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Personnel—General

Rear Detachment Command

***This regulation supersedes AE Regulation 600-8-1-108, 8 July 2004.**

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Summary. This regulation provides policy and procedures for—

- Rear detachment command operations.
- The appointment of rear detachment commanders and other key leaders.

Summary of Change. This revision modifies family-readiness-liaison responsibilities and training requirements (para 4e and app D, para D-2).

Applicability. This regulation applies to—

- USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and IMA-E.
- Organizations in the European theater that support rear detachments.

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

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

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

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-MP, DSN 370-7221/8060). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-MP), Unit 29351, APO AE 09014-9351.

Distribution. B (AEPUBS).

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SECTION I GENERAL

1. PURPOSE

This regulation prescribes policy, responsibility, authority, and procedures for rear detachment commanders (RDCs) and other key leaders.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

- a. RDCs at brigade and higher level will—

(1) Screen and appoint brigade- and battalion-level RDCs. Rear detachment (RD) brigade and battalion command are command-position opportunities and must be documented as such. These positions will be used to prepare for command at the next higher level.

(a) Brigade-, battalion-, and separate company-level RDCs must be commissioned officers. Paragraph 6b provides grade requirements for RDCs. If the senior regularly assigned officer present for duty is not appointed as the RDC, an officer junior in grade may be appointed. This appointment must be made by a general officer.

- (b) The rater for RDCs will be the next-higher RDC or other commander in the chain of command.

NOTE: RDCs above brigade level may be appointed if necessary.

(2) Monitor family support systems in subordinate units and help coordinate family assistance plans and family support plans (FSPs).

(3) In conjunction with equal opportunity (EO) advisers, develop, implement, and enforce the transient soldier integration and training plan according to DA and Army in Europe policy on EO and the prevention of sexual harassment (POSH).

(4) Forward requests for derivative unit identification codes (DUICs) for deploying units through their unit identification code (UIC) manager to the USAREUR G3 (AEAGC-FMD) and ensure the RD is properly established and activated as a provisional unit according to AR 220-5.

(5) Ensure that property identified for deployment is reported to property book officers (PBOs) enough in advance to allow time for the deploying unit commander and the RDC to conduct a 100-percent joint inventory.

(6) Ensure deploying units and RDCs “split” handreceipts before deployment and that RDCs sign handreceipts provided by PBOs (for example, organizational, installation, and furnishings management offices) for property that is not being deployed (sec V).

(7) Ensure absentee baggage (stored personal property of personnel who are deployed or otherwise absent from the unit) is inventoried and secured using appropriate documentation.

(8) Ensure favorable background checks and copies of DA Form 7281-R are obtained for personnel who are authorized unaccompanied access to arms rooms and high-security areas.

(9) Appoint Command Supply Discipline Program (CSDP) monitors on orders and ensure CSDP checks are conducted. Appendix B provides a basic supply checklist that commanders can use as a general guide for ensuring CSDP requirements are met.

(10) Ensure funds are available to support operation and maintenance requirements for RD commands.

b. Battalion- and squadron-level RDCs will—

(1) Screen and appoint RDCs at company, troop, and battery levels, and ensure the position is used to prepare for command at the next higher level. The rater for RDCs will be the next-higher RDC or other commander in the chain of command.

(a) RDCs at company, troop, and battery levels should be officers. Paragraph 6b provides grade requirements for RDCs. If the senior regularly assigned officer present for duty is not appointed as the RDC, an officer junior in grade may be appointed. This appointment must be made by a general officer. If no officer is available, a noncommissioned officer (NCO) may be appointed as RD noncommissioned officer (NCOIC), but command functions and authority will remain at the RD battalion or squadron level.

(b) Commissioned officers may need to be appointed for large or geographically isolated separate companies. Small units may be task-organized to larger ones to provide greater support.

(2) Ensure subordinate units receive all resources and support required, such as automated systems, copiers, Internet access, long-distance telephone lines, and video-teleconference capability.

(3) Maintain command information programs according to DA Pamphlet 608-47 to help ensure a unit and family partnership.

(4) In conjunction with EO advisers, develop, implement, and enforce the transient soldier integration and training plan according to DA and Army in Europe regulations and policy on EO, POSH, and sexual misconduct.

(5) Forward a request for a DUIC for all of deploying units through their UIC manager to the USAREUR G3 and ensure the proper creation and activation of the RD as a provisional unit according to AR 220-5.

(6) Ensure that property identified to deploy according to mission analysis has been reported to PBOs with time allowed for a 100-percent joint inventory by the deploying unit commander and RDC.

(7) Ensure subordinate units split handreceipts and that RDCs sign for property not being deployed with the applicable PBOs (for example, organizational, installation, and furnishings management offices).

(8) Ensure absentee baggage is inventoried using appropriate documentation and secured in a storage area not used for other property. The absentee baggage storage area must have controlled access similar to the arms room.

(9) Ensure favorable background checks and copies of DA Form 7281-R are obtained for personnel who are authorized unaccompanied access to arms rooms and high-security areas.

(10) Appoint CSDP monitors on orders and ensure CSDP checks are conducted.

(11) Ensure Government purchase cardholders, billing officials, and certifying officials have been trained and appointed.

(12) If assigned a supply support activity (SSA), ensure that deploying units deploy with “sterile” Standard Army Retail Supply System (SARSS), Unit-Level Logistics System (ULLS), and Standard Army Maintenance System (SAMS) hardware. The Enterprise Logistics Systems Division, Office of the USAREUR G4, should be contacted for further guidance and instructions (DSN 375-5822 for SARSS hardware; DSN 375-5830 for SAMS and ULLS hardware).

c. On deployment, RDCs will—

(1) Perform the duties of the unit commander. This includes—

(a) Exercising command and control over soldiers.

(b) Concentrating on inbound soldiers, particularly soldiers new to the Army and coming from the continental United States.

(c) Understanding their role in redeployment, reintegration, reconstitution, and retraining (R4).

(2) Validate and maintain family care plans (FCPs) for deployed personnel and personnel preparing to deploy.

(3) Maintain regular contact with the unit commander at the mission location.

(4) In conjunction with EO advisers, develop, implement, and enforce the transient soldier integration and training plan according to DA and Army in Europe regulations and policy on EO, POSH, and sexual misconduct.

(5) Maintain liaison with families, family readiness liaisons (FRLs), and family readiness group (FRGs), and ensure FRG members have opportunities to maintain contact with deployed soldiers and civilian employees.

(6) Coordinate with the American Red Cross regarding emergency information on unit soldiers and family members.

(7) Help with soldier and family assistance center (SFAC) and FRL operations as needed.

(8) Coordinate with the FRG steering committee in conjunction with FRG leaders, the chain of command, post resources, and the SFAC.

(9) Provide information on important unit news to FRG leaders.

(10) Answer questions and concerns from FRG leaders and, when necessary, FRG members.

(11) Ensure property accountability. This includes conducting a 10-percent cyclic and 100-percent sensitive-item inventory monthly and as needed.

(12) Oversee unit administrative operations. This includes—

(a) Processing Uniform Code of Military Justice (UCMJ) actions or forwarding them to higher command levels for processing.

(b) Submitting required reports to higher headquarters and processing required or requested personnel actions.

(13) Coordinate logistic support with the servicing base support battalion (BSB) for the stored personal property of deployed personnel (for example, household goods, privately owned vehicles).

(14) Be responsible for supporting families remaining in the command. This includes keeping in contact with families that return to their home of record or otherwise leave the theater during their sponsor’s deployment. Appendix C provides sample memorandums that RDCs can provide to help families that choose to travel or clear quarters when their sponsor is deployed.

(15) Maintain a roster of unit augmentees during deployments.

(16) Establish a chain-of-command rating scheme and clearly define subordinate roles.

d. Deploying unit commanders will—

(1) Ensure RDCs attend appropriate training.

(2) Establish unit-level FRGs and encourage nondeploying soldiers, civilian employees, and family members to participate in FRG activities.

NOTE: Appropriated fund and nonappropriated fund employees who are military spouses are authorized excused absence to attend unit FRG meetings within mission constraints.

(3) Create an FSP and FRG coordinating committee.

(4) Meet with FRG leaders regularly and ensure the FRL, the RDC, and FRG leaders have a strong working relationship.

(5) Ensure deploying soldiers and civilians have enough time as the mission allows to prepare their families for separation.

(6) In conjunction with EO advisers, develop, implement, and enforce the transient soldier integration and training plan according to DA and Army in Europe regulations and policy on EO and POSH.

(7) Serve as a link between the command and families by including family members in predeployment briefings and meetings.

(8) Establish procedures for determining family readiness, including procedures for verifying FCPs according to AR 600-20. Also review FCPs to ensure that nonfamily members acting *in loco parentis* are informed of all RDC activities as well as information that affects deployed soldiers' children who will remain in the local area.

(9) Establish command information programs to help ensure a strong unit and family partnership. DA Pamphlet 608-47 and USAREUR Regulation 608-2 provide guidance.

(10) Ensure all property has been accounted for and separate handreceipts are established with PBOs for deploying and nondeploying property. Sub-handreceipting property from the RDC to the RD staff and personnel is strongly encouraged.

(11) Ensure absentee baggage is inventoried using appropriate documentation and secured in a storage area not used for other property. The absentee baggage storage area must have controlled access similar to the arms room.

(12) Ensure favorable background checks and copies of DA Form 7281-R are obtained for personnel who are authorized unaccompanied access to arms rooms and high-security areas.

(13) Appoint CSDP monitors on orders and ensure CSDP checks are conducted.

(14) Ensure Government purchase cardholders have been trained and appointed.

(15) Ensure linen and room keys are available, or that a billeting plan has been established for the RD to provide for incoming soldiers.

(16) Ensure unit patches and reverse U.S. flag patches are available for incoming personnel. Also provide AE Form 715-1A for patches to be sewed onto soldier uniforms at no cost by Army and Air Force Exchange Service (AAFES) alteration stores.

(17) Ensure units deploy with “sterile” SAMS, SARSS, and ULLS hardware if an SSA is assigned. The Enterprise Logistics Systems Division, Office of the G4, HQ USAREUR/7A, may be contacted for guidance (DSN 375-5822 for SARSS hardware; DSN 375-5830 for SAMS and ULLS hardware).

e. FRLs will—

(1) Be appointed by the chain of command. This appointment will be as an additional duty assignment.

(2) Meet the requirements in appendix D.

(3) Be a link between the command and families, soldiers, and community service providers (for example, Army Community Service (ACS) unit services coordinators, chaplains, social-work services).

(4) Execute RDC guidance to ensure families and soldiers are referred for financial counseling, Family Advocacy Program assistance, and other services as needed.

(5) Serve as the link between the FRG and the commander.

(6) Provide administrative support to the FRG as needed.

(7) Assist in the identification of at-risk families, soldiers, and civilians, and report this information to the RDC.

(8) Keep a record of addresses and locations of families that leave the command during deployments, and verify the family home of record or leave address, telephone number, and e-mail address before the family departs.

(9) Provide rosters of FRGs, FRLs, and RDCs to the local ACS center.

SECTION II REAR DETACHMENT MISSION AND STRUCTURE

5. REAR DETACHMENT MISSION

RDCs must be trained and ready to take command before the unit deploys.

a. The primary mission of the RD is to support the deployed unit. This includes—

(1) Managing personnel actions that cannot be handled or maintained by the deployed parent unit.

(2) Supporting the unit FRG.

(3) Managing the reception and forward movement of replacement soldiers and civilians.

(4) Managing the reception and outprocessing of soldiers making a permanent change of station (PCS) move, retiring, or separating from military service.

b. Appendix E provides a checklist that lists key RDC responsibilities.

6. PREREQUISITES FOR REAR DETACHMENT COMMANDERS AND KEY PERSONNEL

a. General. RD command is an additional duty assignment. Personnel assigned as RDCs and to other key RD positions must have at least 6 months' retainability in the unit. RDCs will remain in command for at least 6 months. Other key personnel, such as the RD NCOIC and executive officer or S3, will also remain in their assignment for at least 6 months.

b. RDC Grade Requirements. RDCs at—

(1) Brigade level must be in the grade of major or higher.

(2) Battalion level must be in the grade of captain or higher.

(3) Separate company level must be in the grade of lieutenant or higher.

c. RD NCOIC Grade Requirements.

(1) RD NCOICs at—

(a) Brigade level must be in the grade of master sergeant.

(b) Battalion level must be in the grade of sergeant first class or higher.

(c) Company level must be in the grade of staff sergeant or higher. Company RD NCOICs should be senior staff sergeants. RD NCOICs for separate companies should be senior staff sergeants or sergeants first class.

(2) RD NCOICs in the grades of staff sergeant, sergeant first class, and master sergeant will be given credit as detachment first sergeants.

7. REAR DETACHMENT CAPABILITIES AND STRUCTURE

a. The RD must have the same capabilities as the parent unit. All unit capabilities must be duplicated by the unit's higher command or provided by the BSB or area support group (ASG). Staff capabilities should be consolidated at the brigade level, and unassigned battalion- and company-level RDs should be attached to that brigade. Administrative and UCMJ authority should be structured in a similar manner. A brigade-level RD can command, control, and support several separate company and battalion-level RDs.

b. Company-level RDs should be structured and operate as normal (enhanced) platoons; battalion-level RDs should be structured and operate as normal companies; and brigade-level RDs should be structured and operate as battalions. Figure 1 provides sample brigade and battalion RD structures.

8. COMMAND AND CONTROL

a. The leadership at company-level RDs may be "one-deep" (for example, involve only an RD NCOIC). Battalion-level RD leadership must be two-deep (RDC and RD NCOIC) with subordinate company RD NCOs. Brigade-level RD leadership must be three-deep (RDC, RD executive officer or S3, and RD NCOIC) and is generally where the RD staff is located.

b. At brigade-level RDs, an additional officer must be identified, trained, and assigned to help with the workload.

c. The RD executive officer or S3 need not be assigned until the unit receives deployment notification, but must receive formal training on assignment.

9. REAR DETACHMENT PRIMARY STAFF

The RD primary staff requires specialized knowledge. Soldiers may be assigned and trained to serve as members of the primary staff as needed, regardless of their military occupational specialty (MOS). Primary staff functions and responsibilities are as follows:

a. S1. An experienced personnel and administration center (PAC) supervisor (staff sergeant or sergeant first class; MOS of 42H or 42L) will be responsible for S1 functions. These include the following:

(1) Maintaining a standing operating procedure with templates on personnel actions that are repetitive but critical.

(2) Handling personnel actions (for example, changes to the date eligible for return from overseas (DEROS), command sponsorship, leave, promotions, retirements, separations).

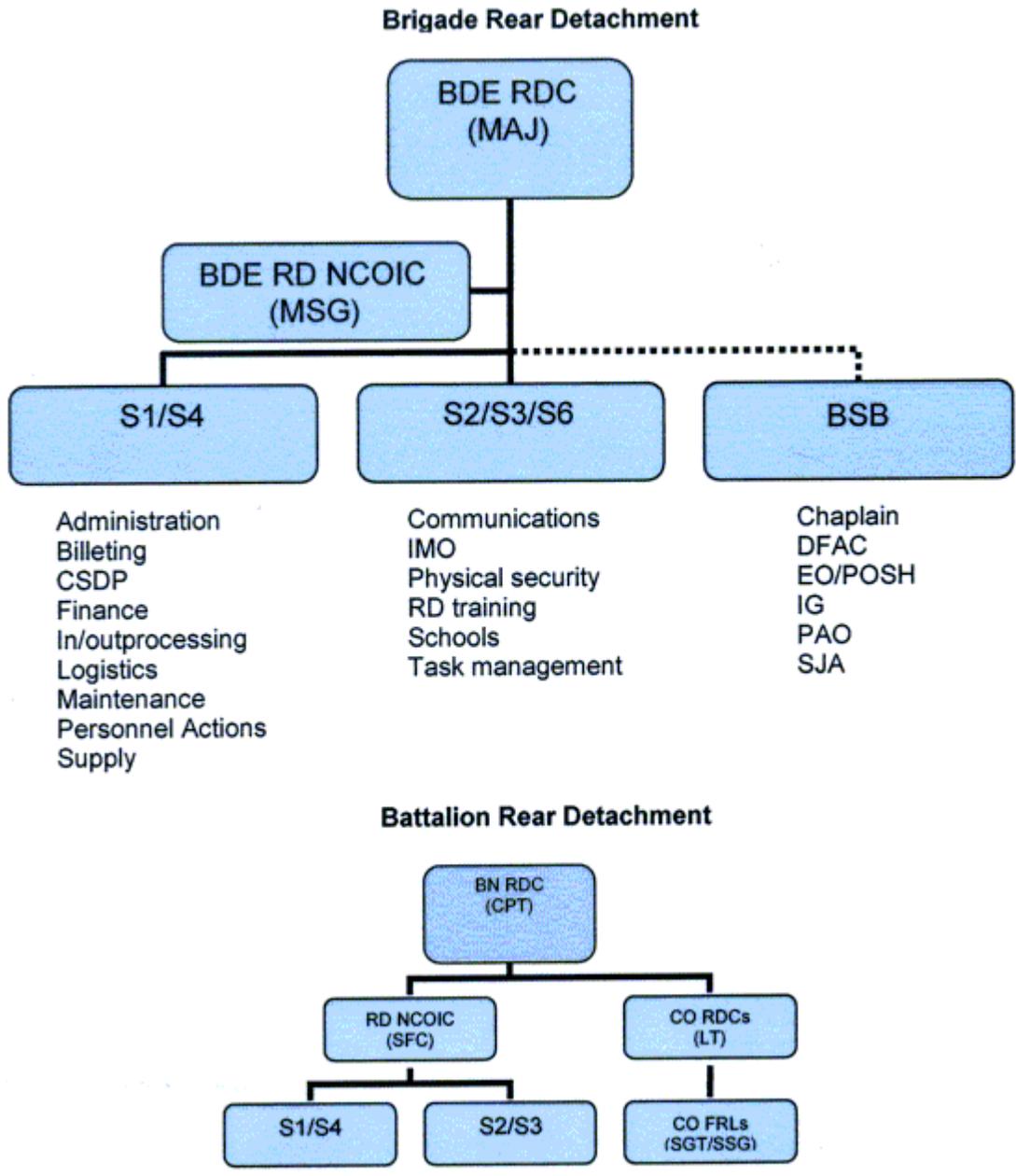


Figure 1. Rear Detachment Structure

(3) Handling finance actions (for example, those involving deployment entitlements, cost of living allowance (COLA), reimbursements for medical travel).

(4) Ration cards.

(5) Personnel in- and outprocessing.

(6) Personnel-strength management and reporting, and personnel accountability.

(7) Unit status reports.

(8) Updating personnel systems (for example, Electronic Military Personnel Office (eMILPO) system, Personnel Tempo (PERSTEMPO) application, Sponsorship Gateway to Europe (S-GATE) system).

(9) Evaluations and awards.

(10) Serving as liaison to civilian personnel advisory centers and personnel services and finance battalions.

b. S2. S2 functions are usually combined with the S3 mission. A soldier trained on initiating clearances and capable of helping deployed units with S2 issues will be responsible for S2 functions. This soldier will also help conduct personnel in- and outprocessing.

c. S3. An experienced operations NCO (sergeant first class; any MOS) will be responsible for S3 functions. These include the following:

(1) Training RD and replacement personnel.

(2) Managing unit taskings.

(3) Resource management (for example, facilities, training materials).

(4) Serving as the primary staff liaison to BSB and community-support agencies. This involves—

(a) Identifying and informing the command of issues and possible solutions.

(b) Managing support provided to the military community (for example, augmentees to help the community mailroom or Army post office, details to help with post maintenance (cleaning, maintenance, repair, renovation, improvement)).

(5) Emergency operation center. The S3 will coordinate with the BSB to ensure a fully functional and properly staffed emergency operation center is available on installations.

(6) Deployment, redeployment, and reintegration planning, coordination, and management.

(7) School management. A school-trained NCO should be appointed to help ensure that RD personnel can attend schools that are of benefit to the RD and the unit. This NCO should also help redeploying soldiers with attending schools, and help soldiers and family members complete DD Form 1610, whether or not for school-related purposes.

(8) Soldier retention. A trained retention NCO should be available to support the geographic area. The retention NCO may support several communities and units from several commands. Divisions should have a retention NCO at division headquarters and one for each assigned brigade combat team (BCT) (for example, a division with two ground BCTs will have three retention NCOs).

(9) Unit Army Substance Abuse Program (ASAP). An NCO must be assigned to manage the unit ASAP. The ASAP must continue to be executed after the unit deploys.

(10) Managing soldier rest and recuperation (R&R) leave. During deployments when R&R leave is authorized, USAREUR major subordinate commands will provide an RDC reception team to the aerial port of debarkation to welcome unit personnel, provide specific unit information, and maintain command and control over all assigned soldiers on R&R leave.

d. S4. An experienced supply NCO (sergeant through sergeant first class; 92-series MOS) will be responsible for S4 functions. These include the following:

(1) Conducting CSDP checks and inspections concerning overall supply management, property accountability, and conservation.

(2) Ensuring sensitive-item inventories and cyclic inventories are being conducted.

(3) Managing Government purchase card accounts and meeting billing official responsibilities.

- (4) Managing nontactical vehicles (for example, dispatch, maintenance and services, driver management).
- (5) Requesting, maintaining, and accounting for fuel keys and fuel coupons.
- (6) Processing and executing reports of survey (in conjunction with the S1 for surveying officials).
- (7) Ensuring that units have valid signature cards and routinely pick up supplies from the SSA.
- (8) Maintenance management (for example, contract maintenance supervision and organic maintenance, as necessary).
- (9) Turning in excess and unserviceable equipment, and managing the lateral transfer of equipment for subordinate units.
- (10) Supervising the consolidated RD arms room and unit supply rooms.
- (11) Ensuring enough barracks and support furnishings (for example, beds, wall lockers, linen, room keys) are on hand.
- (12) Supporting personnel in- and outprocessing.

e. S6. An experienced signal NCO (sergeant or staff sergeant; 31-series MOS) will be responsible for S3 functions. These include the following:

- (1) Automation support. E-mail is the primary medium for communications. Units must have an organic capability to add e-mail profiles, determine and repair computer problems, maintain virus updates, and receive and baseline new equipment.
- (2) Conducting video-teleconferences for the command and for family members.
- (3) Serving as the communications security (COMSEC) account holder.
- (4) Managing telephones (land-line and cell phone).
- (5) Serving as the designated primary information management officer for all subordinate units of the brigade-level RD.

f. Medical. Medical support is provided at the installation level on an area-support basis.

g. Dining Facility. Dining facilities will be available at the installation level on an area-support basis.

h. Chaplain. Generally the BSB or ASG will provide area support with organic or augmentee chaplain support. If the RD has an assigned chaplain, the chaplain will work directly for the brigade-level RDC, regardless of the grade structure. The chaplain will provide all services that would be provided under normal circumstances, but with emphasis on family support, counseling, and suicide prevention.

i. Inspector General. Inspector general support is provided on an area-support basis.

j. Equal Opportunity. The supporting BSB will provide EO support on an area-support basis.

k. Staff Judge Advocate/Trial Defense Service. Staff judge advocate and trial defense service is provided on an area-support basis by various agencies.

l. Public Affairs. The supporting BSB will provide public affairs support on an area-support basis.

SECTION III PROMOTIONS

10. DECENTRALIZED AND SEMI-CENTRALIZED PROMOTION AUTHORITY

a. The authority to waive the requirements for decentralized promotions (for example, promotions to the grades of private 2, private first class, and specialist) is maintained by the unit of permanent assignment. Provisional units do not have waiver authority for decentralized promotions. Commanders of provisional units who are in the grade of 1st lieutenant or above may promote soldiers to private 2, private first class, or specialist if the soldier does not require a waiver for the promotion.

b. Semi-centralized promotion authority is authorized for provisional units with commanders in the grade of lieutenant colonel and above. The promotion board will consist of the following:

(1) If the board members are all NCOs, the president will be a sergeant major or command sergeant major.

(2) If the board members consist of officers and NCOs, the president will be the senior officer.

11. BOARDS FOR SOLDIERS SEPARATED FROM PROMOTION AUTHORITIES

Soldiers separated geographically from the promotion authority may be recommended for appearance before a promotion board at the BSB or ASG only with the concurrence of the parent organization (promotion authority). The parent organization will provide copies of all available promotion-related documents to the soldier in the most expeditious manner.

SECTION IV CASUALTY OPERATIONS

12. GENERAL

Casualty operations are very complex. At the RDC level, casualty operations pertain primarily to notifying and providing assistance to the casualty's primary next of kin (PNOK). Personnel involved in casualty operations must be sensitive to the needs of the PNOK.

a. The BSB is the RDC's primary source of information and guidance concerning all casualty-related issues, including the training of unit personnel on casualty notification and assistance procedures.

b. RDCs should ensure that all assigned officers in the grade of captain or higher, warrant officers in the grade of chief warrant officer 2 or higher, and enlisted soldiers in the grade of sergeant first class or higher are properly trained by their respective BSBs on casualty notification and assistance procedures.

13. NOTIFICATION OF PNOK

a. If a unit member has been classified as deceased or missing, and (in case of death) the PNOK was not present when the unit member died, the appointed casualty notification officer will notify the PNOK in person. The casualty notification officer must be of equal or greater grade than the deceased or missing unit member and should not be a member of the same unit. If the PNOK does not reside in the European theater, the USAREUR Casualty Area Command Center will coordinate with the DA Casualty Branch to arrange for PNOK notification.

b. If a unit member has been classified as very seriously ill/injured (VSI), seriously ill/injured (SI), or not seriously ill/injured (NSI), the guidance in subparagraph a above applies, except that notification may be made by telephone or as directed by the BSB commander.

c. PNOK should be notified between 0600 and 2200 in the PNOK's time zone.

d. At no time will the PNOK be notified until the BSB has received the official casualty report and coordinated the notification with the RDC. The notification officer will confirm the PNOK's daytime address and telephone number.

14. CASUALTY ASSISTANCE

a. The PNOK of active Army soldiers and retired Army members are entitled to casualty assistance and the appointment of a casualty assistance officer (CAO). In the Army in Europe, the PNOK of DA civilian sponsors and of DOD civilian sponsors receiving support from the Civilian Personnel Operations Center are entitled to casualty assistance and the appointment of a CAO.

b. The BSB commander responsible for the geographic area where the PNOK is located will appoint the CAO and ensure the appointed individual receives required training and instruction on casualty assistance.

(1) CAOs must be mature and have 6 or more years of service. The CAO must be trained, knowledgeable, competent, dependable, sympathetic, and (if possible) able to speak the same language as the PNOK.

(2) Officers who are CAOs must be in the grade of captain or higher, or chief warrant officer 2 or higher. NCOs who are CAOs must be sergeants first class or higher. Request for exceptions to this grade requirement should be submitted by telephone to the USAREUR Casualty Area Command Center (DSN 379-7800).

c. To provide maximum support and service to the PNOK, commanders will ensure that officers and NCOs appointed as CAOs are released from other duties (including duty rosters and field exercises) that may conflict with their responsibilities as CAOs. Unless personally approved by the CAO appointing authority, temporary duty and leave will not be approved for CAOs until their duties have been completed.

d. Commanders will coordinate with the BSB for casualty assistance training and maintain rosters of trained CAOs for use during casualty incidents.

SECTION V

DEPLOYED PROPERTY SPLIT PROGRAM

15. GENERAL

Class 7 major end items, such as tanks, vehicles, and aircraft, are critical on the battlefield. Forward-deployed commanders must document and validate their equipment authorizations before they deploy to ensure they know what equipment they have on hand. This will be done according to the Deployed Property Split Program.

16. SPLITTING HANDRECEIPTS

The Deployed Property Split Program requires commanders of deploying units to split their handreceipts before their units deploy and to have RDCs sign handreceipts for property that is not being deployed. This will be done in the following phases:

a. Phase I: Deployment Notification. On receipt of deployment notification—

(1) Deploying unit commanders and RDCs will coordinate with their supporting organization and installation PBOs.

(2) Commanders will send a request for a DUIC through their UIC manager to the USAREUR G3. This is the only way to account for deploying property separately from property left at home station.

(3) Units will identify property that will not be deployed and prepare transfers to the DUIC to split the handreceipt.

NOTE: Installation property may be deployed only if approved by the installation PBO. If the installation PBO approves the request to deploy installation property, it will be transferred to the organizational property UIC that is being deployed.

b. Phase II: Splitting the Handreceipt and Inventory. Processing transfers and validating split handreceipts takes 7 to 30 days. During this time—

(1) Property will be laterally transferred to the RDC UIC (the DUIC) or deploying UIC. The Standard Property Book System-Redesign (SPBS-R) Manual, paragraph 1c, explains split-handreceipt procedures.

(2) A joint, 100-percent inventory must be conducted for property on DUIC and UIC handreceipts. Administrative adjustments approved by the PBO must be posted. Losses must be adjusted according to AR 735-5. The inventory results must be documented by memorandum.

(3) Both the RDC and the deploying unit commander will sign their respective handreceipts to complete the property split.

c. Phase III: Validation of Equipment Arrival at the Deployed Location. During this phase, commanders will—

(1) Provide the deployed property transfer disk to their supporting PBO.

(2) Conduct a 100-percent physical inventory of their handreceipt end items on arrival at the deployed location. PBOs will adjust losses on the handreceipt according to AR 735-5.

(3) Investigate discrepancies. This includes contacting the RDC and PBO to process transfers for equipment that may have been returned to the rear. This also includes adding property shipped to the forward commander after departure.

17. PROPERTY ACCOUNTABILITY

Limited wartime accountability will begin after validating that the property has arrived in the designated combat zone. Monthly sensitive-item inventories and Continuing Balance System - Expanded reporting will still apply to all operations.

SECTION VI

DEPLOYMENT, REDEPLOYMENT, AND REUNION

18. OUT-OF-SECTOR DEPLOYMENTS

U.S. soldiers and civilians from geographically dispersed units may deploy as a joint task force with a separate chain of command and possibly a non-U.S. commander. This situation requires special attention for communications with, and a support network for, family members left behind.

a. The Army forces (ARFOR) commander or the commander of the deployed element or task force of the operation will ensure that the RDC of the gaining unit maintains a roster of augmentees. This roster will include the soldier or civilian name, spouse name, family-member names, addresses, emergency contact information, and telephone numbers for the soldier and his or her family members. The roster will be provided to the FRL and FRG.

b. The FRL or RDC of the unit supplying the augmentees will—

(1) Maintain DD Form 93 or a forwarding address for family members who have left the command. A copy of this form will also be maintained by the servicing civilian personnel advisory center in the employee's deployment folder.

(2) Advise the appropriate FRG leader of family members whose sponsors have deployed.

(3) Establish and maintain communication with the ARFOR commander.

(4) Ensure information is provided to augmentee family members.

c. Commanders of units supplying augmentees to task forces or deploying units will establish and maintain communication with the task force or deploying unit RDC. This will ensure accurate and rapid distribution of deployment-related information to augmentee families and FRGs.

d. RDCs will establish and maintain communication with the command supplying augmented or Professional Filler System - Medical Personnel (PROFIS) personnel to the deploying unit.

19. REDEPLOYMENT AND REUNION

Redeployment involves the following:

a. Reintegration. Reintegration is the process of reuniting deployed soldiers and DA civilian employees with their families and communities. Reintegration requires the same effort given to deployment.

(1) Commanders will—

(a) Ensure that redeploying units receive copies of the "Soldiers, Civilians & Family Members' Reintegration Guide" in the deployed area well enough in advance so that every deployed soldier and civilian receives a copy in time (about 30 days before redeployment) to begin reintegration tasks in the rear assembly area.

(b) Provide spouses of deployed soldiers and civilians, as well as designated care providers, a copy of the “Soldiers, Civilians & Family Members’ Reintegration Guide” about 30 days before redeployment. Also provide them an opportunity to receive formal training to prepare them for the return of deployed personnel.

(c) Schedule block leave. As a rule, block leave is 2 weeks for 6-month deployments and 30 days for 12-month deployments. Block leave is not appropriate for civilian employees. However, a liberal leave policy will be in effect.

(d) Ensure chaplain resources are available. Chaplains and chaplain assistants have an important role in the redeployment, reunion, and reintegration process. Community unit ministry teams (UMTs) will have primary responsibility for conducting reintegration briefings until returning unit UMTs have completed their individual reintegration requirements and are ready to return to duty. UMT responsibilities and functions may include but are not limited to conducting ceremonies, giving classes, providing FRG support, providing pastoral care and counseling, holding retreats, giving reunion briefings, and holding workshops.

(2) RDs, redeploying units, ASGs, and BSBs must refer to the USAREUR homepage under the Web link <http://www.per.hqusareur.army.mil/reintegration/> for detailed reintegration requirements, the USAREUR reintegration checklist, and associated standard briefings and resources.

b. Reception. Returning soldiers and civilians will be given a dignified, professional reception. RDCs will coordinate with ASGs to ensure—

(1) Billets and housing are ready and available for returning soldiers.

(2) Dining facilities are ready for returning soldiers.

c. Recognition. Recognition for returning forces and support personnel contributes to quality of life. Reunion events may be used to give recognition to returning personnel. The RDC, FRL, and FRG will welcome returning forces with a short ceremony at some point after they return to the permanent duty station.

d. Public Affairs. A public affairs plan must be in place to recognize the accomplishments of soldiers, civilians, and family members. Commanders will ensure that—

(1) Media coverage is given to reunion and appreciation events.

(2) Individual stories are provided to hometown media.

(3) Follow-up coverage is requested for success stories.

(4) Soldiers, civilians, and families are briefed on how to handle media inquiries.

e. Merging of the Split Property Book. On redeployment of unit equipment, the split property books must be merged. A joint, 100-percent inventory between the RDC and the deploying unit commander will take place after the 45-day reintegration period and at the beginning of the reconstitution period. These inventories must be accomplished no later than 30-days after the equipment arrives. Commands will report shortages and overages through their PBOs.

(1) Units will ensure that their DUICs and Department of Defense activity address codes (DODAACs) are closed out through their UIC managers and verify the accuracy of type of address code (TAC) 1 and 2 addresses through their PBOs.

(2) Units that redeploy SSAs will reestablish their authorized stockage lists at predeployment levels about 90 days before they return. Units returning with SAMS, SARSS, and ULLS hardware must contact the Enterprise Logistics Systems Division, Office of the USAREUR G4, for further guidance and instructions (DSN 375-5822 for SARSS hardware, DSN 375-5830 for SAMS and ULLS hardware).

(3) Contracting officers and contracting officer representatives (CORs) will evaluate maintenance contracts and determine contract-conclusion dates.

SECTION VII THE FAMILY READINESS SYSTEM

20. FAMILY READINESS SYSTEM CONCEPT AND COMPONENTS

The USAREUR mission demands a constant state of readiness. Commanders must ensure an effective system is in place for family assistance. The FRL provides administrative and logistic support for the FRG and FRG activities. The FRL is also the link to the command for official information.

21. FAMILY SUPPORT PLAN

Company commanders will prepare FSPs to ensure programs and services are available to meet their requirements during deployments and when in garrison. Company commanders will review and update FSPs each quarter and forward the FSP through their battalion commander to the BSB commander for incorporation into the BSB family assistance plan and the unit operation order. FSPs will include—

- a. Special activities and programs specifically designed to support families during deployment, including predeployment, sustainment, and redeployment.
- b. Casualty notification procedures.
- c. FRL and RDC POCs.
- d. The identification of equipment, facilities, and similar needs of the SFAC and FRG.
- e. Mailing procedures and information for families.
- f. Procedures to establish communication with augmentee originating units, FRGs, and family members.
- g. Identification of spouses requiring translation support.
- h. The organizational structure of and POCs for the FRG network.
- i. Predeployment briefing procedures.
- j. Security concerns and precautions.
- k. Redeployment and reunion procedures.

22. UNIT-READINESS ORIENTATIONS

- a. Battalion commanders will conduct unit-readiness orientations.
- b. Soldiers, civilians, and adult family members will be scheduled for the unit-readiness orientation within 90 days after the soldier is assigned to the battalion or when the family arrives at the unit's location. Soldiers must attend the orientation, and family members and civilians are encouraged to attend. This orientation is separate from standard predeployment briefings. Unit-readiness orientations must include—

- (1) Information about the unit's mission, security, and the purpose, roles, and responsibilities of the FRG, FRL, RDC, and SFAC.

- (2) Basic deployment-readiness information and emphasis on the importance of family readiness. As a minimum, copies of the unit FSP, telephone trees (glossary), a deployment information packet, and a unit family-readiness handbook will be provided by the unit to attendees during this orientation. Appendix F provides guidance on deployment information packets. Installation ACS centers have handbooks on disk for FRLs, which may be tailored to provide specific unit information. More detailed deployment information is available in the "Family Focused Deployment Guide" and online at <http://www.per.hqusareur.army.mil/familyfocus/index.asp>.

- c. Annual refresher orientations are required. This emphasizes the importance of constant family readiness, reminds participants of issues, and gives family members access to updated information.

SECTION VIII
REAR DETACHMENT COMMANDERS COURSE (RDCC)

23. GENERAL

a. The RDCC provides detailed instruction on how to conduct RD operations. Information is provided in the areas of casualty operations, family-orientated support agencies, reintegration, finance, legal, maintenance, personnel, and supply. The course receives input from the USAREUR Inspector General to keep it relevant and help RDCs with current issues confronting units. The course includes a seminar with RDCs and RD NCOICs.

b. Every officer and NCO selected as an RDC or RD NCOIC at the separate company, battalion, or brigade level must attend the RDCC before assuming duties.

c. RDCs and RD NCOICs will attend the course 1 to 3 months before assuming duties. RDCs and NCOICs must apply for the course through their unit school NCO at <https://www.catc.7atc.army.mil>. The application must be filled out completely and accurately, and sent electronically to the Command Training Branch for approval.

24. PRIORITY OF FILL

a. The priority of fill for the RDCC is as follows:

(1) Priority 1: units deploying within 1 to 3 months.

(2) Priority 2: units currently deployed.

(3) Priority 3: units within 60 days of redeployment.

(4) Priority 4: battalion and separate company FRLs.

b. Additional priority will be given based on grade and unit level:

(1) Order of grade: commissioned officers, warrant officers, NCOs, DA civilians.

(2) Order of unit: brigade, battalion, separate company.

c. Other RD leaders are encouraged to attend at the desire of commanders, but as priority 4.

25. SPOUSE ATTENDANCE

The spouses of RDCs and RD NCOICs are encouraged to join their sponsors at the RDCC. The Combined Arms Training Center encourages participation to provide spouses a better understanding of the roles and responsibilities of RDCs and RD NCOICs. Government funds may not be used to pay for spouses to attend, but the use of child-development centers is provided at no cost.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

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

AR 40-61, Medical Logistics Policies and Procedures

AR 58-1, Management, Acquisition and Use of Administrative Use Motor Vehicles

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

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

AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 220-5, Designation, Classification, and Change in Status of Units

AR 385-40, Accident Reporting and Records

AR 600-20, Army Command Policy

AR 600-29, Fund-Raising Within the Department of the Army

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 608-1, Army Community Service Center

AR 690-990-2, Hours of Duty, Pay, and Leave, Annotated

AR 700-84, Issue and Sale of Personal Clothing

AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

AR 725-50, Requisition, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

DA Pamphlet 600-8, Management and Administrative Procedures

DA Pamphlet 608-47, A Guide to Establishing Family Support Groups

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

DA Pamphlet 710-2-2, Supply Support Activity Supply System: Manual Procedures

Standard Property Book System-Redesign (SPBS-R) Manual 25-L18-ALV-ZZZ-EM, 1 August 1996

AE Regulation 10-5, HQ USAREUR/7A Organization and Responsibilities

AE Regulation 600-8-109, Reintegration Operations

AE Regulation 690-47, Civilian Deployment and Redeployment

AE Regulation 710-2, Supply Policy Below the Wholesale Level

USAREUR Regulation 608-2, Family Support System

Family Focused Deployment Guide

Soldiers, Civilians & Family Members' Reintegration Guide

SECTION II
FORMS

SF 700, Security Container Information

DD Form 93, Record of Emergency Data

DD Form 362, Statement of Charges/Cash Collection Voucher

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DA Form 54, Record of Personal Effects

DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2062, Hand Receipt/Annex Number

DA Form 3078, Personal Clothing Request

DA Form 3645, Organizational Clothing and Individual Equipment Record

DA Form 3645-1, Additional Organizational Clothing and Individual Equipment Record

DA Form 7281-R, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record

DA Form 3749, Equipment Receipt

DA Form 4187, Personnel Action

DA Form 4697, Department of the Army Report of Survey

AE Form 715-1A, Request for Services

**APPENDIX B
SUPPLY CHECKLIST**

REAR DETACHMENT SUPPLY CHECKLIST				
<p>1. Task: Conduct supply- and arms-room operations. Condition: Any given supply or arms room. Standard: Operations carried out according to the references. Red: < 70% Amber: 70-89% Green: 90-100% References: AR 190-11, AR 190-51, AR 710-2, AE Regulation 710-2.</p>				
Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
Supply Operations				
a.	Does the supply room have a neat and professional appearance?			
b.	Are expendable supplies ready for issue, stored in an accessible manner, and issued using a control log?			
c.	Is a current copy of the arms-room handreceipt maintained in the arms room according to DA Pamphlet 710-2-1?			
d.	Is an arms-room access roster on file and posted in the arms room according to AR 190-11?			
e.	Are weapons-control sheets kept in the unit active file until the monthly weapons inventory by serial number is completed according to DA Pamphlet 710-2-1 and AE Regulation 190-13?			
f.	Are privately owned weapons (pistols, rifles, swords, and daggers) stored in a separate, secure location in the arms room? Is proper documentation kept on file and approved by the commander? (AR 190-11)			
g.	Does the armorer use SF 700 before opening the arms room? (AR 190-11)			
h.	Does the armorer use DA Form 2062 for opening and closing inventory of the arms room? (AR 190-11)			
i.	Does the armorer have a current master authorization list (MAL) and does the MAL include the name and unit of each soldier who is to receive a weapon? Is the MAL updated as changes occur? (DA Pam 710-2-1)			
j.	Is DA Form 3749 prepared properly according to DA Pamphlet 710-2-1?			
<p>2. Task: Maintain organizational clothing and individual equipment (OCIE) records and absentee baggage. Condition: Any given supply room. Standard: Documents updated and equipment secured according to the references. Red: < 70% Amber: 70-89% Green: 90-100% References: AR 700-84, AR 735-5, DA Pamphlet 600-8, DA Pamphlet 710-2-1.</p>				
Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
Command Discipline Program				
a.	Are DA Form 3645 and 3645-1 (normally from the central issue facility) prepared and maintained on file for each individual assigned to the unit? (DA Pam 710-2-1)			
b.	Are military clothing “showdown” inventories conducted and shortages and unserviceable items identified for replacement using DA Form 3078 for— <ul style="list-style-type: none"> • Specialists and below on their arrival at the unit? (AR 700-84) • Soldier who are absent without leave (AWOL); hospitalized; on leave, pass, or temporary duty; or confined to a military or civilian correctional facility? (AR 700-84) 			
c.	Does the commander assign a soldier in the grade of sergeant or above and a witness to make inventories of soldier absentee baggage? (AR 700-84)			
d.	Are the words <i>Inventoried By</i> entered in the remarks block of DA Form 3078 and DA Form 3645, and did the person who conducted the inventory sign the forms? (AR 700-84)			

e.	Is all civilian clothing and personal property inventoried on plain paper with the same inventory and witness officials? (DA Pam 600-8-1)			
f.	Was any money found during the inventory recorded on DA Form 54 and turned over to the finance office? (DA Pam 600-8)			
g.	Does the commander verify all inventories by initialing them as <i>Verified By</i> ? (DA Pam 600-8-1, DA Pam 710-2-1)			
h.	Does absentee baggage have the original copy of the inventories inside its container? (AR 700-84)			
i.	Is property of absent personnel (for example, those who are hospitalized, AWOL, or otherwise not present), once inventoried, safeguarded in a locked, secure location with limited access? Are the files secure? (AR 700-84)			
j.	When the soldier returns, are joint inventories conducted and is property issued back to the soldier? (AR 700-84, DA Pam 600-8)			
3. Task: Perform inventories. Condition: Any inventory operation. Standard: Inventories carried out according to the references and unit standing operating procedures. Red: < 70% Amber: 70-89% Green: 90-100% References: AR 40-61, AR 710-2, AR 735-5, DA Pamphlet 710-2-1, AE Regulation 710-2.				
Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
Inventories				
a.	Are sensitive-item inventories being conducted? (AR 710-2)			
b.	Is the most current copy of the sensitive-item inventory listing signed and on file? (AR 710-2, DA Pam 710-2-1)			
c.	Is a monthly inventory being conducted in the arms room? (AR 710-2, DA Pam 710-2-1)			
d.	Is the most current copy of the cyclic inventory listing signed and on file? (AR 710-2, DA Pam 710-2-1)			
e.	Is a change-of-handreceipt holder inventory conducted when a sub-handreceipt holder is replaced? (AR 710-2, DA Pam 710-2-1)			
f.	Were the latest technical manuals or supply catalogs used when conducting end-item inventories? (DA Pam 710-2-1)			
g.	Has the commander or primary handreceipt holder accepted direct responsibility by signing a handreceipt for each property book from which property was issued? (AR 710-2)			
h.	Has the commander sub-handreceipted all property to subordinates? (AR 710-2, DA Pam 710-2-1)			
i.	Are handreceipts and sub-handreceipts kept current? (AR 710-2, DA Pam 710-2-1)			
4. Task: Conduct property-adjustment procedures. Condition: Any property-adjustment actions. Standard: Property adjustments carried out according to the reference and report-of-survey procedures. Red: < 70% Amber: 70-89% Green: 90-100% Reference: AR 735-5.				
Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
Adjustment Procedures				
a.	Are reports of survey being initiated and presented to the approving or appointing authority within 15 calendar days after lost, damaged, or destroyed property is discovered missing?			
b.	Does block 11 of DA Form 4697 provide the appointing or approving authority enough facts and circumstances on which to make a decision without further investigation?			
c.	Are exhibits labeled and identified properly?			
d.	Is DD Form 362 forwarded to the finance and accounting office within 5 workdays after discovering the discrepancy?			
e.	Are copies on file of all statements of charges and reports of survey conducted?			

5. Task: Request and receive supplies.				
Condition: Any supply-handling operations.				
Standard: Supplies requested and received according to the references.				
References: AR 710-2, AR 725-50, DA Pamphlet 710-2-1, DA Pamphlet 710-2-2.				
Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
Requesting and Receiving Supplies				
a.	Are assumption-of-command orders on file?			
b.	Are current copies of DA Form 1687 listing designated representatives on file for the supply support activity (SSA)? (AR 710-2; DA Pam 710-2-1)			
c.	Is an expendable/durable document register set up and maintained as directed by the property book officer? (AR 710-2; DA Pam 710-2-1)			
d.	Does the commander or designated representative review all requests with urgency-of-need (UND) designator A or B for priority abuse, and is the document register initialed before sending the request to the SSA? (AR 710-2, AR 725-50, DA Pam 710-2-1)			
e.	Does the commander or designated representative reconcile and validate all open supply requests? (AR 710-2)			
f.	Is command emphasis placed at all levels of logistic operations to ensure compliance and timely completion of the following requirements? <ul style="list-style-type: none"> • The lateral transfer or turn-in of equipment by the unit within the directed time. (AR 710-2) • The lateral transfer or turn-in of excess equipment by the commander. 			

APPENDIX C
MEMORANDUMS FOR FAMILIES TRAVELING OR CLEARING QUARTERS



DEPARTMENT OF THE ARMY

UNIT NAME
UNIT NUMBER
APO AE 00000-0000

OFFICE SYMBOL

Date

MEMORANDUM FOR TO WHOM IT MAY CONCERN

SUBJECT: Verification of Command Sponsorship

1. Ms. Jane Doe (SSN 123-45-6789, DOB 23 Apr 58) is the command-sponsored spouse of COL John R. Doe (SSN 234-56-7890). She is authorized to use MAC space-available travel as the command-sponsored spouse of a 1st Armored Division deployed soldier (Operation Iraqi Freedom).

a. She understands that she must provide her own transportation from the aerial port of debarkation to her final destination and back.

b. She understands the requirement to manifest her return on a space-available flight.

c. She has in her possession the following documents:

(1) U.S. passport (#xxxxxxx).

(2) Military family member ID card.

(3) Commander's memorandum verifying command sponsorship (this document).

d. She is accompanied by the following:

Child #1 (Mary) SSN 345-67-8901 DOB 20 Nov 88 U.S. Passport #xxxxxxx

Child #2 (James) SSN 456-78-9012 DOB 16 Feb 94 U.S. Passport #xxxxxxx

2. The POC is the undersigned at DSN 370-1234, civilian 06221-57-1234, or e-mail: smith@hq.hqsareur.army.mil. The emergency POC is the Brigade Emergency Action Center at DSN 370-5678 or civilian 06221-57-5678.

Mr k q #7p lwk
Major, IN
Adjutant/Rear Detachment
Commander

FOR OFFICIAL USE ONLY

Figure C-1. Sample Verification of Command Sponsorship



DEPARTMENT OF THE ARMY

UNIT NAME
UNIT NUMBER
APO AE 00000-0000

OFFICE SYMBOL

Date

MEMORANDUM FOR Air Mobility Command Terminal

SUBJECT: Authorization for Command-Sponsored Family Members and USEUCOM Upgrade

1. The following individuals are the command-sponsored family members of COL John R. Doe, United States Army, SSN 234-56-7890:

Ms. Jane Doe	SSN 123-45-6789	DOB 23 Apr 58	U.S. Passport #xxxxxxx
Child #1 (Mary)	SSN 345-67-8901	DOB 20 Nov 88	U.S. Passport #xxxxxxx
Child #2 (James)	SSN 456-78-9012	DOB 16 Feb 94	U.S. Passport #xxxxxxx

2. COL Doe is assigned as the commander of 1st Brigade and deployed on 26 May 2003 to the USCENTOM AOR in support of Operation Iraqi Freedom for an undetermined period. He will be deployed for at least 180 days and not more than 365 days.

3. This upgrade entitlement has not been used in the last 120 days.

4. Acknowledgment of this entitlement is hereby noted. The military member is deployed 120 days or more and the family member understands this is a one-time entitlement for every 120 days or more deployment.

Md q h # G r h / # 4 # P d | # 5 3 3 7

(Signature of family member and date)

5. The POC is the undersigned at DSN 370-1234, civilian 06221-57-1234, or e-mail: smith@hq.hqusareur.army.mil. The emergency POC is the Brigade Emergency Action Center at DSN 370-5678 or civilian 06221-57-5678.

Mr k q # / p l w k
Major, IN
Adjutant/Rear Detachment
Commander

FOR OFFICIAL USE ONLY

NOTES:

1. The commander whose name appears on the memorandum must sign. Other personnel are not authorized to sign for the commander.
2. All the information in this memorandum, including the social security numbers (SSNs) and dates of birth (DOB) for all family members, must be included on requests for family-member travel.
 - The nationality of family members must be indicated in the memorandum. (Family members without U.S. passports may encounter difficulties when traveling to certain countries without their sponsor.)
3. Family members must keep the original copy of this memorandum with them at all times when traveling.

Figure C-2. Sample Authorization for Command-Sponsored Family Members and USEUCOM Upgrade



OFFICE SYMBOL

DEPARTMENT OF THE ARMY

UNIT NAME
UNIT NUMBER
APO AE 00000-0000

Date

MEMORANDUM FOR RECORD

SUBJECT: Authorization to Conduct Clearing

1. Mrs. Jane Doe is in possession of a special power of attorney that authorizes her to conduct limited clearing on behalf of her spouse, COL John R. Doe (SSN 234-56-7890). Please provide her all possible assistance.
2. COL Doe will be returning from Iraq soon and will have very little time to clear and report to his new duty position and location.
3. The POC is the undersigned at DSN 370-1234, civilian 06221-57-1234, or e-mail: smith@hq.hqusareur.army.mil. The emergency POC is the Brigade Emergency Action Center at DSN 370-5678 or civilian 06221-57-5678.

Mr k q #Vp lwk
Major, IN
Adjutant/Rear Detachment
Commander

FOR OFFICIAL USE ONLY

Figure C-3. Sample Authorization to Conduct Clearing

APPENDIX D
FAMILY READINESS LIAISON REQUIREMENTS

D-1. REQUIREMENTS

Family readiness liaisons (FRLs) must maintain confidentiality and show sensitivity and patience when working with families. FRLs should have—

- a. A genuine concern for the well-being of families.
- b. A working knowledge of Army functions and agencies.
- c. Excellent communication skills.
- d. Interpersonal skills.
- e. Organizational skills.

D-2. TRAINING

When appointed, FRLs—

- a. Are encouraged to attend the following training:
 - (1) The Rear Detachment Commanders Course.
 - (2) Army Family Team Building (AFTB) training.
 - (3) Family readiness group training.
- b. Should become familiar with all service agencies supporting the community.

APPENDIX E
REAR DETACHMENT COMMANDER CHECKLIST

REAR DETACHMENT COMMANDER CHECKLIST	
Family Support	
	Provide instructions on what to do if a family member has a problem. Include procedures for referring family members to the appropriate community agencies for assistance.
	Provide step-by-step instructions on what to do and which agencies to contact during duty and nonduty hours to take care of problems or situations that arise.
	Keep a record of all requests for assistance from family members during deployment.
	Keep a record of follow-up actions taken to help family members during deployment.
	Keep family readiness group (FRG) leaders informed of all assistance provided to family members.
	Coordinate and provide reintegration training for family members before the unit redeploys.
	Provide information to family members on when soldiers and civilians are scheduled to return from deployment.
	Monitor family care plans and procedures for referring personnel to community agencies.
	Give a copy of assumption-of-command orders to Army Emergency Relief agencies.
	Establish procedures for distributing leave-and-earnings statements to spouses.
	Provide an up-to-date roster of family members to FRG leaders.
	Watch for signs of stress or “burnout” in rear detachment soldiers and FRG leaders.
	Ensure family members notify the rear detachment command before they leave their sponsor’s duty station for extended periods, and that coordination is made to care for vacated quarters. If family members leave the theater for more than 30 days, submit DA Form 4187 to change the sponsor’s cost of living allowance (COLA) authorization.
Redeployment	
	Determine when the rear detachment should stop forwarding mail to the deployed unit.
	Plan a homecoming event with FRG leaders.
	Coordinate transportation and railhead operations.

APPENDIX F PREDEPLOYMENT INFORMATION PACKET

Units will give families a copy of the “Family Focused Deployment Guide” around 60 days before the family’s sponsor deploys. Units will also give a predeployment information packet to deploying soldiers and civilians for their families. The predeployment information packet should be updated for each deployment or exercise. Paragraphs F-1 through F-5 provide recommended sections and suggested information for the packet. Units may tailor their packets to meet the needs of family members.

F-1. SECTION A: SUPPORT INFORMATION

This section should include—

- a. Deployment dates.
- b. The names and telephone numbers of the family readiness liaison (FRL) and the rear detachment commander (RDC), including those for commands supplying augmented or Professional Filler System - Medical Personnel (PROFIS) personnel to the deployed unit.
- c. Field mailing procedures or Army post office addresses for major deployments.
- d. The location of family readiness group (FRG) bulletin boards.
- e. Mailroom hours and telephone number.

F-2. SECTION B: COMMUNITY INFORMATION

This section should include—

- a. Duty-officer telephone numbers.
- b. Emergency telephone numbers (for example, for the fire department, police).
- c. Referral procedures to help families solve problems and resolve issues.
- d. Contact procedures for obtaining up-to-date force-protection information and travel advisories from the base support battalion or rear detachment to help units or families plan trips.

F-3. SECTION C: MEDICAL INFORMATION

This section should include—

- a. Information on special changes in clinic hours and dental examinations.
- b. Emergency medical-treatment procedures for military medical facilities and host-nation hospitals.
- c. The TRICARE POC name and telephone number.
- d. A stripmap to host-nation hospitals if appropriate.

F-4. SECTION D: IMPORTANT TELEPHONE NUMBERS

This section should include telephone numbers for FRG leaders and POCs, and a unit telephone tree.

F-5. SECTION E: DEPLOYMENT NUMBERS

This section should include—

- a. Useful international telephone numbers.
- b. Useful fax numbers.
- c. The Army One Source telephone number.

GLOSSARY

SECTION I ABBREVIATIONS

AAFES	Army and Air Force Exchange Service
ACS	Army Community Service
ARFOR	Army forces
ASAP	Army Substance Abuse Program
ASG	area support group
AWOL	absent without leave
BCT	brigade combat team
BDE	brigade
BN	battalion
BSB	base support battalion
CAO	casualty assistance officer
CO	company
COLA	cost of living allowance
CPT	captain
CSDP	Command Supply Discipline Program
DA	Department of the Army
DFAC	Defense Finance and Accounting Center
DOB	date of birth
DOD	Department of Defense
DODAAC	Department of Defense activity address code
DSN	Defense Switched Network
DUIC	derivative unit identification code
EO	equal opportunity
FCP	family care plan
FRG	family readiness group
FRL	family readiness liaison
FSP	family support plan
G	go
G1	Deputy Chief of Staff, G1, USAREUR
G3	Deputy Chief of Staff, G3, USAREUR
G4	Deputy Chief of Staff, G4, USAREUR
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
HQDA	Headquarters, Department of the Army
IG	inspector general
IMA-E	United States Army Installation Management Agency, Europe Region Office
IMO	information management officer
LT	lieutenant
MAC	Military Airlift Command
MAJ	major
MAL	master authorization list
MOS	military occupational specialty
MSG	master sergeant
NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
NG	no go
OCIE	organizational clothing and individual equipment
PAO	public affairs officer
PBO	property book officer
PNOK	primary next of kin
POC	point of contact
POSH	prevention of sexual harassment
PROFIS	Professional Filler System - Medical Personnel
R4	redeployment, reintegration, reconstitution, and retraining
R&R	rest and recuperation

RD	rear detachment
RDC	rear detachment commander
RDCC	Rear Detachment Commanders Course
S1	adjutant
S2	intelligence officer
S3	operations and training officer
S4	logistician
S6	information management officer
SAMS	Standard Army Maintenance System
SARSS	Standard Army Retail Supply System
SF	standard form
SFAC	soldier and family assistance center
SFC	sergeant first class
SGT	sergeant
SJA	staff judge advocate
SOP	standing operating procedure
SSA	supply support activity
SSG	staff sergeant
SSN	social security number
UCMJ	Uniform Code of Military Justice
UIC	unit identification code
ULLS	Unit-Level Logistics System
UMT	unit ministry team
U.S.	United States
USAREUR	United States Army, Europe
USEUCOM	United States European Command

SECTION II

TERMS

augmentee

A soldier who is assigned to one unit but temporarily attached to another unit during an emergency, exercise, or actual deployment.

family assistance plan

A written plan prepared by the Army Community Service (ACS) officer in coordination with the base support battalion commander. The plan is to be incorporated into the overall installation contingency plans and must include the redesigned support services offered to families during a deployment or mobilization, ACS and other agency roles and responsibilities for implementing the plan, resource requirements (manpower and dollars) to implement various phases of the plan, mobilization table of distribution and allowances requirements to include individual mobilization augmentee personnel, and facility requirements to accommodate any projected program expansion.

family care plan

A written document that must be prepared by each dual-military family and kept on file at the unit. The family care plan specifies who has been designated to care for family members when both parents are mobilized or deployed, and includes necessary powers of attorney and other required authorization forms.

family support plan

A written plan prepared by the company, battery, or troop unit commanders. Battalion commanders and above will be responsible for coordinating unit family support plans in their commands.

property book officer (PBO)

The individual who is accountable for property on receipt. The PBO is not the handreceipt holder for the property being issued or turned in; the PBO is the person from whom the handreceipt holder receives property, and the person to whom the handreceipt holder returns the property.

supply support activity

The location, usually a warehouse, through which supplies are issued.

provisional unit

The unit designated on orders as a rear-detachment or home-station unit.

telephone tree

A roster of unit personnel, their adult family members, and their telephone numbers. The tree—

- Usually begins with a primary POC and “branches out” to other personnel.
- Must be marked FOR OFFICIAL USE ONLY and include a Privacy Act statement.