COMMAND IN GARRISON BATTLE DRILLS

COMMAND IN GARRISON BATTLE DRILLS

Recurring Tasks:

Event	Recurrence	Battle Drill
4833 Processing	Monthly	R1
UCFR	Monthly	R2
Personnel Accountability Validation	Monthly	R3
Conduct Medal Roster		R4
Suspension of Favorable Actions Report		R5
Inventories		
Monthly	Monthly	R6
Sensitive Items	Monthly	R7
PAI Procedures	Annually	R8
GPC Card	Monthly	R9
Urinalysis	Weekly	R10
Motorcycle Riders	As Req	R11
Schools (on / off Post)	As Req	R12
Counseling	Monthly	R13
Advancement Waivers	Monthly	R14
Semi centralized Promotions	Monthly	R15

COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event	Battle Drill
AWOL/DFR	E1
AWOL / DFR Clothing Inventory	E2
Suicide Ideation / attempt	E3
Positive UA	E4
DUI	E5
Domestic Abuse	E6
Lautenberg Amendment	E7
Sexual Harassment	E8
Sexual Assault	E9
APFT Failure	E10
HT/WT Failure	E11
Weapons Qualification Failure	E12
WTB Nomination	E13
IA Violation:	
•Malicious Virus or Intrusion	E14
•Classified Spillage	E15
•Loss of PII	E16
•COMSEC Violation	E17
Hospitalization	E18

COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event	Battle Drill
Conscientious Objector	E19
Family Care Plan	E20
Bar to Re-enlistment	E21
Chapter Initiation	
(1of 3)	E22
(2 of 3)	E23
(3 of 3)	E24
Soldier Pregnancy	E25
UCMJ Initiation	E26
FLIPL	E27
MAR2	E28
Soldier Death	E29
Accident Notification	E30
FRG Fund Raising	E31
Administrative Reduction	E32
Health and Welfare Inspections	E33
Off Post Apprehension / Confinement	E34

COMMAND IN GARRISON BATTLE DRILLS

Events List:

Event	Battle Drill
Certificate of Non-Availability	E35
EO Complaint Procedures	E36
Meal Cards	E37
BAH/BAS	E38
Obtain GTCC	E39
Medical Extension	E40
Loss of Security Clearance	E41
Loss of MOSQ	E42
EFMP	E43

COMMAND IN GARRISON BATTLE DRILLS

SOLDIER COMMITS OFFENSE

4833 PROCESSING

DA FORM 4833 IS GENERATED BY DES OR CID AND DISTRIBUTED TO THE MSC THROUGH THEIR DESIGNATED SHARE-POINT PORTAL

THE SHARE-POINT PORTAL ALLOWS UNITS TO ACCESS DA FORM 4833S, TICKETS, VIEW ACTIVE WARRENTS, AND WEAPONS REGISTRATION. UNITS CAN PRINT MILITARY POLICE REPORTS AND DA FORM 4833S.

FORT HOOD DES CRIME RECORDS POC: Ms. Yolanda Valentine at 285-5060

ACTION TAKEN BY CHAIN OF COMMAND FOR OFFENSE

ACTION PENDING BY CHAIN OF COMMAND FOR OFFENSE

COMMANDER COMPLETES DA FORM 4833 AND SENDS BACK TO DES OR CID THROUGH THE BCT PM OR LEGAL CLERK WITH SUPPORTING DOCUMENTATION IAW SOP

COMMANDER REQUESTS EXTENSION FOR DA FORM 4833 AND DISTRIBUTES BACK TO DES OR CID THROUGH THE BCT PM OR LEGAL CLERK; PROVIDES DOCUMENTATION IAW DIVISION SOP

REFERENCES:
AR 190-45
Div PMO / Law and Order Operations / 4833 SOP

DA FORM 4833 OR REQUEST FOR EXTENSION DISTRIBUTED FROM THE UNIT BACK TO DES

UNIT COMMANDER'S FINANCE REPORT

NOTE: the unit Commander must submit the signed version of the UCFR to their SQDN S1 ***NLT 10th of each month*** IOT allow sufficient time for processing through finance channels.

START

Receive UCFR from SQDN/ BN S1.

Check to ensure last month's corrections were made; if not. Notify the SQDN/BN S1.

Check to ensure all Soldiers are listed on the UCFR.

IF NOT: Provide 1 copy of all supporting documents (i.e. PCS, Intra-Post Transfer, ETS, and Retirement orders) to add or delete the Soldier.

Check to ensure Soldiers data (i.e. BAQ/BAS, leave balance, pay grade) are accurate according to the displayed criteria.

IF NOT: Provide 1 copy of all supporting documentation (i.e. promotion orders, DA 31, Article 15 Forfeitures).

Once the T/C/B level review has been completed:

1. T/C/B Commander will sign the UCFR.
2. T/C/B will make a copy for their internal files.
3. T/C/B will return UCFR to SQDN/BN S1 with all supporting documents NLT the designated suspense date.

REFERENCES:

- AR 600-8-6
- DoD FMR 7A

- **POC:** S1 @ XXX-XXXX

PERSONNEL ACCOUNTABILITY VALIDATION

EVENT START

↓

Receive AAA-162 from Battalion S1.

•CDR / 1SG review the AAA-162 to ensure all Soldier's data (name, rank, SSN) are accurate, if not:

- Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to BN S1.

• If Soldier is reflected as PDY but is not then provide supporting documentation for Soldiers not present (DA 31, DD 1610, hospitalization notification).

• Once the company level review has been completed:

- Company Commander will sign the AAA-162
- Company will make a copy for their internal files.
- Company will return AAA-162 to Battalion S1 with all supporting documents NLT the designated suspense date.

REFERENCES:

AR 600-8-6

POCs: S1 @ XXX-XXXX

GOOD CONDUCT MEDAL ROSTER

EVENT START

Receive AAA-199 from Battalion S1.

•1SG review the AAA-199 to ensure all Soldier's data (name, rank, SSN) are accurate and Soldiers are currently in unit, if not advise S1 of discrepancies.
• 1SG presents recommendations to the Commander

•Commander reviews roster and indicates YES for approval or NO for disapproval.
• If Soldier is disqualified, Commander will refer this decision to the Soldier and action will be processed per AR 600-37 and para 4-8, AR 600-8-22.

• Roster is returned to S1. S1 prepares Good Conduct Medal orders and DA Form 4950 (GCMDL Cert) for Soldiers receiving their first or last GCMDL.
• Commander/1SG – conducts award ceremony.

REFERENCES:

AR 600-8-22

POCs: S1 @ XXX-XXXX

SUSPENSION OF FAVORABLE ACTIONS

START

INITIATE

Determine need to Flag Soldier (i.e. adverse action, PT failure, height / weight failure, AWOL / DFR).

- Notify Bn S1 to Flag Soldier
- Bn S1 generates DA 268 via eMILPO
- CDR Signs DA 268.
- Soldier is Flagged.
- Provide a copy of DA 268 to the Retention NCO.

Counsel Soldier and determine plan of action.

Consult legal to determine course of action in case of separation action or Article 15.

Determine if a bar to reenlistment is necessary; if so, submit 4126-R, to retention and S1. Maintain copy in unit records.

REMOVE

Determine need to remove Soldier's Flag (i.e. passes APFT, passes height / weight standards, completes extra duty, etc.).

- Notify Bn S1 to remove Soldier's Flag
- Bn S1 generates DA 268 via eMILPO
- CDR Signs DA 268.
- Soldier is Flag is removed.
- Provide a copy of DA 268 to the Retention NCO.

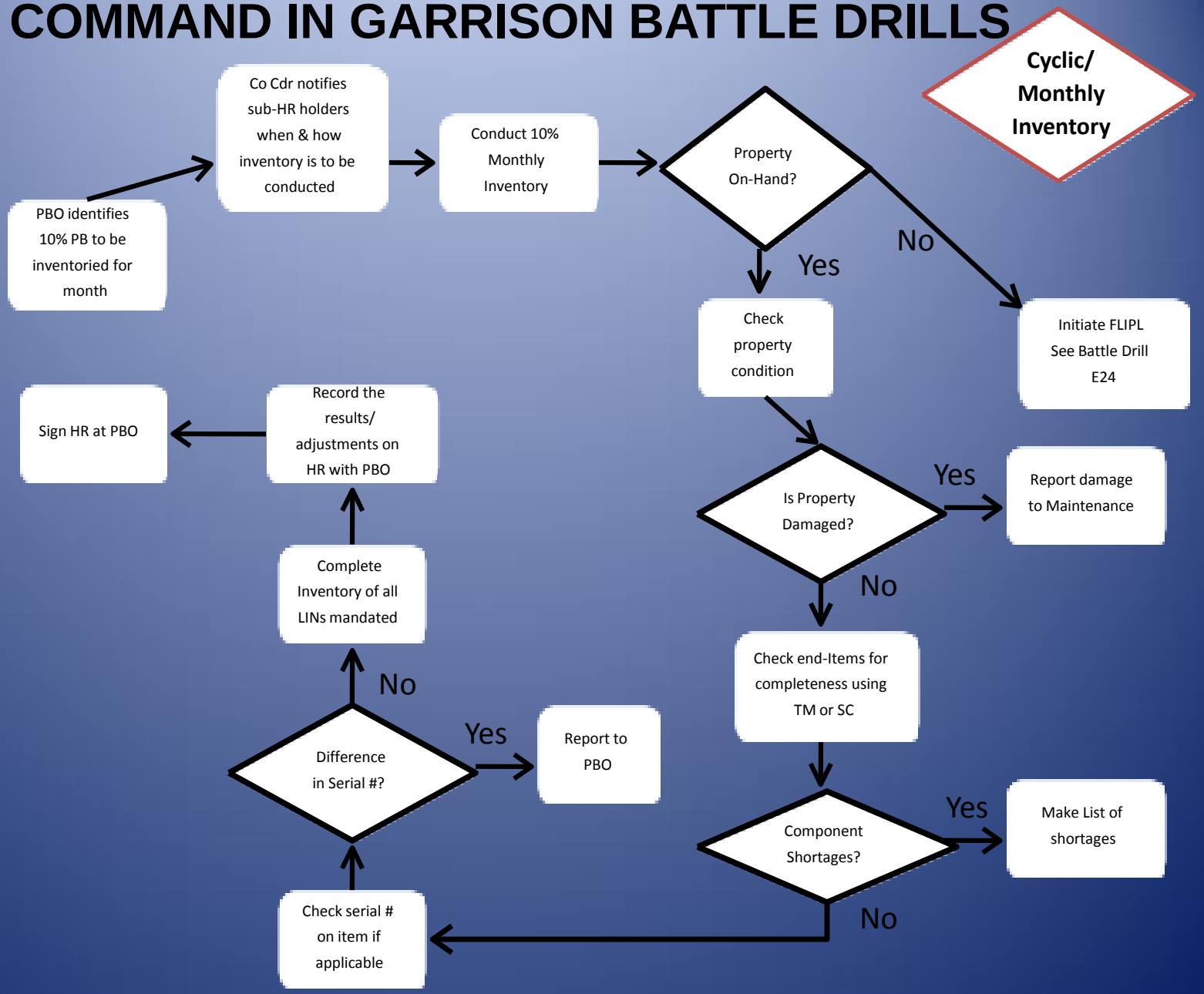
Submit 4126-R to remove bar to reenlistment, if initiated.

REFERENCES:

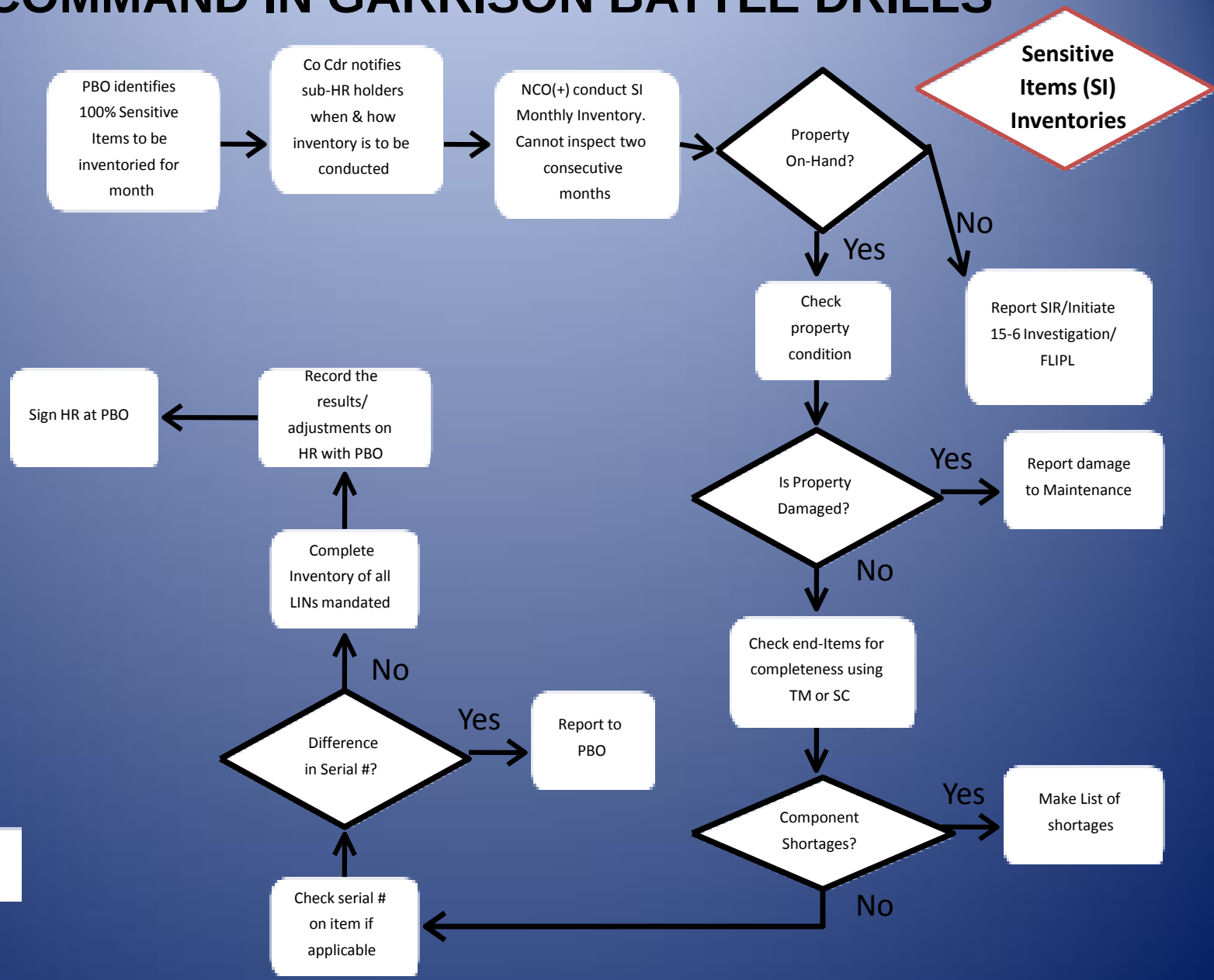
- AR 600-8-2
- DA 268
- DA 4126-R

- **POC:** S1 @ XXX-XXXX

COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS



REFERENCES:
DA PAM 710-2-1

* Although commanders may designate a person to conduct the sensitive items inventories, it is strongly encouraged that commanders be present during the inventories.

PERSONNEL ASSET INVENTORY (PAI)

START

Determine whether a PAI is **required**:

1. **HRC directed**
2. **Change of Command**
3. **Reconciliation of personnel databases (i.e. EMILPO).**

Prior to PAI CDR / 1SG will review the AAA-162 to ensure all Soldier's data (name, rank, SSN) are accurate.

IF NOT: Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to SQDN/BN S1.

Conduct the PAI using corrected AAA-162.

If Soldier is present for duty:

1. Verify that Soldier's CAC Card and ID Tags are current and accurate.
2. Soldier ensures all personal data fields on the AAA-162 is correct and then initials by their name.

If Soldier **IS NOT** present for duty provide supporting documentation i.e. DA 31, DA 1610, Sick Call Slip etc.

Once the PAI has been completed:

1. T/C/B Commander will sign the AAA-162 and DA 3986.
2. T/C/B will maintain a copy of the PAI packet according to ARIMS forward the original copies to the SQDN/BN S1.

SQDN/BN will verify PAI and have SQDN/BN sign DA 3986

SQDN/BN will forwards completed PAI to the Regimental/ Brigade S1 for final approval and signature.

Suspense from mass formation to turn in to R Regimental/ Brigade S1 is 3 days.

REFERENCES:

- AR 600-8-6
- AR 600-8-104
- AR 600-8-105
- FM 1.0
- AAA-162
- DA 3986

- **POC:** S1 @ XXX-XXXX

COMMAND IN GARRISON BATTLE DRILLS

Obtain a GPC

START

Complete prerequisite online GPC training

Attend mandatory training provided by APOC and provide completion certificates to Resource Management (RM)

Unit Billing Official nominates Credit Card Holder to RM

RM approves and forwards request to installation Agency / Origination Program Coordinator (AOPC) to establish account

- Resource Management establishes input fund cite and cycle limit
- APOC sends card request to US Bank

Receive card within two weeks

Prerequisite training available at:
https://www.atrrs.army.mil/channels/aitas/
- DAU DOD GPC CLG 001
- DAU Ethics CLM 003
- GSA Smart Pay Purchase Card
-http://sbt.access.usbank.com
-US Bank ACCESS WEB Based Training (AXOL)
-MICC Fort Hood

REFERENCES:

- Federal Acquisition Reg, Part 13:
  - **Simplified Acquisition Procedures**
- DOD GPC Guidelines and Policy
-http:/dodgpc.us.army.mil/default.htm
-Army GPC Operating Procedures Feb 12

COMMAND IN GARRISON BATTLE DRILLS

Conduct Urinalysis

Commander determines when a 100% urinalysis will be conducted for the company

Commander coordinates with Battalion Prevention Leader to conduct required random urinalysis in accordance with Battalion policy.

Commander monitors the proper implementation and process of the urinalysis program; ensures that there is a NCO (E-5 or above) assigned as the Primary Unit Prevention Leader and Alternate Unit Prevention Leader and those personnel have attended training IAW AR 600-85, paragraph 9-6.

Commander monitors the Primary / Alternate UPL to ensure positive chain of custody is maintained with samples provided; this reduces the number of voided samples that will not be processed at the laboratory.

Urinalysis Program Requirements

Document that all newly assigned Soldiers are briefed on ASAP policies and services within 30 days of arrival.

Maintain ASAP elements while deployed, to the maximum extent possible (see para 4–7 of AR 600-85 for details.)

Implement ASAP prevention and education initiatives addressed in chapter 9 AR 600-85. Ensure that all Soldiers receive a minimum of 4 hours of alcohol and other drug abuse training per year in accordance with TRADOC Reg 350–70.

REFERENCES:
AR 600-85
TRADOC Reg 350-70

COMMAND IN GARRISON BATTLE DRILLS

Motorcycle Rider

Soldier arrives to Fort Hood w/MC

Enters Unit Mentorship Program

Counsels rider on safety, PPE, and program requirements CDR/Soldier Sign Motorcycle contract

Inspect rider's Motorcycle and PPE

Determine courses the rider needs/assigns mentor

Unit enrolls Soldier thru DTMS for necessary course

Sport Bike Rider

Cruiser Course

Attends Basic Rider

Successfully completes the Basic Rider Course

Receives temporary post registration. Good for no more than 180 days

★ = **Check Ride IAW para 4b(2)(b) Command Policy Letter Safety-02**

Note: Sports Bike Riders must also Complete the Sports Bike Course within 1yr of completing Basic Course

Attends Experienced Riders Course

Successfully completes Experienced Rider Course within 180 days

Receives permanent post registration

Continues to participate in the Unit Mentorship Program

Recently redeployed motorcycle rider

Attends Unit Level Refresher training.

Continues to participate in the Unit Mentorship Program

MSRC Sustainment training. Every 3 yrs.

REFERENCES:
DoDI 6055.4
AR 385-10
Letter Safety-02

COMMAND IN GARRISON BATTLE DRILLS

Motorcycle Rider

Prospective/ New Rider arrives to Fort Hood

Enters Unit Mentorship Program

Counsels rider on safety, PPE, and program requirements CDR/Soldier Sign Motorcycle contract

Inspect rider's PPE

Unit enrolls Soldier thru DTMS for The Basic Riders Course

Attends Basic Riders Course

Sport Bike Rider

Cruiser Course

Attends Basic Rider

Successfully completes the Basic Rider Course. Meets with mentor. Receives counseling on bike types and styles.

★ **= Check Ride IAW para 4b(2)(b) Command Policy Letter Safety-02**

Note: Sports Bike Riders must also Complete the Sports Bike Course within 1yr of completing Basic Course

Purchase motorcycle

Receives temporary post registration. Good for no more than 180 days

★

Attends Experienced Riders Course

Successfully completes Experienced Rider Course within 180 days

Receives permanent post registration

Continues to participate in the Unit Mentorship Program

Recently redeployed motorcycle rider

Attends Unit Level Refresher training.

★

Continues to participate in the Unit Mentorship Program

MSRC Sustainment training. Every 3 yrs.

REFERENCES:
DoDI 6055.4
AR 385-10
Letter Safety-02

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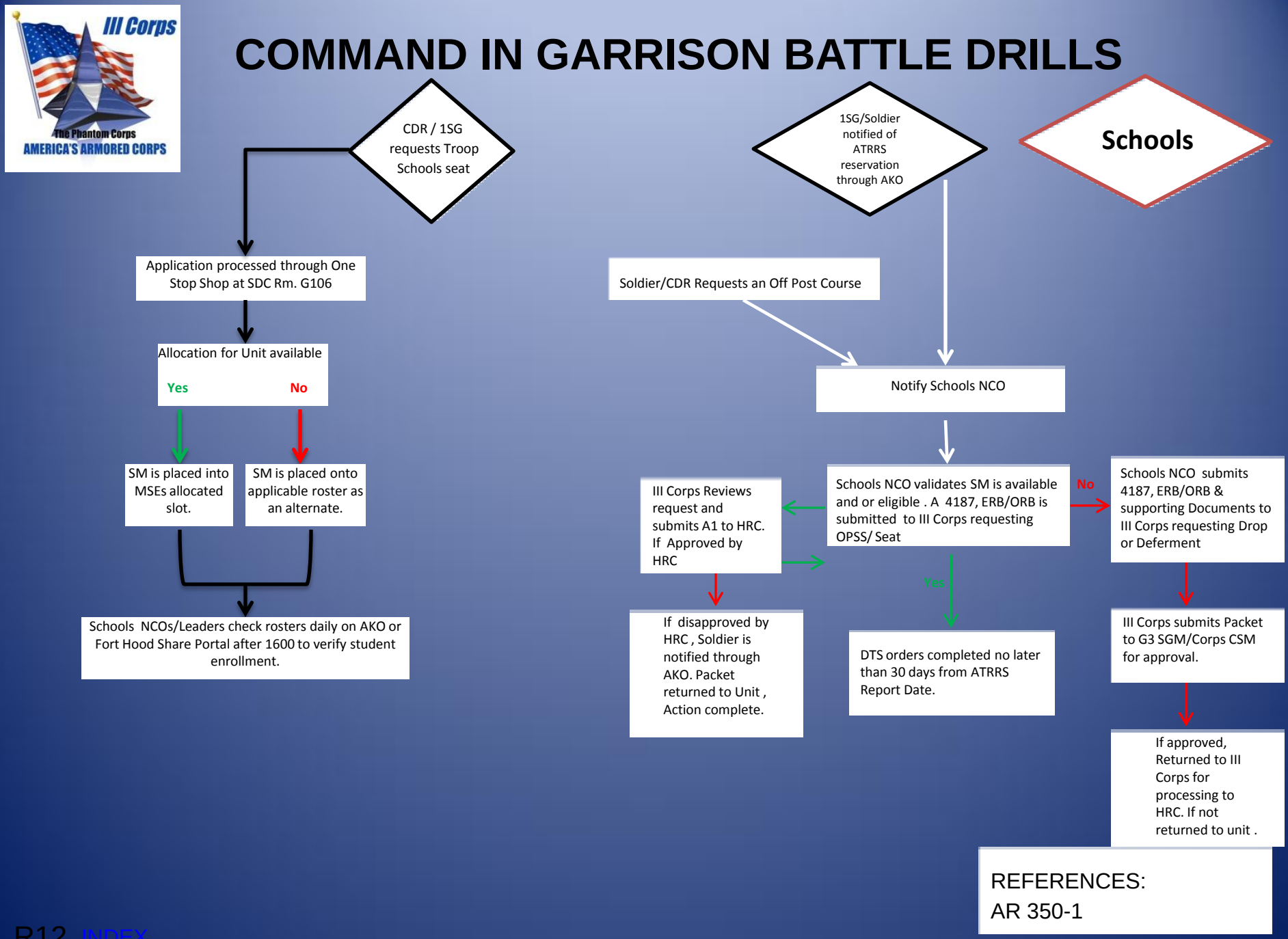
COMMAND IN GARRISON BATTLE DRILLS

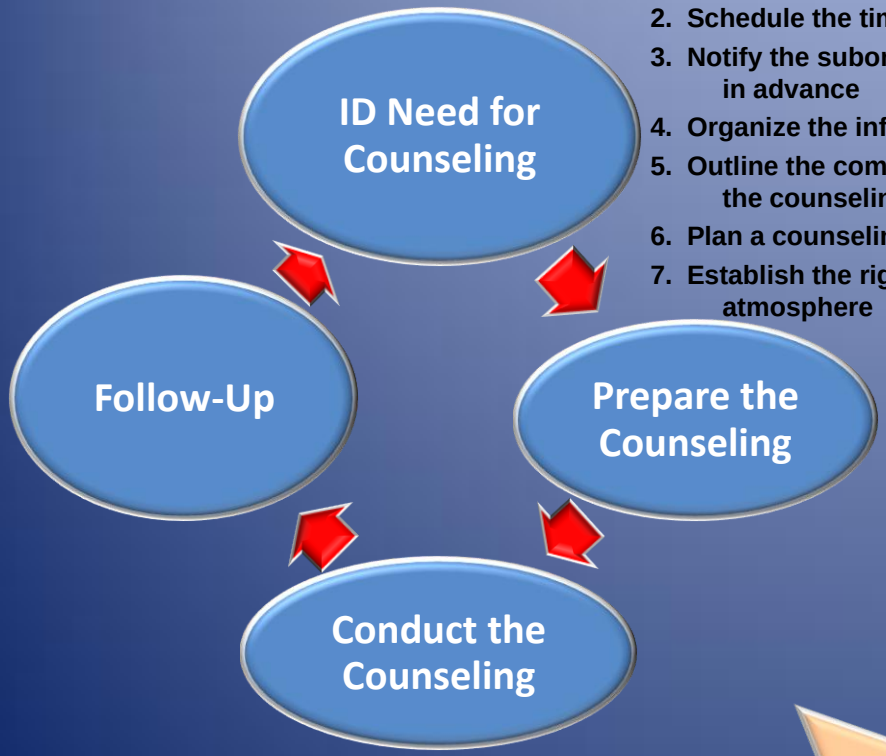


COUNSELING

KEY FORMS:	REFERENCES:
•DA Form 4856 (Dev. Cnslg. Form) •DA Form 2166-8-1 (NCOER Spt Form) •DA Form 67-9-1 (OER Spt Form) •DA Form 67-9-1a (Jr Off. Dev. Spt Form)	•AR 623-3 •AR 635-200 •DA PAM 623-3 •FM 22-100

COUNSELING: A 4-Step Process

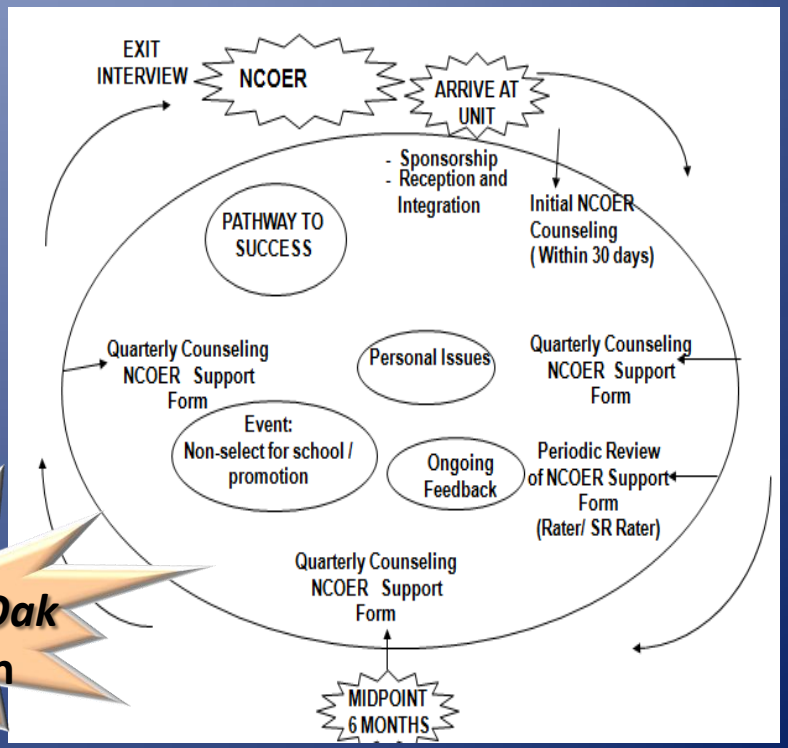
1. Select a suitable place
2. Schedule the time
3. Notify the subordinate well in advance
4. Organize the information
5. Outline the components of the counseling session
6. Plan a counseling strategy
7. Establish the right atmosphere



1) Open Session
2) Discuss Issue(s)
3) Develop a Plan
4) Close Session

Use *"Under the Oak Tree"* Approach

COUNSELING: A Continuous Process



COUNSELING

Types & Frequencies of Counselings

TYPE OF COUNSELINGS	FREQUENCY	REFERENCE	REFERENCE TITLE
ASAP	As Required	AR 600-85 w/ Chge 1,2,3	Alcohol & Drug Abuse Prevention and Control Program
APFT Failure Counseling/ Flag Counseling	Upon Failure/As Required	AR 350-41 FM 21-20 AR 600-8-2	Training in Units Physical Fitness Training Suspension of Favorable Actions
Bar to Reenlistment	As Required	AR 601-280	Army Retention Program
Chapter	As Required	AR 635-200	Enlisted Personnel (Enlisted Ranks Personnel Update)
Extremist Group Counseling	As Required	AR 600-20 DA Pam 600-15	Army Command Policy Extremist Activities Gangs and Extremist Groups Extremist Organizations
Family Care Plans	Initially/Annually	AR 600-20	Army Command Policy
Family Financial Support	Upon Notification/ As Required	AR 608-99	Family Support, Child Custody, and Paternity
Reception and Integration Counseling	Upon Arrival to Unit	FM 6-22	Army Leadership
Initial Counseling	Upon Arrival to Unit and Beginning of Rating Period		
*Enlisted	Within 30 Days of Assignment/	FM 6-22	Army Leadership
*NCO	Beginning of Rating Period	AR 623-205	Noncommissioned Officer Evaluation Reporting Sys (Personnel Evaluations Update)
*Junior Officer	Beginning of Rating Period	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
*Officer	Beginning of Rating Period	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
Mental Health Referrals	As Required	DOD Directive 6490.1 DOD Instruction 6490.4	Mental Health Evaluation of Members of Armed Forces Requirements for Mental Health Evaluations of Members of the Armed Forces
Nonjudicial Punishment	As Required	AR 27-10	Military Justice
Overweight Counseling	Monthly	AR 600-9 w/ Chge 1	The Army Weight Control Program (All Ranks Personnel Update)
Performance Counseling			
*Enlisted	Monthly	FM 6-22/Unit SOP	Leadership Counseling
*NCO	Quarterly – or as required (PL/PSG preference)	AR 623-205	Noncommissioned Officer Evaluation Reporting Sys (Personnel Evaluations Update)
*Junior Officer	Quarterly	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
*Officer	As Required	AR 623-105 DA Pam 623-205	Officer Evaluation Reporting Sys Officer Eval Reporting In-Brief
Pregnancy Counseling	Initially	AR 635-100 w/ Chge IO8	Officer Personnel
		AR 635-200	Enlisted Personnel (Enlisted Ranks Personnel Update)
		AR 600-20	Army Command Policy
Promotion Counseling	Initially/Every 90 Days	AR 600-8-19 w/ Chge 1 MILPER MSG 01-108	Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19
Reduction Counseling	As Required	AR 600-8-19 w/ Chge 1 MILPER MSG 01-108	Enlisted Promotion and Reduction Procedural Chngs to AR 600-8-19
Retention Counseling	As Required	AR 601-280	Army Retention Program

INDEX

ADVANCEMENT WAIVERS

REFERENCES:
- AR 600-8-19
- AAA-117

- **POC:** S1 @ XXX-XXXX

START

CDR / 1SG receive the advancement allocation report, AAA-117 (for E4 and below), from the SQDN/BN S1. eMILPO will generate this report with the number of advancement waivers authorized automatically for E2 and E3. Waivers for E4 will be calculated by hand using the instructions from AR 600-8-19 para. (2-6)

Review the number of waivers available. 1SG works with the PSG for input considering Soldiers performance and potential. Then, CDR / 1SG select the individuals to be advanced with waiver by circling either "Yes" or "No" and initials each circle.

NOTE:
Soldiers not recommended who are eligible for waiver will need to be counseled in writing and submitted with AAA-117.

Advancement waivers will be allocated according to the SQDN/BN CSM and Commander. These waivers are based on SQDN/BN authorizations not T/C/B.

SQDN/BN S1s will verify AAA-117 cut 4187s for signature and promote in eMILPO.

Return the AAA-117 to the SQDN/BN S1

SEMI-CENTRALIZED PROMOTIONS

EVENT START

CDR / 1SG receive the enlisted promotion report, AAA-294 (for E4-E5), from the Battalion S1. eMILPO will generate this report with eligible personnel and those in the zones of consideration but not eligible for consideration of recommendation to attend the promotion board.

Review the report of eligible personnel. 1SG works with the PSGs for input considering Soldiers performance and potential. Then, CDR / 1SG select the individuals to be recommended for appearance before the promotion board by circling either “Yes” or “No” and initials each circle.

Return the AAA-294 to the Battalion S1 to update the system and notify PSGs to counsel and prepare those recommended for promotion board appearance.

REFERENCES:
- AR 600-8-19
- AAA 117

POC: S1 @ XXX-XXXX

ABSENT WITHOUT LEAVE (AWOL) / DROPPED FROM ROLLS (DFR)

REFERENCES:
- AR 630-10
- MILPER Message 10-241

- **POCs:** S1 @ XXX-XXXX; Legal @ XXX-XXXX

START

CDR / 1SG determines Soldier is absent without leave (absent from place of duty for > 24 hours).

Day 1 — CDR / 1SG submits DA 4187 to SQDN/BN S1 to change duty status to AWOL.

Day 2 — CDR initiates a preliminary inquiry (usually informal) into the cause(s) of the alleged AWOL

SQDN/BN S1 generates DA 268 via eMILPO to flag Soldier and forwards for T/C/B Commanders signature.

AWOL | **DFR**

The supply SGT will inventory & secure all personal effects, clothing and gov't property IAW AR 700-84, para 12-12, if the SM resides in the barracks (see Btl Drl #A-2)

CDR / 1SG notifies the provost marshal within 24 hrs; provide DA 4187 with results of inquiry to determine SM's location and possible reasons for absence and gets stamp from provost marshal.

•CDR / 1SG provides finance a stamped DA 4187 to ensure the SM's pay has stopped.
•CDR / 1SG notifies DEERS to update SM's status in system

Day 10 — CDR / 1SG prepares and mails letter to SM's NOK on 10th day of AWOL informing him/her of the SM's AWOL status.

Day 25 — CDR appoints NCO to out-process AWOL SM; NCO coordinates w/ Installation Out-Processing for DD 137; NCO begins clearing AWOL SM.

Day 31 | Day 1 — CDR/1SG prepares and mails letter to SM's NOK on 31st day of AWOL informing him/her of the SM's DFR status.

•CDR completes DA 4187 changing the duty status from AWOL t o DFR and submits to the provost marshal.
•CDR preps 3 x DD 458, signs, and forwards to SCO
•CDR / 1SG submits a DD Form 553 through the SQDN/BN Commander to the Provost Marshal.

Day 32 | Day 2 — T/C/B Submits DFR packet (2 x DA 4887 (PDY to AWOL & AWOL to DFR), DD 458, DD 553, DD 137, DA 268, SM's MED/DENT records, 2 x NoK letters, inventories of property, and CDR's Inquiry Results) to the SQDN/BN S1 for QA/QC. SQDN/BN S1 submits packet to Regtiment/Brigade S1.

S1 verifies DFR packet and forwards to the installation DHR (with only the appropriate enclosures) for processing.

Upon review, USADIP will return DA 4187 (PDY to AWOL), DA Form 4187 (AWOL to DFR), DD Form 458, 10 day NOK letter, and 31 day NOK letter to unit to upload into iPERMS.

DHR will DFR the Soldier and forward and email to confirm transaction. Soldier will fall off eMILPO within 24 hours.

DES AWOL APPREHENSION POC: 288-3368

COMMAND IN GARRISON BATTLE DRILLS

AWOL/DFR Clothing Inventory

AWOL/DFR Clothing Inventory

Property must be inventoried as soon as Soldier is discovered absent. AR 700-84 Para 12-13 states, “The abandoned property of an AWOL Soldier will be inventoried without delay.” It is recommended clothing is inventoried NLT 72 hours after discovery. Inventory must be completed by E5 (+), 02 (+), or WO. These procedures apply only if the enlisted Soldier resides in troop billets. Another member of the unit must witness inventory. The property will be split into three categories: personal items, CTA-50, and unit issued items

Inventory officer will:

- Ensure clothing is not exchanged for clothing of any other enlisted Soldier.
- Prepare a DA Form 3078 in original and three copies. Record on DA 3078 the items and quantities of personal military clothing issued. Excess personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. See DA Pam 600–8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

The witness, and the unit commander or designated representative, will verify and initial this form. Place the original copy of the inventory in the enlisted Soldier’s duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

Return of the absent enlisted Soldier:

Clothing is returned to the absentee should he or she return to the unit or organization before being dropped from the rolls. The enlisted Soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted Soldier will be given copy three of the inventory. The unit Commander determines whether the enlisted Soldier has the initial allowances of personal clothing. Shortages are replaced at the Soldier’s expense.

COMMAND IN GARRISON BATTLE DRILLS

SUICIDE IDEATION / ATTEMPT

SUICIDE IDEATION / ATTEMPT

Immediate Chain of Command informs Company Commander / 1SG

Chain of Command must notify Fort Hood DES of any Suicide Attempts or Gestures

Cdr / 1SG ensures individual is assessed at CRDAMC or nearest medical facility and initiates a search of living quarters (on post) and POV due to probable cause.

Cdr / 1SG informs higher headquarters and initiates written III Corps CAT IV IR; conducts verbal Div CCIR notification.

Cdr / 1SG informs Chaplain and Brigade Behavioral Health Officer to initiate tracking of care and assist in risk management

Cdr / 1SG address external issues --- access to weapons, unit relationships, financial stressors, others

Chain of Command participates in generating lessons learned from conditions surrounding suicide attempt

REFERENCES:
GTA 12-01-001, Army Suicide Prevention Program
POC: BCT Behavioral Health Officer

COMMAND IN GARRISON BATTLE DRILLS

Positive UA

Positive UA

Commander or 1SG receives positive results packet from ASAP

- Chain of Command will notify CID Drug Suppression Team for all positive UAs – POC 287-2722.
- Positive for marijuana: Take Soldier to MP Desk (287-4001)
- Positive for any other drug: Take Soldier to CID (288-5055 or 287-7272)
- When Soldier is escorted to one of the above locations, take the UA paperwork from ASAP.

Commanders must enroll Soldiers into ASAP. Fill out DA form 8003; check "Command Referred for Apprehension"; and, take it to bldg. 286 D for registration. ASAP info line is: 287-7575

CDR initiate a flag, initiate separation and initiate FG AR-15 (see BD E25). If discovered that Soldier came up hot from prescription drugs a Medical Review Officer (MRO) must review the case. CDR should contact BN PA for MRO

REFERENCES:
AR 600-85

SOLDIERS MUST BE ESCORTED TO CID. ARMY SUBSTANCE ABUSE PROGRAM (ASAP) IS NOT AUTHORIZED TO FORWARD RESULTS TO ANYONE OTHER THAN THE COMMANDER OR 1SG. IT'S YOUR RESPONSIBILITY TO INITIATE LAW ENFORCEMENT PROCEDURES!

COMMAND IN GARRISON BATTLE DRILLS

Soldier is apprehended for DUI

DUI

On Post

CoC is notified of the DUI by Soldier and / or DES

The paralegal will inform you of your court date, but will not give legal advice about your case. Soldiers are responsible to appear on their scheduled court date.

Soldier will immediately lose on post driving privileges (including military license). Soldier can apply for restricted driving privileges.

Commanders must enroll Soldiers into ASAP. Fill out DA form 8003; check “Command Referred for Apprehension”;

Off Post

Soldier informs the CoC that they have been charged with a DUI off post.

Off post DUI may take up to one week to get back to DES and make it on the blotter. It’s the Soldier’s responsibility to inform the CoC if he’s been charged with a DUI off post.

Local police departments submit arrest reports to the DES Civilian Police Liaison in order for Soldiers to get blottered.

On Post: Apprehending officer will issue the Soldier a notice of suspension for on post driving. A copy of the notice will be included in the Soldier’s Military Police Report. The CoC may request a copy of the suspension when they sign for the Soldier.
Off Post: Texas automatically suspends the Driver’s License of anyone who refuses or fails a Blood Alcohol Test.

COMMAND IN GARRISON BATTLE DRILLS

Domestic Abuse

CoC notified of domestic abuse incident

↓

If on Post: CoC picks up Soldier from the Fort Hood Police Station. If Off Post: See Battle Drill E36

↓

Soldier receives a written counseling in reference to the incident; CoC issues a "No Contact" order

↓

CoC arranges for billeting and considers moving Soldier for a minimum of 72 hour cooling down period.

↓

CoC enrolls Soldier into mandatory counseling / treatment to address the issue

↓

Before conducting a Commanders inquiry ensure Soldiers is advised of rights

Social Worker will contact CDR with Case Review Committee (CRC) date. CDR must take online training at: *https://www.us.army.mil/suite/page/380 prior to* CRC. CRC will review allegations of abuse to determine whether allegation meets the Army definitions of abuse and what treatment plans / recommended actions are needed to prevent further abuse.

Coordinate with Family Advocacy Program for Commanders / 1SG Advocacy and Prevention desk side brief 254-287-8989

Support treatment recommendations and ensure compliance with CRC treatment plan. Commanders that do not recommend or concur with FAP treatment plan or if Soldiers Fail to progress may be considered for separation (See Battle Drill E21-23)

See Lautenberg Battle Drill if Soldier is CHARGED with Domestic Abuse

Domestic Abuse AR 608-18

Advise Victim to call FAVAP 254-702-4953 24/7 for Victim Advocacy Services or for a Restricted Report.
Child Abuse 24/7 Hotline
287-CARE (2273)
Policy Letter DFMWR-02

AR 190-45 requires all Commanders to report alleged criminal incidents to DES or CID

Families in Crisis: 888-799-SAFE (7233). 24-hour toll free hotline. Offers services to adult victims of domestic violence and sexual assault in several counties, including Fort Hood. Offers emergency safe shelter, crisis intervention counseling, legal advice, hospital accompaniment and support groups. Also provides educational presentations to anyone in the community. Appointments available in the following locations:
Killeen: 254-634-1184
Temple: 254-773-7765

COMMAND IN GARRISON BATTLE DRILLS

Convicted of Domestic Violence *(Lautenberg Amendment)*

Under 18 USC 922, this law applies to all Soldiers anywhere in the world, including those in hostile fire areas. This law is retroactive to anyone convicted on or after Nov 27th, 2002

All Soldiers affected by this law WILL be reported through CoC with final assignment consideration by HRC.

Officer and enlisted Soldiers may be processed for involuntary separation under the provisions of AR 600-8-24, AR 135-175 or AR 635-200, respectively

A qualifying conviction does NOT include a summary court-martial conviction or the imposition of non-judicial punishment under Article 15, UCMJ

Commanders, if you know or have a reasonable cause to believe a Soldier has a qualifying conviction under *Lautenberg and you make a weapon* available to that Soldier, you can be charged with a felony offense.

The Lautenberg Amendment makes it a felony for anyone convicted of a crime of domestic violence to ship, receive, transport, or possess firearms or ammunition. There is no military or law enforcement exception to the Lautenberg Amendment. Anyone who commits a crime that involves Domestic Violence and is subsequently **convicted of this crime cannot own,** possess, or be issued weapons - even in the line of duty!

Lautenberg Amendment

Commanders must:
- Educate Soldiers on Lautenberg
- Investigate suspected qualifing convictions
- Track domestic violence arrests
- Report to HQDA
- Retrieve government issued firearms and ammo
- Collect and file DD Form 2760

COMMAND IN GARRISON BATTLE DRILLS

Complaint Received

Determine course of action.

Sexual Harassment
CG Policy Letters
EO-2, EO-3

Formal Complaint

Report to the first GCMCA in the CoC within 3 calendar days.

CoC will appoint Investigating Officer; AR 15-6 will be initiated and completed within 14 calendar days.

Establish and implement a plan to protect complainant from reprisal.

Informal Complaint

Handled at the lowest level by CoC or unit SHARP.

Maintain a Memorandum for Record (MFR) of action taken and document whether a resolution was reached.

Conduct unit level SHARP training; focus on the trends or issues occurring.

Assess command climate.

Provide periodic feedback to Soldier.

COMMAND IN GARRISON BATTLE DRILLS

Sexual Assault Reported

If the CDR believes a Soldier is going to report a Sexual Assault, CDR should STOP questioning and explain the difference between a restricted and unrestricted report.

Unrestricted Report

If Victim tells the CDR that she/he was sexually assaulted, it is now an unrestricted report, CDRs are required to report.

Report to:

- Chain of Command
- Law Enforcement
- CID
- SHARP Victim Hotline
- Healthcare Provider

CDR must initiate a no contact order between the Subject and the Victim

Restricted

With Victim's Consent

Do Not

- Bathe
- Brush teeth
- Use bathroom
- Smoke
- Use mouthwash
- Change clothes
- Douche

Only Report to

SHARP Victim Hotline 254-319-4671

Healthcare Provider

Chaplain

III Corps or Unit SHARP Specialist

Sexual Assault CG Policy Letter DFMWR-01

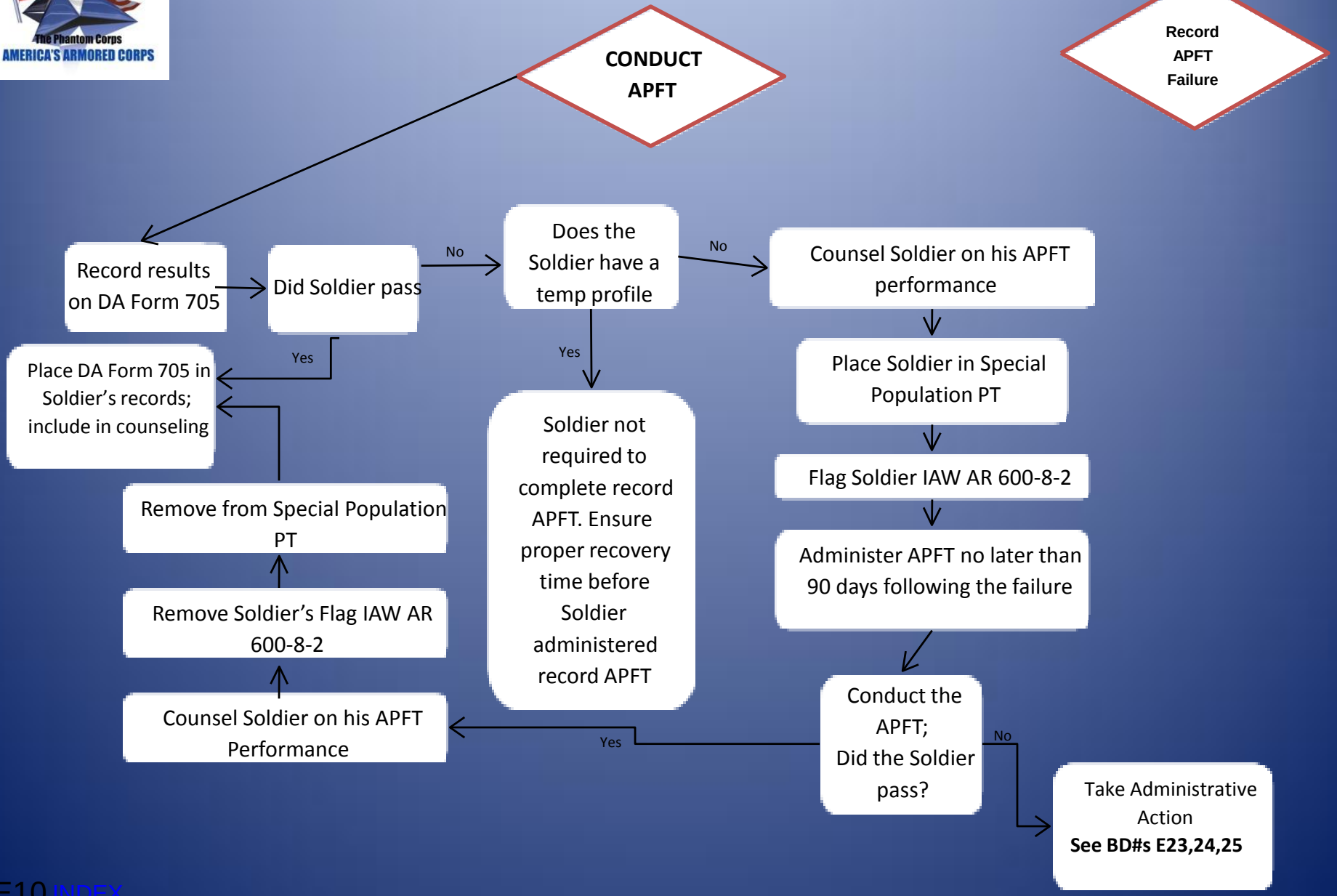
Differences between Sexual Assault and Sexual Harassment

Sexual assault and sexual harassment are not the same although they are related to each other.

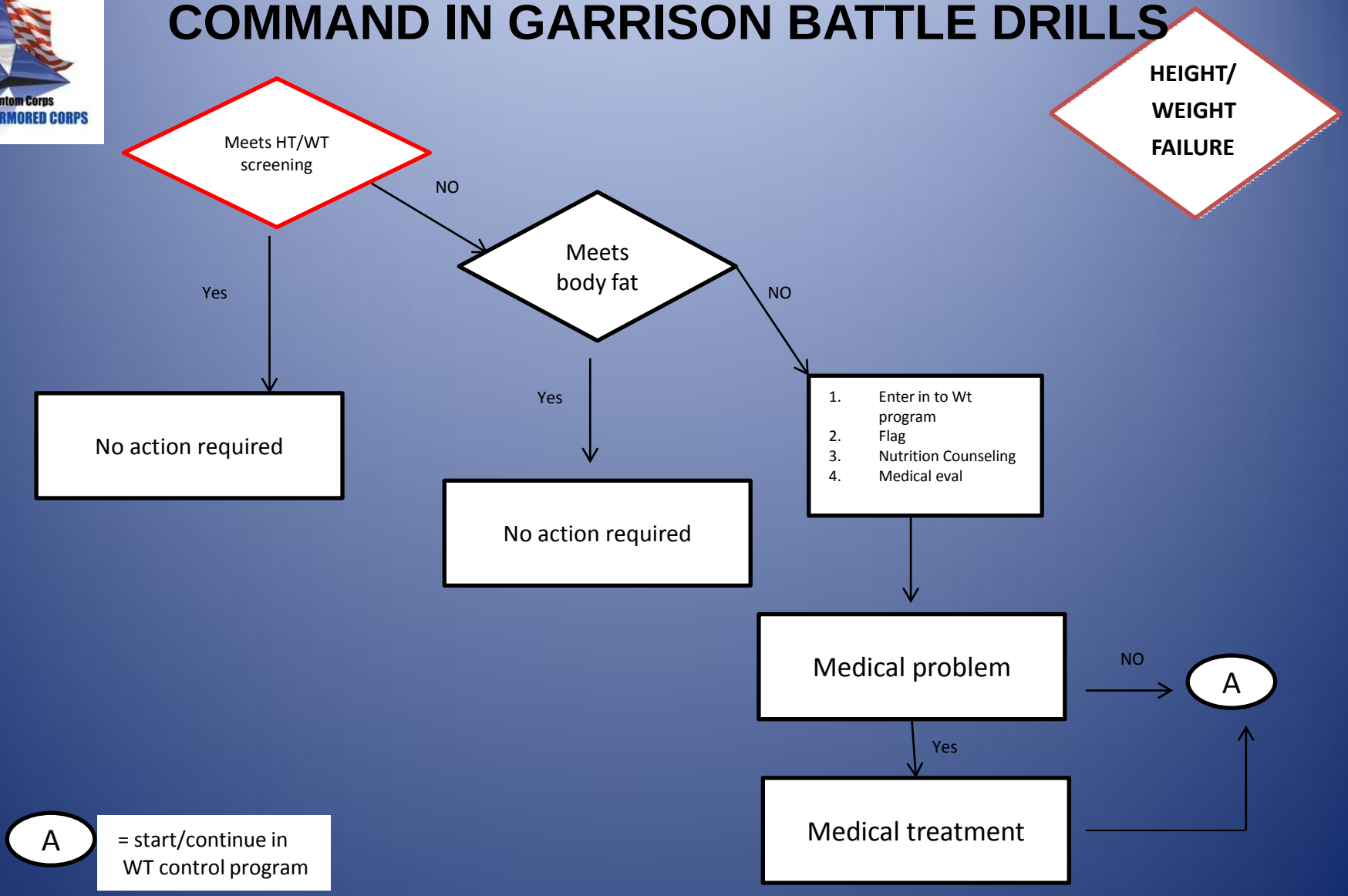
Sexual assault refers specifically to rape, forcible sodomy, wrongful sexual contact, abusive sexual contact, or attempts to commit these acts as defined by Article 120 of the Uniform Code of Military Justice (UCMJ).

While sexual harassment can involve physical contact, it can also refer to verbal or other forms of gender discrimination of sexual nature. Sexual assault is a crime punishable under the UCMJ. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

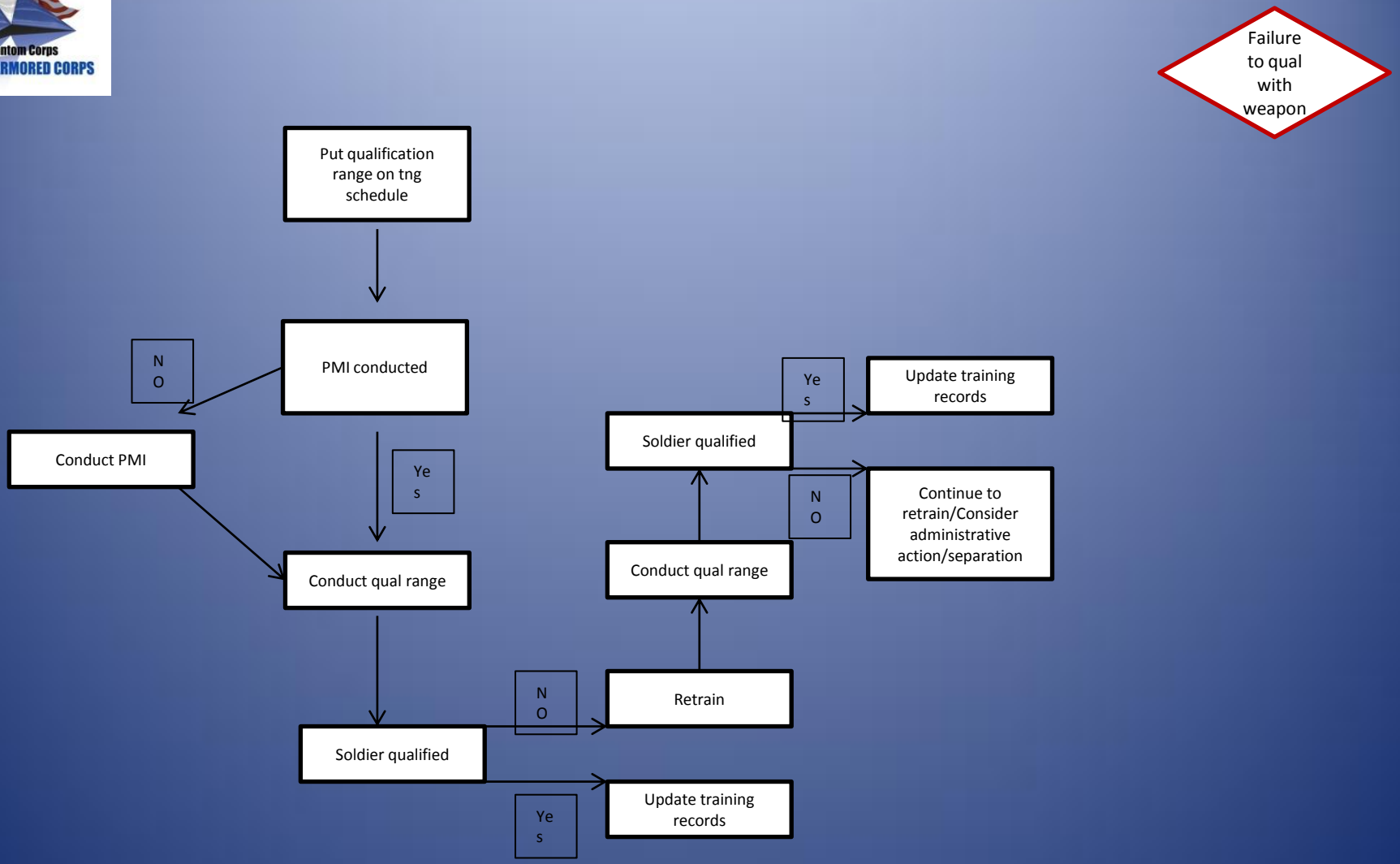
COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS

WTB Nomination Process

WTB Nomination Process

BN PA / BDE SURG determines if SM may be a suitable candidate for admission to the WTB & informs / notifies SM's chain of command

CO CDR / 1SG put WTB packet together consisting of: Physical Profile (DA 3349); Warrior Screening Matrix for WTU; CDR's Performance & Functional Statement (DA 7652); & CDR's statement signed by BDE CDR

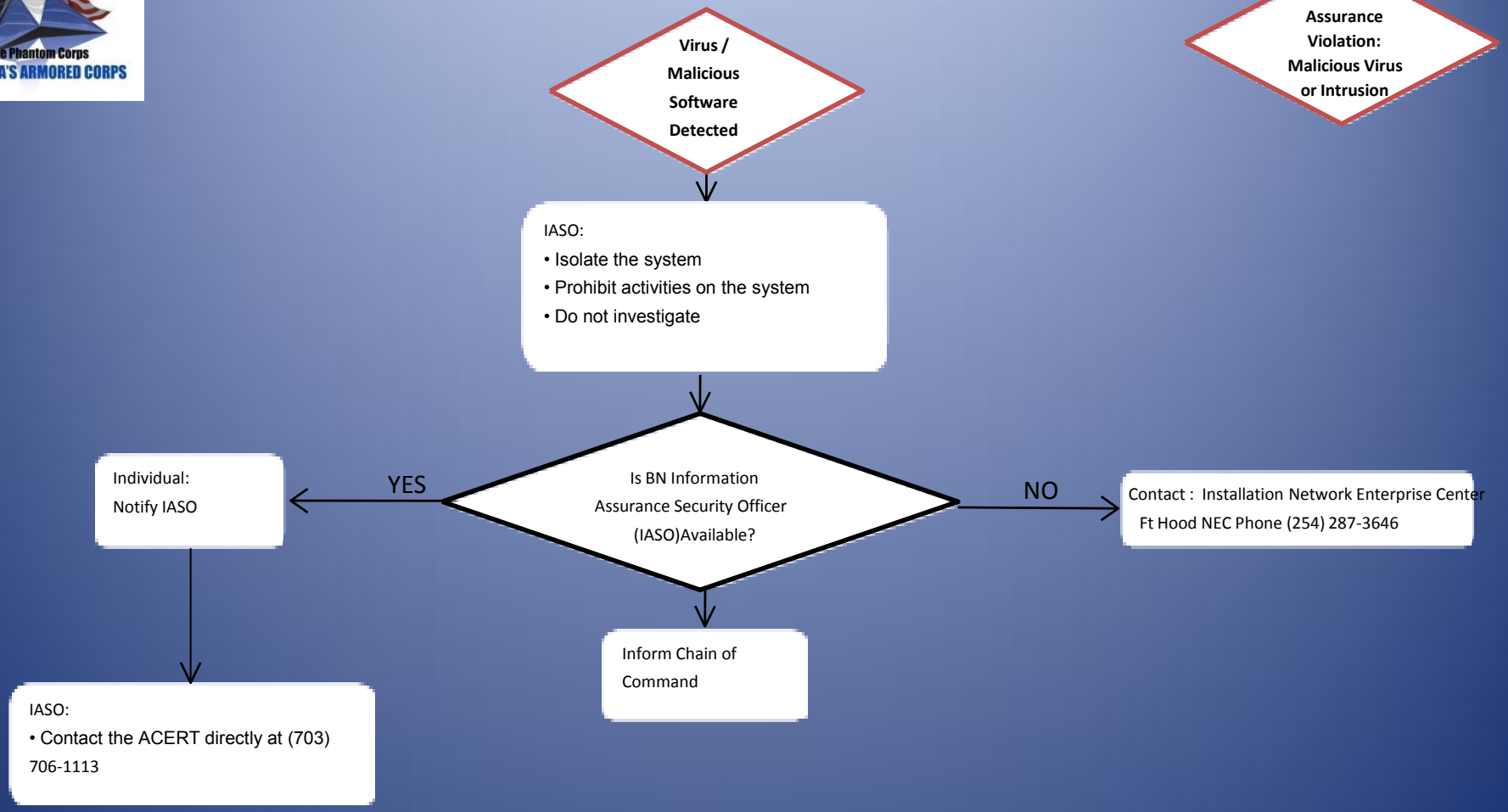
CDR / 1SG submit packets to their respective BDE Surgeons for review

BDE Surgeon submits packet to DIV SURG for approval. DIV SURG submits nomination packets to WTB TRIAD

BDE/DIV Surgeon, WTB Surg confer w/CRDAMC DCCS prior to TRIAD

WTB TRIAD meets & makes final determination if SM will or will not be accepted into the WTB. WTB S1 sends assignment orders to DIV G1.

COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS

Classified Spillage Identified or suspected

Information Assurance Violation: Classified Spillage

Immediately remove the information system or media from the network; isolate and guard

Notify Unit Chain of Command

User will immediately notify Battalion Information Assurance Supporting Officer (IASO) / System Administrator (SA) and S2 / SSO or FT Hood NEC on garrison network

BN SSO or FT Hood NEC will determine If it is a legitimate spillage

YES

BN S2 SSO or FT Hood NEC will take over the incident and begin the necessary chain of custody IAW AR 380-5

Notify higher command of the current incidents and all updates that may follow

NO

Reconnect system to the network and proceed normal operation

COMMAND IN GARRISON BATTLE DRILLS

Loss of Personally Identifiable Information Identified

Information Assurance Violation: Loss of Personally Identifiable Information

Individual discovering the actual or suspected loss / breach contacts first line supervisor and BN Information Assurance Security Officer (IASO)

↓

Informs Company Commander / 1SG

↓

Cdr / 1SG informs higher headquarters

Commander Actions:

Within 1 Hour

Submit incident report to the United States Computer Emergency Readiness Team (US CERT) at www.us-cert.gov. Call 888-282-0870 if you have any problems submitting the report online

Within 24 Hours

Notify Army Freedom of Information and Privacy Act Office at privacyalert@rmda.belvoir.army.mil

Within 1 Hour

Submit notification email to pii.reporting@us.army.mil to inform Army leadership that an initial report has been submitted to US-CERT

Within 10 Days

Organization responsible for the compromised information will make notification to affected individuals.

COMMAND IN GARRISON BATTLE DRILLS

Suspected COMSEC Violation

Information Assurance COMSEC Violation

Violator / Identifier immediately reports suspected violation to unit COMSEC hand receipt holder

Notify company chain of command of suspected violation

COMSEC hand receipt holder gathers facts (5W's) and notifies COMSEC account manager within 24 hours of notification

COMSEC hand receipt holder briefs S6 on suspected violation

COMSEC account manager determines if violation is an administrative or a reportable incident IAW TB 380-41 Ch. 7?

YES

COMSEC account manager initiates incident report procedures IAW TB 380-41 Ch 7
(Total time: NLT 72 hours)

NO

COMSEC account manager notifies hand receipt holder and chain of command that no violation occurred

COMSEC account manager notifies chain of command and provides copy of incident report to commander

Commander determines required logistical and personnel actions

HOSPITALIZATION

POCs:
•SURG Section @ (254) XXX-XXXX

•CRDAMC Patient Advocacy @ (254) 288-8157

START

1. Immediate Chain of Command informs T/C/B CDR / 1SG

2. Troop/Company/Battery CDR / 1SG informs higher headquarters and initiates SIR if necessary

3. Squadron/Battalion S1 Changes duty status

4. Squadron/Battalion PA begins tracking patient care through the Patient Advocate and assisting with post-hospitalization management as necessary

5. CDR / 1SG sets conditions for Soldier to adhere to outpatient medical / psychiatric treatment plan in order to promote health

COMMAND IN GARRISON BATTLE DRILLS

Conscientious Objector

SM submits a DA 4187 requesting discharge or reassignment to noncombatant duties. The request must comply with AR 600-43, Appendix B:

- Full name
- Social security number
- Selective service number (if applicable)
- Service address and component
- Permanent home address
- Name and address of each school and college attended w/ dates of attendance and type of school
- Chronological list of all occupations, whether for compensation or not (include: type of work, name of employer, address of employer, and dates position was held)
- All former addresses and dates of residence
- Parents names and addresses (living or deceased)
- Religious denomination of parents
- Application to selective service board? Decision?
- Previous application for CO? Which status? When and where? Determination? Copy attached?
- Served less than 180 days?

Yes

CoC must submit to HQDA within90 days of receipt

Consult your Brigade Judge Advocate. Commanders must counsel Soldiers. See Figures 2-1, 2-2 in AR 600-43.

The Applicant must be interviewed by a Chaplain. See Paragraph 2-3 of AR 600-43. CoC will provide the Chaplain a copy of the request packet.

The Applicant must be interviewed by Psychiatrist, who will prepare a report of mental status.

The applicant's commander will forward the application, the chaplain's report of interview, and the report of mental status examination to the commander exercising special court-martial (SPCMCA) jurisdiction.

No

Consult with BJA before returning to SM IOT comply with AR 600-43

Consult with Brigade Legal Office for Full Process of Conscientious Objector Filing.

FAMILY CARE PLANS

REFERENCES:
- AR 600-20
- DA 5305
- DA 5840

- **POC:** S1 @ XXX-XXXX

START

Determine if Soldier requires a family care plan (FCP) (dual military couple, single parent, etc.).

CDR will conduct initial counseling for each Soldier requiring a family care plan during inprocessing, NLT 90 days before due date for pregnant Soldiers, or immediately after any event triggering the need for a FCP – as outlined on DA Form 5305

Review with Soldier the FCP checklist on DA 5305 to ensure Soldier meets criteria.

Verify with those listed on the FCP roster to ensure they are aware of their requirements.

Does the family care plan meet the requirements?

YES

Maintain copy of completed FCP.

NOTE:
Contact caretaker and conduct periodic reviews and updates.

CDR will validate the family care plan yearly on/during the anniversary birth month of the (DA Form 5305-R

NO

Counsel the Soldier

Consult with Staff Judge Advocate if Soldier refuses or can't produce a Family Care Plan.

Commander may initiate administrative separation or bar to reenlistment.

COMMAND IN GARRISON BATTLE DRILLS

Initiate Bar

Bar to Reenlistment

Determine need for the Bar to Reenlistment. Bar to Reenlistment can be initiated for: APFT Failure, Poor Performance, Height / Weight Failure, or even Commander's discretion. If a Commander determines a Soldier's performance does not warrant reenlistment in the US Army, they need to submit DA 4126-R to Retention and the BN S1. Maintain a copy in unit records. (Chapter 8, AR 601-280)

Counsel Soldier in writing to inform him/her that they are being Barred; ensure this counseling provides Soldier a plan of action to overcome the Bar to Reenlistment. It is best if a commander includes all negative counseling on the Soldier in the Bar packet submission so when the Bar is reviewed it will withstand all legal reviews or Soldier appeals. This action is completely at the Commander's discretion with no requirements to impose.

Commanders must review the circumstances for imposing the bar every 90 days and either remove or continue the bar to reenlistment.

Leave in place

If Soldier has not overcome the Bar to Reenlistment after the second 90 day review Commanders must initiate separation proceedings under AR 600-200. Initiation of separation action is not required for Soldiers who, at the time of the second 3-month review, have more than 18 years of active federal service but less than 20 years. These Soldiers will be required to retire on the last day of the month when eligibility is attained.

Remove

If Soldier has overcome the Bar to Reenlistment, submit a letter of recommendaton To the next higher Commander to remove the Bar to Reenlistment. Submit packet to retention. Maintain a copy in unit records.

COMMAND IN GARRISON BATTLE DRILLS

Initiation of Administrative Separation

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

When considering a SM for retention, re-classification, or separation, consider factors listed in AR 635-200, para. 1-15c . Counseling and rehabilitation is mandatory. Commanders must make maximum use of counseling and rehabilitation before determining that a Soldier has no potential for further useful service. Commanders will ensure that these measures are taken before initiating separation procedures for the reasons listed in AR 635-200, except in cases of mandatory and voluntary separation.

MANDATORY SEPARATIONS:

- Bars to Reenlistment (Chap. 1-47)
- Commission of a Serious Offense (only for drug abuse under Chp. 14-12c)
- Failure to Meet Body Fat Standards (Chp. 18).
- Loss of MOS Qualifications

VOLUNTARY SEPARATIONS:

Service members must submit a request, in writing, to his or her commanding officer.

Voluntary separation is only allowed in the following cases:

- Dependency;
- Hardship; or
- Pregnancy

INITIAL SEPARATION PROCESSING PROCEDURES:

After all mandatory counseling and rehabilitation attempts have been exhausted, the service member's immediate commander will notify the Soldier in writing that he / she is being recommended for administrative separation per AR 635-200. This is usually processed at the legal office for the commander. However, the service member will be counseled on a DA Form 4856, (apart from any other previous counseling attempts to correct the problem), as to the reasons he is being considered for separation. This counseling - DA Form 4856, along with all other pertinent information, DA Form 268 (Initiation of a flag), and the service member's ERB must accompany the initial packet to the legal office. The commander should also attach a memorandum as to what characterization of discharge he or she recommends.

The company (immediate) and battalion (intermediate) commanders will recommend type of separation, reclassification ,or retention and the characterization of service to be awarded.

For Chapters 11, 13, 14, and AR 604-18, no Soldier will be considered for separation on conduct that has been the subject of judicial proceedings resulting in an acquittal, or after a separation board has determined that the Soldier be retained. However, a Soldier is not precluded from Administrative Separation under Chapters 13, or 14, if he or she has been convicted by a courts-martial whose sentence did not include a punitive discharge.

A highly deserving Soldier may be given a probation period to show successful rehabilitation (except fraudulent entry or homosexual conduct). Probation periods are for full time military only, not to exceed a total of 6 months. (AR 635-200, 1-18).

BOARD PROCEDURES:

If the service member has 6 or more years of active duty or is being considered for an other than honorable discharge, he or she is entitled to a hearing before an administrative separation board. AR 635-200, 2-2(b-3). Service members can waive their right to a hearing board. In this case, the separation authority will be the same as if a board was held.

COMMAND IN GARRISON BATTLE DRILLS

Initiation of Administrative Separation

REQUIRED DOCUMENTATION FOR EVERY CHAPTER PACKET

- **Request Form**
- **Paragraph 1-16 Counseling**
- **ERB**

ADDITIONAL DOCUMENTATION REQUIRED

Chapter 5-13: Personality Disorder

- Evidence SM has not responded to Para 1-16 Counseling
- Medical examination
- Mental evaluation by physician trained in psychiatry and psychiatric diagnosis or a clinical psychologist

Chapter 5-8: Family Care Plan

- Family Care Plan checklist counseling
- Statement from SM explaining why he / she cannot obtain a Family Care Plan
- Medical examination

Chapter 5-16: Early Separation to Further Education

- Letter of Admission (Must include date classes will begin)
- Statement proving Soldier can pay tuition fees
- Evidence that school is VA approved (Statement from school or education center will suffice)

Chapter 5-17: Other Designated Physical or Mental Conditions

- Evidence SM has not responded to Para 1-Para 1-16 Counseling
- Evidence from Medical or Mental Health personnel documenting condition
- Medical examination

Chapter 6-3(a) or 6-3(b): Dependency or Hardship

- Evidence supporting dependency or hardship

Chapter 8: Pregnancy of Enlisted Women

- Pregnancy counseling
- Pregnancy profile or statement of pregnancy
- Medical examination

Chapter 9: Alcohol or Other Drug Abuse Rehabilitation Failure

- ASAP summary of rehabilitation
- Statement declaring SM a rehabilitation failure
- Medical examination

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

COMMAND IN GARRISON BATTLE DRILLS

Initiation of Administrative Separation

ADDITIONAL DOCUMENTATION REQUIRED

AR 635-200 para. 1–7. Processing timeline goals:

•For separations when the notification procedure is used
will not normally not exceed 15 working days.
• When the administrative board procedure is used will not normally exceed 50 working days.
•Processing time will be measured from the date the Soldier acknowledges receipt of the notification of the proposed separation to the date the separation authority directs
•Failure to process an administrative separation within these timeframes will not prevent separation or characterization of service.

Chapter 13: Unsatisfactory Performance
- Evidence SM has not responded to Para 1-16 counseling
- Mental evaluation
- Medical examination

Chapter 14-12a: Minor Disciplinary Infractions or Chapter 14-12b: Pattern of Misconduct
- Evidence SM has not responded to Para 1-16 counseling
- Mental evaluation
- Medical examination

Chapter 14-12c: Commission of a Serious Offense
- Evidence of serious offense
- Mental evaluation
- Medical examination

Chapter 14, para 14-5: Conviction by Civil Court
- Memorandum for medical and dental records if no longer on the installation
- Results of the trial and conviction

Chapter 18: Failure to Meet Body Fat Standards
- Body fat content worksheets
- Nutrition counseling
- Enrollment into weight control program
- Statement that weight is not due to a medical condition
- Medical examination

Chapter 16-4: Non-Retention on Active Duty
- Declination statement

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

COMMAND IN GARRISON BATTLE DRILLS

Soldier Pregnancy

Verify pregnancy at TMC. Upon verification, SM will receive pregnancy eprofile and initiate prenatal care to include prenatal registration appointment with the Women's Health Center (WHC) and complete an Occupational Health Interview with Occupational Health Clinic (OCC).

If SM is single and living in barracks, she is authorized to receive BAH (without dependents) and move off-post during the seventh month of pregnancy. *Pregnant, single SMs will NOT be authorized on-post housing until delivery, but can elect to be put on waiting list as soon as pregnancy is confirmed. Upon delivery, single SMs will be authorized BAH w/dependents and option to move into on-post housing.

SM's commander (or designated official) will counsel SM on the Army Pregnancy/Postpartum Physical Training (PPPT)Program, Separation Options, and Family Care Plan (FCP) requirements. Also, the CDR will establish liaison with OCC for site visits, as necessary.

Although the DA Form 5304 is the only mandatory document that must be completed prior to the SM's delivery date, recommendation is to complete the entire FCP, if possible.

SM will be enrolled and receive orientation to PPPT upon diagnosis of pregnancy thru delivery plus 180 days.

CDR should track SM's 20th and 28th week benchmarks as there are several physical restrictions per AR 40-501 that must be strictly enforced.

Upon delivery, SM will be authorized convalescent leave (typically 42 days for a normal pregnancy and delivery) and provide postpartum eprofile (typically for 45 days).
*Hospital CDR will authorize additional leave for medical complications, as necessary.
*Unit CDR can authorize up to 30 days convalescent leave after SM returns to work, as necessary.

CDR ensures all required documents are in order, meet the FC requirements, are workable, and durable NLT 45 days from SM's delivery.

Upon return from leave and clearance from profiling doctor, SM will resume physical training and return to full duty.

Upon reaching180 days, SM will be released from the PPPT Program.

CDR must re-test validity and durability of the FCP at least annually to include contacting the designated guardian(s). Recommended testing periods are prior to field exercises or during deployment preparation.

PREGNANCY PROGRAM REFERENCES

a) AR 40-400
b) AR 40-501
c) AR 210-50
d) AR 600-8-10
e) AR 600-9
f) AR 600-20
g) AR 600-8-24
h) AR 601-280
i) AR 614-30
j) AR 635-200
k) AR 670-1
l) AR 700-84
m) FH Reg 600-24

Shaunta' Bailey, PPPT Coordinator: 254-288-0379 or 254-288-9676, shaunta.n.bailey.ctr@us.army.mil

COMMAND IN GARRISON BATTLE DRILLS

Initiation of UCMJ Action

When a commander learns of misconduct by a Soldier, that commander will collect the following evidence prior to consulting with Trial Counsel or the Brigade Judge Advocate in determining whether or not to initiate action(s) under the UCMJ and what type is appropriate.

- Soldier's counseling packet, all DA Form 4856s
- All sworn statements related to the event or events, DA Form 2823s
- If the Soldier has gone AWOL, all DA Form 4187s
- If anyone interviewed the Soldier concerning the alleged offenses; a DA Form 3881 must be completed and brought to JAG
- Any investigations that were done, to include, but not limited to CID, Commander's Inquiries, AR 15-6, and local law enforcement, if available
- Positive urinalysis test results
- Restriction orders
- Any other relevant evidence

COMMAND IN GARRISON BATTLE DRILLS

FLIPL

Starts after the document/voucher number is assigned by the accountable officer and the FLIPL is provided to the appointing authority
- Investigating officer appointed if appropriate
- Review the property records
- Obtain statements
- Ascertain the facts
- Determine the proximate cause
- Calculate the amount of the loss
- Make recommendation
- If financial liability is recommended, notify the individual(s)
- Consider respondent's rebuttal statement
- Review by the appointing authority
- Decision by the appointing authority
- Provide to the approving authority

Approving authority notifies the individual(s) being charged if applicable

15 Days	40 Days (total 55 days)	20 Days (total75 days)	30 Days	1 Day

Starts with the discovery of the loss
- Preliminary search for the missing item(s)
- Identification of the missing, damaged, or destroyed item(s) using FEDLOG
- Gather dates and circumstances
- Initiation of the Investigation of Property Loss, DD Form 200
- Complete the narrative portion
- Get document/voucher number assigned
- Provide the Investigation of Property Loss to the appointing authority

Starts upon receipt of the FLIPL by the approving authority, from the appointing authority
- Review by the approving authority
- JAG review (when assessment of financial liability is sought)
- Decision by the approving authority

Approving authority sends to finance for collection if financial liability was assessed

COMMAND IN GARRISON BATTLE DRILLS

MAR2

14 Day Suspense

PAD
Forwards profile to Post Retention Office

Post Retention Office
-Screens profile
-Updates IMREPR
- Fwd profile to unit

Unit Career Counselor
-Initiates MAR2 packet
-Counsels Soldier
-BN CDR / Co CDR Recommendation
- Submits MAR2 request through RETAIN

Post Retention Office
-Reviews MAR2 packet
-Submit to HRC through RETAIN for adjudication

Commander may request 14 day Extension from Retention for profile clarification

14 Day Suspense

HRC
-Renders decision
-Responds to Post Retention

HRC Renders one of the following decisions
-Retain in PMOS
-Reclassify
-Refer to MEB*

***Post Retention Office**
-Receives decision
-Forwards to Unit Career Counselor

***Unit Career Counselor**
-Informs BN/ Co CDR of decision
-Submits appeal if necessary (material error)

*MEBs referred to PEBLO by Post Retention
*Unit CC verifies Soldier reports within 5 days

SOLDIER DEATH

III Corps
The Phantom Corps
AMERICA'S ARMORED CORPS

START

T/C/B CDR and 1SG notified

1SG notifies SQDN/BN CSM

SQDN/BN CSM notifies REGT /BDE CSM

CDR notifies SQDN/BN CDR and/or SQDN/BN XO

SQDN/BN XO Notifies RGT/BDE XO and submits SIR

RGT XO Notifies RCO and Key Staff

RGT/BDE Key staff (S1, S3, Safety)

RGT/BDE Initiates CDR's Inquiry or AR 15-6

SIR submitted to III Corps and Fort Hood CAC

RGT/BDE sends SMs DD93 & SGLV to Ft Hood

T/C/B CDR writes SIR and sends to SQDN/BN XO

1-Stop TNG activity.
2- Preserve the scene for investigation.
3- Locate witnesses

Inform MPs/CID or local police

T/C/B CDR/1SG informs unit of commo blackout until NOK notified

T/C/B CDR prepares letter of sympathy for NOK & forwards to SQDN/BN S1 for approval by SQDN/BN CDR

SQDN/BNprepares letter of condolence for NOK & forwards to S1 for RGT/BDE CDR approval

CO CDR/1SG nominates Escort Off/NCO

T/C/B CDR/1SG nominates SCMO

Unit secures SM's room until cleared by MPs

SCMO inventories and secures all SM's property in Supply Room

SCMO ships SM's property to NOK

CO CDR / 1SG notifies FRG leader

FRG leader activates GO/CARE Tm to standby

Once NOK Notification has happened.

NOK Notified

CAO assists NOK as needed

Chaplain assists family as needed

GO/CARE Tm assists local relatives as needed

Key Tools:

Garrison Casualty EXCECK
(Step-by-Step break out of AAR, Investigation, Inventory, & Memorial)

Memorial SOP
(III Corps Guidance; As of NOV11)

Fatality Review Board

Fatality Review Board:
Units will present a review of the facts & circumstances to **a GO in the Unit's CoC** ***w/in 45 days of the incident*** or after the autopsy & official investigations are completed, if later. Slides completed ICW R-Safety.

FRAGO 1 TO OPORD PW 11-05-35

Fatality Review Board Slides

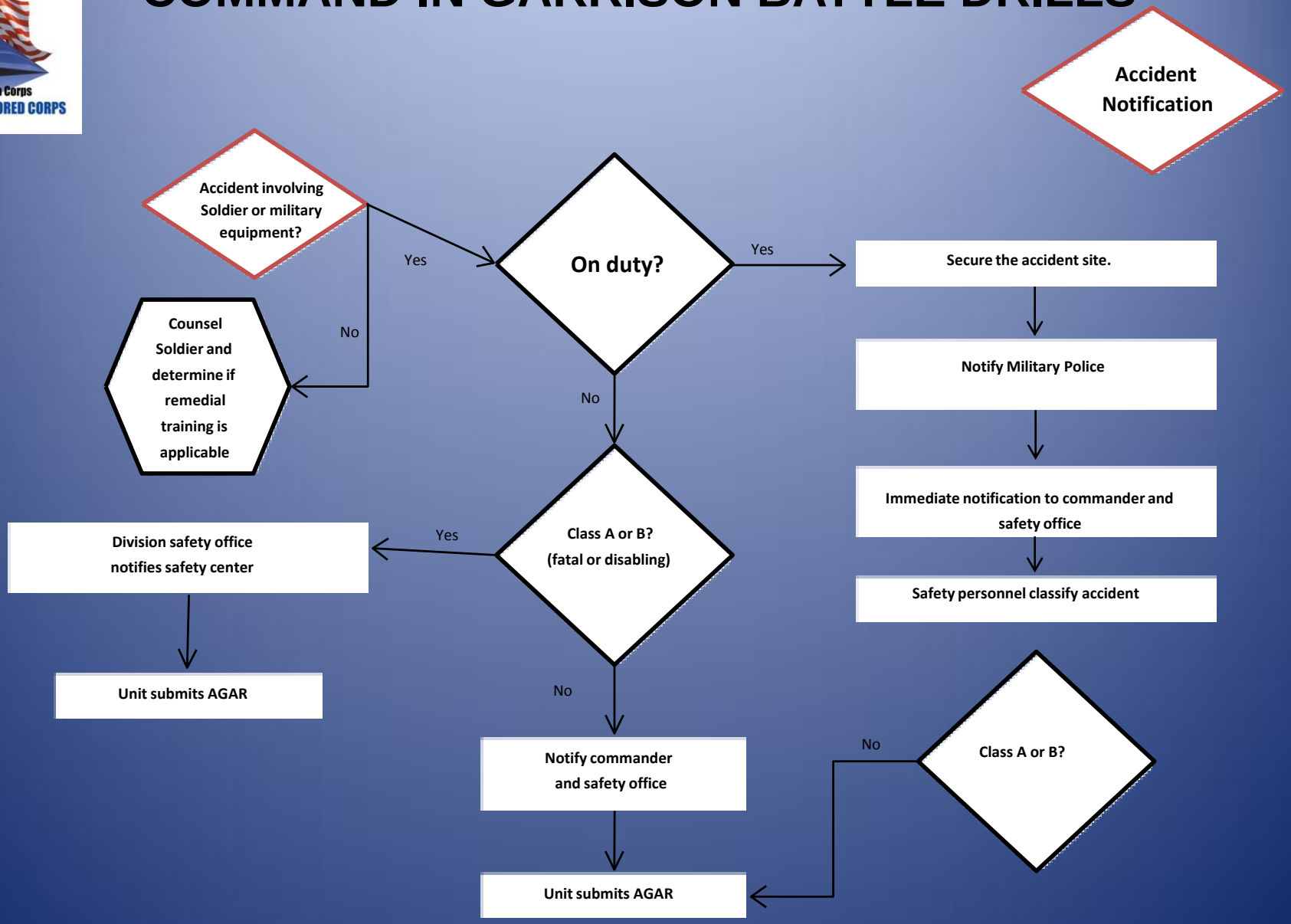
In the event of a **SUICIDE**, CDR/1SG will generate a **Suicide AAR**

REGT Suicide AAR Format

In the event of a **Motorcycle Accident**, CDR/1SG will generate a **MC-Accident AAR**

REGT MC Accident AAR Format

COMMAND IN GARRISON BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS

Conduct FRG Fundraising Event

FRG Fundraising

Additional Rules Governing FRG Fundraising.

The FRG informal fund cap currently listed as $5,000 in AR 608-1, Army Community Service Center, Appendix J, Section 7, subparagraphs (e) and (f) is increased to $10,000.

Unauthorized Use of informal funds:

- Augmenting the unit's other informal funds (i.e. the unit's cup and flower funds)
- Augmenting items or services that should be paid for with appropriated funds
- Purchasing traditional military gifts, such as Soldier farewell gifts that are not related to family readiness
- Funding the unit ball (specifically stated!!)

Authorized Use of informal funds:

- FRG newsletters that contain mostly unofficial information
- Parties
- Social outings
- Volunteer recognition
- Picnics
- Refreshments

Appropriate infrastructure established --- SOP, FRG Fund Custodian

Purpose of fundraising consistent with the approved SOP.

Manner of fundraising consistent with the JER and AR 600-29.

FRG Leader must coordinate with the commander with jurisdiction over the location of fundraising.

Commander must consult with SJA / Ethics counselor and avoid all conflicts of interest.

↓

Conduct Fund Raising Event

REFERNCES:

Joint Ethics Regulation
AR 600-29
AR 608-1
AR 600-20

ADMINISTRATIVE REDUCTION

REFERENCES:
- AR 600-8-19, Chapter 10
- **POCs:** S1 @ XXX-XXXX; Legal @ XXX-XXXX

General Rules:

Who may reduce:
- SPC / CPL and below - Company, troop, battery CDRs
- SGT / SSG - SCMCA
- SFC, MSG, SGM - SPCMCA

A Board is Required for Soldiers in the grade of:
- CPL / SPC when being reduced more than one grade; and
- SGT through SGM for:
  - reduction for misconduct (civil conviction) under paragraph 10-3 (except under table 10-2); and inefficiency under paragraph 10-5.

Board appearance may be declined in writing, which will be considered as acceptance of the reduction board's action.

Individuals in grade of CPL and below may be reduced without action by a board.

Soldiers can also be reduced for :
- Approved discharge from service with OTH, 10-15.
- Reduction for failure to complete training, 10-16.
- Reduction for unsatisfactory participation, 10-17.
- Failure to complete NCOES, 10-18.
- Voluntary reduction 10-19.

Administrative reductions may result from either Soldier misconduct or inefficiency.

Reduction for Inefficiency: 10-5 and 10-6
- The CDR reducing the Soldier will inform him or her in writing of the action contemplated and the reasons.
- The Soldier will acknowledge receipt; may submit rebuttal.
- Soldiers must demonstrate a pattern of inefficiency rather than a single incident to be eligible for reduction.
- Demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS.
- Any act or conduct that clearly shows that the Soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience.
- CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency.
- Longstanding unpaid personal debts w/o attempt to pay.
- Must serve in the same unit for at least 90 days prior to reduction.
- Documents will establish a pattern of inefficiency.
- Reduction for inefficiency will not be used for the following:
  (1) To reduce Soldiers for actions for which they have been acquitted because of court-martial proceedings.
  (2) In lieu of UCMJ, Article 15.
  (3) To reduce a Soldier for a single act of misconduct.

Reduction for Misconduct: 10-3
- A Soldier convicted by a civil court, or adjudged a juvenile offender by a civil court, will be reduced or considered for reduction according to table 10-2.
- When a reduction board is required, it will convene after receipt of documentary evidence and before separation or retention is considered under AR 635-200.
- If the conviction is reversed, the Soldier will be restored to the former grade.

COMMAND IN GARRISON BATTLE DRILLS

Conduct Health and Welfare Inspection

Commander Directs Health and Welfare Inspection

Do you want the use of Narcotic and Explosive Military Working Dogs?

Yes

Contact Fort Hood DES Operations at 287-3613 for MWD Support

Prior to receiving MWD Support for a H&W Inspection, Commanders and First Sergeants must receive a mandatory briefing from the Fort Hood Military Working Dog Section. The briefings are held every Tuesday and Thursday at 1330 hrs at Bldg. #5000.

No

Ensure all Soldiers are inspected to the same degree and at the same time (if possible)

Was Contraband found?

Yes

Place Contraband in clear plastic bag. Do you plan to ask questions?

Yes

Do not ask questions until the suspect has been read his Article 31(b) rights and you have contacted your legal team.

No

Notify DES of any found contraband

No

Continue Inspection

Brief Commander of findings

At any time prior to or during the process, contact your Brigade Legal Team for advice on the Health and Welfare Inspection

COMMAND IN GARRISON BATTLE DRILLS

Soldier Apprehended & Confined off post

Minor offense

Contact arresting agency to determine current situation

Unit 1SG/CDR take custody of SM once bail is posted (if required)

Counsel SM and take appropriate action based on circumstances of the offense Refer to Battle Drill Book for specific crimes. Initiate a SIR IAW AR 190-40

Ensure SM receives appropriate resources to resolve situation and rehabilitate.

Return to normal duty if SM is retained

Fort Hood DES conducts a local jail check everyday at 0500; if a Soldier has been arrested by one of the local departments or agencies the DES will notify the CoC if they have not already been notified by the Soldier or local agency. DES will generate a Military Police Blotter entry when they receive the case from the local authorities.

Serious Offense (No bail / incarceration)

Initiate a SIR IAW AR 190-40. Contact SJA to determine length of time before unit can initiate separation

Complete DA Form 4187 changing SM's status from "present for duty" to "civilian confinement by authorities"

Initiate Separation IAW AR 635-200; see Separation Battle Drill. Upon approval, unit clears SM from installation

COMMAND IN GARRISON BATTLE DRILLS

Certificate of Non- Availability (CNA)

1. Reference: Army Regulation 420-1, Chapter 3-5 and 3-18, which covers Unaccompanied Personnel Housing (UPH).

2. Battalions can submit certificate of non -availability (CNA) packets, based on a 95% utilization rate at the installation level from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP). **Ensure that no Soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.**

3.Packets must consist of the following documents:

a. Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.

b. DA Form 4187 (Personnel Action).

c. DA Form 5960 (Authorization to start/stop BAH).

d. Lease Contract, if requesting effective date of BAH to be backdated. **This should be a rare circumstance, since commanders should ensure their Sergeants (E-5) and below do not reside off-post without a valid CNA.**

e. Legal custody / marriage / divorce papers / Physician letter (if applicable).

f. Pregnancy statement, signed by physician, or profile with due date (if applicable). **Note: If Soldier in 28th week, CNA is automatic and Soldier should report to Finance with DA5960, barracks termination, and profile. If never assigned to the barracks, Soldier needs to get memo from the FSBP office.**

NOTE: Please do not staple packets and do not send other documents in packets such as LES; Counseling's; sworn statements; etc).

4. Completed packets must be sent to the First Sergeants' Barracks Program (FSBP) office (Bldg 49017, on Santa Fe) before going to Finance, to issue the CNA.

5. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldier's redeployment date (If no room is issued). **It cannot be approved prior to Soldier's redeployment date**.

6. Once the CNA packet is completed, FSBP personnel will notify the unit to pick up the packet and turn it in at Finance office.

COMMAND IN GARRISON BATTLE DRILLS

Certificate of Non- Availability (CNA)

Leaders need to be aware that certain situations do not automatically entitle a Soldier to basic allowance for housing (BAH). Some situations are listed below. Please contact the FSBP office ,if any of these situations occur.

a. Soldier with Joint custody of child (for 6 continuous months or more).

(1) Proof of Custody is court orders or an approved DD137, **NO POAs.**

(2) Other dependents must be court appointed and be in DEERS **(Note: *Just because the child belongs to a father or mother, and the child is in DEERS, DOESN'T always constitute Primary Custody)***

b. Soldier Married to Another Soldier (without dependents).

(1) If Soldiers are not both assigned to Fort Hood, the incoming Soldier is considered "Single" , for BAH and Barracks purposes, unless the other Soldier will be assigned to Fort Hood within 60 days.

(2) If both SMs are already here and one of them leaves, the remaining Soldier is not required to come back to UPH.

(3) If one of them is deployed when the other arrives at Fort Hood, the arriving Soldier is required to reside in the barracks until the other SM redeploys.

c. Too much furniture for barracks room because I could live off post at my last unit.

d. I'm still locked in to a lease.

e. I have pets.

. BAH packets are processed and Certificates of Non-availability for BAH will be received on a walk-in basis, Monday through Friday, from 0730-1600.

9. POC for CNAs is Mrs. Jeannie Drayton, Barracks Management (FSBI) Administrative Office, Bldg. 49017, Santa Fe Street (by the bowling alley), (254) 287-6512.

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III CORPS EO COMPLAINT PROCESS

Contact your Unit/BDE Equal Opportunity Advisor for assistance and Verification that incident or behavior qualifies as discrimination or has Violated any of the five protected categories.

Decide on Informal or Formal Complaint.

Make an "**Informal**" Complaint

- Use your EOL
- Report inappropriate behavior without initiating a full investigation.
- This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.
- Issues/ concerns resolved at the lowest level

If behavior persist , file a **Formal** Complaint

Make a "**Formal**" Complaint

- File a written complaint on a DA 7279 with your unit/Brigade EOA
- File complaint within 60 days of incident

3 days

- **Complaints, except those filed with the I.G., must be acted upon within three calendar days.**
- **Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain.**
- **All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command.**
- **Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.**

14 days

- **The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations.**
- **The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results. A 30-day extension may be granted from the next higher commander if circumstances require it.**
- **Further extensions can be approved only by the first General Officer in the Chain of Command.**
- **Complainants must be notified of extensions.**

7 days

- **The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken.**
- **That commander has 14 days to act on the appeal and provide written feedback on the results.**
- **Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.**

30-45 days

- **30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal.**
- **Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.**

Other agencies you can go to for assistance:

- **CHAIN OF COMMAND**
- **INSPECTOR GENERAL**
- **HOUSING REFERRAL OFFICE**
- **JUDGE ADVOCATE GENERAL**
- **MILITARY POLICE OR CRIMINAL INVESTIGATOR**
- **CHAPLAIN**
- **MEDICAL AGENCY**

You can also contact The III CORPS EO office: 254-287-6242

MEALCARDS

START

Soldiers residing in the barracks (w/o religious, dietary needs or shift workers) that are receiving meal deductions must have a meal card. Review UCFR to ensure that meal deductions are being deducted. If not submit a 4187 to the BN/BDE S1 requesting to stop BAS and start meal deductions. The S1 will submit the 4187 thru the COC to the installation finance for processing.

If meal deductions have started instruct Soldier to go to the S1 for issuance of a meal card.

Review the next months UCFR to ensure that the meal deductions have started. Once meal deductions have started, BN/BDE S1 must issue the Soldier a meal card.

NOTE:
Do not instruct the Soldier to get a meal card until verification of meal deductions has started.

REFERENCES:
- AR 600-38
- DA 4187
- DA 4550

- **POC:** S1 @ XXX-XXXX

START/STOP BAS/BAH

CDR determines need for BAS

START

YES

Does Soldier:
Reside in barracks (single Soldier)

Does Soldier:
have Dietary needs (Religious/Vegetarian)
Reside off post (Married/Statement of Non avail)

NO

STOP: Review the next months UCFR to ensure that the meal deductions have started. Once meal deductions have started, BN/BDE S1 must issue the Soldier a meal card.

NOTE:
Do not instruct the Soldier to get a meal card until verification of meal deductions has started

YES

Soldier requesting BAS submits 4187 to BN/BDE S1 requesting to stop meal deductions and start BAS. CDR checks the following month's UCFR to ensure that BAS has started.

Note: Once BAS has started the SM must turn-in the meal card to the BN/BDE S1.

YES

Authority to approve Soldiers to mess separately in the grade PV1 through SGT without dependents or unaccompanied is delegated to the first O-5 commander. Enlisted Soldiers PV1 through SGT, without dependents or unaccompanied, may be authorized to mess separately only under exceptional circumstances and when in the best interest of the Army (shift work, religious, medical, remote site, etc…). Authorization to mess separately by virtue of residing with relatives will not be construed to fall within the meaning of exceptional circumstances. Authorization will be fully justified in writing using a DA Form 4187 authorizing Soldier to mess separately and approved by the first field grade officer in the chain of command.

YES

Authorization to mess separately must be submitted to the Finance office immediately after the approving authority signs the DA Form 4187 (Figure 8-2). DA Form 4187's submitted later than 20 days after the effective date must be signed by a Field Grade Officer.

YES

Authorizations to mess separately may not include retroactive periods. This does not prevent payment of separate rations from the time of actual verbal authorization by proper authority (VOCO), if the verbal approval of the Soldier's request is promptly confirmed in writing. Verbal authorizations in excess of 20 days will be fully justified in writing by the approving authority and signed by a Field Grade officer in your unit.

YES

Members receiving BAS while in certain situations may have the payment for government provided meals made by mandatory pay account collection. When commander requires mandatory collection, the pay account collection will be made for all meals available, whether the meals are actually eaten or not. BAS will show on the LES in the entitlement column and a meal deduction will show in the deduction column at the reduced rate.

START/STOP BAH: Complete and submit DA Form 5960 along with supporting documentation

COMMAND IN GARRISON BATTLE DRILLS

Obtain a GTCC

START

Registering (Travel Card Transition Training)

Complete all mandatory web based on-line training

Complete Individually Billed Account Travel Card Setup Form
**********Ensure you initial block 9a or 9b**********

Complete DoD Statement of Understanding (SOU) Government Travel Charge Card (GTCC)program
**********Need Supervisor Signature**********

Return application , certificates and SOU to your Agency/Origination Program Coordinator (AOPC)

Receive card within two weeks

Prerequisite training available at:
https://www.defensetravel.dod.mil/passport
Travel Card Transition Training
-City Pair Program
-Rental Car Program
-Travel Card Program (Travel card 101)
-Travel Policies

REFERENCES:

- DODFMR 7000.14-R VOL 9, CH 3
-http://www.defenselink.mil/comptroller/fmr/09/09_03.pdf
- GTCC Website
-https://home.cards.citidirect.com
- DTS Website
-http://www.defensetravel.osd.mil/dts/site/index.jsp

COMMAND IN GARRISON BATTLE DRILLS

Medical Extension

Soldier referred to MEB

Case coordinator identify SM's within 90 days of ETS and completes Soldiers affidavit to remain on active duty to complete MEB

PEBLO
Does memo for unit commander **(S:10 days)**

Send CDR concur/non-concur memos to PAD, DCCS, CS, and Hospital CDR for endorsement

Sends complete packet to Post Retention

Post Retention Office

Upon receipt of packet, verify reenlistment eligibility code and update ETS date

Distro complete packet to HR, PEBLO and DFAS

Case Coordinator
Tracks soldiers not complete with MEB that are 90 days from ETS and starts extension process over

LOSS OF SECURITY CLEARANCE

Means Soldier was Denied or Revoked by an Adjudicative Authority

LEGEND

DPTMS – Directorate of Plans, Training, Mobilization and Security
ISD – Installation Security Division
CAF – Central Adjudication Facility
Army CCF – Army Central Personnel Security Clearance Facility

ISD, DPTMS is available to facilitate with attaining documents linked to the denial/revocation and advise Soldier on the process. Unit Security Manger must contact the ISD Security Staff for assistance.

↓

Soldier replies through ISD, DPTMS in memorandum format what he/she has done to mitigate the security concerns listed in Statement of Reasons (SOR) or in the Security Determination memorandum

↓

ISD, DPTMS submits Soldiers Request for Reconsideration to Army CCF for determination ☺ or ☹

↓ ☺

Army CCF makes favorable decision and restores clearance ☺

PSAB directs the Army CCF to restores eligibility ☺

→ ☹

Army CCF reaffirms denial/revocation of clearance ☹

↓

ISD, DPTMS receives Determination memorandum listing why security clearance remains denied/revoked

↓

Soldier is advised by ISD, DPTMS on the appellant process. The soldier may respond directly to the Personnel Security Appeals Board (PSAB) or see the Defense Office of Hearings and Appeals (DOHA) (Administrative Judge)

↓

DOHA Administrative Judge sends decision to PSAB

↓

PSAB makes decision ☺ or ☹

↓ ☹

PSAB reaffirms Army CCF decision of denial/revocation ☹

↓

PSAB defines when Soldier can re-apply

☺ ☹

Priscilla Frazier, 254-287-7003, priscilla.frazier@us.army.mil

COMMAND IN GARRISON BATTLE DRILLS

Initiate 9P IMPER

Loss of MOSQ

Commander will remove Soldier from the promotion list per AR 600-8-19 and start separation per AR 635-200. Initiation of separation will be submitted to SPCMCA for determination.

SPCMCA makes final decision on whether to separate or direct reclassification

Separate

SM will be notified the he/she is not a candidate for future service and unit will forward approved chapter packet to the Transition point.

Reclass

If Soldier is recommended for future service the Soldier will be referred to the servicing Career Counselor to process mandatory reclassification.

COMMAND IN GARRISON BATTLE DRILLS

Exceptional Family Member Program

EFMP

- Request data store manual query from BN S1 for Soldiers enrolled in EFMP and their expiration date.
- Soldiers requiring update to their enrollment must start with the CRDAMC EFMP Office

- For Soldiers currently enrolled, Cdr/1SG review information provided by BN S1 and identify Soldiers with expired, or soon to expire, EFMP. (EFMP is good for 3 years)

- Ensure Soldiers have the time allocated to update their EFMP status; Soldier must physically go to the EFMP office at CRDAMC. They will be told what they must do in order to update or be removed from the program.

- Ensure Soldier completes all identified requirements and submits them To the EFMP office at CRDAMC.

- Validate updates with BN S1 once requirements are complete. EFMP will appear on Soldier's ERB/ORB.

CRDAMC EFMP Office visits are on a walk-in basis between the hours of 0730-1630, Mon-Fri.

COMMAND IN GARRISON BATTLE DRILLS

Exceptional Family Member Program

BLUF: The update process takes several weeks. Soldiers need to start the process six months out.

When the Soldier or family member comes to the CRDAMC EFMP Office (as opposed to the ACS EFMP Office) and receives the PERNET printout of the current enrollment, they must then take that printout, with an enrollment form, to the appropriate provider(s). This usually requires making a special EFMP appointment (may be longer than typical appointment) to review the patient's current medical status and wait for the provider to complete the form. Depending on the complexity of the Family member's medical diagnoses, this may take a few weeks. Once we receive the DD Form 2792 back, we review it for completeness, then send it by courier to the Regional Coding Center. The processing and return time is typically between two and three weeks. They will only expedite those forms accompanied by a request for compassionate reassignment, which we fax to them. By the time we receive a new print-out to mail back to the Soldier, the status is already updated in PERNET, which then updates MEDPROS.

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