

4 May 2004

Assignments, Details, and Transfers

Enlisted Distribution Policy

***This regulation supersedes AE Regulation 614-3, 7 March 2003.**

For the CG, USAREUR/7A:

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Summary. This regulation prescribes enlisted distribution policy for the Army in Europe.

Summary of Change. This revision incorporates policy on the assignment of—

- Military police soldiers for protective service duty (para 8).
- Army Enlisted Acquisition Workforce noncommissioned officers (para 9).

NOTE: This regulation is under revision to incorporate policy and information on the new personnel system (eMILPO). The revision is tentatively scheduled for publication in the summer of 2004.

Applicability. This regulation applies to the commands listed in table 2. Commanders will implement this policy and may publish local guidance when appropriate.

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-M) 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-M, DSN 379-7723). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-M), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

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Glossary

1. PURPOSE

This regulation prescribes enlisted distribution policy for the Army in Europe. The objectives of this policy are to—

- a. Maximize unit personnel readiness by assigning soldiers according to the CG, USAREUR/7A, personnel priorities in table 1.
- b. Minimize the effect of enlisted-soldier shortages on commands and activities with exceptionally sensitive missions.
- c. Provide for the proportional allocation of shortages among remaining commands and activities.
- d. Ensure soldiers are provided opportunities for professional growth through assignment decisions consistent with the grade and acquired skills of each soldier.
- e. Promote Army and Army in Europe reorganization and equipment initiatives.

2. REFERENCES

- a. AR 25-400-2, The Army Records Information Management System (ARIMS).
- b. AR 614-200, Enlisted Assignments and Utilization Management.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. RESPONSIBILITIES

- a. The USAREUR G1, in coordination with the USAREUR G3 and the Commander, 1st Personnel Command (1st PERSCOM), will develop enlisted distribution policy for the Army in Europe according to AR 614-200.

b. The USAREUR G3 will—

(1) Recommend distribution priorities.

(2) Provide support through unit attachments and taskings for extraordinary mission requirements that a command in the Army in Europe cannot meet with its assigned resources.

(3) Maintain unit registration-system documentation in the Status of Resources and Training System.

(4) Provide The Army Authorization Documents System - Redesign (TAADS-R) data to 1st PERSCOM.

Table 1 Army in Europe Enlisted Distribution Guidance (note)		
Unit	Fill Level	Specifications
Priority 1 Units		
1st Infantry Division	100 percent	Military occupational specialty (MOS)/grade-by-grade bands
1st Armored Division	100 percent	MOS/grade-by-grade bands
1st Battalion, 10th Special Forces Group	100 percent	MOS/grade-by-grade bands
Combat Maneuver Training Center observer/controller positions, Seventh Army Training Command	100 percent	MOS/grade-by-grade bands
Early deploying units (identified previously under separate correspondence)	100 percent	MOS/grade-by-grade bands
System-specific MOS or additional skill identifier (ASI) (operators and maintainers) to units undergoing new equipment training	98 to 100 percent	MOS/grade-by-grade bands
Priority 2 Units		
HQ USAREUR/7A	100 percent	Aggregate
1st Battalion, 4th Infantry (Opposing Force), Seventh Army Training Command	100 percent	Aggregate
1st Battalion, 508th Infantry, United States Army Southern European Task Force	100 percent	Aggregate
Instructors, Seventh Army Noncommissioned Officer Academy (NCOA)	100 percent	Aggregate
Priority 3 Units		
All others	Army in Europe (-) distributable average plus or minus 2 percent	Aggregate

c. The Commander, 1st PERSCOM, will implement and administer enlisted distribution policy for the Army in Europe.

d. Command-strength managers and commanders at all levels in the Army in Europe will—

(1) Ensure that enlisted soldiers are assigned according to paragraphs 5 and 6 and are accounted for in the Standard Installation/Division Personnel System - Version 3 (SIDPERS 3) database.

(2) Rely on unit attachments, cross-leveling, and internal taskings to accomplish critical missions.

(3) Ensure that enlisted soldiers are not assigned to units scheduled to become inactive in 180 days or less. Soldiers should not be assigned to positions that will no longer be authorized in 12 months or less. Commanders of inactivating units or units that will lose authorizations should plan follow-on assignments, in coordination with 1st PERSCOM, using no-cost moves.

(4) Send critical military occupational specialty (MOS) data to 1st PERSCOM (AEUPE-EPMD), Unit 29058, APO AE 09081-9058, by the 15th day of each month.

(5) Validate pinpoint assignments and send written requests for exceptions to paragraphs 5 and 6 to 1st PERSCOM (AEUPE-EPMD), Unit 29058, APO AE 09081-9058.

(6) Ensure that the manning of headquarters elements commanded by general officers does not exceed 105 percent of authorized strength.

5. DISTRIBUTION POLICY

a. The general principle governing enlisted-soldier distribution in the Army in Europe is the percentage level of fill based on the priorities directed by the CG, USAREUR/7A, in table 1. The distribution priorities for Priority 1 units match the current Army Enlisted Distribution Plan. Priority 2 and 3 units in table 1 are unique to the Army in Europe and should not be compared with similar Army units.

(1) Priority 1 units will be filled to 100 percent by MOS and grade-band fill.

(2) Priority 2 units are designated as excepted units in the Army in Europe. Positions in Priority 2 units will be filled to no more than 100 percent in the aggregate. Grade and MOS substitution are authorized.

(3) Priority 3 units will receive plus or minus 2 percent of the Army in Europe (-) distributable average.

b. The intent is to fill Priority 1 units at 100 percent fill for a given MOS and grade band. Priority 2 and 3 units are not guaranteed a specific level of fill for a given MOS, skill level, or grade. Overages in a particular MOS, skill level, or grade will be offset by shortages elsewhere.

c. The USAREUR Soldiers Chorus is a unit that consists of 40 approved military-overstrength positions. Soldiers selected for the USAREUR Soldiers Chorus will be assigned to the Chorus for no more than 2 years. This unit is managed by 1st PERSCOM and is aligned with the USAREUR Band and Chorus unit identification code for management purposes. Soldiers in critically short MOSs, as identified by commanders in monthly readiness reports, should not be assigned to the USAREUR Soldiers Chorus.

d. A soldier who has special qualification identifiers (SQIs), ASIs, or language identification codes (LICs) will be assigned to an authorized position calling for the same SQIs, ASIs, or LICs consistent with—

(1) Readiness.

(2) Force modernization.

(3) Overall MOS strength.

(4) SQI, ASI, or LIC requirements.

e. Only 1st PERSCOM can approve routine assignments, reassignments, or diversions from pinpoint assignments of enlisted soldiers involving units listed in table 2.

6. DISTRIBUTION METHOD

Enlisted soldiers will be allocated by 1st PERSCOM directly to the designated commands in table 2. Soldiers are allocated according to the relative strength of the commands and the number of personnel available for assignment.

a. The data sources for authorizations are as follows:

(1) The Personnel Management Authorization Document used by the United States Army Human Resources Command.

(2) TAADS-R.

(3) Army in Europe military overstrength approved by the DCG/CofS, USAREUR/7A.

b. The data sources for assigned strength and projected gains are as follows:

(1) The SIDPERS 3 database.

(2) The Enlisted Distribution and Assignment System.

(3) Arrival-tracking data provided to 1st PERSCOM by the 64th Replacement Company.

Table 2
Army in Europe Commands for Enlisted Soldier Distribution
HQ USAREUR/7A
V Corps units: 1st Infantry Division 1st Armored Division Nondivisional units
21st Theater Support Command
United States Army Southern European Task Force
Seventh Army Training Command
266th Finance Command
1st Personnel Command
United States Army Contracting Command, Europe
6th Area Support Group
26th Area Support Group
80th Area Support Group
98th Area Support Group
100th Area Support Group
104th Area Support Group
1st Battalion, 10 Special Forces Group
Units attached to commands in the Army in Europe

7. SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY

a. The Seventh Army NCOA will have first choice of any noncommissioned officer (NCO) arriving in the Army in Europe, regardless of the NCO's pinpoint assignment. NCOs in the Army in Europe who have completed at least 12 months in their current unit may also volunteer for assignment as instructors at the NCOA. If accepted, these NCOs will be given priority for reassignment.

b. NCOs who are selected for assignment to the NCOA will generally be required to instruct for 18 months. This does not prohibit longer assignments when it is in the best interest of the NCO and the NCOA. After completing instructor duties, NCOs will be reassigned based on the needs of the Army and the Army in Europe, and the professional-development needs of the NCO.

c. 1st PERSCOM will screen NCOs who are on assignment instructions to the Army in Europe and will provide information on prospective candidates to the NCOA Commandant. The NCOA will then contact the NCO's current brigade command sergeant major to determine the NCO's suitability for assignment to the NCOA and provide this information to 1st PERSCOM. The Command Sergeant Major, USAREUR/7A, and the NCOA Commandant will screen and interview candidates and make the final selection.

d. When NCOs arrive, the 64th Replacement Company will brief all NCOs who are interested in becoming NCOA instructors and have them read the NCOA information booklet. The 64th Replacement Company First Sergeant or representative will notify the NCOA Deputy Commandant of these NCOs.

(1) Interested NCOs who meet the initial selection criteria (NCOA information booklet) will be sent by the S-Bus the same day to Vilseck, Germany, and be picked up by the NCOA staff duty NCO for interviews and billeting. The NCOA Chief of Training, Deputy Commandant, and Commandant will interview all NCOs the day or evening they arrive. These NCOs will be returned to the 64th Replacement Company the next day.

(2) The NCOA Deputy Commandant will notify the 64th Replacement Company of individuals accepted for reassignment to the NCOA.

e. If the NCO has family members enrolled in the Exceptional Family Member Program, the assignment must first be cleared through the proper authority. If the NCO is enrolled in the Married Army Couples Program, an authorized vacancy must exist in the community for the NCO's spouse.

f. Units from which incoming NCOA instructors are selected will be backfilled according to the fill priorities contained in table 1.

g. The NCOA, 1st PERSCOM, and the 64th Replacement Company will establish procedures for advertising the need for high-quality instructors. Advertisements will appear on the 1st PERSCOM Web site at <http://www.1perscom.army.mil> and include a link to the NCOA Web site at http://www.grafenwoehr.army.mil/7atc/nco_academy/default.htm. An advertisement provided by the NCOA will be prominently displayed at the 64th Replacement Company.

h. Staff sergeant and sergeant first class instructor positions at the NCOA will be maintained between 105 and 110 percent of DA-approved authorizations to allow overlap for instructor-qualification training.

8. ASSIGNMENT OF MILITARY POLICE SOLDIERS TO PROTECTIVE SERVICE DUTY

a. Military police (MP) soldiers are needed to protect senior general officers (Army in Europe and select NATO billets) and visiting U.S. and foreign dignitaries. To ensure that this need is met—

(1) The Chief, Protective Services Division (PSD), Office of the Secretary of the General Staff, HQ USAREUR/7A, will have first choice of any MP soldier arriving in theater, regardless of the soldier's pinpoint assignment.

(2) 1st PERSCOM will provide the Office of the Provost Marshal (OPM), HQ USAREUR/7A, a list of MP soldiers being assigned to the Army in Europe.

(3) The OPM will select the best candidates and contact the soldiers' current units to determine their suitability for protective service duty. The OPM will then send a list of candidates to the Chief, PSD, who will screen candidates and select soldiers for protective service duty. Units from which incoming soldiers are selected will be backfilled according to the fill priorities in table 1.

b. MP soldiers who have completed at least 12 months in their current unit may volunteer for protective service duty. If accepted, they will be given priority for reassignment. Soldiers who are selected for protective service duty—

(1) Will serve at least 12 months after completing all PSD-related training and being certified as "PSD-qualified" by the PSD detachment commander and noncommissioned officer in charge.

(2) Who have family members enrolled in the Exceptional Family Member Program (EFMP) must have an EFMP screening before assignment. If the soldier is enrolled in the Married Army Couples Program, an authorized vacancy must exist in the community for the soldier's spouse.

c. 1st PERSCOM and OPM will use their Web sites to advertise the need for high-quality MP soldiers for protective service duty.

9. ASSIGNMENT OF ARMY ENLISTED ACQUISITION WORKFORCE NONCOMMISSIONED OFFICERS

a. General.

(1) The Sergeant Major (SGM), United States Army Contracting Command, Europe (USACCE), will manage the assignment, professional development, and utilization of Army Enlisted Acquisition Workforce NCOs who are assigned to duty with the USACCE in the field of acquisition and contracting. This includes USACCE personnel deployed to USAREUR-supported contingency operations and missions. This policy—

(a) Is required to meet theater contracting requirements and to ensure that contracting NCOs who are placed on orders for acquisition duty by the United States Army Human Resources Command attain certification at the appropriate Defense Acquisition Workforce Improvement Act (DAWIA) level for their grade.

(b) Will ensure that NCOs in the field of acquisition and contracting are prepared for future duty assignments of greater responsibility and authority.

(2) All soldiers reporting to the European theater with assignment to USACCE will be processed through the 64th Replacement Company; have their orders amended, if necessary; and be immediately released to inprocess at Headquarters, USACCE, and in the community in which they will work. In- and outprocessing facilities servicing the area where the soldier is attached will provide all required military assistance to the soldier (for example, financial services, personnel-action processing, records, promotions, housing and family-relocation assistance).

(3) For strength-management and administrative purposes, contingency contracting NCOs assigned to HQ USAREUR/7A, V Corps, and the 21st Theater Support Command will be assigned by 1st PERSCOM to authorized modification table of organization and equipment (MTOE) and table of distribution and allowance (TDA) positions and attached for duty with the USACCE (unit identification code (UIC) WO5GAA). For continuity and uniformity purposes, these soldiers will wear the USAREUR patch according to AR 670-1.

(4) Jurisdiction for USACCE personnel under the Uniform Code of Military Justice will be according to USAREUR Regulation 27-10 and the Judge Advocate, USAREUR, jurisdictional memorandum.

b. Responsibilities.

(1) The USACCE will—

(a) Retain complete authority over professional-development moves, including moves for contingency operations. The USACCE will maintain a normal rotation of personnel to—

1. Give them the maximum opportunity for professional development, Noncommissioned Officer Education System training, and Defense Acquisition University training.

2. Ensure that theater-Army requirements for qualified contingency contracting NCOs are met.

(b) Be responsible for the administration of the Army physical fitness test; M16 and 9-millimeter qualification ranges; common-task and nuclear, biological, and chemical training and testing; and the Noncommissioned Officer Development Program.

(c) Report NCO attached strength to 1st PERSCOM and the G1s of affected commands each quarter.

(2) NCOs will be rated by their respective contracting office chain of command with the Commander, USACCE, as their reviewer.

c. Assignment Policy.

(1) Newly Acquired NCOs.

(a) Newly acquired NCOs on 3-year tours and those with more than 12 months remaining on their tour will be attached to Headquarters, USACCE, on orders, and assigned to a regional contracting office. This arrangement will help them meet mandatory DAWIA training and experience requirements. (Training is available in Germany at Rhein Ordnance Barracks in Kaiserslautern and at Sembach Air Base.) Requests for tour extensions and curtailments require a memorandum of endorsement from the SGM, USACCE, and the G1 of the affected command before the requests may be sent to 1st PERSCOM.

(b) 1st PERSCOM will notify the Commander and the S3, USACCE, of newly acquired NCOs who have more than 12 months remaining on their current tour. This will give USACCE visibility over these personnel and ensure that they have the opportunity to remain overseas and continue their professional development.

(2) Staff Sergeants through Master Sergeants. NCOs in the grades of staff sergeant through master sergeant who arrive in the European theater on their first tour will be assigned, depending on their experience and training, to positions that will allow them to attain DAWIA Level II certification in contracting.

(a) NCOs should first serve as contract specialists and attain DAWIA Level I certification in contracting during their first year. After 6 months in a contracting position, these personnel will be eligible to deploy as contingency contracting NCOs, and will be authorized to award and administer contracts up to the simplified acquisition threshold.

(b) After 2 years, NCOs will attain DAWIA Level II certification in contracting. This certification qualifies them to serve as contingency contracting NCOs with the authority to award and administer contracts above the simplified acquisition threshold.

GLOSSARY

SECTION I ABBREVIATIONS

1st PERSCOM	1st Personnel Command
7ATC	Seventh Army Training Command
AE	Army in Europe
ASG	area support group
ASI	additional skill identifier
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
DAWIA	Defense Acquisition Workforce Improvement Act
DCG/CofS, USAREUR/7A	Deputy Commanding General/Chief of Staff, United States Army, Europe, and Seventh Army
EFMP	Exceptional Family Member Program
G1	Deputy Chief of Staff, G1, USAREUR
G3	Deputy Chief of Staff, G3, USAREUR
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
LIC	language identification code
MOS	military occupational specialty
MP	military police
MTOE	modification table of organization and equipment
NATO	North Atlantic Treaty Organization
NCO	noncommissioned officer
NCOA	Noncommissioned Officer Academy
OPM	Office of the Provost Marshal, HQ USAREUR/7A
PSD	Protective Services Division, Office of the Secretary of the General Staff, HQ USAREUR/7A
S3	operations and training officer
SGM	sergeant major
SIDPERS 3	Standard Installation/Division Personnel System - Version 3
SQI	special qualifications identifier
TAADS-R	The Army Authorization Documents System - Redesigned
TDA	table of distribution and allowances
UIC	unit identification code
U.S.	United States
USACCE	United States Army Contracting Command, Europe
USAREUR	United States Army, Europe

SECTION II TERMS

aggregate

The total number of personnel assigned compared to the total number authorized on an organizational manning document.

Army in Europe (-)

Army in Europe units managed by 1st Personnel Command minus the Army in Europe Priority 1 and 2 units.

Army in Europe (-) distributable average

Total number of enlisted soldiers remaining for assignment to Army in Europe Priority 3 units after Army in Europe Priority 1 and 2 units are filled. The average is determined by dividing the remaining enlisted strength by the number of aggregate enlisted authorizations for all Army in Europe (-) units.

critical military occupational specialty

A military occupational specialty (MOS) that is critical to the unit's mission. When a critical MOS is not filled to its authorized level, the unit cannot perform its mission.

cross-leveling

The reassignment of personnel between units.

distributable enlisted strength

The total number of enlisted soldiers available for assignment to units.

grade bands

Three predetermined groups used in assessing unit strengths: skill level 1 (private to specialist), mid-career noncommissioned officer (sergeant to staff sergeant), and senior noncommissioned officer (sergeant first class to command sergeant major).