaccompanied status.

*b.* The order of long-tour selection priorities is—

(1) Inter-theater COT volunteers after completion of current OCONUS tour.

(2) From CONUS—

(a) HQDA approved volunteers.

- (b) No previous OCONUS service.
  - (c) Last OCONUS assignment was a “with-dependents” tour in a short-tour area.
  - (d) Last OCONUS assignment was an “all-others” tour in a long-tour area.
  - (e) Last OCONUS assignment was an “all-others” tour in a short-tour area.
  - (f) Last OCONUS assignment was a “with-dependents” tour in a long-tour area.
- (3) Serving in a long-tour area of Alaska and Hawaii and completed the prescribed 36-month tour.

### **3-3. Outside continental United States service and tour policies**

a. The prescribed OCONUS tour lengths for long- and short-tour areas are listed in appendix B and tables B-1 and B-2. There is no statutory limitation on the amount of time soldiers may remain overseas. Commanders will not establish policies that deny groups or categories of soldiers from voluntarily extending beyond their original overseas tour length. For example, a commander will not deny a request for tour extension solely based upon a soldier’s completion of a prescribed tour or specific length of time served in the command.

b. Within a given military skill and grade, equitable distribution of duty assignments are made considering both desirable and undesirable locations. Reasonable efforts are made to minimize periods of forced family separations.

c. Consistent with Army needs, soldiers are retained as long as possible at their CONUS duty stations. The Army’s TOS requirement for CONUS is 48 months; for OCONUS it is the length of the prescribed tour. Soldiers will complete the 48-month TOS/tour requirement unless operational or training necessities are so overriding that reassignments must be made sooner. When several soldiers meet assignment qualifications, the soldier who has completed the most TOS will be selected first. TOS authorities for waiver approval are indicated in table 2-1.

d. Soldiers moved overseas on TDY/TCS for more than 30 days, or on PCS, will be processed according to this regulation, AR 600-8-11, and AR 600-8-101.

e. Marital status or the employment, educational, or volunteer activities of a soldier’s spouse will not be considered in the selection of a soldier for PCS or duty assignment. Exceptions are—

- (1) To resolve compassionate situations according to current policies.
- (2) To keep married Army couples together according to current policies.
- (3) When required by law, that is, to prevent conflict of interest between soldier’s duties and spouse’s employment.

f. Pregnant soldiers are ineligible for overseas assignment unless HQDA Assignment Authority approves an exception. Installation commanders may approve requests for overseas movement of married pregnant soldiers, who have approved joint domicile assignments to overseas areas, where command-sponsored dependents are authorized and medical clearances are granted.

(1) Medical confirmation, profile, and commander’s recommendation will be part of the request for an exception.

(2) No exceptions are approved for soldiers assigned to dependent-restricted areas or who elect to serve “all-others” tours.

(3) Female soldiers en route overseas will be instructed that if they suspect that they may be pregnant, they must report to the nearest military medical facility. If pregnancy is confirmed, the medical facility will inform the nearest PSB. The PSB will request HQDA assignment instructions.

g. Foreign area officer (FAO) regional specialists will serve the prescribed tour length specified in appendix B, table B-1. The FAO prescribed tour begins immediately following completion of foreign area officer OCONUS training. (See para 3-3i, for tour credit for OCONUS in-country schooling/training.)

h. Soldiers assigned to the U.S. Army Personnel Exchange Program will serve the tour length as prescribed by AR 614-10.

i. Soldiers who complete schools or in-country training OCONUS in PCS status, the length of which is at least 12 months, will receive credit for completion of an overseas tour for the overseas country or geographical area where the school is located. If the period of schooling/training is less than 12 months, soldiers will not receive tour credit but will have their DROS adjusted in accordance with table 3-3, rule 8.

j. The prescribed tour for soldiers assigned to the staff of the North Atlantic Treaty Organization (NATO) Communications School (Alatina, Italy) will start when they complete the instructor course.

k. Soldiers with 24 but less than 36 months to ETS or date of separation are eligible for assignment to long-tour areas of Alaska or Hawaii. However, if their ETS or ESA is extended sufficiently, they will serve the prescribed 36-month tour. (See AR 601-280, chap 4, for initial term reenlistment options.)

l. Officers may not apply for voluntary separation or CONUS assignment that is effective prior to the date of completion of their prescribed tour, except for cause under AR 600-8-24.

m. Soldiers whose families travel OCONUS at government expense must serve the prescribed “with-dependents” tour or 12 months after arrival of family members, whichever is longer. Table 4-2 does not apply in these cases. (See para 4-4 for exceptions.)

n. Officers serving command select list (CSL) tours will serve as a minimum the overseas tour length prescribed by appendix B. The tour lengths in appendix B take precedence over CSL tour lengths (see AR 600-20, para 2-5).

o. Soldiers normally are not required to serve longer than the prescribed tour. (See para 6-1 for exceptions.)



p. Soldiers receive overseas tour credit only if their duty station is designated at an OCONUS location, regardless of the location of dependents or unit of assignment.

q. When soldiers are assigned to activities governed by government-to-government contracts, the length of time specified by the contract will be served regardless of the prescribed tour length. This includes soldiers assigned to Technical Assistance Field Teams (TAFTS).

r. Instructions for awarding tour credit and adjusting DROS are listed in table 3-3. Time creditable for OCONUS service is computed according to table 3-4.

s. In accordance with AR 635-10, soldiers returning to CONUS for discharge or separation will arrive at the transition point not earlier than 2 days before or later than 0800 on date of separation. Schedule travel so that OCONUS departures are not later than Thursdays so as to accommodate processing according to AR 635-10.

### **3-4. Return of unqualified/ineligible soldiers to the continental United States**

a. If a soldier arrives OCONUS with a disqualifying condition (see tables 3-1 and 3-2) that cannot be locally corrected, the overseas command may recommend that HQDA Assignment Authority recall the soldier to the losing CONUS installation or to another appropriate CONUS location. However, every effort is made to find an alternative assignment for which the soldier can qualify.

b. If the overseas commander cannot assign soldier because of the disqualifying condition, then it is appropriate to report the soldier to HQDA Assignment Authority for disposition. Soldiers are first considered for reassignment to the same CONUS installations from which they departed. Soldiers who are assigned OCONUS from initial entry training (IET) or service schools normally are not assigned back to their former locations.

### **3-5. Policy on prescribed “with-dependents” and “all-others” tours in long- and short-tour areas**

#### *a. “With-dependents” tours.*

(1) When accompanied or joined by command-sponsored family members, soldiers will serve the “with-dependents” tour. They must have enough time remaining in service to complete the “with-dependents” tour or to serve 12 months after arrival of family members, whichever is longer.

(2) Officers and career enlisted, who have no dependent family members in their household, are not married to another service member, and are assigned to long-tour areas overseas, will serve the “with-dependents” tour unless otherwise stated in appendix B, table B-1.

(3) All soldiers assigned to approved key billet positions (para 7-2) will serve the “with-dependents” tour regardless whether or not accompanied by dependent family members.

(4) Recruiting personnel, serving OCONUS where dependents are normally authorized, will serve the “with-dependents” tour whether or not accompanied by dependent family members.

#### *b. “All-others” tours.*

(1) Soldiers, who are divorced, or legally separated and required to pay child support, will serve “all-others” tours. This applies as long as the marital status remains “divorced” or “legally separated” and the soldier remains obligated to pay child support.

(2) Soldiers, who are eligible for government transportation of family members and household goods (HHG), and elect to serve OCONUS unaccompanied, that is, without the presence of dependent family members, will serve the “all-others” tour.

(3) Soldiers serving in dependent-restricted areas will serve the “all-others” tour.

(4) Single initial-term soldiers will serve the “all-others” tour. Married initial term soldiers, not accompanied or joined by their command-sponsored family members, will also serve the “all-others” tour.

c. *Tour lengths for married couples and affected by family members.* See table 4-1 for tour lengths for married Army couples and paragraph 4-3 for tour lengths affected by family members.

### **3-6. Management of date eligible for return from overseas**

a. The date eligible for return from overseas (DEROS) is important to the Army’s strength management systems and is the key element in replacement forecasting, requisitioning, identification, and selection processes. OCONUS MACOM Commanders and HQDA Assignment Authorities will establish programs to ensure DEROS is continuously kept accurate and current.

b. Soldiers who arrive OCONUS will have initial DEROS recorded. The DEROS will be the dates that they are projected to depart for reassignment upon completing their prescribed tours. Tours begin on the date soldiers depart CONUS. For soldiers who take leave overseas en route to an overseas duty station, tours begin on the day they sign-in from leave at the gaining organization. The DEROS for initial term soldiers is the date that they will complete their prescribed tour, or two days prior to ETS, whichever is earlier.

c. DEROS will be adjusted to reflect voluntary and involuntary tour extensions, approved curtailments, change of tours, corrections, and prorated tours.

### 3-7. Exceptions to outside continental United States assignment policies and authority for approval

a. Individual requests for exceptions to policy may be forwarded to HQDA Assignment Authorities. All other exceptions or changes to policy will be sent through HQDA Assignment Authority to HQDA (DAPE-MPE).

b. Authorities for approval are outlined in table 2-1 and chapter 2. The authority for exceptions will not be exceeded or further delegated, and must comply with the policies stated in this and other associated regulations, for example, AR 614-100, AR 614-200, AR 600-8-11, and AR 600-8-101.

**Table 3-1**  
**Eligibility for overseas service criteria (reassignment)**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
1.	has 4 years or less of service for pay purposes at ETS, or is serving an initial term of active Federal military service. For officers, see note 9.	does not have enough remaining service to complete an "all-others" tour (for Alaska-Hawaii long tour areas, at least 24 months required)	ineligible	soldier reenlists or extends to have sufficient time to complete at least the prescribed tour length (see notes 1, 2, 4, and 5). (For officers, see note 9.)
2.	has 4 years or more of service for pay purposes at ETS (except if serving an initial enlistment). For officers, see note 9.	has enough remaining service to complete all "all-others" tour (for Alaska-Hawaii long tour areas, at least 24 months required)	eligible	soldier has mandatory separation date and cannot serve the accompanied tour for long-tour areas (prescribed tour length in short-tour areas). Soldier can voluntarily elect to serve the "all-others" tour. DCSS processing may be required per AR 601-280 (see notes 1, 2, 4 and 5). (For officers, see note 9.)
3.	ditto	does not have enough remaining service to complete an "all-others" tour (for Alaska-Hawaii long tour areas, at least 24 months required)	ineligible	soldier reenlists or extends to have sufficient time to complete the prescribed tour. If soldier is eligible, but refuses to reenlist or extend, DCSS processing required per AR 601-280. (See notes 1, 2, 4 and 5). For officers, see note 9.
4.	has an approved field bar to reenlistment	NA	ineligible	bar is lifted or soldier is part of a unit move.
5.	misses port call, but has enough remaining service until ETS on originally scheduled arrival date	misses port call for reasons requested by or was the fault of the soldier, for example-leave extension, civil confinement, court appearance, AWOL, pending decision on personnel action	eligible	NA
6.	is a former PW or hostage	the assignment is to a country where formerly held captive	ineligible	soldier waives the restriction.
7.	has been temporarily deferred according to AR 600-8-11	the deferment has not been terminated by authorities	ineligible until expiration of the deferment	soldier is eligible for waiver of deferment and elects to do so.
8.	is either under arrest, confined pending military/civil criminal court action, or under investigation by an investigating activity	legal processing precludes moving with or performing duties in the unit	ineligible	SPCMCA, with the advice of the staff judge advocate (who will coordinate with military/civilian authorities), decides that the soldier is eligible, and action is taken under AR 600-8-2.
9.	has not completed OBC, WOBC, or IET requirement, or its equivalent	NA	ineligible (see note 6)	training is completed.
10.	is pending separation under AR 135-175, AR 135-178, AR 600-8-24, AR 635-200	NA	ineligible (see note 8)	application is withdrawn by separation authority.

**Table 3-1**  
**Eligibility for overseas service criteria (reassignment)—Continued**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
11.	is restricted from service in certain areas, as shown in soldier's records	NA	ineligible for the restricted areas	NA
12.	is under investigation for subversion or disaffection, defection, or desertion	NA	ineligible	HQDA Assignment Authority approves an exception.
13.	is nominated for appointment to USMA, USNA, USAFA, or USCGA; selected for SGM Academy, senior service college, or command staff college	NA	ineligible	soldier can complete the overseas tour before the school entry date.
14.	does not have a required DA Form 5305-R, Family Care Plan (FCP) approved or recertified per AR 600-20	NA	ineligible	commander approves a new or revised FCP per AR 600-20.
15.	has a permanent geographic or climatic duty limitation established by a medical board	has applicable physical profile documented on DA Form 3349	ineligible for the specified restricted geographic areas	for urgent military reason, soldier can be moved to an area precluded by a medical board, if duties can be limited to prevent an undue health hazard.
16.	is convalescing or has a temporary physical profile	physical profile prescribes limitations that prevent medical clearance for overseas service	ineligible until temporary disqualification expires	determined by commander and the physician that the condition is not so severe to delay movement overseas.
17.	is undergoing medical evaluation board (MEB) proceedings	final board (PEB) action is not complete	ineligible	NA
18.	is not medically MOS qualified because of permanent physical profile of "3" or "4"	not evaluated by an MOS Medical Retention Board (MMRB) or is undergoing MEB/PEB proceedings	ineligible	returned to duty and/or determined eligible by an MMRB or retained by PEB.
19.	has a non-transferable suspension of favorable personnel action (AR 600-8-2)	NA	ineligible	the flag is lifted or meets criteria in AR 600-8-2, para 1-13, or as announced by HQDA Assignment Authority.
20.	is a German alien	NA	ineligible for duty in Germany	NA
21.	is Turkish or dual U.S./Turkish national	receives assignment to Turkey	eligible	soldier requests deletion, which normally is approved.
22.	acquires or retains sole surviving son or daughter status (see note 3)	is assigned to area designated as hostile fire/imminent danger or where duties involve combat with the enemy	ineligible	soldier waives assignment restriction.
23.	is being assigned to or serving in an officially declared hostile fire/imminent danger area or where duties involve combat with enemy	another family member was killed or died, has been determined to be 100% physically or mentally disabled, or is missing in action, or PW, because of service in a designated hostile fire/imminent danger area	eligible	there is written request for deletion. Soldiers already serving in the hostile fire/imminent danger area may volunteer to be removed from it.
24.	hospitalized 30 days or more outside a hostile fire/imminent danger area.	the cause is by hostile fire action from combat	ineligible to return to hostile fire/imminent danger area during that tour	the soldier volunteers in writing to return and is medically qualified.
25.	has a record of wrongful sale, possession or use of habit forming narcotic drugs, controlled substances, or marijuana	punitive or rehabilitative action under AR 600-85 has not been taken or is incomplete	ineligible	there is a record for which punitive or rehabilitation action was considered, but not taken.

**Table 3-1  
Eligibility for overseas service criteria (reassignment)—Continued**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
26a.	claims conscientious objector status	the request (class 1-O) is pending action per AR 600-43	eligible	excused by GCMCA and the request has been forwarded to the Army Conscientious Objector Review Board (DACORB).
26b.	ditto	the request is approved for non-combatant status (class 1-A-O) per AR 600-43	eligible only for areas where duties normally would not involve handling of weapons	NA
27.	has been convicted by a foreign tribunal	is later retained by the military	ineligible for the country of conviction	NA
28.	is a former Peace Corps member	served overseas with the Peace Corps	ineligible for overseas intelligence duty in any country served while a Peace Corps member	NA
29.	is an officer who tendered a resignation in lieu of elimination for the good of the service, or has tendered an unqualified resignation	NA	ineligible	application is withdrawn, or officer does not resign after HQDA Assignment Authority makes final decision.
30.	is an officer who has requested relief from active duty under AR 600-8-24	NA	ineligible	disapproved by HQDA Assignment Authority.
31.	is pregnant	has not arrived at gaining OCONUS organization (see note 10)	ineligible throughout pregnancy and until determined fit	soldier is granted an exception by HQDA Assignment Authority (see note 7).
32.	adopting a child and is a single parent or one member of a military couple	is denied concurrent travel or selected for dependent-restricted tour (includes temp duty or assignment away from perm duty station)	ineligible for 4 months from date child is placed in the home as part of the adoption process	soldier waives deferment.
33.	is military mother of new born	same as column B, rule 32 above	ineligible until 4 months after child birth	soldier waives deferment.
34.	applies for officer candidate school or WO appointment before being alerted for overseas duty	NA	ineligible	soldier waives the commitment in writing.
35.	enlisted with definite training, duty location, or stabilization commitments not in overseas areas	alerted for overseas duty prior to fulfillment of commitments	ineligible	soldier waives the commitment in writing.
36.	is selected to attend an Army service school or a senior academy prep school	alerted for overseas duty after approval for school	ineligible	soldier completes or is removed from the course, or can complete an overseas tour prior to the course start date.
37.	is in dental class "3" or "4"	requires treatment for pain, trauma, oral infection, follow-up care	ineligible	corrective action is taken.
38.	is stabilized and has not completed the stabilized tour per AR 614-5	HQDA Assignment Authority has not terminated stabilization	ineligible	a voluntary request for release from stabilization and movement overseas is approved.
39.	is an obligated officer/WO	would be on second or subsequent move	ineligible	officer can complete at least the "all-others" tour (24 mo for AK/HI).
40.	has no security clearance, security access denied, or clearance suspended	the position for which selected requires a security clearance	ineligible	soldier granted appropriate clearance or is assigned to another position for which qualified.
41.	has received HQDA assignment instructions	receives conflicting TDY/TCS instructions	ineligible	conflict can be corrected in accordance with AR 600-8-11.

**Table 3–1  
Eligibility for overseas service criteria (reassignment)—Continued**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
42.	practices Sikhism	exception to dress and appearance standards was granted before 1981	ineligible	NA
43.	tests HIV positive or test date is older than 6 months	NA	ineligible (except for Alaska, Hawaii, or Puerto Rico)	retest is negative.
44.	is a one-time non-select to CPT or MAJ	NA	ineligible	soldier is later placed on selection list.
45.	served 61–139 consecutive days TDY/TCS overseas (see rule 25 above)	does not volunteer for assignment overseas	ineligible for PCS to long- or short-tour areas for 4 months after return to home station	soldier volunteers in writing to accept overseas duty.
46.	has served 140 consecutive days TDY/TCS in an overseas area	does not volunteer for assignment overseas	ineligible for PCS to long- or short-tour areas for 6 months, or for 12 months to a dependent-restricted area, after return to home station	soldier volunteers in writing to accept overseas duty.
47.	served 12 cumulative months TDY/TCS (In CONUS, overseas, or both) during a 24-month period	does not volunteer for movement to a dependent-restricted area	ineligible for PCS to a dependent-restricted area for 12 months after return to home station and completion of TDY/TCS	the soldier later submits a written request for reassignment overseas.

Notes:

<sup>1</sup> Extension or reenlistment will be completed before orders that direct reassignment are issued by PSB. Soldiers must extend or reenlist to have sufficient time to serve at least the “all-others” tour in the gaining overseas area, or decline in time for Commander, PERSCOM to be advised of action within 30 days of EDAS cycle or RFO containing the instructions. The 30-day requirement does not apply to any instructions coded for reenlistment. For long-tour areas of Alaska and Hawaii, must have at least 24 months upon arrival in the overseas command.

<sup>2</sup> If accompanied by family members moved at government expense, the “with-dependents” tour will be served. The soldier must extend his or her obligation to complete the prescribed “with-dependents” tour.

<sup>3</sup> Terms and application procedures are explained in AR 614–100 and AR 614–200.

<sup>4</sup> The arrival date will be within the required arrival month specified by HQDA Assignment Authorities. Soldiers will depart losing station in sufficient time to arrive overseas to complete the prescribed tour. Service remaining will be computed from the last day of the arrival month specified in the instructions.

<sup>5</sup> All officers and enlisted soldiers for duty at international and overseas joint headquarters, U.S. Military Missions, MAAG, JUSMAG, and similar activities must have enough remaining service to complete the prescribed tour to be eligible to move overseas.

<sup>6</sup> Section 671, title 10, United States Code prescribes minimum training requirements, that is, soldiers may not be assigned to active duty on land outside the United States, its territories, and possessions, until they have completed the IET training requirements of the Army. In time of war or national emergency, declared by Congress or the President, the period of required basic training or its equivalent may not be less than 12 weeks. For officers, basic training is determined to be completion of appropriate Officer Basic Course (OBC). For warrant officers, the requirement is completion of Warrant Officer Basic Course (WOBC) and MOS qualification.

<sup>7</sup> Requests for exception with justification may be submitted, but will not be approved for travel beyond the seventh month of pregnancy (see para 3–3f).

<sup>8</sup> Excludes soldiers being retired, voluntarily or mandatorily, discharged, or separated at normal ETS or expiration of service agreement.

<sup>9</sup> An officer who does not have sufficient remaining service to serve at least the “all others” tour, is ineligible for overseas service, unless active duty service obligation is extended. An officer with mandatory separation date (MRD), who cannot serve the accompanied tour for a long-tour area (prescribed tour length for short-tour area) is ineligible for overseas service; however, he or she may voluntarily elect to serve the “all others” tour if he or she has sufficient remaining service.

<sup>10</sup> Soldiers found pregnant after arrival OCONUS will not be removed or reassigned back to CONUS solely because of pregnancy (see para 5–3).

**Table 3–2  
Eligibility for overseas service criteria (deployment)**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
1a.	has a permanent geographic or climatic duty limitation established by a medical board	has a physical profile documented on DA Form 3349	ineligible for the specified restricted geographical areas	for urgent military reason, soldier can be moved to the areas precluded by a medical board and duties can be limited to prevent undue health hazards.
1b.	is convalescing or has a temporary physical profile	physical profile prescribes limitations that prevent medical clearance for overseas deployment	ineligible until temporary disqualification expires	determined by commander and physician that the soldier is deployable.

**Table 3-2**  
**Eligibility for overseas service criteria (deployment)—Continued**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
1c.	is not medically qualified because of permanent physical profile of "3" or "4."	not evaluated by an MMRB or is undergoing MEB/PEB proceedings	ineligible	determined deployable by a MMRB and retained by PEB.
1d.	pregnant	has not been deployed	ineligible throughout pregnancy (see note 1)	NA
1e.	is a mother of a new born child	NA	ineligible until 4 months after birth	soldier waives deferment.
1f.	is in dental class "3" or "4"	Requires treatment for pain, trauma, oral infection, follow-up care	ineligible	corrective action is completed (see note 7).
1g.	has a dental record that is missing or incomplete, or no panoramic x-ray on file in medical record	NA	ineligible	corrective action is completed and record documents show that x-ray is on file.
1h.	is tested HIV positive or test date is older than 24 months (6 months if deployment is to be more than 179 days)	NA	ineligible (see note 1)	retest is negative.
1i.	is missing DNA collection record	NA	ineligible	corrected.
1j.	has not received medical history screening for deployment	NA	ineligible	soldier is screened by medical authority and cleared for deployment.
2.	is adopting a child	is a single parent or one member of a military couple	ineligible for 4 months from date child is placed in the home as part of the adoption process	soldier waives deferment.
3.	has not completed OBC, WOBC, or IET requirement or its equivalent	NA	ineligible (see note 2)	training is completed.
4.	is either under arrest, confined, or pending military/civil criminal court action.	legal processing precludes moving with or performing assigned duties in the unit	ineligible	SPCMCA, with the advice of the staff judge advocate (who will coordinate with military/civilian authorities), decides that the soldier is eligible, and action is taken under AR 600-8-2.
5.	is an RC soldier on ADT	NA	ineligible	NA
6.	is under investigation for subversion, disaffection, or desertion	NA	ineligible	HQDA approves an exception.
7.	is under criminal investigation by military/civil authorities	NA	ineligible	unit commander, with the advice of the staff judge advocate (who will coordinate with military or civilian authorities), decides the soldier is eligible.
8.	has 7 days or less to ETS or expiration of service agreement on programmed movement date	NA	ineligible (see note 5)	enlistment or service agreement has been extended by appropriate authority as provided by law.
9.	is pending separation UP of AR 135-175, AR 135-178, AR 600-8-24, or AR 635-200	NA	ineligible (see note 6)	application withdrawn by separation authority.
10a.	claims conscientious objector status	request (class 1-O) is pending per AR 600-43	eligible	excused by GCMCA and the request has been forwarded to the Army Conscientious Objector Review Board (DACORB)

**Table 3-2**  
**Eligibility for overseas service criteria (deployment)—Continued**

RULE	COLUMN A IF A SOLDIER	COLUMN B AND	COLUMN C THEN THE SOLDIER IS	COLUMN D UNLESS
10b.	ditto	request is approved for non-combatant status (class 1-A-O) per AR 600-43	eligible only for areas where duties normally do not involve handling of weapons	NA
11.	has no DA Form 5305-R, Family Care Plan (FCP) approved or re-certified per AR 600-20	NA	ineligible	commander approves a new or revised FCP per AR 600-20.
12.	is a former PW or hostage	deployment is to a country in which, or by which, was formerly held	ineligible	soldier waives protective restriction.
13.	is a German alien	deployment is to Germany	ineligible	NA
14.	is Turkish or dual U.S./ Turkish national	deployment is to Turkey	eligible	soldier requests deletion that normally will be approved.
15.	has another family member that was killed or died, has been determined to be 100% physically or mentally disabled, or is missing in action, or a PW, because of service in a designated hostile fire/ imminent danger area	is being deployed to or is serving in an officially declared hostile fire/imminent danger area, or area where duties involve combat with the enemy	eligible	there is written request for deletion. Soldiers already serving in the hostile fire/imminent danger area may volunteer to be removed from it.
16.	acquires or retains sole surviving son or daughter status (see note 3)	deployment is to an area designated as hostile fire/imminent danger or where duties involve combat with the enemy	ineligible	soldier waives the assignment restriction.
17.	has been recalled to active duty from retirement (AR 601-10)	NA	eligible if class I or II retiree	NA
18.	has family member assigned to same unit that is scheduled for deployment (see note 4)	requests reassignment from unit	ineligible	request is disapproved.
19.	is stabilized based on 1998 Deployment Stabilization Policy (see note 8)	NA	ineligible to be involuntarily selected for OOTW-type deployments in accordance with 1998 Deployment Stabilization Policy (see note 8)	stabilization waived by 1st GO in chain of command.
20.	has received HQDA assignment instructions	is alerted for deployment (TDY/TCS)	ineligible	conflict can be corrected in accordance with AR 600-8-11.

Notes:

<sup>1</sup> Soldiers found pregnant subsequent to deployment normally are not removed from area of operations until their 7th month of gestation. However, MACOM commander may authorize sooner removal if necessary to protect the fetus. Soldiers found HIV positive after deployment will be removed from overseas as soon as possible.

<sup>2</sup> Section 671, title 10, United States Code prescribes minimum training requirements, that is, soldiers may not be assigned to active duty on land outside the United States, its territories, and possessions until they have completed the basic training requirements of the Army. In time of war or national emergency declared by Congress or the President, the period of required basic training (or its equivalent) may not be less than 12 weeks. For officers, basic training is determined to be completion of appropriate Officer Basic Course (OBC). For warrant officers, the requirement is completion of Warrant Officer Basic Course (WOBC) and is MOS qualified.

<sup>3</sup> Terms and application procedures are explained in AR 614-100 and AR 614-200.

<sup>4</sup> See explanation of family member in the glossary. Unit is defined as a battalion, squadron, or an element with less than 500 authorized Army personnel. Reassignments may be approved for all but one family member.

<sup>5</sup> Immediate commanders may excuse soldiers with more than 7, but less than 61 days remaining on active duty, based on unit manning and mission requirements. Commander must consider the cost effectiveness of short-term overseas movement and must ensure arrangements can be made to comply with ETS or expiration of service agreements.

<sup>6</sup> Excludes soldiers being retired, discharged, or separated at normal ETS or expiration of service agreement. These soldiers come under rule 8 and note 5.

<sup>7</sup> Orthodontic appliances do not preclude deployment eligibility provided they are evaluated for stability and inactivated through use of passive holding arches, vacation ties, or other means by an orthodontist prior to deployment.

<sup>8</sup> Deployment Stabilization Policy information is contained in HQDA Message DTG 231006Z Feb 98, DAPE-ZA, Subject: Deployment Stabilization Policy.

**Table 3-3  
Award of tour credit and adjustment of DEROS/DROS**

RULE	COLUMN A IF SOLDIER SERVES	COLUMN B THEN CREDIT (SEE NOTES 1 AND 3) WITH
1.	to within 60 days of completion of the prescribed tour (see note 6, table 2-1)	a completed tour and award new DROS.
2.	less than the normal prescribed overseas tour, and curtailment is for the convenience of the Government and through no request from or fault of the soldier	ditto.
3.	in TCS, TDY, or PCS status overseas and evacuates to and is hospitalized in CONUS or at area of residence, or evacuates for medical reasons to and is contained in off-shore hospital longer than the theater policy when the cause of evacuation is one or more of the following: a. Wounds resulting from enemy or hostile action; b. Injury determined to be in line of duty; c. Disease determined to be in the line of duty (includes HIV positive soldiers); d. Aggravation of one of the above previously existing conditions (regardless of the LOD status of the basic condition) determined to be in the line of duty	ditto.
4.	in TCS, TDY, or PCS status in hostile fire/imminent danger area, evacuates to and is hospitalized for 30 or more days outside the area due to a specific hostile fire action, and is reassigned to CONUS prior to completion of the normal overseas tour	ditto.
5.	a minimum of 11 cumulative months in a TCS/TDY status during any 24 month period in areas where the "all-others" tour length is designated as 12 to 18 months, or in isolated areas where tour lengths have not been established by DOD	ditto.
6.	a minimum of 18 cumulative months in a TCS/TDY status during any 24 month period in areas where the "all-others" tour length is designated as 24 or more months	ditto.
7.	9 months in a continuous TCS/TDY status in areas where the "all-others" tour length is up to 18 months, or in isolated areas where tour lengths have not been established	an unaccompanied short tour.
8.	at least 45 consecutive days in TCS/TDY status overseas or an insufficient amount of time in PCS/TCS/TDY status to receive credit under rules 1 through 7 above. This includes a soldier serving in an overseas assignment who is returned to CONUS on leave and who is subsequently reassigned without returning overseas, and not awarded tour credit (see rule 10)	the number of days actually served overseas and add to the DROS recorded for the last period of overseas service. For soldiers who have not had prior overseas service, compute an adjusted DROS by adding the number of days served overseas to the date of entry on active duty.
9.	in a PCS status in hostile fire/imminent danger area and evacuates to, is hospitalized in, and is subsequently assigned to another overseas location and completes sufficient service in the new location to receive credit for a completed tour (table 3-4)	two completed tours. DROS for first tour will be the date soldier departed or completed first tour. DROS for second tour will be the date soldier departs on PCS for next assignment.
10.	in an overseas assignment and is temporarily absent for reasons other than TCS/TDY and remains for more than 30 days. This includes time spent in CONUS on leave and/or attached to a CONUS activity pending decision on a personnel action, for example, a compassionate reassignment or hardship discharge	the first 30 days absent from OCONUS and add to current DEROS the amount of time absent in excess of 30 days (see note 2 and table 3-4, rule 2).
11.	in unit TDY and completes 1 or more OCONUS deployments with a minimum of 11 cumulative months in a TCS/TDY status with the unit within 36 consecutive months	a completed short tour and award new DROS.
12.	as part of a ship's complement of oceangoing vessels while assigned to CONUS	the number of days actually served away from the home port, and add to previous DROS.



**Table 3-3  
Award of tour credit and adjustment of DEROS/DROS—Continued**

RULE	COLUMN A IF SOLDIER SERVES	COLUMN B THEN CREDIT (SEE NOTES 1 AND 3) WITH
13.	to normal ETS, is a first term soldier and separates from service or is given an early out through an Army program	a completed tour and award DROS.
14.	in one overseas area, completes the prescribed tour, has a voluntary or involuntary intra- or inter-theater COT/IP-COT, and completes a second prescribed tour	two completed tours. DROS for first tour will be the date soldier departed or completed first tour. DROS for second tour will be the date soldier departs on PCS for next assignment.
15.	in one overseas area, has a voluntary or involuntary intra- or inter-theater COT, completes initial prescribed tour, and does not complete second tour	completed tour for first tour and award new DROS. Award tour credit for second tour when any of the rules 1 through 5 apply and award new DROS.
16.	in overseas area and has a voluntary or involuntary intra- or inter-theater COT before completing initial prescribed tour and completes second tour	completed tour for first tour when any of the rules 1 through 5 apply and award new DROS. Award tour credit and new DROS for second tour.
17.	in one overseas area and has voluntary or involuntary intra- or inter-theater COT before completing initial prescribed tour and does not complete second tour	completed tours when any of the rules 1 through 4 apply. DROS for first tour will be the date soldier departed or completed first tour. DROS for second tour will be the date soldier departs on PCS for next assignment.
18.	in an overseas area and completes initial prescribed tour and voluntarily extends and completes the extension (single or multiple requests) and the total number of months extended is equal to months required for the prescribed tour for that area	2 completed tours. DROS for first tour will be date soldier completed initial prescribed tour. DROS for second tour will be the date soldier completed voluntary extensions that equate to another prescribed tour.

Notes:

<sup>1a</sup> Tour credit granted for cumulative periods of TCS/TDY in different areas will be credited for the country in which the most service was performed.

<sup>b</sup> DROS awarded based on tour credit for periods of TCS/TDY during a 24-month period will be the date of termination of the TDY period in which the soldier accumulated 11 or 18 months of TCS/TDY as appropriate. The overseas tour served by a soldier assigned on a PCS basis to an overseas long-tour area will not be adjusted as a result of credit granted for completion of a normal overseas tour under rules 5 and 6.

<sup>c</sup> Soldiers evacuated to and hospitalized in CONUS (rules 3 and 4) will have their DROS adjusted to show date of return to duty status.

<sup>2</sup> Travel time and time spent as a hospital patient or while convalescing (if illness or injury is determined to be in the line of duty) will not be counted in the 30 days.

<sup>3</sup> Calculate consecutive or cumulative periods of time in accordance with AR 600-8-104.

**Table 3-4  
Creditable periods of overseas service**

RULE	COLUMN A IF AN OVERSEAS TOUR IS FOR	COLUMN B THEN THE PERIOD OF CREDITABLE TIME	COLUMN C AND INCLUDES (SEE NOTE 2)
1.	a soldier	a. starts on the day of departure from a CONUS port for overseas service, or on the date of initial entrance on active duty while outside CONUS. Para 3-6 applies (see note 1) b. If leave en route is taken OCONUS, on day soldier signs in from leave at gaining organization	period of 45 days or more of uninterrupted service outside CONUS in authorized military status (PCS, TCS/TDY). When the period of TCS/TDY is for more than 60 consecutive days in one overseas tour area en route from CONUS to a different overseas tour area, service will be credited on a prorated basis according to the normal tour period of each area; for example, soldier serving 3 months TDY in Panama in an "all-others" tour status en route to Korea will be credited with 1.5 months service towards completion of tour in Korea.
2.	a soldier serving an overseas tour is temporarily absent from PDS more than 30 days, for reason other than TCS/TDY (see note 3)	stops after 30 days, then starts again on the day of departure from CONUS/OCONUS port of debarkation en route back to permanent PDS	NA

**Table 3-4**  
**Creditable periods of overseas service—Continued**

RULE	COLUMN A IF AN OVERSEAS TOUR IS FOR	COLUMN B THEN THE PERIOD OF CREDITABLE TIME	COLUMN C AND INCLUDES (SEE NOTE 2)
3.	soldiers serving overseas in TCS/TDY status who are subsequently assigned PCS in the same area	starts on the initial date of departure for TCS/TDY	periods of 1 year or more for soldiers regularly assigned to a ship's complement of oceangoing vessels. Applicable country is the country used as the overseas port by the ship.

Notes:

<sup>1</sup> Terminates on the date a soldier arrives at a CONUS port from overseas service; that day is counted as overseas service.

<sup>2</sup> Does not include recorded time lost while assigned to an overseas command or periods of leave taken while en route to, from, or between overseas commands. As an exception, leave taken by soldiers in conjunction with voluntary or involuntary intra-theater transfer where proration of tour is applicable will be credited towards completion of the overseas tour.

<sup>3</sup> Travel time and time spent as a hospital patient or while convalescing (if illness or injury is determined to be in the line of duty) will not be counted in the 30 days.

## Chapter 4

### Consecutive Overseas Tours, Low Cost Moves, and Tours Affected by Families

#### 4-1. Consecutive overseas tours

a. Unless determined to be immediately available for reassignment, soldiers who complete their initial tours, plus any voluntary extensions, will be encouraged to remain at their same permanent duty stations for an IPCOT, that is, on a second complete prescribed tour. Requests for intra- or inter-theater COT, and in-place consecutive overseas tours (IPCOT) are submitted according to the time frames in table 6-2. HQDA Assignment Authorities are notified of all COT and IPCOT approved by overseas commanders. Notification includes name; rank; area of concentration/primary military occupation specialty (AOC/PMOS); and if applicable, losing and gaining units; initial and adjusted DEROS; first and second tour lengths; and for enlisted soldiers, requisitions to be cancelled.

b. Assignments on intra- and inter-theater COT require the soldiers, and if accompanied, their families, to make a PCS between OCONUS PDSs. Soldiers must serve the prescribed tour lengths at both duty stations. Requests for exceptions may be considered by HQDA Assignment Authority on a case-by-case basis under the following criteria—

(1) A COT curtailment request must be fully justified to show that approval would be in the best interests of the Army.

(2) A request must be initiated by the first colonel (O-6) in the soldier's chain of command. If the reassignment is from an accompanied to another accompanied tour, general officers within the HQDA Assignment Authority may curtail COT down to the equivalent of two "all-others" tour lengths. Only ASA(M&RA) can curtail COT below the equivalent of two "all-others" tour lengths.

c. Commanders will ensure that all soldiers who apply for or have approved COT/IPCOT are properly counseled regarding receipt of program entitlements. Soldiers are entitled to government travel and transportation allowances in accordance with Joint Federal Travel Regulations (JFTR), paragraph U7200, and AR 55-46. Entitlements are for soldiers and their command-sponsored family members who are authorized to and do accompany soldiers on PCS to their next COT duty station. Soldiers and their dependents that will serve an IPCOT are also eligible for these entitlements. Leave taken in conjunction with the COT/IPCOT is chargeable and must be authorized in accordance with AR 600-8-10. Leave normally occurs between the OCONUS tours in conjunction with PCS travel, if any, unless deferred in accordance with AR 600-8-10.

d. To be eligible for a COT, soldiers—

(1) Must not be in receipt of assignment instructions.

(2) Can be properly utilized according to AR 614-100 and AR 614-200 in authorized modification table of organization and equipment (MTOE)/table of distribution and allowances (TDA)/directed military overstrength (DMO) positions.

(3) Will have completed their current prescribed tours plus any voluntary extensions, and agree to serve another full tour, plus COT leave and travel time. (See app B for prescribed OCONUS tours.)

(4) Will have sufficient remaining obligated service to serve another full tour at the current or new PDS, plus COT leave and travel time.

e. The following are IPCOT eligibility and funding requirements:

(1) To be eligible for IPCOT soldiers must meet the requirements of d(1) through d(4) above and agree to remain at the same PDS without a PCS cost move. Curtailment of first OCONUS prescribed tour to start an IPCOT is not authorized.

(2) To receive IPCOT Military Personnel, Army (MPA) funding for their IPCOT program, each MACOM that approves IPCOT must provide a monthly report to PERSCOM. Reports will identify the number of IPCOT and COT approved during reporting the month, listed separately by officer and enlisted, including tour lengths, the number of

IPCOT/COT when the second tour was curtailed, and the reason for each curtailment. Failure to provide monthly reports may result in loss of MPA funding.

(a) Report the periods of extensions in multiples of 12 months. (For example: Extension of 12 to 23 months, report as 12 months; extensions of 24 months or more, report as 24 months.)

(b) Reports are due no later than the 10th day of the month following the calendar month being reported. IPCOT/COT reporting information will not be mixed with other overseas tour data when submitted to PERSCOM. Negative reports are required when no requests are approved for the reporting month.

(c) Submit reports electronically to: TAPCEPSP@hoffman.army.mil. If electronic mail is unavailable, submit paper copy to: Commander, PERSCOM, ATTN: TAPC-EPS-P, 2461 Eisenhower Avenue, Alexandria, VA 22332-0451.

f. All requests for inter-theater COT are submitted to HQDA Assignment Authorities, appropriate career branches, for approval. Also HQDA Assignment Authority concurrence must be obtained before intra-theater COT is approved by the overseas MACOM for the following—

(1) Officers on lists for command and general staff college, senior service college, or centrally selected command or project manager.

(2) Company grade officers and warrant officers (other than Regular Army) whose initial obligation will end before completing the prescribed tour, unless selected for career status.

(3) Officers who were considered, but not selected for promotion.

(4) Second lieutenants who are not recommended for promotion to first lieutenant, pending ultimate decision on promotion.

(5) Officers who are obligated Army Education Requirements System (AERS) assets and who are assigned to fill a valid AERB position.

(6) MSG(P)/ISG(P), SGM and CSM, and MSG and 1SGT in the primary zone for promotion.

(7) Soldiers assigned to joint and unified commands.

g. Overseas MACOM commanders authorized to approve overseas extensions may approve voluntary intra-theater COT moves when the soldiers (officer, warrant officer, or enlisted) will serve two full tours. Intra-theater COT will be approved within the operational ceilings issued by Commander, PERSCOM. If operational move ceilings have not been issued, COT must be coordinated with the HQDA Assignment Authority prior to approval.

h. Soldiers may be ordered to PCS within the theater in support of HQDA (ODCSOPS) unit movement directives. COT policies for these soldiers are modified as indicated below. The soldiers will continue to serve the longer of either their original tours or—

(1) If moving unaccompanied, 12 months (6 months in dependent-restricted areas) after arrival at gaining stations.

(2) If moving with command-sponsored family members, 12 months after arrival at gaining stations.

(3) If they cannot serve at least the equivalent of two “all-others” tours in the OCONUS command, they are ineligible for government funded COT leave travel and transportation allowances in conjunction with the unit PCS, unless approved on a case-by-case basis by ASA(M&RA).

(4) Overseas MACOM commanders may curtail tours and approve PCS in support of unit moves with the following exceptions—

(a) Moves that require involuntary extension of overseas tours of soldiers to meet requirements of subparagraphs (1) and (2) above must be forwarded to HQDA Assignment Authority for action.

(b) If a second PCS in the same fiscal year is involved, requests must be forwarded to HQDA Assignment Authority for action. ASA(M&RA) is the authority for approval.

i. Conditions under which soldiers are declared immediately available are as follows:

(1) Soldiers who cannot be properly utilized in an authorized table of organization and equipment (TOE), table of distribution and allowances (TDA), or in a directed military overstrength (DMO) position, are considered immediately available for reassignment from their duty station to another PDS. They may retain their original tour-completion date as long as they do not change their initial tour election (accompanied or unaccompanied) and they have at least 12 months (6 months in dependent-restricted areas) theater retainability after arrival at their new duty station.

(2) Soldiers may be voluntarily or involuntarily reassigned on an intra- or inter-theater COT provided they meet the requirements of 4-1d(1) through 4-1d(4) above.

j. As an exception to policy, OCONUS MACOM commanders may cancel overseas extensions that have not begun in order to approve voluntary requests for COT or IPCOT under the following conditions:

(1) Other entitlements have not been received, for example, under OTEIP.

(2) Soldier has agreed to serve simultaneously the full-prescribed OCONUS tour.

(3) Assignment instructions have not been received.

k. OCONUS MACOM commanders will not cancel the COT or IPCOT once the soldier begins serving the new tour.

l. COT/IPCOT travel and transportation allowances under this initiative are prohibited if any option available through the OTEIP has been elected.

m. OCONUS MACOM may disapprove enlisted requests from eligible soldiers without referral to HQDA. For officers, all requests are forwarded to HQDA Assignment Authorities for final action.

n. If applicable, family travel must be approved by the gaining Exceptional Family Member Program (EFMP) authority. Prior to approval of IPCOT, intra- and inter-theater COT, or inter-theater PCS, the OCONUS EFMP medical review authority reviews the medical needs of family members and indicates whether their requirements can be met in the current community or in the projected new location. Any special education needs should be coordinated with Department of Defense Dependent Schools (DODDS).

o. HQDA Assignment Authorities may reassign soldiers involuntarily, on inter- or intra-theater COTs that involve PCS moves.

p. To ensure MPA funding of intra-theater unit moves, each MACOM must report quarterly such moves, to include at a minimum the estimated effective date and number of officers and enlisted impacted. Submit report electronically to: DAPE-PRR@hqda.army.mil.

#### **4-2. Low cost move policy**

a. *Entitlements.* A low cost move (LCM) is a PCS for which the total expected cost, including per diem travel, unaccompanied baggage, household goods and dislocation allowance, does not exceed \$500. The soldier cannot waive entitlement benefits if authorized by the Joint Federal Travel Regulation (JFTR).

b. *Original tour.* Soldiers reassigned on a LCM continue to serve their original tours. They do not require service retainability beyond their original tour completion dates. Soldiers immediately available, that is, surplus to requirements at their duty station, may be moved on a LCM PCS if they qualify.

c. *Low cost move tour.* DEROS does not change as a result of LCM. There are no extra TOS or stabilization requirements. OCONUS soldiers making LCM under these conditions are not entitled to COT leave travel and transportation allowances. Soldiers remain eligible to apply for COT, IPCOT, and FSTE programs after completion of initial tour. All “close proximity” PCS, when soldiers are entitled to the free home travel incentive according to JFTR, will be charged as operational moves and the soldiers must serve a new tour requirement.

d. *Authority for approval.*

(1) Overseas MACOM commanders may approve LCM for PERSCOM managed officers and enlisted personnel within the limits of the LCM allocation ceiling received from Commander, PERSCOM. This authority may not be delegated.

(2) HQDA Assignment Authority is the authority for approval when a command is not provided allocations, overseas MACOM has reached its ceiling, and for the following—

(a) LCM that entitles a soldier to a second dislocation allowance in the same FY.

(b) LCM between two overseas MACOMs, or LCM into or out of special management commands.

(c) LCM for officers of the JAG and Chaplain Corps.

e. *Processing procedure.* Before a LCM is approved, the soldier’s servicing finance agency will coordinate with the local transportation office and provide a total cost entitlement statement to the personnel command/agency. LCM requests for HQDA approval must also include costing data. Each move, regardless of entitlements estimate, will be counted as one \$500 LCM. Further, if the costing data of the move exceeds the \$500 threshold, the appropriate assignment authority will deny the LCM request.

f. *Reporting requirements.* MACOMs will provide LCM usage reports via electronic mail to: TAPCEPSP@hoffman.army.mil by 10th of each month for the previous month. If automated e-mailing is unavailable, submit to: Commander, PERSCOM, ATTN: TAPC-EPS-P, 2461 Eisenhower Avenue, Alexandria, VA 22332-0451. The reporting period is from the first day of the month through the last day of the month. Negative reports are required when no LCMs are processed. The standard format will include: Name, rank, SSN, tour length and type of tour, from/to and distance, losing and gaining UIC, estimated cost for shipment of unaccompanied baggage, and estimated total cost of move.

#### **4-3. Tour lengths affected by family members**

a. *Tour length requirements for family member travel OCONUS.*

(1) Family members are not eligible to travel OCONUS at government expense unless their military sponsor has enough remaining service to serve the longer of the prescribed “with-dependents” tour or 12 months after arrival of family members. (See table 6-2 for voluntary extensions.) Table 4-2 does not apply.

(2) A soldier who elects to serve a “with-dependents” tour, whose eligible family members fail to travel overseas at government expense, or to become command-sponsored, may request the overseas command convert the “with-dependents” (not prorated) to the “all-others” tour. The request must be made within 12 months after the soldier’s arrival in a long-tour area, or 6 months after arrival in a short-tour area. The overseas MACOM is the authority for approval. Tours are prorated according to table 4-2, rule 3, for requests submitted and approved after the time-limit restrictions.

b. *Tour length requirements for return travel of family members.*

(1) Family members who travel OCONUS at their own expense to join their sponsor, without prior approval of the OCONUS commander, may subsequently be command sponsored. Requests must be coordinated in advance with

OCONUS EFMP. The sponsor must have enough remaining service to serve the longer of either the prescribed “with-dependents” tour or 12 months from the date command sponsorship is approved. Command-sponsored family members are eligible for government paid transportation upon return to CONUS.

(2) Soldiers with command-sponsored dependents may request change of tour from the “with-dependents” to the “all others,” if the government did not pay transportation for family members OCONUS. The OCONUS Commander is the authority for approval of the request. However, if command sponsorship is forfeited, entitlement to government paid transportation for family members is lost, and overpayment of station allowances, at the “with-dependents” rate after the tour is changed, is recouped. A soldier who has accepted government housing, or OCONUS housing allowance while waiting for government housing, will not be authorized a change of tour even though the soldier’s family may leave the command.

(3) Soldiers who acquire dependent family members while OCONUS may request that they be command sponsored. If approved, soldiers will serve the longer of either the prescribed “with-dependents” tour or 12 months from the date command sponsorship is approved. Acquired family members who are command sponsored are eligible to be returned from overseas at government expense.

(4) Tour length requirements in Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States. As an exception to paragraph (3) above, soldiers who acquire on their current tour, command-sponsored dependent family members, who are bona fide residents of the respective areas, will not be required to serve beyond their originally established tour length. This also applies if the dependent family members are officials or employees of the United States located in the respective areas.

(5) When a married Army couple has a joint domicile assignment in the same OCONUS area and one spouse subsequently separates from the service and remains in that OCONUS area, the remaining active duty soldier may request command sponsorship. If it is approved, the soldier will complete the longer of the “with-dependents” tour or 12 months after command sponsorship is approved. If the couple had not maintained a joint domicile, the previous “all-others” tour will be applied towards completion of the “with-dependents” tour or the 12 months after command sponsorship approval.

*c. Tour length requirements when family members return early.* An early return of command-sponsored family members to CONUS at government expense normally does not change the sponsor’s tour length. However, tour length changes may be approved by the OCONUS MACOM when command-sponsored family members are—

(1) Moved to a safe haven area or returned to CONUS according to JFTR, volume 1, para U6005, and do not rejoin their sponsor. DEROS is adjusted on a prorated basis. If family members are returned to soldier’s present duty station, soldier must have sufficient service to serve at least 60 days in the overseas area from date of their return. If soldier has received CONUS assignment instructions, their family members will not be returned to their former overseas location at government expense.

(2) Tour length changes due to return of dependents to CONUS for cause, according to JFTR, volume 1, paragraph U5240–B or paragraph U5240–D2. Sponsor may submit a request through channels to HQDA (address at app C) requesting a prorated “all-others” tour. These family members will not be returned to the overseas area at government expense. If family members return to the soldier’s present duty station at their own expense, command sponsorship may be requested. If approved, the soldier must serve at least 24 months in the overseas area. Command sponsorship will not be approved if CONUS assignment instructions have been received or soldier does not take action to acquire sufficient service to serve the 24 months.

*d. Tour length requirements when marital status changes.* Tour length changes will not be made when an unaccompanied spouse dies during the OCONUS tour.

(1) An officer or career enlisted who marries while serving in a long-tour area OCONUS may request a change to the “all-others” tour and have DEROS prorated provided that the spouse is not command sponsored. However, the request is not approved if the prorated date is calculated to be 6 months or less after the date of marriage. In lieu of a request for a change of tour, a soldier may continue to serve the “with-dependents” tour and apply for command sponsorship of family members.

(2) If an unaccompanied officer or career enlisted becomes divorced while serving in a long tour area, the “all-others” tour is changed to a “with-dependents” tour and prorated unless the soldier continues to have legal custody and or financial responsibility for family members (see table 4–2, rule 4).

(3) If a soldier marries another soldier, the provisions of table 4–1 apply.

#### **4–4. Joint domicile of married Army couples**

*a.* The Army attempts to assign married Army couples to the same OCONUS area whenever possible in accordance with the Married Army Couples Program (MACP) prescribed in AR 614–100 and AR 614–200.

*b.* Separation from active duty of one soldier, should this occur before completing the appropriate tour, does not relieve the other from completing the full prescribed tour.

*c.* In long-tour areas, soldiers who serve at least 12, but less than 24 months TOS, may request permissive intra-theater reassignment for the purpose of establishing a joint domicile. Permissive moves are at no expense to the

government. The TOS requirement cannot be waived. CONUS to overseas, inter-theater, overseas to CONUS, or moves within short-tour areas under permissive conditions are not authorized.

(1) Soldiers will not be required to begin a new tour after reassignment; however, they must have enough remaining service to complete their initial tour or serve at least 12 months at the gaining duty station, whichever is longer.

(2) Overseas MACOM commanders may approve or disapprove applications from PERSCOM managed soldiers. This authority may be delegated no lower than personnel command level (for example, 8th PERSCOM, 1st PERSCOM). Chief of Chaplains (CCH) and The Judge Advocate General (TJAG) approve applications for their managed officers. If assignment instructions have been received, applications can only be approved by the appropriate HQDA Assignment Authority.

(3) Overseas MACOM commanders must inform the appropriate HQDA Assignment Authority of each approved permissive assignment. Each notification must include soldier's name, rank, SSN, AOC/PMOS, date of arrival overseas, old and adjusted DEROS, and losing and gaining units. OCONUS tour requirements for joint domiciles are in table 4-1.

**Table 4-1**  
**Tour lengths for married army couples – see note 6**

	COLUMN A	COLUMN B	COLUMN C	COLUMN D
RULE	IF THE SOLDIERS	AND THEY ARE IN	AND	SOLDIER'S TOUR IS
1.	are on a HQDA-approved joint domicile assignment overseas	NA	they can maintain a joint household	"with dependents" (see note 1).
2.	are serving together on a HQDA-approved joint domicile assignment, but the beginning date of the overseas tour for each soldier differs	NA	ditto	"with dependents"; first arriving soldier will be involuntarily extended to have a common DEROS with spouse (see note 1).
3.	are serving together	a dependent restricted short-tour area	they maintain a joint household in local community	"all others."
4.	are serving together and not on a HQDA-approved joint domicile assignment	a tour area that is not dependent restricted (see note 2)	they are assigned to or living in the same OCONUS location or locale	"with dependents."
5.	are not serving together	any overseas area (or one soldier is in CONUS)	NA	"all others" (see note 2).
6.	are not serving together	any overseas area where "with-dependent" tour is authorized	they are approved for a joint domicile assignment (see note 4)	same as rule 2.
7.	become married to each other while overseas	the same overseas area	whether or not they maintain a joint household	original tour length unless they extend voluntarily.
8.	become married to each other while one soldier is assigned overseas	different overseas area (or one soldier is in CONUS)	they do not maintain a joint household	"all others" (see notes 2 and 3).
9.	become married to each other while overseas	different overseas areas	NA	ditto.
10.	become divorced from each other while overseas	the same overseas area	NA	not changed.
11.	become divorced or legally separated from each other while one or both are overseas	different overseas areas (or one soldier is in CONUS)	NA	(see note 5).

Notes:

<sup>1</sup> The overseas commander may change the tour of the remaining soldier to "all others" if the other soldier is reassigned for emergency, compassionate reasons, or due to military necessity. The tour will be prorated according to table 4-2.

<sup>2</sup> A soldier who takes command-sponsored family members will serve the 'with-dependents' tour.

<sup>3</sup> If one soldier is serving a 'with-dependents' tour as a bachelor, the tour will be changed to "all others" and prorated.

<sup>4</sup> The soldier who requests the move must have completed at least 12 months at the current duty station.

<sup>5</sup> In long-tour areas, the "all others" tour will be changed to "with dependents" and prorated. If soldier has custody or financial responsibilities for family members, the "all-others" tour continues.

<sup>6</sup> Tour length requirements are applicable to married Army couples and to soldiers married to members of the other U.S. military services, including the Reserve Components.

**Table 4-2  
Proration of tours**

	COLUMN A	COLUMN B
RULE	IF SOLDIER IS	THEN SOLDIER
1.	voluntarily reassigned from or within one overseas area, command or country to another (including reassignment between or within Alaska, Hawaii, or Puerto Rico)	requires a complete tour in the new area.
2.	involuntarily reassigned from or within one overseas area, command or country to another (including reassignment between or within different areas in Alaska, Hawaii or Puerto Rico) (see notes 1 and 2)	requires a complete tour in the new area (see para 4-10).
3.	changed from a "with-dependents" tour to an "all-others" tour (see note 4)	will have a tour length prorated using the formula below (refer to figure 4-1 and the example in figure 4-2) (see note 3).
4.	changed from an "all-others" tour to a "with-dependents" tour (see note 5)	will have a tour length prorated using the formula below (refer to figure 4-3 and the example in figure 4-4) (see note 3).

Notes:

<sup>1</sup> Includes the time medical evacuees are hospitalized in the new area until they return to duty. Computation of time served in losing command will include months and days.

<sup>2</sup> See table 3-3, rule 3, for the tour credit for soldiers who are medical evacuees.

<sup>3</sup> For time served use the date of change in status, for example, date of marriage, divorce, departure of family members, etc.

<sup>4</sup> Tours may not be prorated from a longer to a shorter tour if soldier is within 12 months of DEROS in a long-tour area or 6 months in a short-tour area.

<sup>5</sup> Tour proration for arrival of family members is not authorized.

$$\frac{\text{Time served in command}}{\text{Normal "with-dependents" tour length}} \times \frac{\text{Length of "all-others" tour}}{1} = \text{Credit toward "all-others" tour}$$

**Figure 4-1. Formula for prorating a tour length due to a change of tour from a "with-dependents" to an "all-others" tour**

Example:

Soldier serving in Germany received approval for change of tour from "with-dependents" to "all-others":

$$\frac{18 \text{ mo } 16 \text{ dy}}{36} \times \frac{24}{1} = \frac{36 \text{ mo } 32 \text{ dy}}{3} = \frac{12 \text{ mo } 11 \text{ dy}}{3}$$

24 mo ("all-others" tour) - 12 mo, 11 dy (credit received for "with-dependents" tour) = 11 mo, 19 dy remaining to serve as of the effective date of change of tour.

**Figure 4-2. Example of a prorated tour length from a "with-dependents" tour to an "all-others" tour**

$$\frac{\text{Time served in command}}{\text{Normal "all-others" tour length}} \times \frac{\text{Length of "all-others" tour}}{1} = \text{Credit toward "with-dependents" tour}$$

Figure 4-3. Formula for prorating a tour length due to a change of tour from an "all-others" to a "with-dependents" tour

Example:

Soldier (unaccompanied) serving an "all-others" (24 months) tour in Germany obtains divorce after 18 months and converts to a "with-dependents" tour:

$$\frac{18 \text{ months}}{24 \text{ months}} \times \frac{36 \text{ months}}{1} = 27 \text{ months}$$

36 months - 27 months = 9 months remaining to serve.

Figure 4-4. Example of a prorated tour length from an "all-others" tour to a "with-dependents" tour

## Chapter 5 Curtailments

### 5-1. Curtailment of OCONUS tours

*a.* To enhance stability and reduce costs of overseas assignments, soldiers must serve the prescribed tour lengths for the geographical areas at which they are assigned. Events due to unavoidable exigencies of military service may require reassignment before completion of the full tour. Curtailments will be minimized and granted on a case-by-case basis only when early return from overseas is the last recourse available to resolve the situations that require immediate aid or action.

*b.* Unless otherwise authorized in this regulation, the proper HQDA Assignment Authority must approve curtailments of overseas tours. Fully justified requests are initiated by the first colonel (O-6) in the soldiers' chain of command and forwarded through channels to HQDA to arrive not later than 45 days before requested departure date. HQDA Assignment Authorities will ensure that curtailment AI/RFO indicate whether or not tour credit will be awarded.

*c.* For efficient administration, HQDA Assignment Authorities may make reassignments that are not considered curtailments, that is, effective within a period beginning 60 days before the end of prescribed tours.

*d.* If assignment instructions have been received, OCONUS MACOM approved curtailments must be reported as soon as possible to HQDA Assignment Authority, the gaining command, and if applicable, to gaining TDY station commanders.

*e.* OCONUS MACOM curtailment of tours (see table 2-1). Curtailments must be approved by a General Officer within the approving headquarters responsible for personnel management within the MACOM. This authority may not be delegated. OCONUS MACOM commanders may disapprove requests for curtailment or delegate the authority to disapprove such requests to subordinate commanders.

(1) OCONUS MACOM commanders may curtail tours of soldiers who discredit or embarrass the United States, or jeopardize the military mission (except in Alaska, Hawaii, Puerto Rico, or territories or possessions of the United States).

*(a)* For officers, OCONUS commanders will take action in accordance with AR 600-8-24. If this is inappropriate, the request is forwarded to HQDA Assignment Authority.

*(b)* For enlisted, curtailments will be coordinated with HQDA Assignment Authorities for issuance of assignment instructions.

*(c)* Report Army attaché personnel to HQDA(DAMI-ZX).

(2) OCONUS MACOM commanders may curtail tours when family members living with the sponsor must be moved to CONUS because of poor health or death. A curtailment decision is based on the urgency of the soldier's continued presence with members of the family and the recommendations of command medical authority. Commanders are cautioned not to authorize curtailments based solely on lack of medical or educational services until all means of



resolution have been exhausted. Cases involving pregnancy miscarriages are forwarded to HQDA Assignment Authority for appropriate action.

(3) When an OCONUS unit is inactivated or scheduled for movement to CONUS, soldiers within 90 days of date of separation may volunteer to separate and be curtailed by the OCONUS MACOM. Voluntary separation action is approved in accordance with AR 600–8–24 or AR 635–200.

(4) OCONUS MACOM commanders may approve curtailment and evacuation of soldiers for medical reasons. This includes soldiers who are tested HIV positive (except for soldiers in Alaska, Hawaii, or Puerto Rico) in accordance with AR 600–110. Pregnant soldiers and/or soldiers undergoing MMRB/MEB/PEB processing are excluded unless it is for a medical necessity and directed by a military physician.

(5) See table 2–1 for reasons and authorities for approval of curtailments.

## **5–2. Exceptional curtailment cases**

*a.* Exceptional curtailment cases are processed expeditiously. The authority for approval is the OCONUS MACOM. HQDA Assignment Authority must be notified as soon as possible of the events and scheduled date of return to CONUS so that assignment instructions can be issued as soon as possible. Tour credit normally is not granted unless the soldier is within 60 days of completion of the prescribed tour. Examples of exceptional cases are—

(1) Potential defection or desertion, for example, investigative and intelligence personnel whose mission is compromised, and it is possible that they could be harmed.

(2) Extreme personal hardship.

(3) When expeditious removal of a soldier is in the best interests of the Army, for example, a soldier causes an embarrassment that affects the command's relationship with a foreign government, other than U.S. territories.

(4) Threat to life, for example, cases relating to incidents or allegations that are likely to result in harm to soldiers and/or their immediate family members.

(5) When children become victims of physical or sexual abuse, and cases that involve family victims of serious crimes. Curtailment does not preclude action by commanders against soldiers under the Uniform Code of Military Justice (UCMJ).

*b.* HQDA Assignment Authority will report assignment instructions to USACFSC for purposes of conducting any appropriate follow-on actions.

## **5–3. Curtailment of pregnant soldiers**

*a.* Curtailed pregnant soldiers are reported for reassignment to HQDA Assignment Authority.

*b.* Unless they have reached their seventh month of gestation and an official noncombatant evacuation is ordered, pregnant soldiers are not automatically reassigned or curtailed because of pregnancy.

*c.* If recommended by a physician and approved by medical authority, pregnant soldiers may be curtailed in order to receive proper prenatal and postpartum medical care.

*d.* Tour credit is determined in accordance with table 3–3.

*e.* After termination of pregnancy and period of convalescence, the soldier may be returned to an OCONUS area if she has not been credited with a completed OCONUS tour and travel is not medically contraindicated by a postpartum physical profile.

*f.* OCONUS commanders may curtail unmarried or married unaccompanied pregnant soldiers in long-tour areas to dates that coincide with their seventh month of pregnancy, provided there are six or less months to DEROS at the expected date of birth.

*g.* Any pregnant soldier may be curtailed in a short-tour area (must not conflict with travel restrictions set by a medical profile officer) if—

(1) Pregnancy reaches the stage that safe return would require involuntary extension.

(2) Medically verified expected date of delivery is less than 60 days before DEROS.

*h.* Other than cases approved according to the subparagraph 5–3g, pregnant soldiers in short-tour areas may also be returned to CONUS upon approval by HQDA Assignment Authorities. A request for curtailment must include the expected delivery date and a description of one or more of the following conditions that may exist—

(1) No vacancy for the soldier's specialty exists within the command where she can be assigned, if necessary, to receive proper prenatal and postnatal care. This includes branch or functional area or branch immaterial positions for officers; PMOS, CPMOS, secondary military occupational specialty (SMOS), and additionally awarded military occupational specialty (AMOS) for enlisted soldiers.

(2) No adequate medical facilities are available within the command to care for soldier during pregnancy and postnatal period, as determined by the Commander, Medical Treatment Facility (MTF) (see AR 40–400, para 5–5).

(3) No adequate resources (such as housing, childcare, medical care, or infant food) are available to care for the child after its birth.

#### **5-4. Pregnancy of spouse**

Pregnancy of spouse and her return to CONUS for related health reasons is not the sole basis for curtailment. However, OCONUS MACOM commanders may curtail the tour of a soldier if his presence with his spouse is deemed essential to recovery as recommended by the attending physician. These curtailments must be coordinated with the HQDA Assignment Authorities before soldiers and/or family members depart the command.

#### **5-5. Required and compassionate curtailments**

*a. Punitive actions.* Soldiers pending completion of an appellate review of a punitive discharge, who request excess leave, are curtailed by the OCONUS commander without regard to completion of prescribed tours. If excess leave is approved by the OCONUS MACOM, the soldier is assigned to the personnel control facility (PCF) closest to the leave address (see AR 600-62). Soldiers will be returned to CONUS provided—

- (1) Any sentence of confinement has been deferred or served.
- (2) The soldier is not subject to further trial or investigation within the OCONUS command.

*b. Personnel eligible for separation.*

- (1) Soldiers normally will be returned to CONUS or area of residence for separation.
- (2) OCONUS tours may be curtailed for those soldiers whose early release has been approved in conjunction with the voluntary or involuntary programs, for example, Selective Early Retirement Board (SERB), reduction in force (RIF), very seriously ill (VSI), special separation benefit (SSB), Quality Management Program (QMP), etc. Soldiers in units that are to be inactivated or ordered to PCS, who are within 90 days to ETS or expiration of service agreement (ESA), may also be curtailed when their request for voluntary early separation is approved. Separate requests for curtailment are not necessary in these cases.

- (3) Overseas MACOM commanders may curtail OCONUS tours for soldiers who desire and are granted accrued leave according to AR 600-8-10 prior to separation.

*c. Curtailment of soldiers returned to CONUS for emergency leave or TDY.*

- (1) Orders issued according to AR 600-8-105 to return soldiers to CONUS for TDY or emergency reasons will—

- (a) Provide for a PCS if after scheduled TDY and/or emergency leave there will be less than 60 days remaining until the end of the OCONUS prescribed tour or term of service. Reassignment instructions, if required, will be requested from HQDA. (See AR 635-200, chap 12, for enlisted personnel scheduled for retirement.)

- (b) Specify “return OCONUS” for soldiers who, after TDY and/or emergency leave will have 60 days or more remaining on their OCONUS prescribed tour or have enough time remaining to date of separation to complete at least 60 days of their remaining tour.

- (2) Provisions of 5-5c(1) above do not apply to soldiers who—

- (a) Are on ordinary leave to areas outside OCONUS area of assignment.
  - (b) Are returning to CONUS to perform a specific mission for an OCONUS command. Orders will contain instructions that they are to report results of the mission, in person, to the OCONUS command.

- (c) Have family members OCONUS and request return to that command when leave or TDY in CONUS or area of residence expires.

- (d) Request return to the command to move household goods and clear other normal rotation details, although they do not have family members OCONUS.

*d. Compassionate assignment to OCONUS areas.* Soldiers receiving compassionate assignments to an OCONUS area to include Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States, will serve the prescribed tour whenever possible for the location to which assigned. However, after 12 months in the assignment and if the compassionate assignment is not extended, the soldier will be curtailed unless there are authorized positions in the specialties and grades within the command to which they can be assigned. If there are no authorized positions available for proper utilization, OCONUS commanders must request curtailment and reassignment instructions from HQDA Assignment Authority at least 45 days before the first anniversary of the soldier's assignment.

## **Chapter 6**

### **Foreign Service Tour Extensions**

#### **6-1. Involuntary foreign service tour extensions**

*a.* Involuntary foreign service tour extensions (IFSTE) are authorized only for the reasons given in tables 4-1 and 6-1 and this paragraph. Approval of IFSTE does not constitute a basis to retain soldiers beyond their scheduled ETS or ESA. HQDA Assignment Authorities and OCONUS MACOM may disapprove IFSTE requests.

*b.* Requested IFSTE for soldiers within 30 days of DEROS will not be approved. Therefore, requests must be submitted in time for PERSCOM to process them to completion before soldier comes to within 30 days of DEROS. Only timely and valid requests are to be forwarded to HQDA Assignment Authority.

*c.* On a case-by-case basis, HQDA (DCSPER) may approve soldiers' involuntary FSTE for 180 days or less—

- (1) When presence is required to meet immediate and critical operational requirements.
  - (2) When selected for training at a school when the start date does not reasonably coincide with DEROS.
  - (3) When assigned to a unit being inactivated or during base closures.
- d.* On a case-by-case basis, HQDA (DCSPER) may also approve involuntary FSTE for periods up to 60 days to support military field exercises or operations not involving hostilities.
- e.* On a case-by-case basis, HQDA Assignment Authorities in the grade of colonel (O-6) or above may approve involuntary FSTE in 60 day increments or less for—
- (1) Completion of investigations or trials by military or foreign authorities.
  - (2) Completion of required administrative actions, for example, soldiers undergoing separation processing, MMRB, MEB, and/or PEB processing, compliance with host-country customs and regulations, or nonjudicial punishment, court-martial, etc.
- f.* To be eligible for reassignment to CONUS and thereby avoid involuntary FSTE, soldiers and officers serving—
- (1) In overseas areas where the “with-dependents” tour is authorized, must have at least 12 months remaining obligated service (after completing leave and travel time en route) upon scheduled arrival date at gaining CONUS duty station.
  - (2) On dependent-restricted overseas tours, must have at least 6 months remaining obligated service (after completing leave and travel time en route) upon scheduled arrival date at gaining CONUS duty station.
- g.* Soldiers, who will not meet the service remaining requirement (SRR) to qualify for reassignment after completion of the prescribed overseas tour, will be counseled first prior to departing their losing CONUS duty station, again upon arrival in the overseas theater, and not later than 12 months (6 months in short-tour areas) prior to initial DEROS. Soldiers will be advised that if they do not extend or reenlist to qualify for reassignment from overseas, their tours will be involuntarily extended until 2 days prior to ETS or date of separation, according to subparagraphs 6-1g(1) through 6-1g(4) below.
- (1) Officers who do not meet the SRR to qualify for the OCONUS to CONUS assignment must request extension of their service agreement within 30 days from the date of HQDA assignment notification. If they fail to request extension, their tour will be extended to 2 days prior to ESA, and the assignment instructions will be canceled.
  - (2) Upon receipt of HQDA assignment instructions, enlisted career soldiers (those on second or subsequent enlistment), who do not meet the SRR to qualify for the assignment, will be counseled that they will be required to reenlist or extend within 30 days of notification in order to qualify for the assignment. Enlisted career soldiers who fail to meet the SRR in a timely manner will have DA Form 4991-R, Declination of Continued Service Statement (DCSS), initiated according to AR 601-280. The DCSS will be placed in their personnel qualification records. Their tour will be adjusted to 2 days prior to ETS and assignment instructions will be canceled.
  - (3) Initial-term soldiers are exempt from having to extend or reenlist 30 days after counseling. DCSS will not be used; however, their tour will be extended to 2 days prior to ETS when they indicate that they do not intend to reenlist. If they later change their mind prior to completing prescribed tour or after entering the reenlistment window, they lose their eligibility to extend their service. They must reenlist to become eligible for reassignment.
  - (4) Soldiers who were involuntarily extended and later acquire sufficient service to be eligible for reassignment will be allowed to depart the overseas area after completing prescribed tour or within 120 days after date of RFO or EDAS cycle, whichever is longer. Career counselors must take this time into consideration when soldiers desire to reenlist for training or station of choice options.

## **6-2. Voluntary foreign service tour extensions**

- a.* Eligible soldiers are encouraged to extend their overseas tours. Time limitations and authorities for approval are listed in table 6-2. OCONUS MACOM commanders may disapprove FSTE requests. This authority may be delegated to subordinate commanders by OCONUS MACOM. As an exception, applications on JAG officers and chaplains with appropriate recommendations are forwarded to the appropriate address in appendix C.
- b.* Although a soldier may not have sufficient remaining service to complete a FSTE, a request may be conditionally approved; however, if soldier does not meet the SRR within 60 days of the approval date, the FSTE is cancelled and original DEROS reestablished.
- c.* When an FSTE is approved and a replacement requisition has already been submitted, the requisition will be cancelled when necessary to balance strength. The PSB/MPD will adjust DEROS so that strength projections are correct and to ensure the soldier’s timely reassignment to CONUS.
- d.* Only HQDA Assignment Authority (appropriate career branch) may cancel a FSTE if it has not yet began. For an exception, see paragraph 4-1j above.
- e.* Once a soldier begins serving an FSTE, it will not be cancelled unless the tour is curtailed in accordance with this regulation.
- f.* Soldiers declared immediately available (IA) for reassignment are ineligible to extend their OCONUS tours unless approved by HQDA Assignment Authority.
- g.* Personnel requiring resident rehabilitative treatment for alcohol or drug abuse in an approved Army or other

military service residential treatment program may submit requests for voluntary FSTE at any time prior to DEROS. Command and medical members of the rehabilitation team should provide supporting documentation (see AR 600–85).

*h.* If assignment instructions are received and the FSTE precludes the soldier from arriving at the gaining command in the arrival month, submit deletion or deferment action within 30 days of the EDAS cycle or RFO (see AR 600–8–11).

### **6–3. Overseas Tour Extension Incentive Program**

*a.* The Overseas Tour Extension Incentive Program (OTEIP), authorized under the authority of titles 10 and 37, United States Code, is designed to improve soldier retention, enhance unit readiness, and increase stabilization and turnaround time (TAT) between OCONUS assignments. Special pay, special rest and recuperative (SR&R) absences, travel entitlements, and lump-sum bonuses are available for qualified enlisted soldiers who have an OTEIP specialty, and/or are serving in OTEIP designated geographical areas, and voluntarily extend their overseas service tours for not less than one year.

*b.* The Secretary of the Army approves military occupational specialty code (MOSC) and OCONUS locations that are recommended for the OTEIP. Commander, PERSCOM manages the OTEIP and publishes, at least annually, the OTEIP MOSC listing.

*c.* OCONUS MACOM and MPD/PSC commanders furnish subordinate commanders with a copy of each message edition of the OTEIP list of specialties and geographical locations. The approved list is used to screen soldiers, who submit requests for FSTE for a period of at least 1 year, to determine OTEIP eligibility. OTEIP qualified soldiers will be advised that they must select one of the OTEIP benefits prior to approval of FSTE.

*d.* To receive OTEIP benefits, a soldier must—

(1) Be enlisted and entitled to basic pay.

(2) Possess an MOSC (that is, MOS, skill level, special qualifications identifier (SQI), additional skill identifier (ASI), language indicator code (LIC)) that is on the current OTEIP list.

(3) Be assigned and utilized in an MTOE/TDA/DMO position identified by an approved OTEIP MOSC, ASI, SQI, or LIC and must be properly utilized in accordance with AR 614–200, chapter 3, section II.

(4) Have completed their prescribed overseas tour, including previously approved extensions.

(5) Execute an agreement to extend the current tour for a period of not less than one year. Multiple periods of extension of less than one year will not be combined to meet this requirement.

(6) Request FSTE under the OTEIP at least 12 months prior to DEROS in long-tour areas or 8 months in short-tour areas. Requests that cannot be approved within the time limitations (see table 6–2) must be submitted to Commander, PERSCOM, ATTN: TAPC–EPS–C, for appropriate action. Late submission of FSTE/OTEIP actions or receipt of HQDA assignment instructions (AI) normally will not be considered the sole reason for disapproval.

*e.* Qualified enlisted soldiers will submit a DA Form 4187 (Personnel Action) for an FSTE under the OTEIP. Since participation in OTEIP is not automatic, and in order to receive OTEIP benefits, soldiers must indicate on the DA Form 4187 their choice of one of the incentives listed below:

(1) Special duty pay (\$80 per month) during period of extension, or

(2) A period of SR&R leave (non-chargeable) for not more than 30 days, or

(3) A period of SR&R leave (non-chargeable) for not more than 15 days, and (for the soldier only), round-trip transportation at government expense from the duty location of the extended tour to the nearest port of embarkation providing travel to CONUS, then to the nearest port of debarkation in CONUS for return, or

(4) An annual lump-sum bonus of \$2,000. The bonus is restricted to soldiers who are serving in approved designated geographical areas and/or have a MOSC approved by the Secretary of the Army as specifically eligible for this benefit.

*f.* Soldiers electing 15 days SR&R and government paid travel will—

(1) Be provided transportation to nearest port of embarkation providing travel to CONUS consistent with military traffic routing regulations. If transportation to two or more ports is equally available, the convenience of the soldier is considered.

(2) Be in duty status until arrival in CONUS. Soldiers will return to duty status when they arrive for return transportation at the CONUS port of debarkation.

*g.* Soldiers who choose either the 15 or 30 day SR&R option normally begin their absence not earlier than 60 days before or 90 days after their original DEROS. Additional administration instructions are in AR 600–8–10. This benefit terminates on the day of PCS departure to CONUS from the overseas area (see chap 14, DOD 7000.14–R, vol 7A).

*h.* A soldier who elects an OTEIP option is not entitled to travel and transportation allowances under the COT/IPCOT (see para U7200 and U7300, chap 7, JFTR).

*i.* Two options, SR&R, and SR&R plus travel, are effective when, based upon Secretary of the Army determination, the exercise of these two options do not adversely affect combat or unit readiness.

*j.* The annual \$2,000 lump-sum bonus is paid at the start of each year of the soldier's FSTE. Voluntary or involuntary early termination of overseas tour requires recouping of the unearned portion of the lump-sum payment.

The rate of recoupment is 1/12<sup>th</sup> of the bonus amount for each month or portion of a month not served. No credit is given for partial months served (DOD Financial Management Regulation, vol 7A, chap 14, February 1999). If it can be determined that conditions and circumstances warrant consideration of a waiver, a soldier who becomes subject to having a bonus recouped may request relief from CDR, PERSCOM (TAPC-PLP). If there is an involuntary early departure due to action taken by the Army for the convenience of the government, then entitlement to only the special pay option (that is, \$80 per month) continues until the originally scheduled termination date. Eligibility for the lump-sum bonus, SR&R and travel does not continue or is lost the day of PCS departure from the overseas area (see chap 14, DOD 7000.14-R, vol 7A).

*k.* OTEIP qualified soldiers will not be approved for a 1-year or greater voluntary FSTE until one of the benefits indicated in paragraph 6-3e above is elected. The soldier's benefit election must be coordinated with the servicing MPD/PSB to ensure that the OTEIP entitlement (special pay) or other elected benefits are received promptly.

*l.* If a soldier, who is thought to be eligible for OTEIP, submits a request for FSTE for a period of at least 1 year, and is subsequently determined to have been ineligible, the FSTE is void unless it is revalidated by the soldier.

*m.* Changes/corrections to an FSTE/OTEIP request can be approved by the overseas MACOM only prior to the commencement of the extension. After the period of extension begins, a fully supported recommendation for change or correction may be submitted to Commander, PERSCOM (TAPC-PLP-I) for consideration as an exception to policy.

*n.* Overseas Tour Extension Incentive Program Monthly Report (DA Form 5396)(RCS CSGPA 1584-R1) will be used to provide accurate data to support the legislative process, to make changes to the OTEIP list of specialties, to designate eligible geographical locations, and to justify Military Personnel Appropriation (MPA) funding by the Army budget. The data that is to be accumulated to complete the report is indicated on the form. OCONUS commanders authorized to approve voluntary FSTE/OTEIP will submit reports (DA Form 5396) to arrive at HQ PERSCOM not later than the 20th of each month. The reporting period will be the preceding calendar month. For example, the report due on 20 December will be for the period 1-30 November. It is preferred that the reports (DA Form 5396) be submitted electronically via e-mail to: TAPCPLPI@hoffman.army.mil. If e-mail is not available, forward DA Form 5396 by the most expeditious means to: Commander, PERSCOM, ATTN: TAPC-PLP-I (Suite 3S31), 200 Stovall Street, Alexandria, VA 22332-0406. If no OTEIP requests are processed for the reporting period, submit a negative report, excluding DA Form 5396.

**Table 6-1**  
**Extension of overseas tour-involuntary**

RULE	COLUMN A IF A SOLDIER IS SERVING IN	COLUMN B AND SOLDIER	COLUMN C THEN THE SOLDIERS OVERSEAS TOUR
1.	long- or short-tour area where an accompanied tour is authorized (excludes soldiers serving a dependent restricted tour or serving in a hostile fire area)	will have less than 12 months remaining service at DEROS and is— a. A Regular Army officer/warrant officer nearing mandatory retirement; b. A Regular Army officer/warrant officer nearing discharge under AR 600-8-24 due to non-selection for promotion, whose discharge date is less than 12 months after completion of prescribed overseas tour; c. An other than Regular Army officer/warrant officer nearing mandatory release from action duty under AR 600-8-24 or AR 135-215; d. An officer/warrant officer completing initial obligated tour of active duty, or voluntarily requesting relief from active duty with a separation date less than 12 months after completion of prescribed overseas tour; e. An officer/warrant officer who will have less than 12 months remaining until retirement date upon completion of prescribed tour; f. A Regular Army enlisted soldier nearing 30 years of service, age 55, or with an approved voluntary retirement; g. An enlisted soldier who does not reenlist or extend, or any enlisted soldier who is precluded from reenlisting or extending;	will be extended to allow return to CONUS with only enough time remaining for travel and processing of separation before release from active duty, unless they take action to acquire sufficient service to serve at least 12 months upon arrival at the gaining duty station (see notes 1 and 6).
2.	ditto	is an officer or warrant officer who will be eligible for release from active duty within 12 months of completion of prescribed overseas tour	ditto
3.	ditto	is reassigned to a CONUS school (PCS or TDY) or a duty station, with a given date to report, and time between DEROS and required reporting date would give more than desired leave and authorized travel time between locations	may be extended for 180 days or less to allow only enough time for desired leave and necessary travel (see note 2).
4.	any overseas area	is serving in a position, hostilities have been determined by the senior Army commander in the overseas command to be imminent, and the loss of the soldier would impair the operation of the unit or the overseas command	may be extended up to 31 days by the overseas commander for military necessity. Extensions of 32 to 60 days may only be approved by HQDA (see notes 3 and 4).
5.	ditto	has had suspension of favorable personnel action initiated under AR 600-8-2 and the action is still pending (see note 5)	may be extended in 60 day increments in accordance with para 6-1e, until the suspension is removed or soldier is authorized to proceed under AR 600-8-2.
6.	ditto	is on leave or attached to a CONUS/OCONUS installation pending decision on a personnel action (see table 3-4, rule 2)	will be extended by the period of absence from the overseas command in excess of 30 days.
7.	ditto	has spent time outside of a hostile fire/imminent danger area awaiting trial, regardless of the type of pre-trial restraint	will, if returned to the hostile fire area, have the tour in that area extended by the amount of time spent outside the hostile fire area awaiting trial if— a. trial results in a finding of guilty, and b. add-on time does not extend beyond scheduled release from active duty.
8.	ditto	has had recorded time lost, which must be made good while assigned to the overseas command	will be extended by the amount of recorded time lost.

**Table 6-1  
Extension of overseas tour-involuntary—Continued**

RULE	COLUMN A IF A SOLDIER IS SERVING IN	COLUMN B AND SOLDIER	COLUMN C THEN THE SOLDIERS OVERSEAS TOUR
9.	dependent-restricted short-tour area (excluding hostile fire areas)	will have less than 6 months remaining service at DEROS and is— a. A Regular Army officer/warrant officer nearing mandatory retirement; b. A Regular Army officer/warrant officer nearing discharge under AR 600-8-24 due to non-selection for promotion, whose discharge date is less than 12 months after completion of prescribed overseas tour; c. An other than Regular Army officer/warrant officer nearing mandatory release from active duty under AR 600-8-24 or AR 135-215; d. An officer/warrant officer completing initial obligated tour of active duty, or voluntarily requesting relief from active duty with a separation date less than 6 months after completion of prescribed overseas tour; e. An officer/warrant officer who will have less than 6 months remaining until retirement date upon completion of prescribed tour; f. A Regular Army enlisted soldier nearing 30 years of service, age 55, or with an approved voluntary retirement; g. An enlisted soldier who does not reenlist or extend, or any enlisted soldier who is precluded from reenlisting or extending;	will be extended to allow return to CONUS with only enough time remaining for travel and processing of separation before release from active duty, unless they take action to acquire sufficient service to serve at least 12 months upon arrival at the gaining duty station (see notes 1 and 6).
10.	ditto	is an officer or warrant officer who will be eligible for release from active duty within 6 months of completion of prescribed overseas tour	ditto
11.	ditto	is reassigned to a CONUS school (PCS or TDY) or a duty station, with a given date to report, and time between DEROS and required reporting date would give more than desired leave and authorized travel time between locations	may be extended for 180 days or less to allow only enough time for desired leave and necessary travel (see note 2).

Notes:

<sup>1</sup> So that they can avoid involuntary FSTE and be eligible for reassignment to CONUS upon completion of overseas tour (if applicable), soldiers may be given the opportunity to extend or reenlist prior to departing CONUS. Those who do not extend or reenlist (if applicable) prior to departing CONUS must eventually do so under AR 601-280 to meet service remaining requirements (SRR) for reassignment to CONUS. When these soldiers choose to extend their service, the extensions must be for a time that will allow them enough service remaining to ETS/ESA to complete 12 months in CONUS upon arrival at the gaining duty station (does not include leave and travel time en route to CONUS).

<sup>2</sup> The approving authority is HQDA (DCSPER). If necessary, the overseas commander may request that HQDA, with the consent of the soldier, further extend the overseas tour. This prevents reporting early to the new assignment or using more leave than desired.

<sup>3</sup> Soldier will not be extended beyond a date that will allow return to CONUS with enough time for necessary travel and processing of separation before release from active duty (normally 2 days before ETS).

<sup>4</sup> Soldiers may be extended individually or as members of a group. Group details and general identification will be sent by message to HQDA (DAPE-ZX, DAMO-ZA, and TAPC-ZA).

<sup>5</sup> If the suspension of favorable personnel action remains in effect because the soldier is being punished under the Uniform Code of Military Justice (UCMJ) and no restraint is imposed (or when restraint portion of a sentence or punishment is terminated), action shown below will be taken:

- a. The soldier will be reassigned in accordance with assignment instructions.
- b. Suspension of favorable personnel action will be transferred in accordance with 600-8-2.

<sup>6</sup> As an exception, soldiers stationed on Johnston Atoll, Eniwetok Atoll, or Sinai, Egypt, will not be involuntarily extended. Soldiers assigned to these locations, who will have less than 30 days to ETS/ESA at DEROS, will be assigned to the separation transition point nearest to the APOD in CONUS, and will be processed for separation from the Army, unless they elect to remain on active duty and at current duty station. Soldiers with more than 30 days to ETS/ESA will be reassigned to an installation near their home of record.

**Table 6-2**  
**Extension of overseas tours—voluntary**

RULE	COLUMN A IF A SOLDIER IS SERV- ING IN	COLUMN B AND GRADE IS	COLUMN C EXTENSION MUST BE APPROVED NO LATER THAN	COLUMN D AND LENGTH OF EX- TENSION MAY BE	COLUMN E THEN APPROVAL AU- THORITY IS
1.	a long-tour area	PVT-SGM/CSM	12 months before DEROS if assignment instructions have not been received (see notes 2, 3, 7a, 9)	any amount of time up to prescribed tour for area (see notes 4 and 10)	overseas MACOM (see notes 1, 4, 5, 6, 8, and 9).
2.	ditto	WO-COL	6 months before DEROS if assignment instructions have not been received (see notes 2, 3, 7a, 7b, 8 and 9)	ditto	ditto
3.	Allied Command Europe	PVT-SGM/CSM	12 months before DEROS. If position re- quires language train- ing, must submit re- quest for FSTE 12 months plus the length of language training prior to DEROS (see notes 2, 3, 7a, 9)	ditto	ditto
4.	ditto	WO-COL	12 months before DEROS. If position re- quires language train- ing, must submit re- quest for FSTE 12 months plus the length of language training prior to DEROS (see notes 2, 3, 7a, 7b, 8, and 9)	ditto	HQDA
5.	any short-tour area	PVT-SGM/CSM	8 months before DEROS if assignment instructions have not been received (see notes 2, 3, 7a, and 9).	ditto	overseas MACOM (see notes 1, 4, 5, 6, and 8).
6.	ditto	WO-MAJ	5 months before DEROS if assignment instructions have not been received (see notes 2, 3, 7a, 7b, 8 and 9)	ditto	(see note 1).



**Table 6-2**  
**Extension of overseas tours—voluntary—Continued**

RULE	COLUMN A IF A SOLDIER IS SERV- ING IN	COLUMN B AND GRADE IS	COLUMN C EXTENSION MUST BE APPROVED NO LATER THAN	COLUMN D AND LENGTH OF EX- TENSION MAY BE	COLUMN E THEN APPROVAL AU- THORITY IS
7.	ditto	LTC-COL	ditto	ditto	HQDA

**Notes:**

<sup>1</sup> Soldiers serving in long-tour areas in positions that require language training must submit requests for extensions to HQDA (address at appendix C) for consideration.

<sup>2</sup> HQDA (address at appendix C) must approve exceptions.

<sup>3</sup> Overseas MACOM may approve requests at any time from soldiers who have command-sponsored family members and advanced pregnancy of wife or minor dependent, recent birth of a child, or serious illness restricts dependent travel. Extensions may be for as long as necessary.

<sup>4</sup> CDR, PERSCOM may approve requests for extension of overseas tours for soldiers with command-sponsored family members who are in the senior year of high school. Extensions can be up to 30 days after graduation provided—

a. They are for minimum period needed.

b. They are for soldiers rotating because of normal DEROS.

c. Notices of approval for officer extensions are sent to HQDA (address at appendix C) within the lead times in the above rules to allow time to adjust assignments.

d. Requests are not from JAGC or chaplain officers (see note 5).

<sup>5</sup> Send requests for the following to appropriate HQDA Assignment Authority: a. Sergeants Major (SGM/CSM) or Master Sergeants selected for promotion to SGM (TAPC-EPZ-E).

b. Soldiers on a selection list to attend the Advanced Noncommissioned Officers' Course (ANCOC) (TAPC-EPS-C).

c. Soldiers in linguist positions (TAPC-EPS-C).

d. Reserve Component soldiers on active duty in support of the Enlisted Space Imbalanced MOS Program: Send requests to Commander, PERSCOM (TAPC-EPR), Alexandria, VA 22332-0415. For AGR soldiers who are serving in PMOS 79R and performing duties as RC career counselors (formerly RC Transition NCO): Send requests to Commander, PERSCOM (TAPC-EPR), Alexandria, VA 22332-0450.

e. JAGC and chaplain officers, see appendix C.

f. Soldiers holding PMOS 43E, 88H, 88K, 88L, see appendix C, para C-2f.

g. Soldiers holding MOS in CMF 97 (TAPC-EPM-A).

h. Soldiers holding MOS in CMF 18 and 37 (TAPC-EPK-S)

<sup>6</sup> Inform HQDA (see appendix C) of each extension granted.

<sup>7a</sup> As an exception, requests for voluntary FSTE may be submitted at any time prior to DEROS by personnel requiring resident rehabilitative treatment for alcohol or drug abuse in an approved Army or other military service residential treatment program.

<sup>7b</sup> Officers in Army Education Requirements Board (AERB) positions must submit extension requests at least 10 months before DEROS.

<sup>8</sup> Extensions submitted that are not supported by officer distribution policy in that specialty and grade must be submitted to Commander, PERSCOM.

<sup>9</sup> Soldiers assigned to special management commands serving in long-tour areas must submit requests for extension in time to have them approved 12 months before DEROS. Later extension requests must be submitted to HQDA (address at appendix C). They will be considered only if—

a. Approval is recommended.

b. Assignment instructions have not been received.

<sup>10</sup> Special Forces soldiers (CMF 18, AOC 18) may request FSTE for periods not to exceed 1 year beyond the prescribed tour length for the country and type tour in which they are serving. Commanders may request exceptions to the 1-year limit on a case-by-case basis to Commander, USASOC, ATTN: AOPE-MPD, Fort Bragg, NC 28307-5200.

## Chapter 7

### Tour Length Changes and Key Billets

#### 7-1. Changes to tour lengths

a. When a tour length is determined to be unsuitable, recommendations for change may be sent to HQDA (DAPE-MPE). See the guidance in appendix E for criteria used to determine appropriate tour length.

b. In OCONUS tour areas where there are members of more than one service, the service having the main interest (normally the most members in the area) recommends changes after coordination with the other service.

c. The Secretary of the Navy prescribes tours of duty at sea and hardship duty for soldiers with deployment designated units of the Fleet Marine Force.

d. If appendix B does not list tour lengths for a specific location or country, the following procedures will apply—

(1) For assignment-selection purposes only consider the tour length to be 36 months “with dependents” and 24 months for “all others.” HQDA or DOD must approve tour lengths before the selected soldiers or their family members depart for the overseas location.

(2) If only Army personnel are to be assigned to the location in small numbers (fewer than 25), the ASA(M&RA) may establish the tour length when it does not involve introducing command-sponsored family members into an area where dependents currently are not authorized by the DOD. This authority cannot be delegated.

e. Recommendations will contain comments from the combatant commanders and recommendation of the Chairman, JCS with respect to force protection and anti-terrorism considerations.

f. Prescribed tour lengths are normally the same for members of each Service at the same station or geographical location.

*g.* Requests will be fully justified and include a tour length data sheet (app D).

*h.* OCONUS tour changes apply to soldiers who depart losing duty stations on or after the announced effective date. Unless otherwise stated in implementing instructions, soldiers already in the overseas areas will—

- (1) Have their tours curtailed if tours are shortened. Soldiers may continue to serve their original tour if they desire.
- (2) Continue to serve their original tours if tours are lengthened.

## **7-2. Key billet policy**

*a.* All key billet designations shall be requested for only those overseas duty stations where the “with-dependents” tour is at least 24 months. Positions must be documented in an approved TDA/TOE. Key billets must require the continued presence of the office or warrant officer as absolutely essential to the mission of the organization or the U.S. presence in that area. The officer or warrant officer assigned to key billets are required to serve the 24-month tour regardless of whether or not they are accompanied by dependents.

*b.* Requests to establish existing manpower documented positions as key billets shall be submitted in writing by the theater or Unified Commander, through HQDA (DAPE-MPE) and the Chairman, OJCS, to the approving authority for evaluation on a case-by-case basis. Each request must be fully justified. A position will not be designated as key billet unless it exists in approved manpower documents, government furnished family quarters can be provided by the Government, concurrent travel of dependents is authorized, and at least a 24-month accompanied tour is authorized for the specified location.

*c.* The minimum acceptable justification must include the following—

(1) A detailed account of the position’s operational requirements and unusual duties and responsibilities that make serving the extended tour absolutely essential to the mission of the organization.

(2) A statement that the requested key billet position is on the installation where dependents reside or that government-furnished family quarters are available within normal commuting distance.

(3) The MTOE/TDA job description of the position, the paragraph, line number, UIC, and unit name of the position as documented in The Army Authorization Documents System (TAADS). The position must be supported by the enlisted and officer distribution plan.

*d.* The Chairman of the Joint Chiefs of Staff approves establishment of key billets under its cognizance. The billet must be as defined in JCS MOP.

## **7-3. Statutory authority**

*a.* Certain sections of law that govern Army Reserve Component personnel ordered to active military service under the AGR program during a Presidential Reserve Call-Up (PRC), partial, full, or total mobilization, is provided below.

(1) 10 USC 12301(d) provides for the order to active full-time Guard and Reserve duty in the AGR Program.

(2) 10 USC 12301(a) provides for the order to active duty for full or total mobilization.

(3) 10 USC 12302 provides for the order to active duty for partial mobilization.

(4) 10 USC 12304 provides for order to active duty for a PRC.

*b.* Overseas Tour Extension Incentive Program (OTEIP) is governed by 10 USC 705 and 37 USC 314, that is, offers incentives for voluntary extending of overseas tours for a period of not less than 1 year.

*c.* The COT/IPCOT transportation and travel allowances are provided in 37 USC 411b.

*d.* Section 671, title 10, United States Code stipulates minimum training requirements required before a soldier may be assigned to active duty on land outside the United States.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 600–8–11**

Reassignment. (Cited in paras 2–2b(11), 2–3b(1), 3–1a(3) and e, 3–3e, 3–7b, and 6–2h.)

#### **AR 600–8–101**

Personnel Processing (In-and-Out and Mobilization Processing). (Cited in paras 2–3b(1), 3–1e, 3–3d, and 3–7b.)

#### **AR 601–280**

Army Retention Program. (Cited in paras 3–3k and 6–1g(2).)

#### **AR 614–100**

Officers Assignment Policies, Details, and Transfers. (Cited in paras 3–7b, 4–1d(2), 4–4a, and 6–2i.)

#### **AR 614–200**

Enlisted Assignments and Utilization Management. (Cited in para 3–7b, 4–1d(2), 4–4a, and 6–3f.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand the publication.

#### **AR 40–400**

Patient Administration

#### **AR 55–46**

Travel Overseas

#### **AR 135–18**

The Active Guard/Reserve (AGR) Program

#### **AR 135–175**

Separation of Officers

#### **AR 135–178**

Army National Guard and Army Reserve Enlisted Administrative Separations

#### **AR 135–210**

Order to Active Duty as Individuals for other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

#### **AR 135–215**

Officer Periods of Service on Active Duty

#### **AR 600–8–2**

Suspension of Favorable Personnel Actions (Flags)

#### **AR 600–8–10**

Leaves and Passes

#### **AR 600–8–24**

Officer Transfers and Discharges

#### **AR 600–8–104**

Military Personnel Information Management/Records

**AR 600–8–105**

Military Orders

**AR 600–20**

Army Command Policy

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

**AR 600–43**

Conscientious Objection

**AR 600–62**

U.S. Army Personnel Control Facilities and Procedures for Administering Assigned and Attached Personnel

**AR 600–85**

Alcohol and Drug Abuse Prevention and Control Program

**AR 601–10**

Management and Mobilization of Retired Soldiers of the Army

**AR 608–18**

The Army Family Advocacy Program

**AR 608–75**

Exceptional Family Member Program

**AR 614–5**

Stabilization of Tours

**AR 614–10**

U.S. Army Personnel Exchange Program with Armies of Other Nations

**AR 635–10**

Processing Personnel for Separation

**AR 635–200**

Enlisted Personnel

**DOD 1315.7**

Military Personnel Assignments

**DOD 7000.14–R, vol 7A**

Military Pay Policy and Procedures Active Duty and Reserve Pay (web 7.whs.osd.mil/publ.html)

**Section III**

**Prescribed Forms**

The following form is available for Army users on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA Web site ([www.usapa.army.mil](http://www.usapa.army.mil)).

**DA Form 5396**

Overseas Tour Extension Incentive Program Monthly Report (RCS CSGPA 1584–R1). (Prescribed in para 6–3n.)

**Section IV**

**Referenced Forms**

The following forms are available for Army users on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA Web site ([www.usapa.army.mil](http://www.usapa.army.mil))

**DA Form 3349**

Physical Profile

**DA Form 4187**  
Personnel Action

**DA Form 4991-R**  
Declination of Continued Service Statement

**DA Form 5305-R**  
Family Care Plan

## **Appendix B**

### **Overseas Tours**

#### **B-1. Overseas Tour Lengths**

This appendix gives guidance on overseas tour lengths.

#### **B-2. Listing by Country**

Table B-1 gives length of “with dependents” tour and length of “all-others” tour by country. Table B-2 gives overseas tour lengths for defense attachés by country.

**Table B-1**  
**Overseas tour lengths**

Country or geographical area	Length of “with-dependents” tour (in months)	Length of “all-others” tour	Notes
ALASKA, (except as indicated)	36	36	1
Adak	NA	12	
Ft Greely (eff 1 Jul 99, changes to NA/12)	24	12	
Clear, Galena, King Salmon & Shemya	NA	12	
ALBANIA, Tirana	NA	12	
AMERICAN SAMOA	NA	12	
ARGENTINA	36	24	2
ASCENSION ISLAND	24	12	
AUSTRALIA (except as indicated)	36	24	2
Woomera	24	15	
Exmouth	24	24	
AUSTRIA	36	24	2
BAHAMAS, THE (as indicated)			
Andros Island	24	24	
BAHRAIN	24	12	10
BELGIUM (except as indicated)	36	24	2
Florences	24	12	
Beatrix	NA	12	
BELIZE	24	12	
BENIN	24	12	
BERMUDA	36	24	2
BOLIVIA	24	18	
BOTSWANA	24	12	
BRAZIL	36	24	2
BRITISH INDIAN OCEAN TERRITORY (as indicated)			

**Table B-1**  
**Overseas tour lengths—Continued**

Country or geographical area	Length of "with-dependents" tour (in months)	Length of "all-others" tour	Notes
Diego Garcia	NA	12	
BULGARIA, Sofia	24	12	
CAMBODIA	NA	12	
CANADA (except as indicated)	36	24	2
Argentina, Newfoundland Province			
Goose Bay, Labrador	24	12	
CHAD	24	12	
CHILE	36	24	2
COLUMBIA	24	18	3
COSTA RICA	36	24	2
CROATIA, Zagreb	24	12	
CUBA (as indicated)			
Guantanamo Bay	30	18	
CYPRUS (except as indicated)	24	18	
Akrotiri	24	12	
CZECH REPUBLIC, Prague	36	24	2
DENMARK (except as indicated)	36	24	2
Greenland (Kalaallit Nanatt)	NA	12	
DOMINICAN REPUBLIC	36	24	2, 4
ECUADOR (except as indicated)	36	18	
Manta	NA	12	
EGYPT (except as indicated)	24	18	
Sinai	NA	12	
EL SALVADOR	NA	12	5
ERITREA	24	12	
ESTONIA, Tallin	24	24	
FRANCE	36	24	2
GEORGIA, Tbilisi	24	18	
GERMANY (except as indicated)	36	24	2
Donaueschingen	24	12	
GIBRALTAR	36	24	2
GREECE (except as indicated)	36	24	2
Athens	24	15	
Parnis and Patras	30	18	
Crete (except as indicated)	24	18	
Larissa	24	12	
Souda Bay	NA	12	
Thessaloniki	24	15	
Araxos, Argypolis, Drama, Horiatis, Levkas, Perivolaki, Yiannitsa, and Elefsis	NA	12	
GUAM (as indicated)			
Navy personnel	24	24	
Army and Air Force personnel	24	15	

**Table B-1**  
**Overseas tour lengths—Continued**

Country or geographical area	Length of "with-dependents" tour (in months)	Length of "all-others" tour	Notes
GUATEMALA	36	24	2
HAWAII, minimum tour (except as indicated)	36	36	1
Kauai and DMC Kilauea	30	18	
Pohakuloa Training Area	24	18	
HONDURAS (except as indicated)	24	18	
Soto Cano Air Base	NA	12	
HONG KONG, B.C.C.	36	24	2
HUNGARY, Budapest	36	24	2
ICELAND (except as indicated)	30	18	
Hofn	NA	12	
Marine Barracks, Air Force and Army	24	12	
INDIA	24	12	
INDONESIA	24	12	
ISRAEL	24	12	6
ITALY (except as indicated)	36	24	2
Ghedi, Martina Franca, Mt. Corna, Mt. Venda and Rimini	24	18	
Mt. Vergine and Crotone	24	15	
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt Paganella, Piano di Cora	NA	12	
Poggio Renatco	24	12	
Sardina (as indicated)			
La Maddalena	24	24	
Decimomannu Air Base	24	15	
Sicily (as indicated)			
Sigonella	36	24	2
Comisco Air Base	24	12	
JAMAICA	24	12	
JAPAN (except as indicated)	36	24	2
Akizuki Kure	24	12	11
Ie Shima, Kuma Shima, Okuma, Securiyama	NA	12	
Ryukyu Islands (except as indicated) (includes Okinawa)	36	24	2
MCAS Futema, MCBs Butler and Iwakuni	36	12	
Isolated Areas (Kuma Shima)	NA	12	
JOHNSTON ATOLL	NA	12	7
JORDAN (except as indicated)	24	12	
Amman	24	18	
KENYA (as indicated)			
Nairobi	24	18	
Mombasa	24	12	
KOREA (except as indicated)	NA	12	8

**Table B-1**  
**Overseas tour lengths—Continued**

Country or geographical area	Length of "with-dependents" tour (in months)	Length of "all-others" tour	Notes
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtack, Seoul, Suwon, Taegu, Yongsan	24	12	
KUWAIT	24	12	9
LAOS	NA	12	
LATVIA, Riga	24	12	
LIBERIA	24	18	
LITHUANIA, Vilnius	24	12	
LUXEMBOURG	36	24	
MACEDONIA, Skopie	24	12	
MADACASCAR	24	12	
MALAYSIA	36	24	2
MEXICO	24	18	
MIDWAY ISLANDS	NA	12	
MOLDOVA, Chisinau	24	18	
MOROCCO (except as indicated)	24	15	
Casablanca	24	12	
Errachidia	NA	12	
NETHERLANDS (except as indicated)	36	24	2
Aruba & Curacao in the Netherlands Antilles	NA	12	
NEW ZEALAND	36	24	2
NICARAGUA	24	18	
NIGER	24	12	
NORWAY (except as indicated)	36	24	2
Stravanger	24	24	
OMAN	24	12	
PAKISTAN	24	18	
PANAMA (except as indicated)	36	24	2
Galeta Island	24	18	
PARAGUAY	24	18	
PERU (except as indicated)	36	24	2
Lima MAAG GP—Enlisted	30	18	
PHILLIPPINES (except as indicated)	NA	12	
JUSMAAG Manila and the Marine Barracks	24	18	
Gosar City and Wallace Air Station	NA	12	
POLAND, Warsaw	36	24	2
PORTUGAL (except as indicated)	36	24	2
Azores Islands	24	15	
PUERTO RICO (except as indicated)	36	24	2
Ponce (Ft Allen) and Isabela, Yauco, Cagus, Juana Diaz	36	18	
Vieques Island	NA	12	
QATAR	24	12	



**Table B-1**  
**Overseas tour lengths—Continued**

Country or geographical area	Length of "with-dependents" tour (in months)	Length of "all-others" tour	Notes
ROMANIA, Bucharest	24	24	
SAUDI ARABIA	24	12	9
SEYCHELLES, Mahe Island	24	12	
SINGAPORE	36	24	2
SLOVAKIA, Bratislava	36	24	2
SLOVENIA, Ljubljana	24	12	
SOMALIA	24	12	
SPAIN (except as indicated)	36	24	2
Acoy, Constantina, Elizondo and Rosas	30	18	
El Ferrol	24	24	
Sonseca	24	15	
Moran AB	24	15	
Villatobas	30	18	
Santiago	NA	18	
Balearic Islands and Gorremandi	NA	15	
Aadmuz, Ciudad Real and Estaca Devares	NA	12	
SUDAN	24	12	
SWEDEN, Stockholm	36	24	
THAILAND	24	18	
TUNISIA	24	18	
TURKEY (except as indicated)	24	15	
Elmadag, Karatas, Malatya	24	12	
Balikesir, Cakmakli, Corlu, Erhac, Erzururum, Es-kisher, Istanbul, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, Ymurtalik, Iskendrum	NA	12	
UNITED ARAB EMIRATES	24	12	
UNITED KINGDOM (except as indicated)	36	24	2
RAF Flyingsdales, RAF Machrihanish (Scotland)	24	18	
UPPER VOLTA	24	12	
UKRAINE, Kiev	24	12	
URUGUAY	36	24	2
U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS			
Micronesia (as indicated), Northern Marianas as indicated), Saipan	24	12	
Marshall Islands (as indicated)			
Enewetak Atoll	NA	12	
Kwajalein Atoll	24	18	
VENEZUELA	24	18	
VIETNAM	NA	12	
VIRGIN ISLANDS	36	24	2
WAKE ISLAND	NA	12	
WEST INDIES (as indicated)			
Antigua and Barbados	36	24	2

**Table B-1  
Overseas tour lengths—Continued**

Country or geographical area	Length of "with-dependents" tour (in months)	Length of "all-others" tour	Notes
Anguilla	24	18	
St Lucia	NA	12	
ZAIRE (as indicated)	24	12	
Bukava, Kinshasa, Lubumbashi			

Notes:

- <sup>1</sup> The prescribed tour (with or without family members) in long-tour areas of Alaska and Hawaii is 36 months.
- <sup>2</sup> Career soldiers and all officers who have no family members will serve the "with-dependents" tour in long-tour areas, that is, where the tour lengths are both 36 months "with dependents" and 24 months "all others."
- <sup>3</sup> Family members are authorized command sponsorship.
- <sup>4</sup> Soldiers assigned to U.S. Army Facilities Engineering Support Agency, with duty in Santa Domingo, will serve 24 months accompanied or unaccompanied.
- <sup>5</sup> The "with-dependents" and "all-others" tour lengths are 24 months for MILGP (San Salvador) and certain OPATT positions in San Salvador.
- <sup>6</sup> Soldiers assigned to the UN Truce Supervisor Organization (UNTSO) may be assigned, during this tour, anywhere in the UNTSO area (Lebanon, Syria, Jordan, Egypt and Israel).
- <sup>7</sup> Both members of a married Army couple will not be assigned to Johnston Atoll at the same time.
- <sup>8</sup> Not all soldiers are eligible to serve a "with-dependents" tour in those areas of Korea where such tours are authorized. Eligibility is controlled by CIN-CUSFK. Those not eligible to serve the "with-dependents" tour shall be considered to be serving a "dependent-restricted" tour.
- <sup>9</sup> Kuwait and Saudi Arabia: Only soldiers assigned to Key Billets are eligible to serve the "with-dependents" tour. Soldiers assigned to other than Key Billets will serve the "all-others" tour and are considered to be serving a "dependent-restricted tour." School age children (K through 12) are not authorized to travel to Saudi Arabia.
- <sup>10</sup> Bahrain. Only soldiers assigned to Key or accompanied Billets are eligible to serve the "with-dependents" tour. Soldiers assigned to other than Key or Accompanied Billets will serve "all-others" tours and are considered to be serving "dependent-restricted" tours.
- <sup>11</sup> Japan, Akizuki Kure. Akizuki Kure is a remote site that lacks adequate family support facilities; therefore, soldiers will not move family members to Akizuki, Kure without first viewing available facilities.

**Table B-2  
Overseas tour lengths for defense attachés**

Country	Tour length (in months)
Albania	12
Algeria	18(note 7)
Angola	18(8)
Argentina	36
Armenia	24(3)
Australia	36
Austria	36
Bahrain	36
Azerbaijan	24(3)
Bangladesh	24
Barbados	36
Belarus	24(3)
Belgium	36
Bolivia	24
Bosnia-Herzegovina	12(8)
Botswana	24
Brazil	36
Bulgaria*	36
Burma	24
Burundi	12
Cambodia	24

**Table B-2  
Overseas tour lengths for defense attachés—Continued**

Country	Tour length (in months)
Cameroon	24
Canada	36
Central African Republic	24
Chad	24
Chile	36
China	36(6)
Colombia	24
Cote D'Ivoire	24
Congo	24
Croatia	36
Cyprus	36
Czech Republic	36
Democratic Republic of Congo	18(2)
Denmark	36
Djibouti	24
Dominican Republic	36
Ecuador	36
Egypt	36(1)
El Salvador	36
Eritrea	18(2)
Estonia	24
Ethiopia	24
Fiji	36
Finland	36
France	36
Georgia	24(3)
Gabon	24
Germany	36
Ghana	24(3)
Greece	36
Guatemala	36
Haiti	24
Honduras	36
Hong Kong	36
Hungary	36
India	36(1)
Indonesia	36
Ireland	36
Israel	36
Italy	36
Jamaica	36
Japan	36

**Table B-2**  
**Overseas tour lengths for defense attachés—Continued**

Country	Tour length (in months)
Jordan	36
Kazakhstan	24
Kenya	24
Korea (South)	36
Kuwait	24
Kyrgyzstan	24(3)
Laos	24
Latvia	24
Lebanon	12(7)
Liberia	18(2)
Lithuania	24
Macedonia	24
Madagascar	24
Malaysia	36
Mali	24
Malta	36
Mexico	24
Moldova	24(3)
Mongolia	24
Morocco	36
Mozambique	24
Namibia	36
Netherlands	36
New Zealand	36
Nicaragua	24
Niger	24
Nigeria	24
Norway	36
Oman	36
Pakistan	36(1)
Panama	36
Paraguay	36
Peru	24
Philippines	24(3)
Poland	36
Portugal	36
Qatar	36
Romania	24
Russia (Moscow)	24
Rwanda	24(3)
Saudia Arabia	24
Senegal	24

**Table B-2**  
**Overseas tour lengths for defense attachés—Continued**

Country	Tour length (in months)
Serbia	12
Sierra Leone	24
Singapore	36
Slovak Republic	36
Slovenia	36
Somalia	36
South Africa	36
Spain	36
Sri Lanka	36(1)
Sudan	24
Suriname	24
Sweden	36
Switzerland	36
Syria	24
Tajikistan	18
Tanzania	24
Thailand	36(4)
Tunisia	36
Turkey	36
Turkmenistan	24(3)
Uganda	24
Ukraine	24(3)
United Arab Emirates	36
United Kingdom	36
Uruguay	36
Uzbekistan	24(3)
Venezuela	36
Vietnam	24
Yemen	24
Zambia	24
Zimbabwe	24

Notes:

- <sup>1</sup> Diplomatically assigned personnel serve 36 months; all others serve 24 months.
- <sup>2</sup> Unaccompanied tours. Attachés serve 18 months; all others serve 12 months.
- <sup>3</sup> Accompanied personnel serve 24 months; unaccompanied personnel serve 18 months.
- <sup>4</sup> Attachés and Operations Coordinators serve 36 months; all others serve 24 months.
- <sup>5</sup> Proposed DAO future location. Tour length will be set prior to opening.
- <sup>6</sup> All personnel serve 36 months, except defense attaché DATT (24 months).
- <sup>7</sup> Unaccompanied tours. All personnel serve 18 months.
- <sup>8</sup> Listed tour length is for all personnel. Adults only may accompany personnel.

## **Appendix C**

### **HQDA Addresses Pertinent to This Regulation**

#### **C-1. Assignment procedures, operations, and overseas service assignment policy**

*a.* For information about assignment procedures and operations, contact Commander, PERSCOM, ATTN: TAPC-PL, 200 Stovall St., Alexandria, VA 22332-0406.

*b.* For general information about overseas service assignment policy, send correspondence through command channels to Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, ATTN: DAPE-MP, 300 Army Pentagon, Washington, DC 20310-0300.

#### **C-2. For Active Army enlisted soldiers**

*a.* Send personnel action requests for change of tour because of change in dependent status or acquisition of family members to Commander, PERSCOM, ATTN: TAPC-EPC-S, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

*b.* Send actions for reassignment, deferment, and deletion based on compassionate reasons, that require HQDA approval to Commander, PERSCOM, ATTN: TAPC-EPC-S, 2461 Eisenhower Ave., Alexandria, VA 22332-0451.

*c.* Send requests for deletion/deferment (other than compassionate) for initial entry training enlisted soldiers and new accessions to Commander, PERSCOM, ATTN: TAPC-EPT-S, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

*d.* Send requests for deletion/deferment (other than compassionate) for all enlisted soldiers except trainees, new accessions, MSG/ISG(P) and SGM/CSM to Commander, PERSCOM, ATTN: TAPC-EPC-O, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

*e.* Send requests for deletion/deferment (other than compassionate) for MSG/ISG(P) and SGM/CSM to Commander, PERSCOM, ATTN: TAPC-EPZ-E, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

*f.* Send all other requests and reports (except OTEIP actions), and routine joint domicile requests that pertain to enlisted soldiers to Commander, PERSCOM, ATTN: TAPC-(See AR 614-200, Appendix B, for appropriate office symbol), 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

*g.* Send foreign service tour extension (FSTE) voluntary and involuntary overseas service requests (except OTEIP actions) to Commander, PERSCOM, ATTN: TAPC-EPS-C, 2461 Eisenhower Ave., Alexandria, VA 22331-0456.

*h.* Send all actions pertaining to OTEIP, including monthly reports to Commander, ATTN: TAPC-PLP-A, PERSCOM, 200 Stovall Street, Alexandria, VA 22332-0406.

*i.* Requests for curtailment and assignment, for soldiers who are diagnosed with HIV will be sent to Commander, PERSCOM, ATTN: TAPC-EPS-C, 2461 Eisenhower Ave., Alexandria, VA 22332-0450.

#### **C-3. For Active Army officer personnel**

*a.* Send all action requests that pertain to chaplain and JAG officers (for example, change of tours, reassignments, deferments, deletions based on compassionate reasons, joint domicile, FSTE, curtailments, COT/IPCOT) to appropriate HQDA assignment authority—

(1) Chief of Chaplains, ATTN: DACH-PER, 2511 Jefferson Davis Hwy, Arlington, VA 22202-3907.

(2) The Judge Advocate General, ATTN: DAJA-PT, 2200 Army Pentagon, Washington, DC 20310-2200.

*b.* For all other officers, the following action requests are forwarded to Commander, PERSCOM, ATTN: TAPC-OPD-M, 200 Stovall Street, Alexandria, VA 22332-0413:

(1) Curtailments.

(2) Change of tour because of change in dependent status or acquisition of family members.

(3) COT.

*c.* Officer requests other than in C-3a and C-3b above will be sent to Commander, PERSCOM, ATTN: (TAPC-(appropriate office symbol below)), 200 Stovall Street, Alexandria, VA (appropriate zip code listed below)—

(1) OPC—ALL COL (22332-0412).

(2) OPE—combat arms officers (LTC and below) (22332-0414).

(3) OPF—combat support officers (LTC and below) (22332-0415).

(4) OPG—combat service support officers (LTC and below) (22332-0416).

(5) OPH—Army medical dept officers.

(6) OPB-A—single tracked officers (non-acquisition) (LTC and below) (22332-0411).

(7) OPB-E—Army Acquisition Corps Officers (LTC and below) (22332-0411).

(8) OPW—warrant officers (22332-0420).

#### **C-4. For Army Traveler's Assistance Center**

*a.* Army Traveler's Assistance Center (ATAC) is the Army's centralized official travel assistance center that has replaced the duties and responsibilities of the Personnel Assistant Points (PAP), which were formerly located at international airports throughout CONUS. ATAC provides emergency administrative and logistical assistance to soldiers, DOD civilians, and their family members who are traveling on official orders en route to and from OCONUS

locations. ATAC will assist in resolving various administrative travel problems, for example, exceptions to policy, port call problems, emergency leaves, student travel, dependent travel orders, etc. Effective 1997 June, the PAP were deactivated, with the exception of Atlanta International Airport (IAP) (see para C-6 below).

b. Send action requests to Commander, PERSCOM, ATTN: TAPC-PLO-TC, 200 Stovall Street, Alexandria, VA 22332-0433 or call (800) 582-5552, fax (800) 903-4241.

### **C-5. Active Guard/Reserve soldiers**

a. For ARNG AGR, send all action requests to Director, Army National Guard, 1411 Jefferson Davis Hwy, Suite P-1200, ATTN: NGB-ARZ-T, Arlington, VA 22202-3231.

b. For USAR AGR, send all action requests to Commander, U.S. Army Reserve Personnel Command, ATTN: ARPC-AR, 1 Reserve Way, St. Louis, MO 63132-5200.

### **C-6. Atlanta PAP**

The Atlanta PAP area of responsibility is Atlanta IAP.

a. The address to contact PAP is: Commander, U.S. Total Army Personnel Command, Personnel Assistant Point, North Terminal, 3d Floor, Room 305, Atlanta, GA 30354; commercial telephone: 404-464-4254/4255, toll free: 800-276-5809; fax: 404-464-4256.

b. The PAP official mailing address is: Commander, U.S. Total Army Personnel Command, 1777 Hardee Ave., S.W., Fort McPherson, GA 30330-1062

## **Appendix D Overseas Tour Length Data Sheet**

### **D-1. General information**

a. Identify the installation, host command, location of the installation, the mission of major activities assigned to the installation, and data sheet preparation date.

b. Indicate the current tour lengths and the recommended changes. In both instances, indicate the "with-dependent" and "all others" tour lengths.

### **D-2. Affected population**

a. List by Service the number of assigned officers, enlisted, and civilians (employees, United States citizens and foreign nationals).

b. Identify the number of personnel (by officer, enlisted, and U.S. civilian categories) accompanied by command-sponsored dependents.

c. Provide the total number of command-sponsored dependents by adults and children. List the number of children by age.

d. Indicate the number of unaccompanied personnel by those married without families and by single members.

e. Provide an estimate of the number of non-command sponsored dependents in the area.

### **D-3. Geography**

a. Indicate the elevation, latitude, and longitude of the installation.

b. Indicate the nearest civilian community (name of town, its population, distance, and driving time).

c. Indicate the nearest civilian community with a population of 10,000 or more within a 360 degree radius (name of town, its population, distance, and driving time) of the installation.

d. If the installation is not self-supporting, identify the support installation (names, distance, and driving time). Indicate the nearest major U.S. installation (names, distances, and driving time).

e. If geographic isolation is an environmental factor affecting this installation and its personnel, then provide an explanation.

### **D-4. Climate**

a. Temperature and humidity (high, low, and annual average).

b. Precipitation (annual average of snow and rain).

c. If climate is an environmental factor adversely affecting this installation and its personnel, then provide an explanation. Explain temperature, wind velocity, and precipitation.

### **D-5. Housing**

a. *Government quarters (family and unaccompanied).*

(1) Are adequate quarters (family and unaccompanied) available? Are they sufficient to accommodate the accompanied and unaccompanied personnel? If quarters are not adequate, then provide an explanation. Describe types of quarters (for example, family—number of bedrooms or unaccompanied—number of persons per room) and list the number of quarters by size.

(2) What is the average waiting time for occupancy for both accompanied and unaccompanied quarters (officer and enlisted)?

(3) Are family quarters in a common housing area and shared by another location (identify the location and installation)?

*b. Economy quarters (family and unaccompanied).*

(1) Are adequate local economy quarters (family and unaccompanied) available within 30 minutes commuting time from the installation? If quarters are not available, provide an explanation. What are the average waiting times for occupancy (officer and enlisted)?

(2) What are the average monthly costs for local economy quarters?

(a) Furnished, rent paid, utilities, 1 bedroom, 2 bedrooms, 3 bedrooms, and 4 bedrooms (total for each).

(b) Unfurnished, rent paid, utilities, 1 bedroom, 2 bedrooms, 3 bedrooms, and 4 bedrooms (total for each).

(c) Other housing costs unique to this location that are not covered by military housing allowances.

(d) Number of service members authorized to reside off-post in local economy quarters. Indicate the authorized housing allowance rate and marital and accompanied status and grade (should arrange the number of service members drawing these allowances).

*c. Percentage increase for housing.* Assuming that service members will elect the accompanied tours, what percentage increase could on- and off-post housing accommodate?

#### **D-6. Medical support**

*a.* Describe the medical and dental support facilities at this location (on- and off-post).

*b.* Is medical and dental care available in the following specialties either on-post or off-post?

(1) Internal medicine

(2) Obstetrics and gynecology

(3) Pediatrics

(4) General surgery

(5) Oral surgery

*c.* What is the location of nearest civilian and U.S. military medical and dental care facilities, if not available at this location (distance and travel time)?

*d.* What percentage increase in dependent medical caseload could the on- and off-post medical and dental facilities accommodate?

#### **D-7. Education support**

*a.* Identify the dependent schools, Department of Defense Dependent Schools (DODDS) and local English-speaking schools. Comment on their availability to include commuting times and accreditation status.

*b.* Comment on off-duty education (college and vocational) available to service members and their family members.

*c.* Comment on library facilities.

*d.* What percent of student increase could educational levels accommodate?

#### **D-8. Support services**

*a. Commissary support.* Is there an adequate U.S. commissary at this location? If not, where is the nearest available U.S. commissary? Comment on the availability, adequacy, and cost of civilian food purchasing facilities.

*b. Banking facilities.* Are American banking facilities (including currency exchange) available either on- or off-post? Explain.

*c. Exchange facilities.* Are adequate military exchange facilities available at this location? If not, where is the nearest available military exchange facility? Comment on the availability, adequacy, and cost of the nearest civilian retail, discount, and/or warehouse shopping facilities.

*d. Chaplain and church support.* Comment on the availability of on- and off-post worshipping facilities and support and chaplain services.

*e. Recreational support.* Comment on the availability of support and facilities for both on- and off-post recreational facilities.

*f. Mail service.* What mail facilities are available? What is the average mail delivery time (air and surface mail) to and from the U.S.?

*g. Transportation support.* Describe the in-country transportation systems. What are the costs for civilian transportation? Describe the international air support that is available. What is the distance between the installation and the nearest international terminal or U.S. military installation where air support is available? Explain any unique economic



difficulties that may be encountered by the military family. For example, comment on the availability or necessity of having a privately owned vehicle (POV). Are there adequate automobile repair facilities?

#### **D-9. Social customs**

Describe nature and extent of any restrictions on social life of soldiers (bachelor, married, accompanied, unaccompanied, male and female) due to local customs, language, attitude of local population, government restrictions, political climate, etc. What are the cultural difficulties that may be encountered by the military family?

#### **D-10. Commander, major Army command**

The MACOM commander has the function for collecting the following data from Army sources and from other Services who have members assigned to the location.

*a. Personnel demographics.* (Not applicable when requesting establishment of an initial tour length.) Compare the demographics below with other locations in the theater with similar tour lengths—

- (1) Reenlistment rates (initial-term and career).
- (2) Discipline rates (AWOL, Article 15s, drug and alcohol abuse incidents, courts-martial by officers and enlisted (by initial-term and career)).
- (3) Foreign service tour extension rates (officer and enlisted, by marital and accompanied status).
- (4) Average tour lengths currently being served (officer and enlisted, by marital and accompanied status).

*b. Training requirements.* Identify any special or unique training requirements that must be met by service members being assigned to the applicable installation or geographic area. Include the length and type of training required, location of the training installation, the number of service members required to complete the training, and the training costs per student.

*c. Theater qualifications, unit readiness.* Identify the time required for soldiers in combat skills to become theater combat proficient (for example, time required for tank crews to be upgraded to mission-ready status, etc.). Identify the factors within the theater that impact upon the soldiers' upgrading (for example, training facilities, flying hours, experienced and inexperienced crew mix, etc.). What impact would a proposed tour change have on combat proficiency of the affected units?

*d. Construction requirements.* Identify funded and proposed construction requirements for the next three fiscal years. This should include both mission and dependent support requirements.

*e. PCS costs.* HQDA is responsible for completing this requirement. In support of this requirement, the overseas MACOM commander will report the basic allowances being paid for DLA, TLA, COLA, FSA-I, FSA-II, and rent plus and the total amount paid in each category for the previous 12 months

(1) What impact would this request have on the PCS transient account and the number of PCS moves of the military department?

(2) Identify the increases or decreases in annual PCS costs associated with this request. The cost factors below should be used, and when the request involves a change to the prescribed tour, a comparison of these factors between the current and proposed tour lengths will be included.

- (a) Member travel.
- (b) Unaccompanied baggage shipment.
- (c) Dislocation allowance (DLA).
- (d) Family separation allowance (FSA)-I and FSA II.
- (e) Temporary lodging allowance (TLA).
- (f) Cost of living allowance (COLA).
- (g) Dependent travel.
- (h) Privately owned vehicle (POV) shipment.
- (i) Station allowances.
- (j) Household goods (HHG) shipment.
- (k) HHG storage.
- (l) Rent plus.

#### **D-11. Security considerations**

Review the Integrated Terrorist Threat Estimate and address force protection and anti-terrorism considerations in accordance with DOD Directive 2000.12 (DOD Combating Terrorism Program, 15 September 96). Determine whether restrictions should be placed on accompanying family members for personnel assigned to overseas activities.

## Appendix E Guidelines for Overseas Tour Lengths

### E-1. Overseas tour lengths

This appendix gives guidance on overseas tour lengths.

### E-2. Criteria

Table E-1 indicates the criteria used to determine overseas tour lengths.

**Table E-1**

**Criteria for overseas tour lengths**

COMBINATIONS (With Dependents/All Others)	DEFINITIONS
36/24	The standard overseas tour based on Congressional guidance. Locations with quality-of-life conditions reasonably comparable to U.S. standards.
30/18	Locations with significant quality-of-life factors such as extreme weather and isolation that require less than the standard tour, but there is an identified overriding operational need for soldier and unit continuity.
24/24	Locations with conditions suitable for the standard tour except for quality-of-life factors that impose a significant hardship on families.
24/18	Locations with extreme adverse conditions that preclude the standard tour for all soldiers but with overriding operational considerations that demand more than 1 year for unaccompanied soldiers.
24/12 <sup>1</sup>	Remote and arduous locations with limited family support facilities or with economic, political, or cultural conditions that do not support a reasonable quality of life comparable to U.S. standards.
NA/12 <sup>1</sup>	Dependent-restricted tour. Locations lacking adequate family support facilities or with potential or actual threat to the safety or security of families.

Notes:

<sup>1</sup> An increase in the unaccompanied tour length may be authorized on a case-by-case basis for a specific overriding operational requirement and subject to periodic review. Supporting information must show why the next higher regular tour-length increment cannot satisfy the requirement.

## Appendix F Management Control Evaluation Process

### F-1. Function

Maximize soldier readiness.

### F-2. Key management controls

*a.* Commanders will maximize individual soldier readiness by identifying and correcting non-deployment conditions using deployment criteria in table 3-2.

*b.* Commanders will comply with the Soldier Readiness Program (see AR 600-8-101, chap 4). Key management controls are identified in AR 600-8-101.

### F-3. Management control evaluation process

During in-and-out processing, at least annually, and if needed within 30 days of deployment, commanders are required to ensure that soldiers' eligibility for deployment is checked and defects corrected (see criteria in table 3-2).

## **Glossary**

### **Section I Abbreviations**

**ADT**

active duty for training

**AERB**

Army Educational Requirements Board

**AERS**

Army Education Requirements System

**AGR**

Active Guard Reserve

**AI**

assignment instructions

**AMOS**

additionally awarded military occupational specialty

**ANCOC**

Advanced Noncommissioned Officers Course

**AOC**

area of concentration

**APOD**

aerial port of debarkation

**ARNG**

Army National Guard

**ASA(M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASI**

additional skill identifier

**AWOL**

absent without leave

**CAR**

Chief, Army Reserve

**CCH**

Chief of Chaplains

**CDR**

commander

**CG**

commanding general

**COLA**

cost-of-living allowance

**CONUS**

continental United States

**COT**

consecutive overseas tour

**CSL**

command select list

**CSM**

command sergeant major

**DAS**

Defense Attaché System

**DATT**

defense attaché

**DC**

District of Columbia

**DCSOPS**

Deputy Chief of Staff for Operations

**DCSPER**

Deputy Chief of Staff for Personnel

**DCSS**

Declination of Continued Service Statement

**DEROS**

date eligible to return from overseas

**DLA**

dislocation allowance

**DLPCS**

date of last permanent change of station

**DIA**

Defense Intelligence Agency

**DMO**

directed military overstrength

**DODDS**

Department of Defense Dependent Schools

**DROS**

date of return from overseas

**EFMP**

Exceptional Family Member Program

**EPMD**

Enlisted Personnel Management Directorate

**ESA**

expiration of service agreement

**ETS**

expiration of term of service

**FAO**

foreign area officer

**FCP**

Family Care Plan

**FSA**

family separation allowance

**FTSMD**

Full Time Support Management Directorate

**GCM**

general court-martial

**HAAP**

Homebase and Advanced Assignment Program

**HHG**

household goods

**HIV**

human immunodeficiency virus

**HQDA**

Headquarters, Department of the Army

**IA**

immediately available

**IAP**

international airport

**IET**

initial entry training

**IFSTE**

involuntary foreign service tour extensions

**IPCOT**

in-place consecutive overseas tour

**JAGC**

Judge Advocate General's Corps

**JCS**

Joint Chief Staff

**JFTR**

Joint Federal Travel Regulations

**LIC**

language indicator code

**LOD**

line of duty

**MAAG**

Military Assistance Advisory Group

**MACOM**

major Army command

**MEB**

Medical Examination Board

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MPA**

military personnel, Army

**MRD**

mandatory release date

**MSG**

master sergeant

**MTOE**

modification table of organization and equipment

**NATO**

North Atlantic Treaty Organization

**NCO**

noncommissioned officer

**OCONUS**

outside continental United States

**OOTW**

operations other than war

**OPATT**

Operational Planning and Assistance Training Team

**OTEIP**

Overseas Tour Extension Incentive Program

**OPMD**

Officer Personnel Management Directorate

**PAP**

Personnel Assistance Point

**PCA**

permanent change of assignment

**PCF**

personnel control facility

**PCS**

permanent change of station

**PDS**

permanent duty station

**PEB**

Physical Evaluation Board

**PERSCOM**

United States Total Army Personnel Command

**PMOS**

primary MOS

**POV**

privately owned vehicle

**PSB**

Personnel Service Battalion

**PSC**

personnel service company

**PRC**

Presidential Reserve Call-Up

**PW**

prisoner of war

**QMP**

Qualitative Management Program

**RAF**

Royal Air Force

**RFO**

request for orders

**RIF**

reduction in force

**SGM**

sergeant major

**SIDPERS**

Standard Installation/Division Personnel System

**SIMOS**

space imbalanced MOS

**SMOS**

secondary military occupational specialty

**SOFA**

Status of Forces Agreement

**SRR**

Service Remaining Requirement

**SR&R**

special pay, special rest, and recuperation

**SQI**

special qualifications identifier

**TAADS**

The Army Authorization Document System

**TAFT**

Technical Assistance Field Team

**TAT**

turnaround time

**TDA**

table of distribution and allowances

**TCS**

temporary change of station

**TDY**

temporary duty

**TJAG**

The Judge Advocate General

**TLA**

temporary lodging allowance

**TOE**

table of organization and equipment

**TOS**

time-on-station

**UCMJ**

Uniform Code of Military Justice

**UIC**

unit identification code

**UNTSO**

United Nations Truce Supervision Organization

**USAFA**

United States Air Force Academy

**USAISC**

United States Army Information Systems Command

**USAR**

United States Army Reserve

**USAREUR**

United States Army Europe and Seventh Army

**USASOC**

United States Army Special Operations Command

**USC**

United States Code

**USCGA**

United States Coast Guard Academy



**USMA**

United States Military Academy

**USSOCOM**

United States Special Operations Command

**UCMJ**

Uniform Code of Military Justice

**USNA**

United States Naval Academy

**VSI**

very seriously ill

**WO**

warrant officer

**Section II****Terms****Accompanied tour length**

The longest prescribed tour length for a specific overseas area or duty station where command-sponsored dependents are authorized.

**Active duty**

Full-time duty in the active military service of the United States. Excluded is inactive reserve duty or active reserve duty for training that is less than 20 weeks in duration.

**Bachelor**

Soldier who has no dependents in his or her household and is not married or legally obligated to pay child support (see definition for single soldier and single soldier parent below).

**Career soldier**

- a. *Enlisted.* Soldier on second or subsequent enlistment.
- b. *Officer.* Grades 0–3 and above with more than 4 years of commissioned active service and all warrant officers.

**Consecutive overseas tour**

Consecutive overseas tour (COT) is a subsequent overseas tour that requires the PCS reassignment of a soldier from one overseas permanent duty station (PDS) to another, regardless of whether it is within the same country or is an intra-theater or inter-theater PCS. See definition for in-place consecutive overseas tour (IPCOT).

**Continental United States**

Continental United States (CONUS) refers to the contiguous 48 states and the District of Columbia.

**Date eligible to return from overseas**

The date eligible to return from overseas (DEROS) is the date the soldier is designated as eligible to return from overseas upon completion of the prescribed overseas tour for the country in which serving.

**Date returned from overseas**

Date returned from overseas (DROS) is the date a soldier returned to CONUS from the last overseas tour or an adjusted date based on TDY.

**Date of separation (for purposes of this regulation)**

The date a soldier will leave the active Army to include: mandatory separation or retirement date, mandatory release date, expiration of service agreement, or completion of enlistment.

**Deferment**

Adjustment of a soldier's previously announced arrival month up to 120 days in order to accommodate a temporary condition or situation.

**Deletion**

Cancellation of previously announced assignment instructions because the soldier is either ineligible, unqualified, or unavailable.

**Dependency status**

*a. Acquired dependent.* A family member acquired through marriage, adoption, or other action during the course of a soldier's current overseas tour of duty. This term includes soldiers who are married to other service members and who separate or retire, thereby becoming the dependent of a military spouse. This term is not applicable to persons dependent upon the soldier or children born of a marriage that existed before the start of a current overseas tour.

*b. Command-sponsored dependents.* Family members who are residing at the soldier's duty station outside the CONUS, where the accompanied tour is authorized and the soldier is authorized to serve said tour, and where family members meet the following conditions:

- (1) Entitled to travel to the soldier's duty station at Government expense incident to the soldier's PCS orders.
- (2) Are authorized by the appropriate authority to be at the soldier's duty station.
- (3) Because of their residence in the vicinity of the soldier's duty station, they entitle soldier to station housing allowances at the "with-dependents" rate.

*c. Individually sponsored dependents.* Non command-sponsored family members at a soldier's duty station outside CONUS, where the accompanied tour may or may not be authorized. They may be either acquired dependents or individually sponsored by the soldier into the command without endorsement by the appropriate authority. These family members shall not be entitled to travel at Government expense to and from the soldier's overseas duty. They will not be entitled to station housing allowances at the "with-dependents" rate. Depending on individual Status of Forces Agreement (SOFA), U.S. statutes, congressional guidance, DOD policy, or Army regulations, these family members may be denied access to certain overseas dependent support facilities.

**Dependent**

This term is as defined by 37 USC 401 as contained in the JFTR, appendix A. As outlined in 37 USC 420, a soldier who is the spouse of another soldier is not considered a dependent.

**Dependent-restricted tour**

A tour at any overseas duty station where command-sponsored dependents are not authorized. Also includes stations where command-sponsored dependents may be authorized, but where the soldier is not eligible to serve the accompanied tour, for example, as in Korea. Also, sometimes referred to as an unaccompanied hardship tour or remote tour.

**Designated place**

A location in the U.S., the Commonwealth of Puerto Rico, or a territory or possession of the U.S., named by soldiers or their family members as the place where the soldiers' family members reside until further Government transportation is authorized.

**Dual U.S./Turkish National**

A person (including a person who is a U.S. citizen, either by birth or naturalization) borne of parents, one of whom is a Turkish national, and who has not obtained permission from the Turkish government to renounce Turkish nationality. Under Turkish law, children born in or outside of Turkey of a Turkish father or mother are Turkish nationals by birth.

**Exceptional Family Member Program assignment**

Exceptional Family Member Program (EFMP) assignment is an assignment of soldiers enrolled in the EFMP to locations where family members can receive special education or medical attention (also see AR 608-75).

**Expiration of term of service**

The date an enlisted soldier is expected to complete the military service required by an enlistment contract.

**Follow-on assignment**

The assignment a soldier serves following the current assignment. Follow-on assignments are normally provided to soldiers who are assigned to an unaccompanied dependent restricted overseas tour.

**General officer**

This regulation requires certain actions to be requested and/or approved by a general officer. For the purposes of this regulation, officers must actually be serving in a general officer grade or an equivalent Federal civilian grade.

**Hostile fire/imminent danger area**

An area so designated by the Secretary of Defense, the Joint Chiefs of Staff, or the Secretary of the Army.

### **HQDA Assignment Authority**

The authority that is responsible for replacement management at the HQDA level. This includes Commander, PERSCOM, The Judge Advocate General, and the Chief of Chaplains. For AGR soldiers, this includes Director, ARNG, and CAR.

### **Homebasing**

The practice of returning soldiers to their previous permanent duty station or location after they complete an overseas dependent restricted tour, for example, Homebase and Advanced Assignment Program (HAAP).

### **Immediate family**

When determining immediate family status of a soldier's family members, the following definitions are applicable:

*a. Parents.* This includes stepparents, parents by adoption, and those who stood in place of a parent (*loco parentis*) for at least 5 years immediately preceding the initial entry on active duty of the member who died, is missing or captured, or 100 percent disabled.

*b. Brothers and sisters.* Stepprothers, brothers by adoption, half brothers, stepsisters, sisters by adoption and half sisters in the household at the time of initial entry on active duty of the member who died, is missing or captured, or 100 percent disabled.

*c. Spouse.* Married husband or wife.

*d. Children.*

(1) Natural child.

(2) Legally adopted child.

(3) Stepchild, if child was a member of the household.

(4) Illegitimate child to whom a male soldier or former soldier is ordered judicially to pay child support, or has been decreed judicially to be the father, or if he has acknowledged in writing under oath that he is the father.

### **In-place consecutive overseas tour**

The in-place consecutive overseas tour (IPCOT) is the tour served by a soldier who, upon completion of an initial overseas tour, to include any voluntary extensions, is ordered, either voluntarily or not, to serve another complete tour at the same duty station. No PCS movement is involved.

### **Inter-theater consecutive overseas tour**

A PCS reassignment between theaters (for example, from the Pacific to the European theater).

### **Intra-theater consecutive overseas tour**

A PCS reassignment between overseas PDS in the same theater or within the same country, for example, between Germany and Spain or between Stuttgart and Bremerhaven, Germany.

### **Initial term soldier**

A soldier who is serving on an initial term of active Federal military service. Soldiers who have served on active duty solely under the Reserve Enlisted Program of 1955 (RFA-55), the Reserve Enlistment Program of 1963 (REP-63), or who have less than 180 days of prior Active Federal Service, are considered initial term soldiers. Soldiers with prior active Federal military service (180 days or longer) as a member of one of the Armed Forces other than the Army are not considered initial term soldiers.

### **Joint domicile PCS**

A cost PCS move approved by HQDA or the overseas MACOM command specifically for the purpose of allowing military members to establish joint households with their spouses who are also military members.

### **Key billet**

An overseas duty position that requires such unusual responsibility that the continued presence of the incumbent is determined absolutely essential to the mission of the activity or unit or to the United States' presence in that area. The incumbent in a position designated as "key billet" serves a 24-month tour whether serving accompanied or unaccompanied.

### **Low-cost move**

A PCS move for which the total expected cost, including the soldier's travel and transportation entitlements and dislocation allowance, if applicable, does not exceed \$500. Low-cost moves are not curtailments and do not require waivers of time-on-station (TOS) as are required for other moves. It is not necessary to adjust the soldier's original tour completion date. It is not necessary for the soldier to have service retainability beyond the original tour completion date.

**No-cost move**

Permanent change of assignment (PCA) or PCS move that incur no fiscal liability to the Government.

*a. Permissive no-cost moves.* Moves involving entitlement to fiscal expenditures, but the soldier elects to execute the move at his or her expense.

*b. Zero-cost move.* Moves involving no entitlement to fiscal expenditures such as temporary lodging allowances (TLA), movement of household goods, or travel accountable to PCS funding.

*c. Permanent change of assignment (PCA).* Transfer between permanent assignments when the authority to move HHG or entitlement to travel payment does not exist. This includes changes between command (for example, from HQDA to the Joint Staff). This also may be defined as a no-cost move.

**Overseas**

Any area of the world other than the CONUS (See definition of CONUS). Sometimes referred to as outside CONUS, that is, OCONUS.

**Overseas MACOM commander**

The senior Army commander in each overseas command. For the purpose of this regulation, the commanders listed below also function as overseas MACOM commanders on personnel matters that pertain to those overseas agencies under their direct jurisdiction.

- a.* CG, U.S. Army Forces Command.
- b.* CG, U.S. Army Materiel Command.
- c.* CG, U.S. Army Training & Doctrine Command.
- d.* CG, U.S. Army Information Systems Command.
- e.* CG, U.S. Army Intelligence and Security Command.
- f.* CG, U.S. Army Recruiting Command.
- g.* CG, U.S. Army Criminal Investigation Command.
- h.* CG, U.S. Army South.
- i.* CG, Military Traffic Management Command.
- j.* Auditor General, U.S. Army Audit Agency.
- k.* The heads of Army Staff agencies with operations OCONUS.
- l.* Deputy Chief of Staff for Intelligence for the U.S. Army Institute for Intelligence for the U.S. Army Institute for Advanced Russian and East European Studies.
- m.* CG, U.S. Army Corps of Engineers.
- n.* Commander, U.S. Military Enlistment Processing Command.
- o.* CG, U.S. Army Health Services Command.
- p.* CG, Special Operation Command.

**Overseas service**

Service outside CONUS or service of regularly assigned personnel aboard oceangoing vessels.

**Overseas tour definitions**

*a. Prescribed tour length.* Term as used in this regulation is synonymous with time-on-station (TOS), that is, the period of time established by DOD Directive 1315.7 (Military Personnel Assignments) for tours in specific geographic locations in CONUS, OCONUS or at sea. (See appendix B for prescribed tour lengths.)

*b. "All-others" tour.* The shortest tour length prescribed for an overseas area or station (app B) for soldiers who are not accompanied by command-sponsored dependents, sometimes referred to as an "unaccompanied tour."

*c. "With-dependents" tour.* The longest tour length prescribed (app B) for an overseas area or station where command-sponsored dependents are authorized, sometimes referred to as an "accompanied tour".

*d. Dependent-restricted tour.* Overseas duty in a position or area that has a prescribed tour (app B) and command-sponsored dependents are not authorized. Also includes stations where command-sponsored dependents may be authorized, but where the member is not eligible to serve the accompanied tour, as in Korea (see app B, table B-1, note 8). Sometimes referred to as an "unaccompanied hardship" and/or "remote tour."

*e. Long tour.* Overseas tour where the length is both equal to and greater than 36 months (with-dependents) and 24 months (all-others).

*f. Short tour.* Overseas tour where the length is both less than 36 months (with-dependents) and 24 months (all-others).

**Overseas tour extension incentives**

Entitlements and benefits awarded to soldiers who are serving extensions of overseas tours under the provisions of the Overseas Tour Extension Incentive Program (OTEIP).

**Permanent change of station**

See appendix A, JFTR, volume I, for the detailed definition of permanent change of station (PCS).

**Permanent duty station**

See appendix A, JFTR, volume I, for the detailed definition of permanent duty station (PDS).

**Single soldier parent (not married)**

A soldier who has one or more dependent children (as defined by 37 USC 401), and does not have a spouse.

**Single soldier (not married)**

A soldier who does not have a spouse.

**Sole surviving son or daughter**

A soldier who is the only remaining son or daughter in a family where the father (or mother or one or more sons or daughters) served in the U.S. Armed Forces and as a direct result of the hazards of duty in the Service:

- a. Was killed.
- b. Died as a result of wounds, accident, or disease.
- c. Is in a captured or MIA status.
- d. Is permanently 100 percent physically disabled (including 100 percent mental disability) as determined by the Department of Veterans Affairs or one of the Military Services.

**Spouse**

A married person, that is, husband or wife.

**Sustaining base**

The base of personnel resources for overseas assignments. It consists of CONUS, Alaska, and Hawaii.

**Temporary change of station**

Temporary change of station (TCS) is temporary duty status away from home station by a soldier and/or unit in support of a contingency operation. The soldier and/or unit are expected to return to home station upon completion of temporary duty.

**Temporary duty**

Temporary duty (TDY) at one or more locations, other than the permanent duty station, where a soldier performs duty under orders either en route to a new permanent station or return to the current station after completing the TDY.

**Time-on-station**

“Time-on-station” (TOS) as used in this regulation is synonymous with “prescribed tour,” for example, the period of time established by DOD Directive 1315.7 (Military Personnel Assignments) for tours in specific geographic locations in CONUS, OCONUS or at sea (see appendix B).

**Unaccompanied tour**

Tour length that is authorized at a specific overseas area or duty station for soldiers who are not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is considered to be a dependent-restricted tour.

**Unit move**

Movement of a unit as directed by an Office, Deputy Chief of Staff for Operations (DCSOPS) movement directive.

**United States**

The 50 states and the District of Columbia.

**Section III****Special Abbreviations and Terms**

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310–50:

**CPMOS**

career progression MOS

**DASR**

DA special roster

**DLPCS**

date of last permanent change of station

**EDAS**

Enlisted Distribution Assignment System

**FSTE**

foreign service tour extensions

**GCMCA**

General Court-Martial Convening Authority

**IFSTE**

involuntary foreign service tour extensions

**MPD**

Military Personnel Detachment

**MMRB**

MOS Medical Retention Board

**MS**

Unit Manning System

**PERDB**

personnel database

**QMP**

Quality Management Program

**SERB**

Selective Early Retirement Board

**SPCMCA**

Special Court-Martial Convening Authority

**SRP**

Soldier Readiness Program

**SSB**

special separation benefit

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