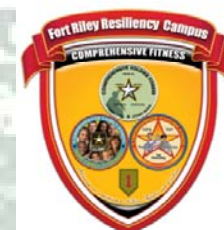




# Fort Riley “Home Station” Process Maps (From Sponsorship to Out processing)



Jan 2013



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**Welcome**



# The Total Army Sponsorship Program (TASP)



Every Soldier will have a sponsor

G1 receives the Ft. Riley gains roster every Tuesday

G1 distribute the gains roster every Wednesday to each BDE

The first working day of every week, the BDE sends the G1 a sponsorship tracker stating if incoming Soldiers were contacted

Welcome letters sent out from each battalion to incoming Soldiers

Strength managers or commanders and supervisors will ensure that DA Form 5434 is forwarded and responded to in a timely manner

G1 conducts Staff Assistant Visits with IG and inspect each BDE to ensure compliance with the TASP

G1 monitor the Ft. Riley Sponsorship website and respond to all sponsorship request received from the Ft. Riley Sponsorship email address

REFERENCES:  
AR 600-8-8  
DA 5434  
DA 7274

Emphasis on initial entry and Advanced Individual Training (AIT) Soldiers going to their first unit assignment

G1 also receives random sponsorship requests from SMs and they are forwarded to gaining BDEs daily

Form is used to transmit sponsorship requirements to gaining commands

Inspection will include the use of DA Form 7274

Battalion Cmdr – for Officers  
Command Sergeant Major – for enlisted

[Sponsorship Email address  
Fort.riley.sponsorship.request@us.army.mil](mailto:Fort.riley.sponsorship.request@us.army.mil)

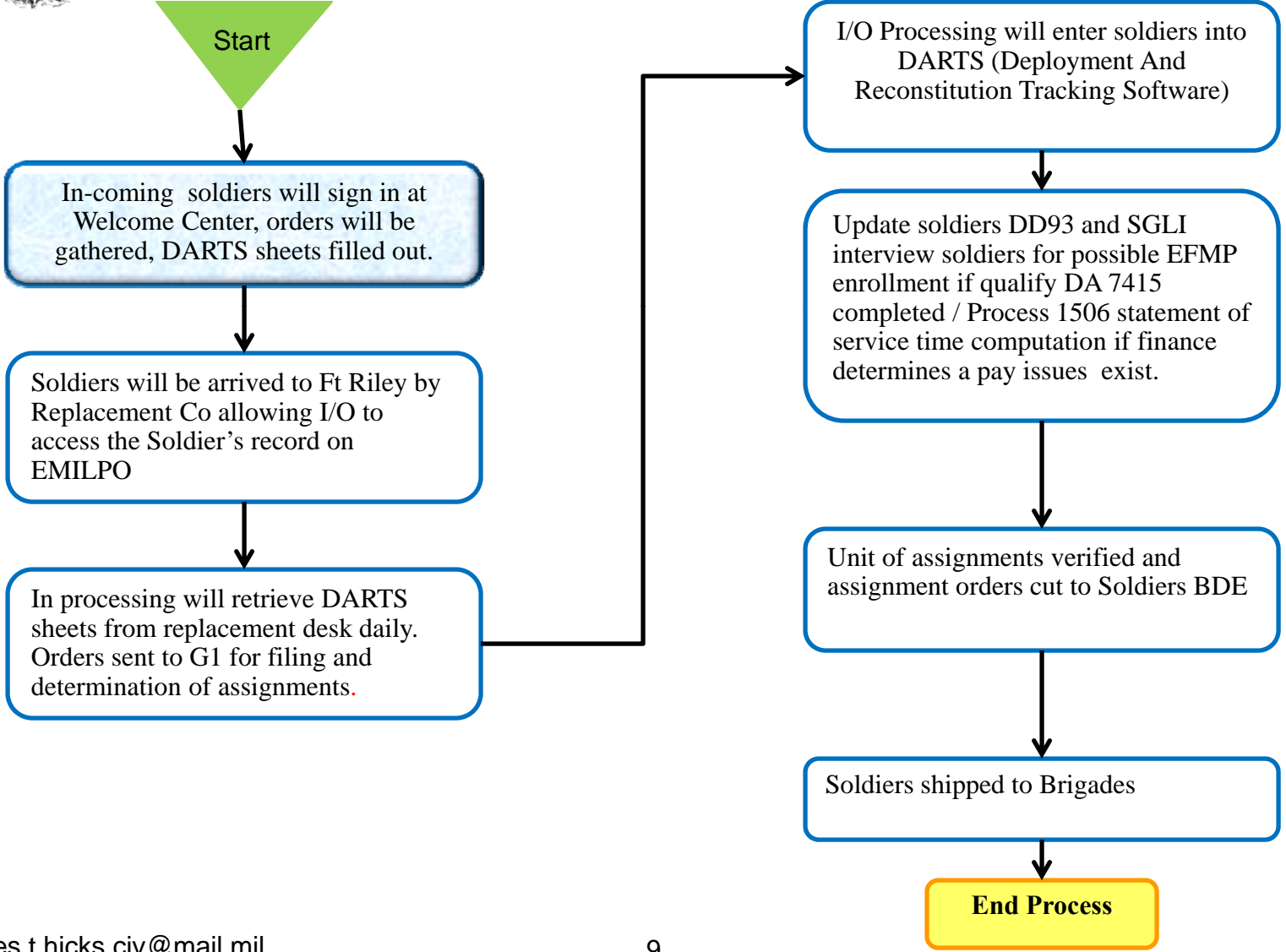
POC: corey.l.leavell.civ@mail.mil





REFERENCE:  
AR 600-8-101

# In-Processing





# Caring for Soldiers

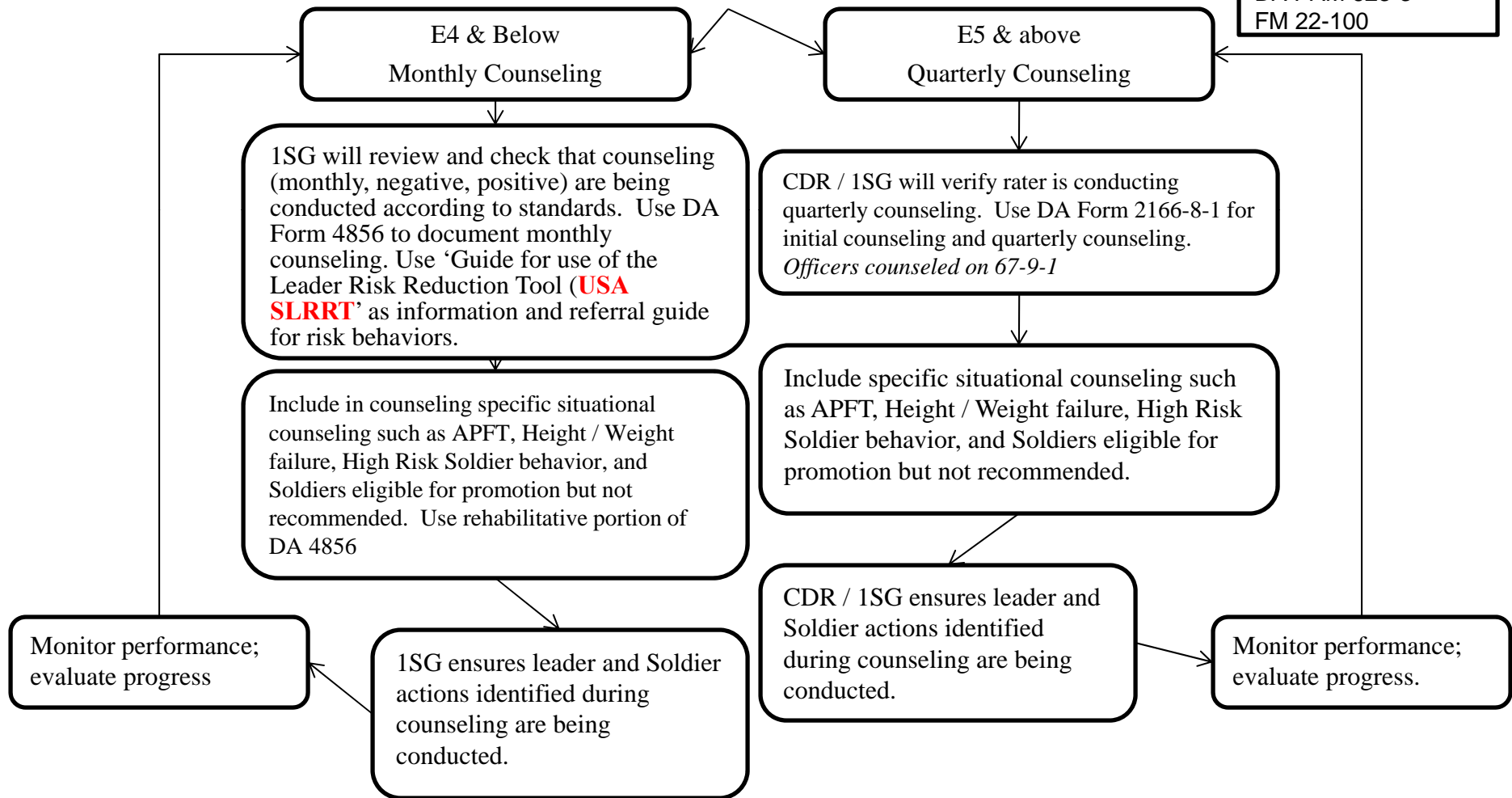


# Counseling



## EVENT START

REFERENCES:  
 AR 623-3  
 AR 635-200  
 DA PAM 623-3  
 FM 22-100





# U.S. Army Soldier Leader Risk reduction Tool (USA SLRRT)



To be used as a guide during developmental counseling process and not used as a single measure of a Soldier's level of functioning or to predict high risk behaviors

Conduct counseling session addressing the domains identified on the USA SLRRT with all Soldiers IAW paragraph F: Policies and Procedures of the Guide for use of the I.S. Army Soldier and Leader Risk Reduction Tool (USA SLRRT) at below intervals

REFERENCE:  
AR 623-3  
FM 6-22

30 days of arrival at current permanent duty station

90 days prior to deployment

Within 30 days of returning to duty after deployment

When removed from a school and return to unit

Soldiers reporting to initial Military training, assess within 14 days of the course start date and during the last week of training

Non-MRT Soldiers who previously scored a moderate or high risk rating (with no low risk assessment), 120 days prior to PCS

Prior to attendance at Non Commissioned Officer Education System (NCOES), advance leader course (ALC), and senior leaders course (SLC), officer advance courses (OAC)

30 days of arrival at current permanent duty station

When a leader determines the Soldier would benefit from an assessment because of changes or transitioning the Soldier's personal or professional life or when a leader identifies a risky behavior

At least annually



# U.S. Army Soldier Leader Risk reduction Tool (USA SLRRT)



The USA SLRRT will not be stored and maintained. Findings and actions will be transferred to DA Form 4856. DA Form 4856 maintained according to Privacy Act

If a leader suspects a Soldier of committing a crime the leader must do the following  
1) STOP questioning the Soldier; inform him/her of the offense for which you suspect him/her of committing and advise her/him Article 31 Rights in accordance with DA Form 3881. 2) Consult your supporting SJA. 3) Follow DOD Directive 6490.1

Ensure Safety  
Escort to MTF/ER and  
notify Chain of Command

Determine Level of Risk

**Last and ongoing  
step: Develop action  
plan with Soldier to  
improve CSF.....**

Low: No significant problems, Adverse outcomes appear low

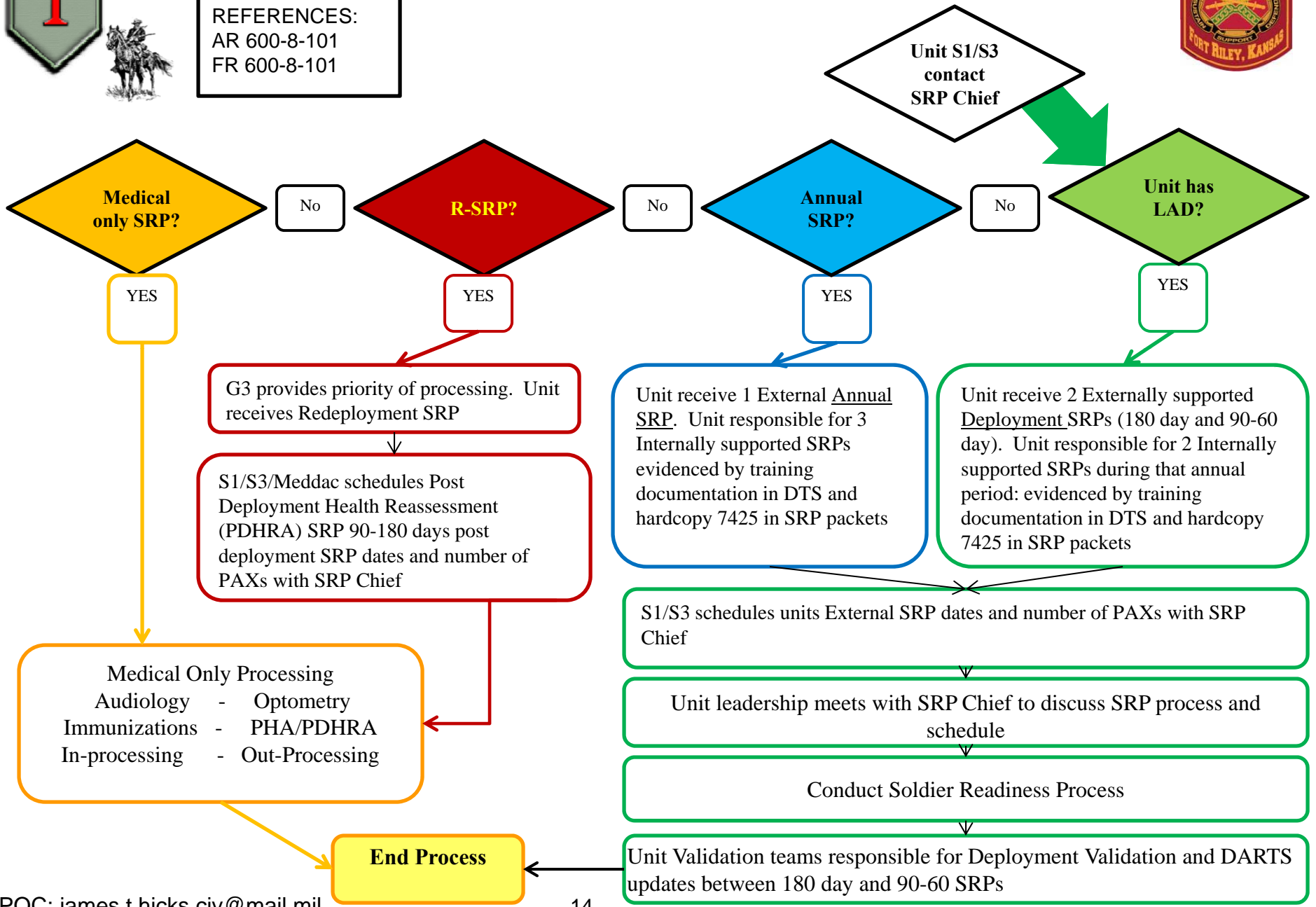
Moderate: Behaviors identified that place the Soldier at risk of serious problems if not addressed through appropriate action. Senior leadership (Battalion commander/equivalent of high) will be notified through Chain of Command

High: Behaviors or concerns that place the soldier or others in danger. Senior leadership (Battalion commander/equivalent of high) will be notified immediately through Chain of Command



REFERENCES:  
AR 600-8-101  
FR 600-8-101

# Soldier Readiness Processing





# Family Care Plan



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

Counsel Soldier on FCP requirements 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 to ensure they are aware of their requirements.

The family care plan meets requirements

Maintain copy of completed FCP.

Contact caretaker and conduct periodic reviews and updates.

REFERENCES:  
AR 600-20  
DA 5305  
DA 5840

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

The family care plan does not meet the requirements

Commander may initiate administrative separation or bar to reenlistment.

Counsel the Soldier



# Soldier Pregnancy



## PREGNANCY PROGRAM REFERENCES

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

Verify pregnancy by medical personnel. Upon doing so, SM will receive pregnancy profile and initiate prenatal care to include an Occupational Health Interview to assess risks w/ SM, fetus, & work environment.

SM's commander (or designated official) will counsel SM on the Army Pregnancy Program, Separation Options, and Family Care Plan (FCP) requirements. CDR will also establish liaison w/Occupational Health Clinic and make site visits as necessary.

SM will enroll in Pregnancy/Postpartum PT Program upon diagnosis of pregnancy thru delivery plus 180 days.

Upon delivery, SM will be authorized convalescent leave (typically 42 days for a normal pregnancy and delivery) and provided a postpartum profile (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 if necessary.

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

Company Commander must re-test validity and durability of the FCP every **six months** to include contacting the designated guardian(s). Recommended testing periods are prior to field exercises or during deployment preparation.

If SM is single and living in barracks, she is authorized to receive BAH (without dependents) and move off upon confirmation 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.

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.

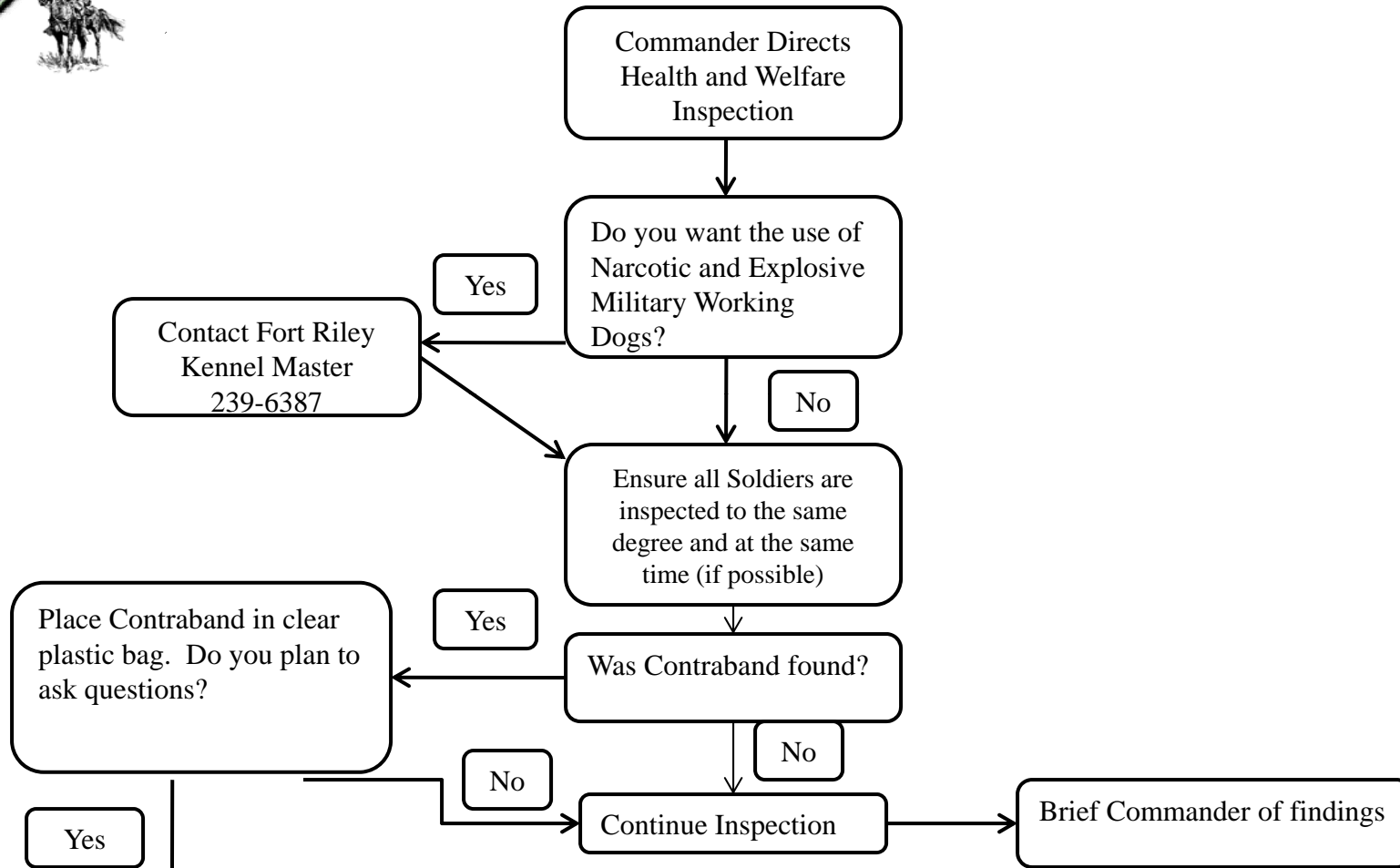
CDR should track SM's 20th and 28th week benchmarks as there are several physical restrictions per AR 40-501 that must be strictly enforced.

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





# Conduct Health and Welfare Inspection



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

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



# Unit Commander's Finance Report



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

## EVENT START

Battalion S-1 receives UCFR from Brigade S-1.

Company receive UCFR from Battalion S-1.

- 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).

- Check to ensure last month's corrections were made; if not:
  - Attach copies of previous UCFR to current. Annotate all changes needed

- Once the company level review has been completed:
  - Company Commander will sign the UCFR.
  - Company will make a copy for their internal files.
  - Company will return UCFR to Battalion S1 with all supporting documents NLT the designated suspense date.

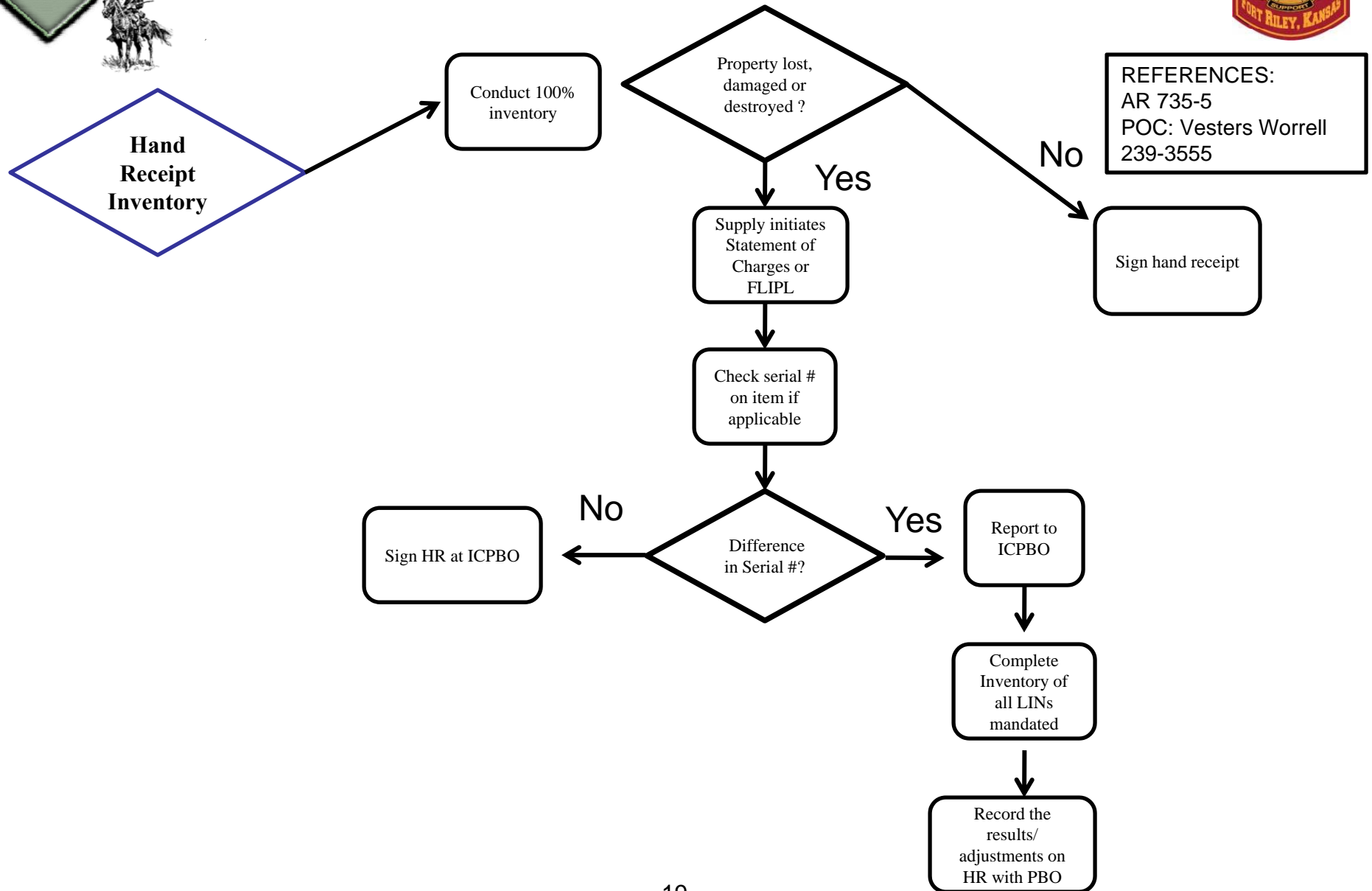
Battalion S-1 receives completed UCFR from company, ensuring all documents are provided

Brigade S-1 receives completed UCFR from Battalion S-1

UCFR must be t/I to Finance by the 10<sup>th</sup> of the month



# Hand Receipt Inventory



REFERENCES:  
 AR 735-5  
 POC: Vesters Worrell  
 239-3555



# Cyclic/ Monthly Inventory



REFERENCES:  
AR 735-5  
POC: Vesters Worrell  
239-3555

PBO identifies 10% PB to be inventoried for month

Co Cdr notifies sub-HR holders when & how inventory is to be conducted

Conduct 10% Monthly Inventory

Property On-Hand?

Check property condition

Supply initiates Statement of Charges or FLIPL

Is Property Damaged?

Report damage to Supply

Check end-Items for completeness using TM or SC

Component Shortages?

Make List of shortages

Difference in Serial #?

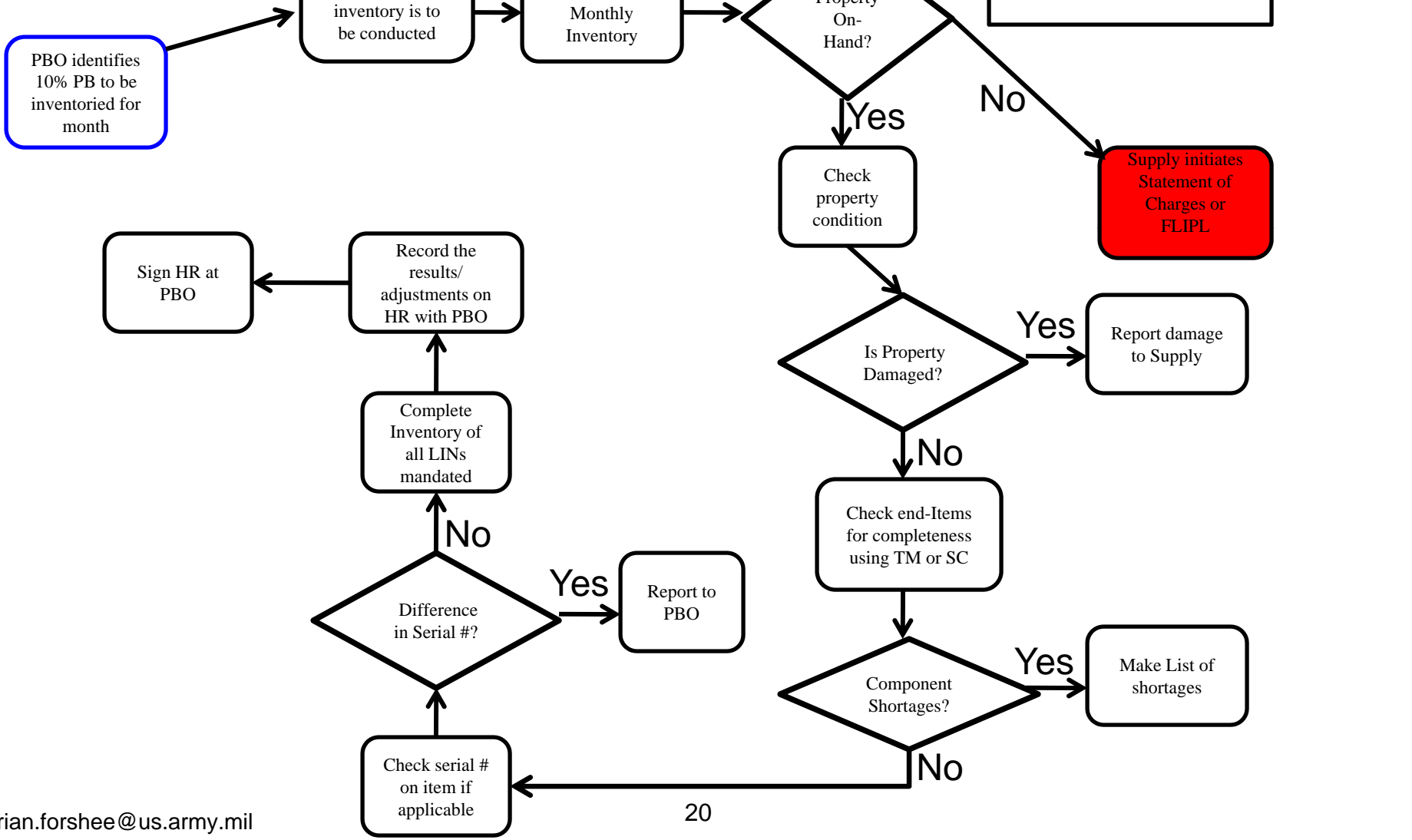
Report to PBO

Complete Inventory of all LINs mandated

Record the results/ adjustments on HR with PBO

Sign HR at PBO

Check serial # on item if applicable





# FLIPL



**Discovery of Loss/Damage - Directorate Actions**

1. Initial Informal Investigation
2. Inform supervisor of loss, damage or destruction
3. Initiate DD Form 200
  - a. Attach DA Form 7531 as a checklist
4. Prepare FLIPL packet
  - a. Supervisor's Inquiry
  - b. Sworn statements
  - c. Supporting documentation
5. Submit and verify FLIPL packet with TMP/ICPBO/PW

**Investigation & Recommendation**

**DOL Action:**  
Assign Investigating Officer per AR 735-5

**FLO Actions:**

**Liability Determined:**

1. Notify respondent of rights
2. Gain decision by appointing authority
3. Forward to approval authority

**No Liability Determined:**  
Forward to approving authority

**DOL Business Center Actions:**

1. Prepare approving authority memo
2. Send to SJA for legal sufficiency review

**Liability Determined:**

1. Notify respondent
2. Allow rebuttal time
3. Brief Approving Authority
4. Process with finance

**REFERENCES:**  
AR 735-5  
POC: Harriet Black  
239-4346



**DOL Business Center Actions**

1. Verify accuracy of FLIPL packet
2. Assign FLIPL tracking number
3. Forward to appointing / approval authority

**DOL ICPBO Actions**

1. Assign document number
2. Retain a copy of FLIPL packet

**SJA Actions**

1. Thorough review of FLIPL packet
2. Provide recommendation

**Appointing Authority Action**

**Liability Determined:**  
Approve/disapprove FLO recommendation

**No Liability Determined:**  
Notify respondent of relief from responsibility

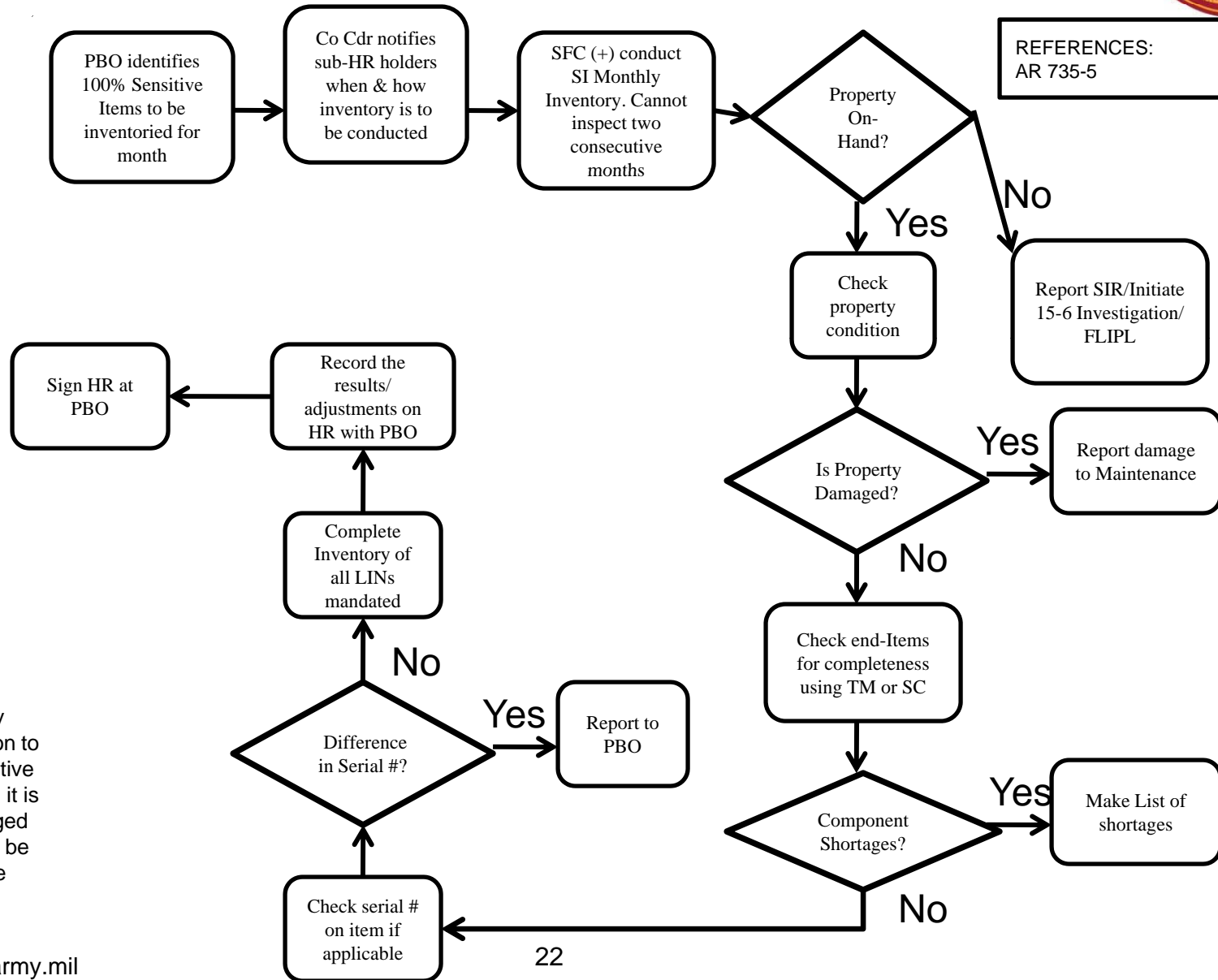
**DOL Business Center Actions**  
File completed FLIPL



# Sensitive Items (SI) Inventories



REFERENCES:  
AR 735-5



\* 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:

- HRC directed.
- Change of Command.
- Reconciliation of personnel databases (i.e. EMILPO).

- Prior to PAI CDR / ISG 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.

- Conduct the PAI using corrected AAA-162.

- If Soldier present for duty:

Verify that Soldier's CAC Card and ID Tags are current and accurate. 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 for Soldiers not present (DA 31, DD 1610, quarters slip). Though documentation meets requirements of PAI, recommend telephonic contact for all those not present.

- Once the PAI has been completed:

- Company Commander will sign the AAA-162 and DA 3986.
- Company will maintain a copy of the PAI packet in the proper filing system and forward the original copies to the BN S1.

## REFERENCES:

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



# Soldier Schools

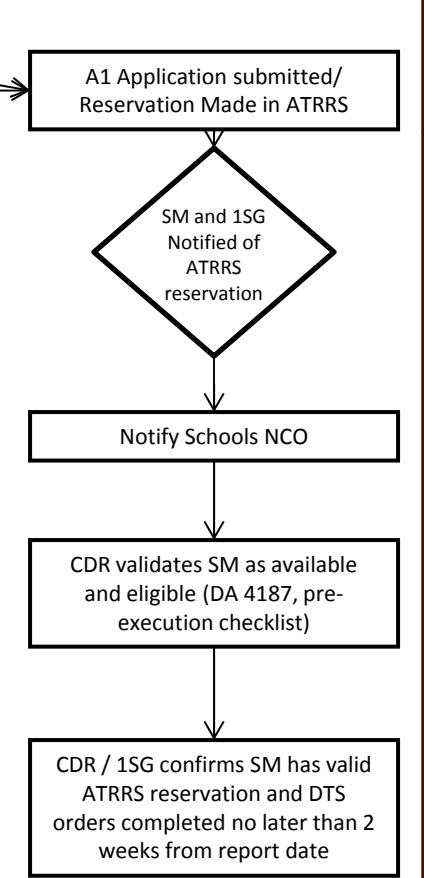
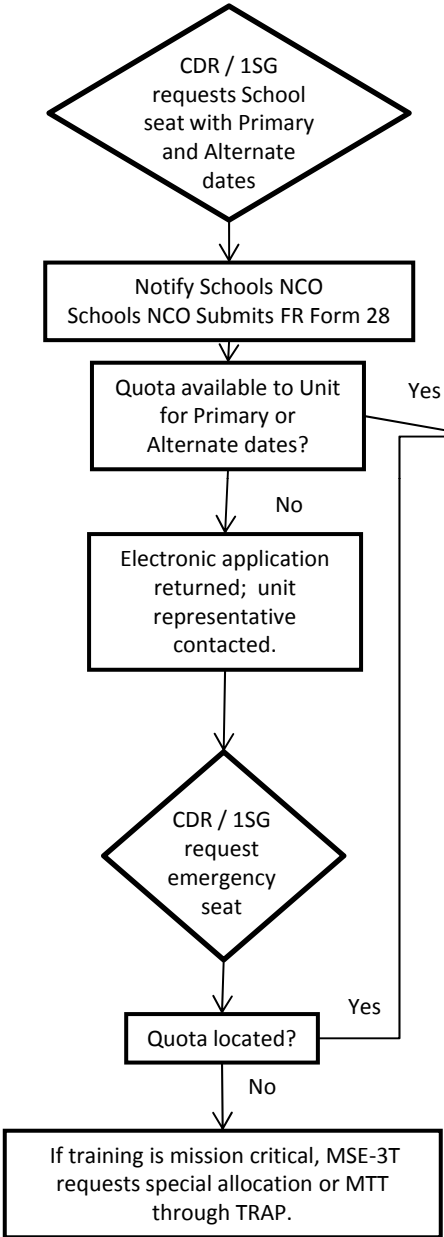
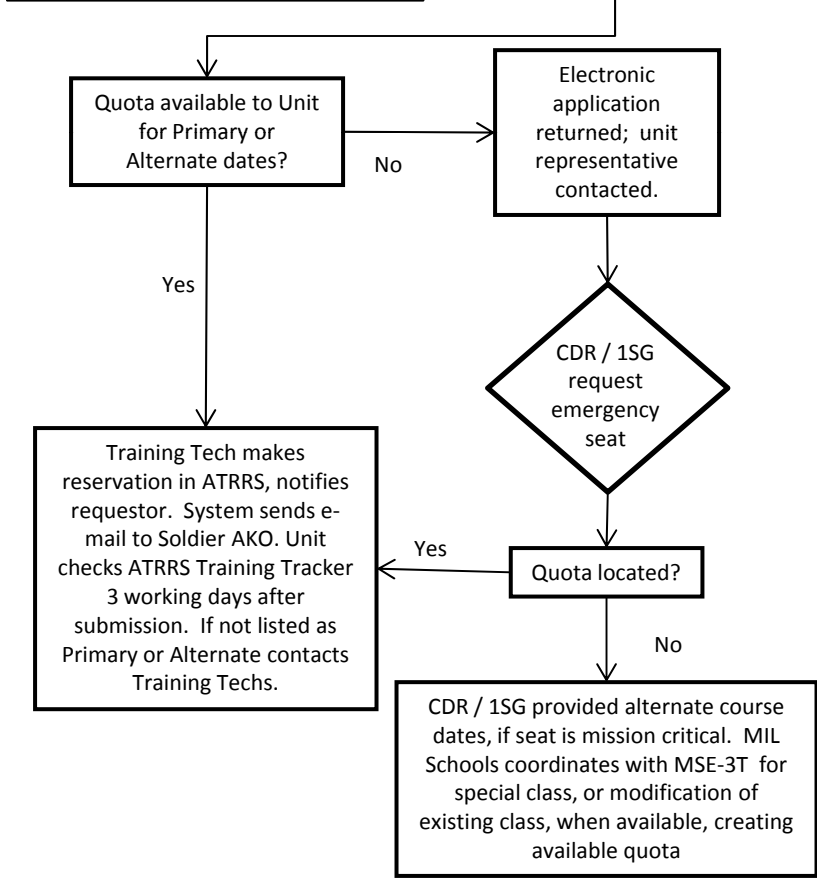


REFERENCES:  
AR 350-1, AR 350-10  
FR Reg 350-1

## On-Post Schools

Notify Schools NCO  
Schools NCO submits FR Form 28

## Off-Post Schools







# Processes for Programs and Services



# Army Community Service

POC: Cheryl Erickson 240-0651



# Army Emergency Relief

REFERENCES:  
AR 608-2  
AR 930-4



SM desires financial assistance through AER

SM meets with BN CFNCO for budget review, needs assessment and support in completing paperwork.

Does SM qualify for AER loan under the Commanders Referral Program?  
(no previous balance and amount needed < \$1,500?)

NO

YES

SM completes AER Form 700 and gather supporting documentation (see following page)

CDR/1SG completes blocks 14a-14d on AER Form 700  
Important! Note on form if unit wishes Soldier to receive financial counseling.

SM brings AER Form 700, CFNCO AER checklist, LES and supporting documents to AER Office.

If amount of current request + any outstanding balance  $\leq$  \$2500, AER Case Worker will process SM's request and provide assistance.

If amount of current request + outstanding balance  $\geq$  \$2500, AER case worker will seek Level 2 Approval

SM completes AER Form 600 & attaches LES

CDR/1SG completes blocks 10a-10f on AER Form 600.  
Important! Note on form if unit wishes the Soldier to receive financial counseling.

SM brings AER Form 600 CFNCO AER checklist, LES to AER Office.

AER Case Worker will process SM's request and provide assistance.

- REQUIRED DOCUMENTATION FOR EVERY AER REQUEST**
- AER Form 600 or 700 – completed by SM and signed by CDR/1SG
  - Military-Issued ID Card (AD, FM, RET)
  - Most Current LES (30 days current)
  - BN CFNCO AER Checklist



# Army Emergency Relief



## REQUIRED ADDITIONAL DOCUMENTATION

### MEDICAL AND HOSPITAL EXPENSES

- Evidence treatment is medically required
- Patient's portion after TRICARE has paid
- May assist with prosthetic devices such as hearing aids, spectacles, etc.
- May assist with certain required medical equipment

### FUNERAL EXPENSES

- Invoice or cost statement from funeral home
- Funeral expenses for non-dependent family members will be on a cost-share basis.

### EMERGENCY TRAVEL EXPENSES

- DA FORM 31 (Emergency Leave only)
- Itinerary indicating cost of airfare (if flying)
- Estimated cost of fuel (if driving)
- Estimated cost of food and lodging if needed

### DENTAL FOR DEPENDENTS OF AD

- Assistance for upfront dependent dental care payments required for treatment.
- Limited and reasonable assistance up to \$4000

### RENT - INITIAL

- Copy of lease or rental agreement indicating amount of rent and deposit

### RENT - LATE

- Copy of late notice or eviction/foreclosure notice

### UTILITIES

- Assistance for gas, electric, water, sewage, trash, cell phone are authorized.
- Copy of most recent bill.

### ESSENTIAL POV

- Assistance for repairs or routine maintenance
- Copy of repair estimate or cost of parts if performing own repairs
- Proof of registration, insurance and valid drivers license

### FURNITURE

- Assistance for establishing initial household upon PCS or newly married
- Replacement of essential furniture upon loss from natural disaster

### REPAIR OF HVAC

- Unexpected repairs or replacement of window A/C units or central heating/cooling
- Copy of estimate
- Assistance limited to Soldier's residence and \$4000

### CRANIAL HELMETS

- Assistance when helmet has been prescribed but not authorized by TRICARE

### CHILD CAR SEATS

- Documentation indicating cost

### PURCHASE/REPAIR OF STOVE OR REFRIGERATOR

- Assistance when required to establish residence or repair damaged items
- Copy of estimate



# EFMP

REFERENCES:  
AR 608-75



## Refer for enrollment

Does Soldier have a Family member with special medical or educational needs?\*

Refer Soldier to their assigned Medical Home EFMP Special Needs Advisor either Irwin Army Community Hospital (785-239-7198) or Farrelly Health Clinic (785-240-5559). Primary Care Doctor will complete enrollment forms.

Ensure Soldiers have the time allocated to complete EFMP paperwork; Soldier must physically go to the EFMP office at IACH. They will be told how to enroll, update or be removed from the program.

Follow up to ensure Soldier completes all identified requirements and submits them to the EFMP office at IACH Hospital.

Validate updates with Battalion S1 once requirements are complete. EFMP will appear on Soldiers ERB / ORB.

## Ensure enrolled Soldiers are up-to-date

Request data store manual query from BN S1 for Soldiers enrolled in EFMP with their expiration date. Cdr/ISG requests access to Medical Protection System (MEDPROS), a comprehensive Medical Readiness data. <https://apps.mods.army.mil/medpros/>

For Soldiers currently enrolled, Cdr / ISG review information provided by BN S1 and identify Soldiers with expired, or soon to expire, EFMP. (EFMP information must be updated every 3 years)

\*\* An exceptional Family member (EFM) is a Family member with a physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, or counseling. The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, medical, educational and personnel services to Families with special needs.



# Domestic Abuse by Soldier



## Child Abuse/Neglect & Spouse Abuse

REFERENCES:  
AR 608-18  
CG Policy Letter 35

CoC notified of domestic abuse incident

If on Post: CoC picks up Soldier from the Fort Riley Police Station. If Off Post:

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

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.

Advise victim to call FAVAP  
Duty Hours: 785-239-9435  
After Hours: 785-307-1373

Child & Spouse Abuse 24/7 Hotline  
785-239- MPMP (6767)

Coordinate with Ms. Toiane Taylor for Commanders / ISG ACS Advocacy and Prevention desk side brief 785-239-9435

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)

The Crisis Center Inc.:  
1-800-727-2785. 24-hour toll free hotline. Offers services to adult victims of domestic violence and sexual assault in several Kansas counties. Offers emergency safe shelter, crisis intervention counseling, legal advice, hospital accompaniment and support groups

**See Lautenberg Battle Drill if Soldier is CHARGED with Domestic Abuse**



# Lautenberg Amendment



## Convicted of Domestic Violence (Lautenberg Amendment)

### REFERENCES:

AR 600-8-24  
AR 135-175  
AR 635-200  
18 USC 922  
MILPER MSG 07-061  
Lautenberg Amendment

**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.**

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

Commanders must:

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

The Lautenberg Amendment makes it a felony for anyone convicted of a crime of domestic violence to ship, receive, 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!

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



# FRG Funding Raising

## Conduct FRG Fundraising Event



### FRG Fundraising

#### Additional guidance:

- **FRG informal fund cap is \$10,000**  
(per AR 608-1, App J, 7, (e,f))

#### -Informal funds authorized uses:

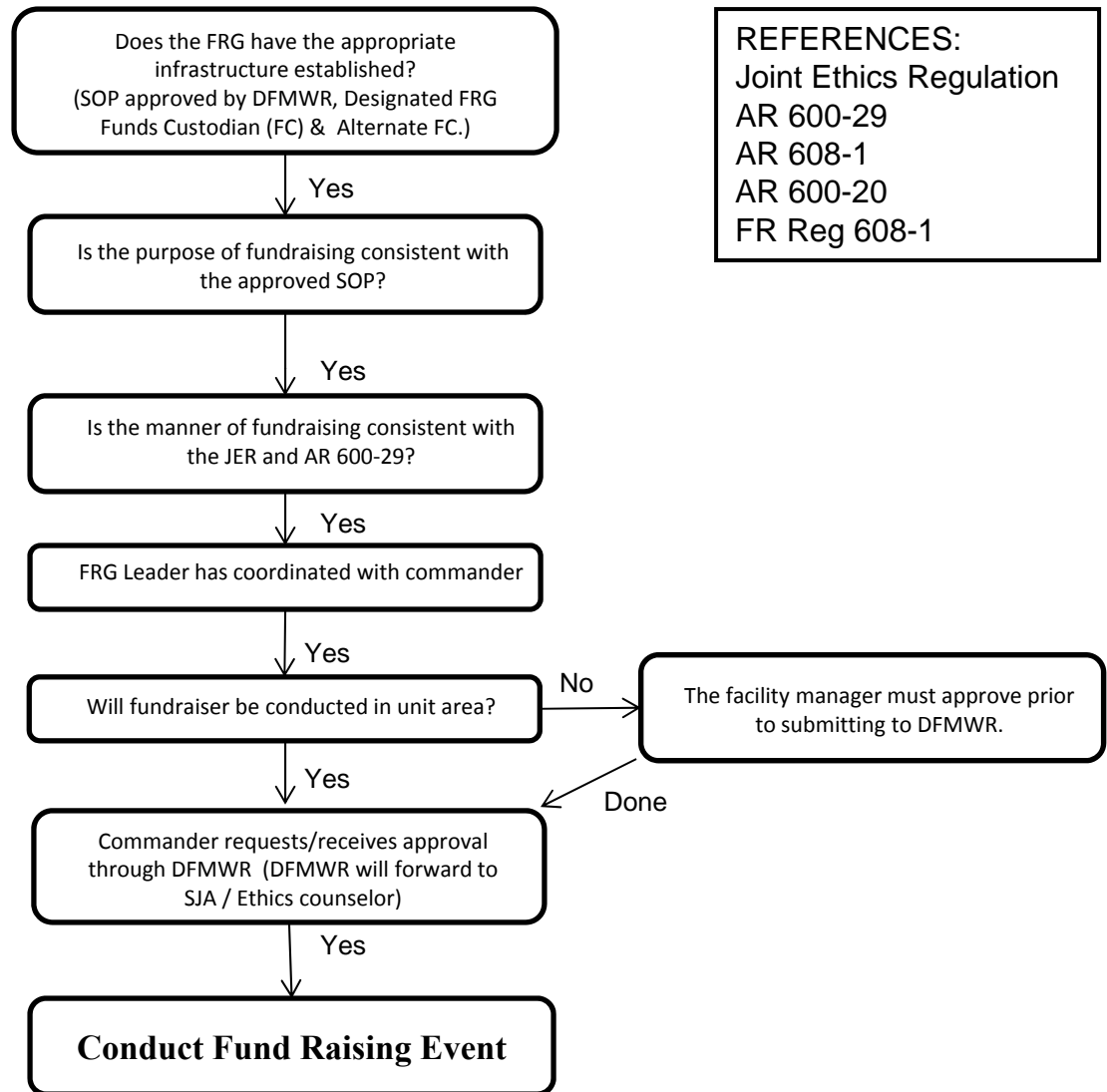
- Parties
- Social outings
- Volunteer recognition
- Picnics
- Refreshments

#### -Informal funds unauthorized uses:

- 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!!*)

#### REFERENCES:

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



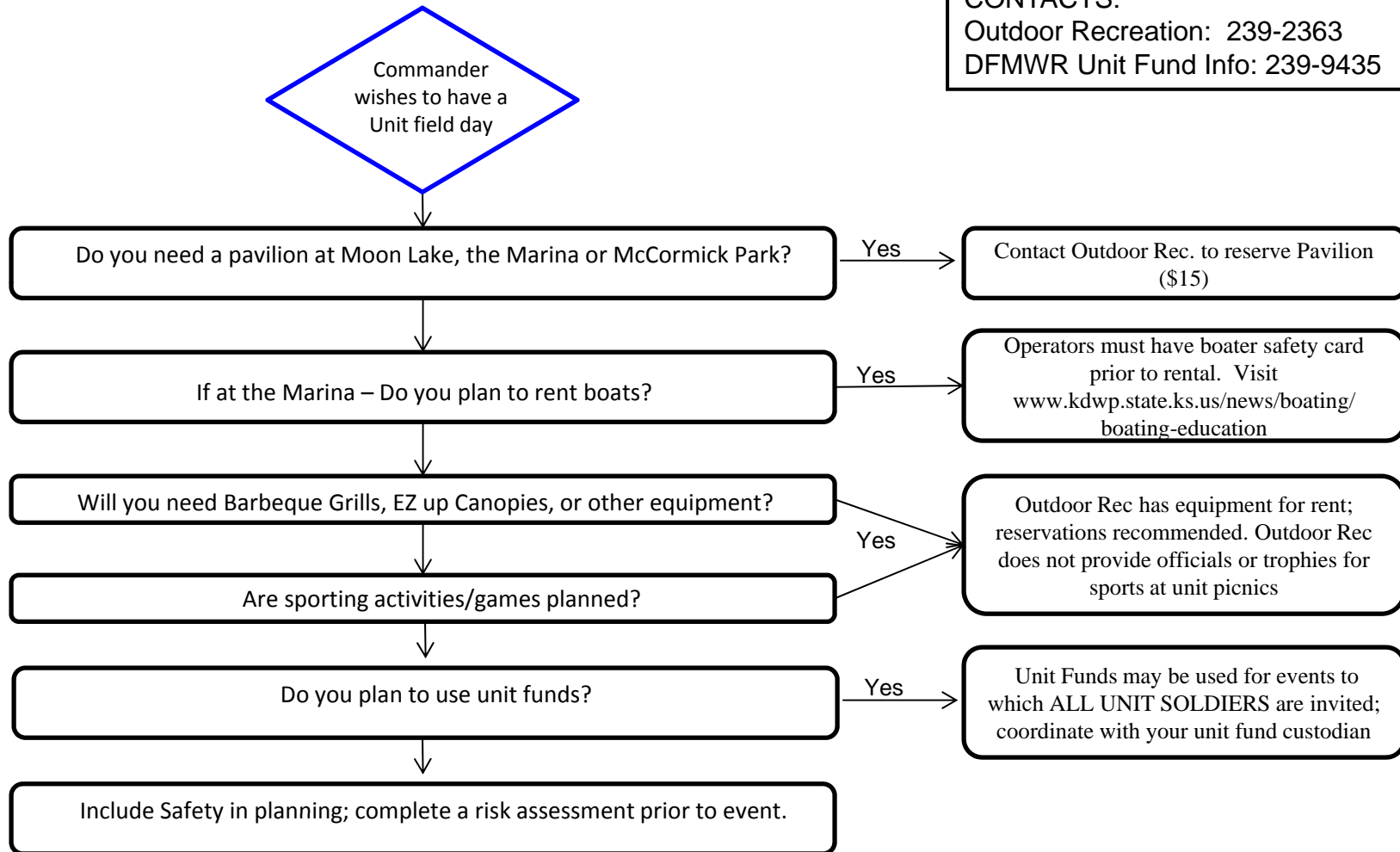




# Unit Field Day Logistics



**CONTACTS:**  
 Outdoor Recreation: 239-2363  
 DFMWR Unit Fund Info: 239-9435





# Army Substance Abuse Program



# Conduct Urinalysis



Commanders under guidelines of AR 600-85, para 4-2, will determine when a 100% urinalysis can be conducted for the unit.

Commander is provided the date / time to conduct their portion of the 4% weekly random urinalysis as determined by the Battalion Commander.

REFERENCES:  
AR 600-85  
Drug Testing  
Lab: 239-4151

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.

## 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.

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.



# Positive UA



REFERENCES:  
AR 600-85

Commander or 1SG receives positive results packet from ASAP

- Positive for any illicit drug: Escort Soldier to CID, 239-3317 or 239-3188
- Bring the UA paperwork from ASAP. (ASAP cannot send the paperwork to CID)

Commanders **must** refer Soldiers into ASAP within 5 duty days. Fill out DA form 8003; check “Bio-Chem; and type of chemical Positive”, take it to bldg. 7424 for registration. ASAP info line is: 239-7311

CDR initiates actions:  
- Flag  
- Field Grade Article 15  
- Separation

If discovered that a Soldier tested positive for prescription drugs a Medical Review Officer (MRO) will automatically be tasked to review the case within 15 days. CDR should contact the ASAP Laboratory, 239-4151, for MRO results.

- **Soldiers must be escorted to CID.**
- **ASAP is not authorized to forward results to anyone other than the Commander or 1SG.**
- **It is the Commander’s responsibility to initiate law enforcement procedures.**



# Suicide Ideation



**Soldier expresses suicidal ideation**

**REFERENCES:**

- DTO 12-076, FORSCOM Suicide Prevention Action Plan EXORD
- GTA 12-01-001, Army Suicide Prevention Program
- POC: BCT Behavioral Health Officer

Immediate Chain of Command informs Company Commander / 1SG

Cdr / 1SG ensures individual is assessed at **IACH** ED or nearest medical facility

Cdr / 1SG informs higher headquarters and initiates **SIR**.

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

Cdr / 1SG address external issues (12+2 Gold Book) --- access to weapons, unit relationships, financial stressors, others (When possible remove weapons or means for suicide from living quarters)

Cdr / 1SG follows up with SPPM

Cdr / 1SG insures **“Soldier Leader Risk Reduction Tool”** conducted regularly with at risk soldier



# Suicide Attempt



Contact ER and have transported to hospital for care.

Immediate Chain of Command informs Company Commander / 1SG

CDR/1SG notify FROC submits SIR

CDR/1SG emails most recent SM USA SLRRT & CCIR Leader Questionnaire<sup>(Ref 1)</sup> to G3 CHOPS & FROC.

Check with Gate Keepers if possible to see if they have any information, prior to the Chief of Staff Conference call

CDR/1SG participate in Chief of Staff Conference Call approximately 2 hours following SIR to discuss the incident, the SM Risk Assessments prior to the incident, and review 13 questions in CCIR Leader Questionnaire

Cdr / 1SG informs Chaplain and Brigade Behavioral Health Officer, Gate Keeper to assist Commander in tracking of care and assist in risk management

CoC participates in generating lessons learned and way ahead from conditions surrounding suicide attempt

Cdr / 1SG insures "USA SLRRT" conducted Regularly with at risk soldiers

## REFERENCES:

- 1) DTO 12-076, para 3,b(16)
- 2) FORSCOM Suicide Prevention Action Plan EXORD
- 3) GTA 12-01-001, Army Suicide Prevention Program

POC: BCT Behavioral Health Officer



# Suicide Completed



## REFERENCES:

- 1) OPORD 12-020 with attached FORSCOM Suicide Prevention Action Plan EXORD
  - 2) DTO 12-076
  - 3) GTA 12-01-001, Army Suicide Prevention Program
- POC: BCT Behavioral Health Officer

SLD /Cdr/ 1SG Notify Chain of command and initiate FORSCOM SAP EXORD Annex B (Sequence of Events and Timeline)<sup>(Ref 1)</sup> within 2 hours of notification of a confirmed Soldier suicide.

Preserve and Safeguard Site

Notify Provost Marshall / CID

See "Death of a Soldier" Battle Drill

Implement proper notification procedures (Rumor control)

Reduce the impact on survivors – consult with Chaplain / MFLC / BH/Gate Keepers

Conduct 15-6 investigation of every suicide IAW Annex C (Suicide Investigation Policy)

Conduct Family Briefs during 15-6 investigation IAW Annex D (Guidance for Conducting Family Briefs during 15-6 Investigation into a confirmed suicide)

Send Annex F (15-6 Bi-weekly Status Report) to 1ID Div Surgeon and SJA with protected benchmarks for completion and change of suicide investigation status.

Participate in Fatality After Action Review with Senior Commander after completion of 15-6



# Directorate of Human Resources

POC: Ken Steggeman 239-2137





# Advancement Waivers



## EVENT START

CDR / 1SG receive the advancement allocation report, AAA-117 (for E3 and below), from the Battalion S1. eMILPO will generate this report with the number of advancement waivers authorized.

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.

Return the AAA-117 to the Battalion S1 to obtain Battalion Commander signature for E3 to E4 waivers. Battalion S1 will update the system once received from Battalion Commander with signature..

REFERENCES:  
AR 600-8-19  
AAA-117



# Bar-to-Reenlistment



## Initiate Bar

REFERENCES:  
AR 601-280, Chp 8  
1ID Retention SOP

Determine need for the Bar to Reenlistment (BTR). BTR must be initiated for: Unsatisfactory Progress in Weight Control Program / Fail 2 consecutive APFT / Removal for Cause from NCOES Course / Lost PMOS due to Fault of Soldier / Denial of ALI to SGT or SSG / Drug or Alcohol Incident / 2 or more AR15 on current Enlistment Period / AWOL more than 96 hours on current Enlistment Period. A BTR can be initiated for (not all-inclusive): Lateness / AWOL / Losses / Indebtedness Issues / Traffic Violations / and Many More. If a Commander determines a Soldier's performance does not warrant continued service in the US Army, they need to initiate a DA form 4126-R with the assistance of the servicing Career Counselor. Maintain a copy in unit records..

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.

Commanders must review the circumstances for imposing the bar at least every three months and either recommend removal or continue the bar to reenlistment.

Lift - NO

Lift - YES

If Soldier has not overcome the Bar to Reenlistment after the second 3-month 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.

If Soldier has overcome the Bar to Reenlistment, submit a request to remove the Bar to Reenlistment with the assistance of the servicing Career Counselor. Maintain a copy in unit records.



# MOS Administrative Retention Review



**MAR2**

REFERENCES:  
AR 600-60

Soldier's P3/4 Profile received by Installation Reenlistment from IACH PAD. Change IMREPR to 9R and Initiate MAR2 with two week suspense.

Unit Career Counselor conducts counseling session with Soldier and informs Company Commander of the packet initiation.

Company Commander gets medical clarification if needed, interviews Soldier, and prepares statement for packet. Return packet to Career Counselor

Career Counselor takes packet to Battalion Commander, secures a statement from the Commander, and returns complete packet to Installation Reenlistment.

Case submitted to HRC for final decision in Soldier's case. Case will result in one of three outcomes: Retain in PMOS, Reclassify, or Refer to IDES (MEB/PEB) process.

Complete Packet will Contain:

1. e-Profile (w/SPRINT if Applicable).
2. DA form 4856.
3. Soldier Statement.
4. Company Commander Statement.
5. Battalion Commander Statement.
6. Additional and Relevant Supporting Documents as needed.



# AWOL



## Soldier Absent Without Leave

### AWOL-DFR REFERENCES:

- a) AR 630-10
- b) MILPER Message 10-241

CDR / 1SG determines Soldier is absent without leave.  
CDR / 1SG submits DA 4187 to BN S1 to change duty status to AWOL.

- BN S1 generates DA 268 via eMILPO to flag Soldier.
- CDR signs DA 268.
- CDR / 1SG provides finance a stamped DA 4187 to ensure the SM's pay has stopped.
- CDR / 1SG provides installation DCO the original DA 4187.
- 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.
- CDR / 1SG notifies DEERS to update SM's status in system.

Installation DCO submits weekly AWOL-DFR report to BCT S1 with the AWOL SM's information added.

PMO will initiate a MP report and blotter entry.

Unit supply will inventory and secure all SM's personal/government property. Retains copy of inventory in unit files.

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

BN and BDE S1 monitors suspense to ensure DFR action is accomplished in a timely manner.

As DFR suspense nears, recommend unit begin completing DFR packet to expedite processing on 31st day.

CDR/1SG prepares and mails letter to SM's NOK on 31st day of AWOL informing him/her that the SM's has been dropped from unit roll as a deserter.

On 31st day, eMILPO transaction is made changing SM's status from AWOL to DFR.

Day 31 of AWOL = Day 1 of DFR



# AWOL/DFR Clothing Inventory



## REFERENCES:

- AR 700-84
- DA Pam 600-8

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 (+), O2 (+), or WO. These procedures apply only if the enlisted Soldier resides in troop billets. Another member of the unit must witness inventory.

### Inventory officer will:

- Ensure clothing is not exchanged for clothing of any other enlisted Soldier.
- Prepare a DA Form 3078 in triplicate. 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.



# DFR



## AWOL Soldier is DFR

Unit appoints a Deserter Control Officer.

CDR / 1SG submits a DD Form 553 through the Provost Marshal and sends completed form to the Installation DCO. The Installation DCO will scan the completed form to the U.S. Army Deserter Information Point (USADIP).

CDR / 1SG submit DA 4187 to BN S1 to change duty status from AWOL to DFR. Unit immediately notifies Military Police and finance office regarding SM's status.

BDE S1 verifies SM's necessary documents are uploaded in iPERMS to include: DD Form 93 (Emergency Data), DD Forms 4/1,2,3 (Enlistment / Re-enlistment Contract), DD Form 1966 (Record of Military Processing), and SF 86 (Questionnaire for National Security Positions).

BDE S1 provides completed DFR packet (with only the appropriate enclosures) to the Installation DCO NLT 3 days after 31st day of SM's AWOL status. Installation DCO will verify accuracy of DFR packet and if accepted will scan packet to USADIP NLT 5 days after 31st day of SM's AWOL status.

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.

Upon notification, unit picks up deserter returnee packet from Installation DCO and disseminates as appropriate.

### AWOL-DFR REFERENCES:

- a) AR 630-10
- b) MILPER Message 10-241

Appropriate enclosures consist of: DA Form 4187 (PDY to AWOL), DA Form 4187 (AWOL to DFR), DD Form 458 (Charge Sheet), 10 day NOK letter, and 31 day NOK letter.

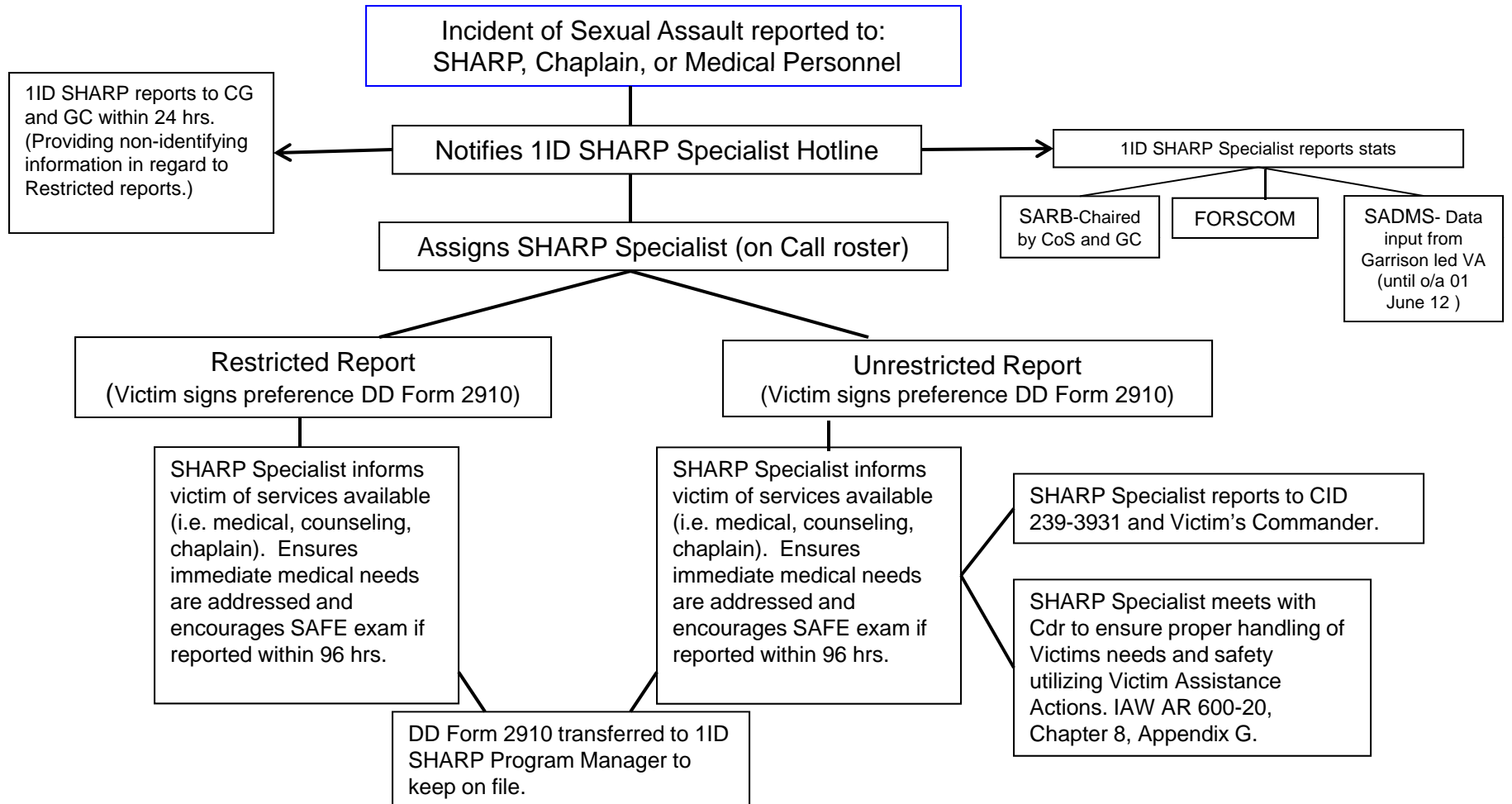
DCO reconciles and submits monthly AWOL/DFR report to Garrison, BCT CDRs and BCT S1.



# EO/Sexual Harassment/Assault Prevention



# SEXUAL ASSAULT REPORTING PROCESS







# SEXUAL HARASSMENT COMPLAINT PROCESS

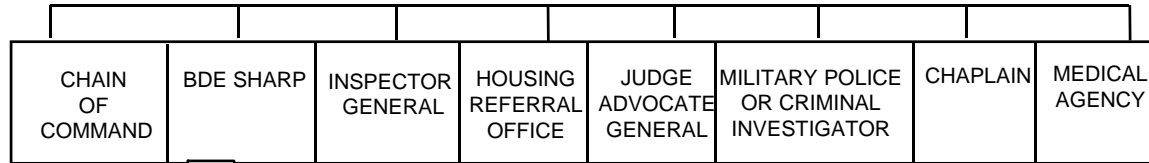


MAKE AN INFORMAL COMPLAINT. REPORT INAPPROPRIATE BEHAVIOR WITHOUT INITIATING A FULL INVESTIGATION. THIS MAY BE MOST APPROPRIATE FOR MINOR INFRACTIONS, WHERE VICTIM SIMPLY WANTS BEHAVIOR STOPPED.

*IF YOU ARE THE VICTIM*

FILE A FORMAL WRITTEN COMPLAINT (DA FORM 7279-R) WITH ANY OF THE FOLLOWING PEOPLE OR AGENCIES. COMPLAINTS MUST BE FILED WITHIN **60 DAYS** OF INCIDENT - THOSE FILED AFTER MAY BE PURSUED AT COMMANDER'S DISCRETION

**IF BEHAVIOR PERSISTS**



3 DAYS

COMPLAINTS, EXCEPT THOSE FILED WITH THE IG, MUST BE ACTED UPON IN 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.

14 DAYS

THE REQUIRE IT. FURTHER EXTENSIONS CAN BE APPROVED ONLY BY THE FIRST GENERAL OFFICER IN THE CHAIN OF COMMAND OR THE INVESTIGATING OFFICER APPOINTED BY THE COMMANDER HAS 14 CALENDAR DAYS TO INVESTIGATE THE ALLEGATIONS AND MEET WITH THE VICTIM TO DISCUSS THE OUTCOME AND RESULTS. A 30 -DAY EXTENSION MAY BE GRANTED FROM THE NEXT-HIGHER COMMANDER IF CIRCUMSTANCES .

7 DAYS

THE COMPLAINANT HAS 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 COMPLETE THE INVESTIGATION. FINAL DECISIONS ON COMPLAINTS RESTS WITH THE GENERAL COURT-MARTIAL CONVENING AUTHORITY.

30-45 DAYS

30 DAYS AFTER FINAL DECISION ON THE COMPLAINT AN ASSESSMENT IS CONDUCTED BY THE EQUAL OPPORTUNITY ADVISOR ON ALL SEXUAL HARASSMENT COMPLAINTS (SUBSTANTIATED AND UNSUBSTANTIATED) TO DETERMINE THE EFFECTIVENESS OF ANY CORRECTIVE ACTIONS TAKEN AND TO DETECT AND DETER ANY INCIDENTS OF REPRISAL. REPORT AND RECOMMENDATION ARE SUBMITTED TO COMMANDER ON DA FM 7279-1-R NLT 45 DAYS FOLLOWING FINAL DECISION MADE ON COMPLAINT.



# Safety

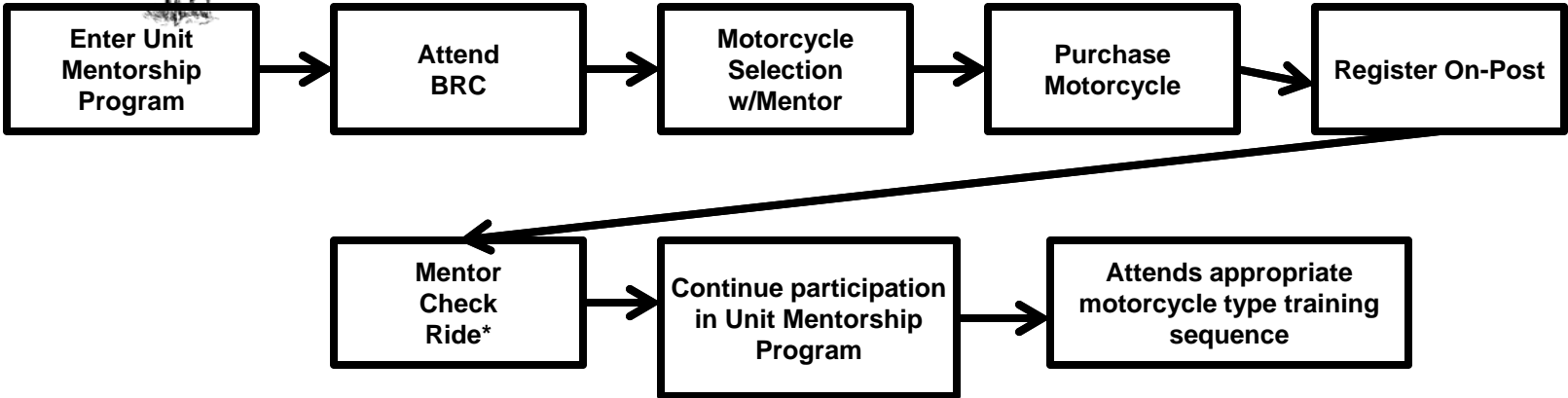
POC: Rick Hearron 239-8469



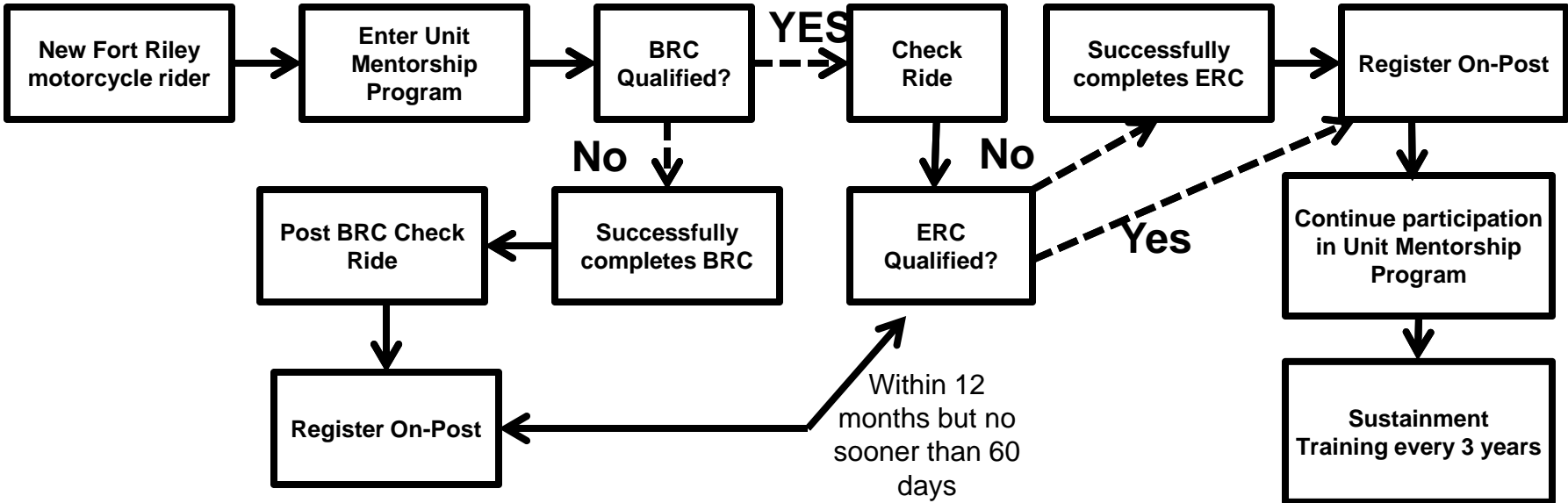
# Motorcycle Training Sequence



## Prospective/New Riders:



## Cruiser Riders:

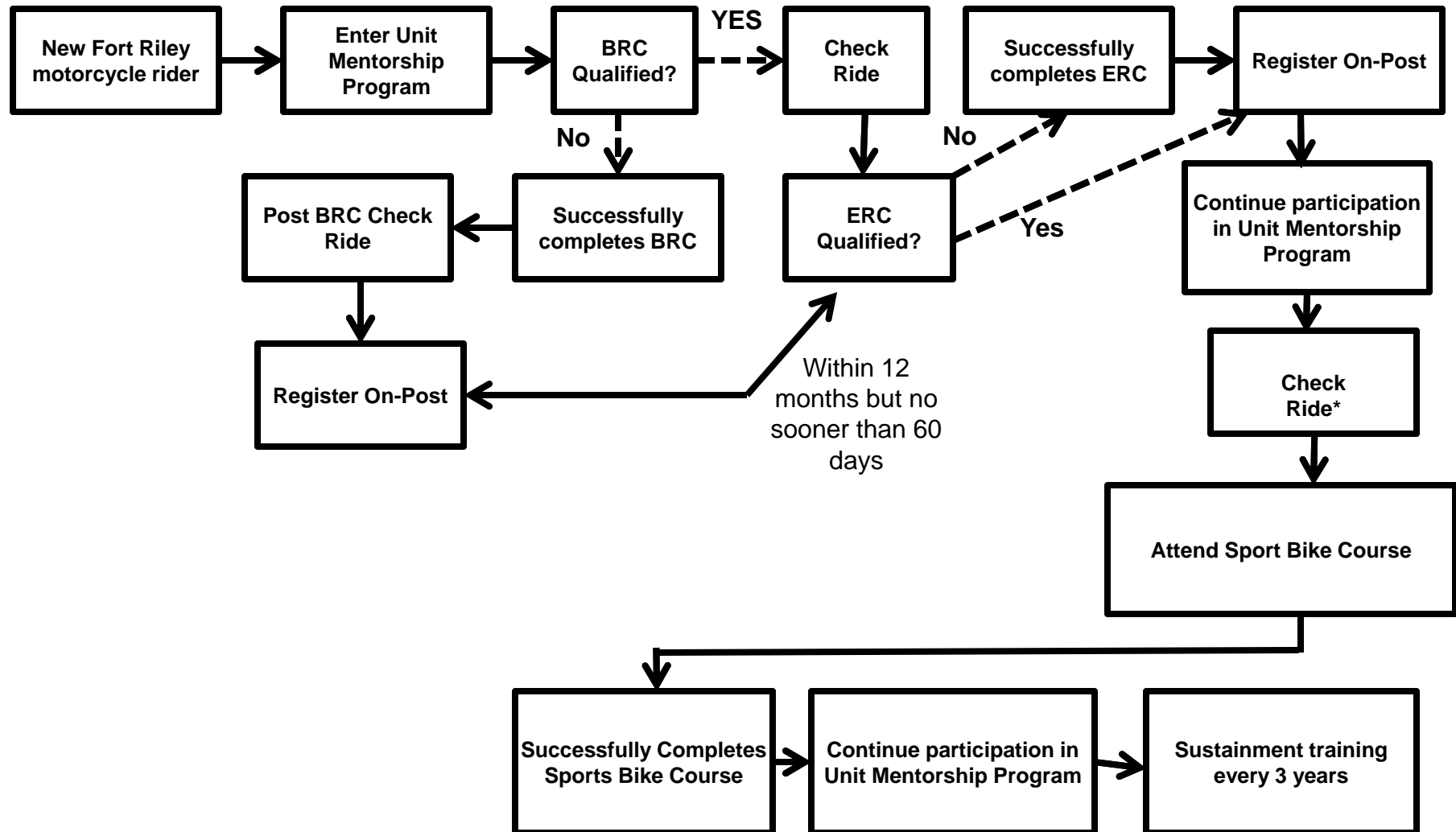




# Motorcycle Training Sequence



## Sports/Sport Touring Riders

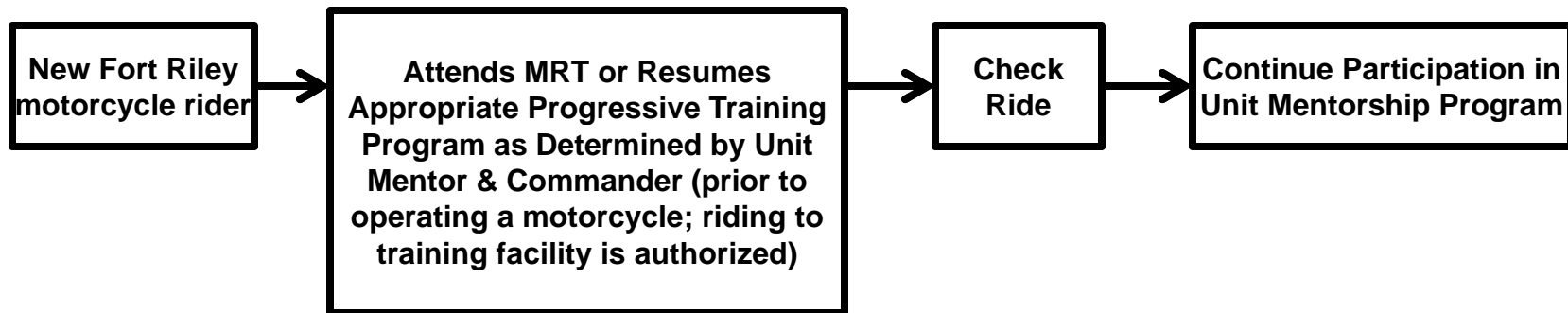




# Motorcycle Training Sequence



## Redeployed Riders





# Boater's Safety



**Patron wants to rent a boat from ODR or Marina**

**Successful completion of a Kansas Boaters Safety Course is required to rent boats at the Marina or the Outdoor Recreation Equipment Checkout Center**

Customer Chooses to attend class at Rental Checkout Center or complete online through the Kansas Department of Wildlife and Parks

## ONLINE

Customer goes to [www.boat-ed.com/kansas](http://www.boat-ed.com/kansas), Passes the Kansas Boaters Safety Course, pays \$29.50, and prints off certificate

## RENTAL CENTER

Customer signs up with Clerk, pays \$5, and a spot is reserved in one of three courses offered throughout the summer.

Customer attends one 4 hour class at Rental Center and one 8 hour class at Marina and receives their certificate.

Customer presents certificate to Clerk prior to rental of boat to show successful completion of course

Clerk runs through rental checklist with Customer and completes rental



# SJA

See the Legal Guide for Commanders for detailed processes.

<https://www.jagcnet.army.mil/CdrsLegalHandbook>



# Conscientious Objector

# Conscientious Objector



**REFERENCES:**  
AR 600-43

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?

CoC must submit to HQDA within 90 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.**





# Suspense of Favorable Actions



## Initiate Suspense

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

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.

## Lift Suspense

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.

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

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



# Administrative Reduction



**REFERENCES:**  
AR 600-8-19,  
Chapter 10

## 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.



# Initiation of Administrative Separation

## 1 of 3



REFERENCES:  
AR 635-200

**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 (Chp. 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, re-classification, 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, 14, or 15 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). 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.



# Administrative Separation

## 2 of 3



REFERENCES:  
AR 635-200

### ADDITIONAL DOCUMENTATION REQUIRED

#### REQUIRED DOCUMENTATION FOR EVERY CHAPTER PACKET

- DD Form 93 (Emergency Notifications)**
- SGLI/V (Service member's Life Insurance Policy)**
- Enlistment Contract, Reenlistment Contract, and/or Extensions (If Applicable); only need the DD Form 4-1, 4-2, 4-3**
- Most Current LES (30 days current)**
- Rank History (get from S-1)**
- Updated ERB (get from S-1)**
- Duty Status (get from S-1)**
- ACES Record (Education Records)**
- Paragraph 1-16 Counseling**

- 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 1-16 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.**



# Administrative Separation

## 3 of 3



**REFERENCES:**  
AR 635-200

### ADDITIONAL DOCUMENTATION REQUIRED

#### REQUIRED DOCUMENTATION FOR EVERY CHAPTER PACKET

- DD Form 93 (Emergency Notifications)
- SGLI/V (Service member's Life Insurance Policy)
- Enlistment Contract, Reenlistment Contract, and/or Extensions (If Applicable); only need the DD Form 4-1, 4-2, 4-3
- Most Current LES (30 days current)
- Rank History (get from S-1)
- Updated ERB (get from S-1)
- Duty Status (get from S-1)
- ACES Record (Education Records)
- Paragraph 1-16 Counseling

- Chapter 13: Unsatisfactory Performance**
- Evidence SM has not responded to Para 1-16 counseling
  - 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 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 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 14-12c: Commission of a Serious Offense**
- Evidence of serious offense
  - Mental evaluation
  - Medical examination

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

- 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 separation.
  - Failure to process an administrative separation within these timeframes will not prevent separation or characterization of service.

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



# Initiation of UCMJ Action



REFERENCES:  
Manual for Courts-Martial

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



**DES**



# DUI



## REFERENCES:

- AR 40-66 (8-9.i) (ASAP)
- AR 190-45
- AR 190-5
- FR 190-5



Immediate loss of on-post driving privileges (including military license).  
Soldier can apply to the Garrison Commander for restricted driving privileges.

On Post

Off Post

Arresting officer issues a license revocation memo to the Soldier.

Soldier 's license will be confiscated by the arresting officer; Soldier will receive a 30 day conditional license; however, it may not be used for driving on post.

CoC is notified of **DUI by DES**.  
A copy of the revocation memo will be given to the CoC upon pick up at the Police Station..

*Soldier informs the CoC. If the DUI is local, the arresting agency will contact the DES. We will pick up the soldier and notify CoC. Report generated and blotted. SM released to CoC*

Soldier will be receive notification of court date from Staff Judge Advocate office. (Typically 30 to 60 days out).  
Soldiers are responsible to appear on their scheduled court date.

*Off post DUI may take up to one week to get back to DES and be posted on the blotter. It is Soldier's responsibility to inform the CoC if he's been charged with a DUI off post.*

Police Department sends notice of Driver Suspension to DES; DES posts blotter

Commanders **must** refer to ASAP for evaluation within 5 days. Fill out DA form 8003; check "Investigation/Apprehension" and bring it to bldg. 7424 for registration. ASAP info line is: 239-7311/240-5127 .

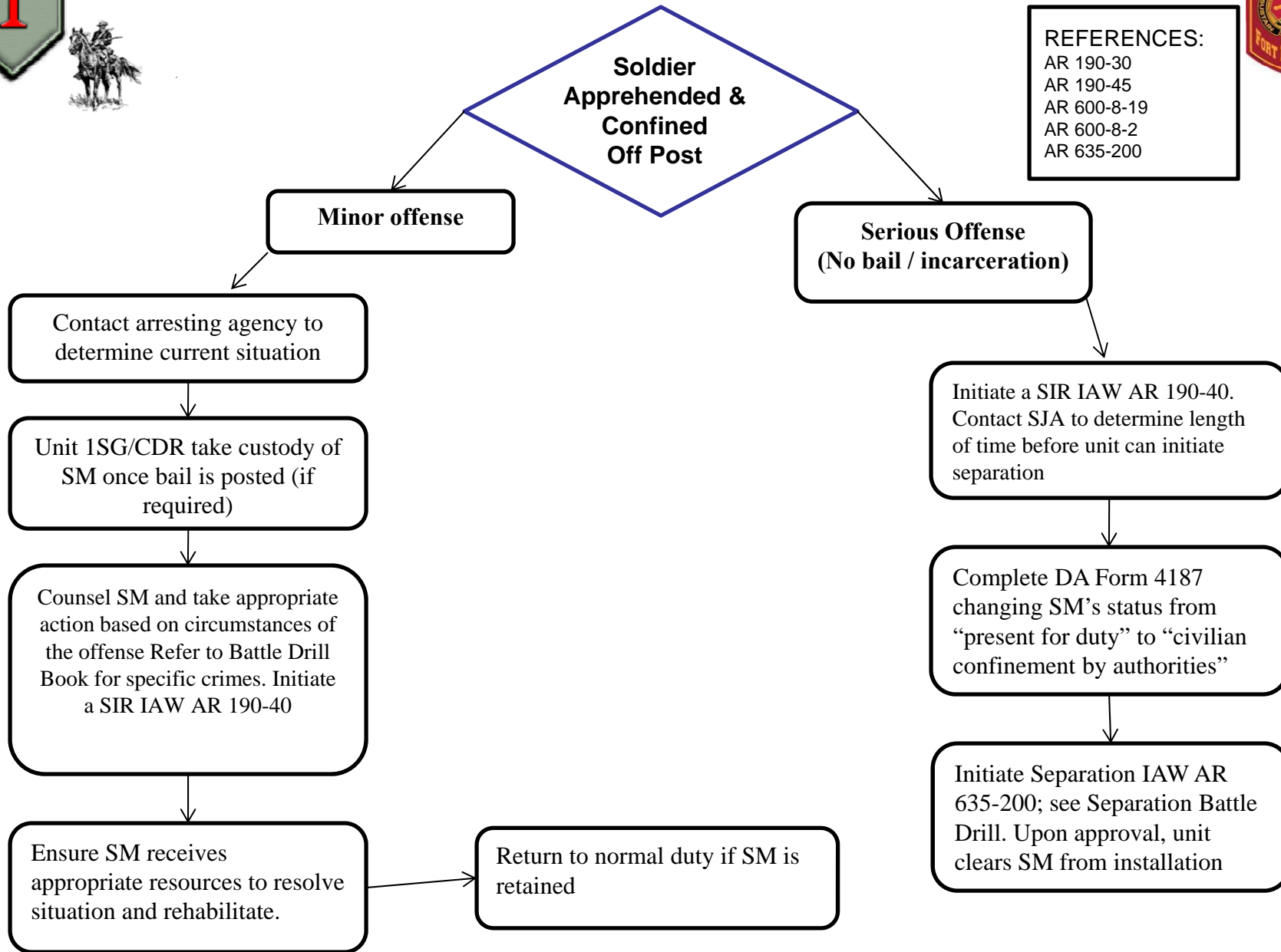




# Soldier Apprehended & Confined Off-Post



REFERENCES:  
 AR 190-30  
 AR 190-45  
 AR 600-8-19  
 AR 600-8-2  
 AR 635-200





# Commander's Report of Disciplinary or Administrative Action (DA Form 4833)



**DA FORM 4833 IS GENERATED in AKO Wizard BY DES OR CID AND DISTRIBUTED TO THE COMPANY COMMANDER FOR PROCESSING (BDE SJA ccd).**

ACTION TAKEN BY CHAIN OF COMMAND FOR OFFENSE

The CDR completes the DA FM 4833 in AKO Wizard, and electronically signs the DA Form 4833 and returns it to the DES Admin through AKO (Co CDR signs for DES Reports, BN CDR signs for CID Reports) (0-6 must sign for all Art 120 – Sexual charge offenses – NO EXCEPTIONS).

ACTION PENDING BY CHAIN OF COMMAND FOR OFFENSE

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

A BDE roll-up of 4833s outstanding will be sent to the BDE leadership once a month with suspense dates and briefed at the CUA.

The DES Admin ensures the DA Form 4833 is filled out completely, and all necessary attachments are added to the DA Form 4833 (i.e. DA 2627 or DA 4430) in the AKO Wizard and then files hard copy for CRC and updates the BDE/BN 4833 tracker.

**REFERENCES:**

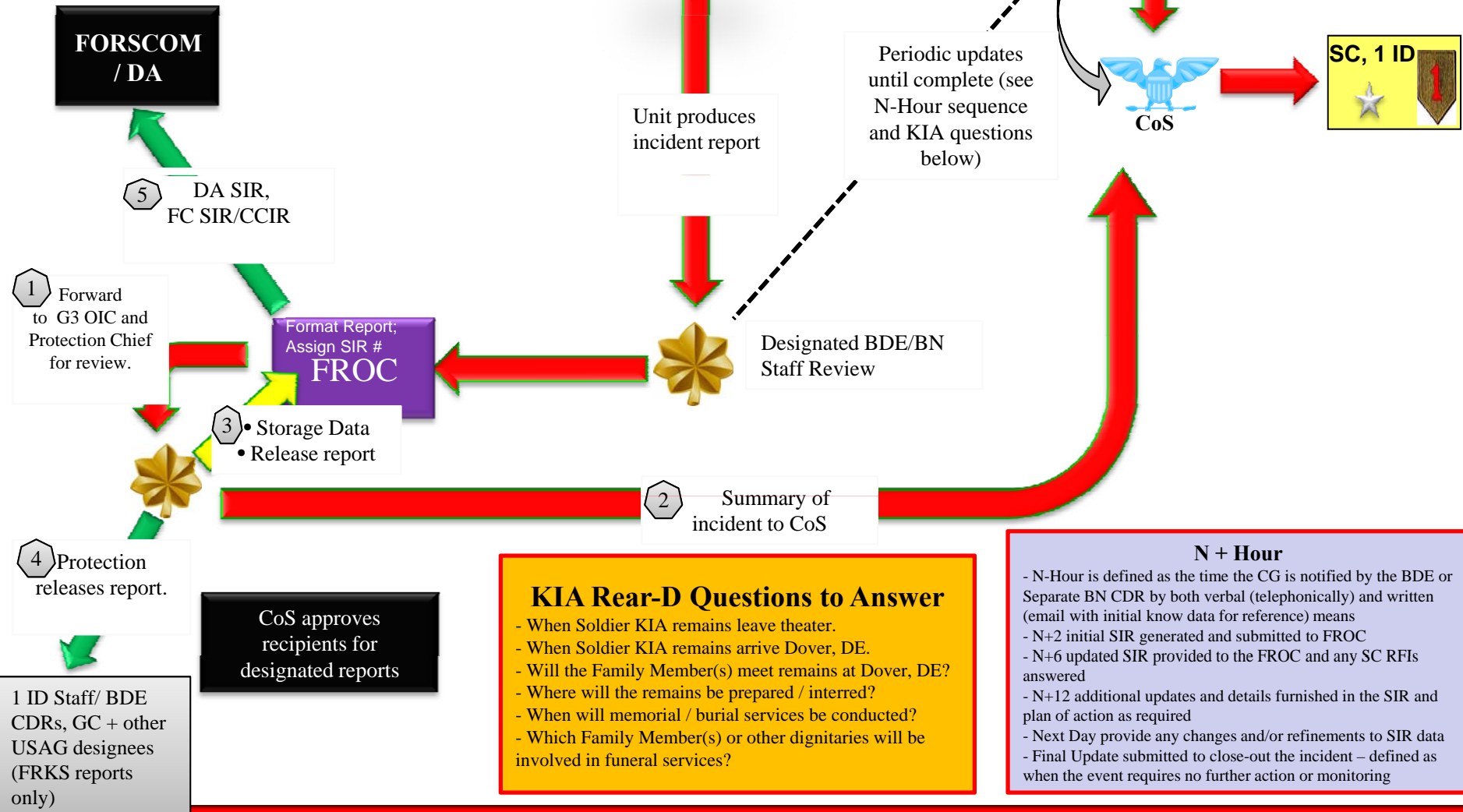
- AR 190-45
- 1ID 4833 SOP
- 1ID Webpage / Special Staff / Div PMO / Law and Order Operations / 4833 SOP

POC: DES Reports- Grace Epperson  
[Grace.i.epperson.civ@mail.mil](mailto:Grace.i.epperson.civ@mail.mil)  
 239-8941

CID Reports – Allen Gordon  
[Gordon.e.allen2.cin@mail.mil](mailto:Gordon.e.allen2.cin@mail.mil)  
 239-3437



# SIR Report Flow



**KIA Rear-D Questions to Answer**

- When Soldier KIA remains leave theater.
- When Soldier KIA remains arrive Dover, DE.
- Will the Family Member(s) meet remains at Dover, DE?
- Where will the remains be prepared / interred?
- When will memorial / burial services be conducted?
- Which Family Member(s) or other dignitaries will be involved in funeral services?

**N + Hour**

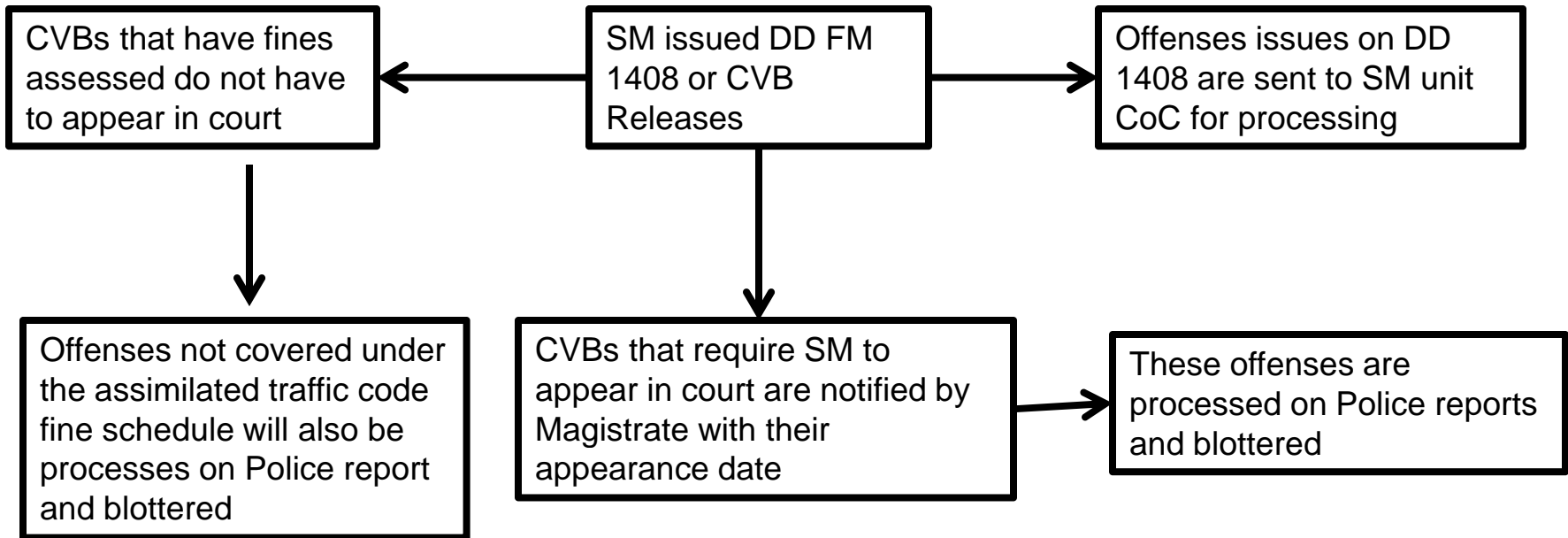
- N-Hour is defined as the time the CG is notified by the BDE or Separate BN CDR by both verbal (telephonically) and written (email with initial know data for reference) means
- N+2 initial SIR generated and submitted to FROC
- N+6 updated SIR provided to the FROC and any SC RFIs answered
- N+12 additional updates and details furnished in the SIR and plan of action as required
- Next Day provide any changes and/or refinements to SIR data
- Final Update submitted to close-out the incident – defined as when the event requires no further action or monitoring



# Traffic Violations



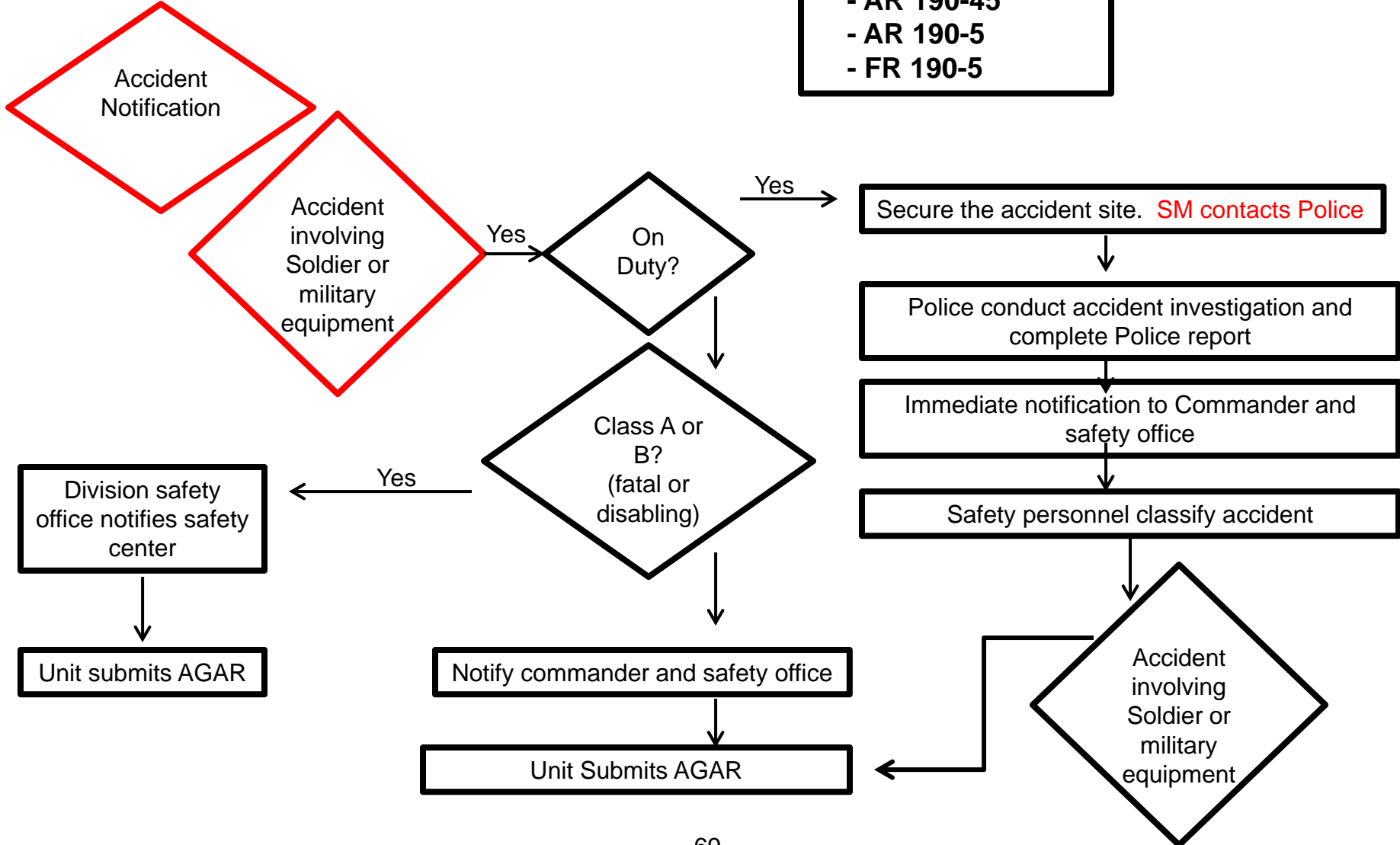
References:  
AR 190-5  
FR 190-5





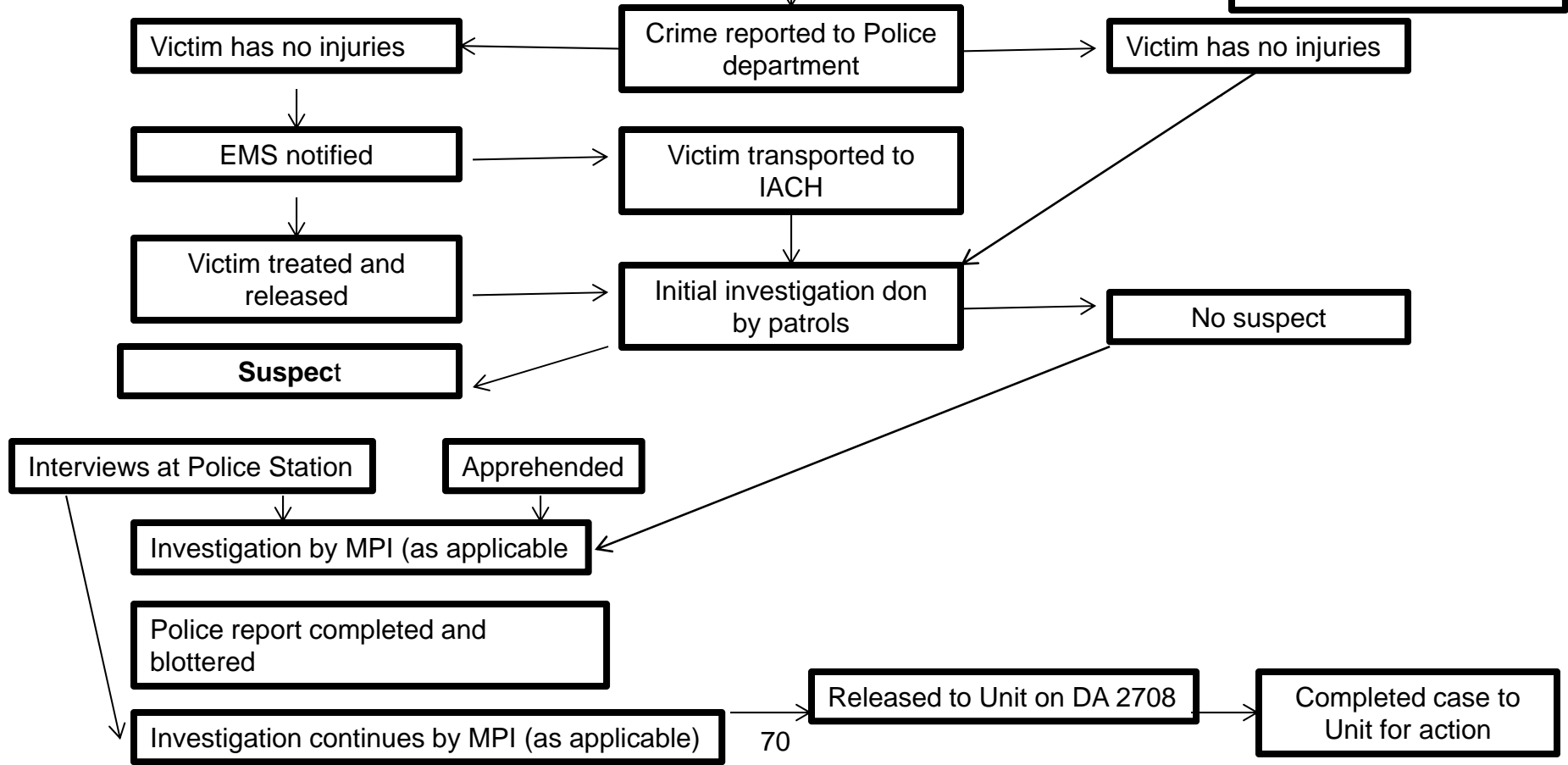
**REFERENCES:**

- AR 385-10, Ch.#3
- AR 190-45
- AR 190-5
- FR 190-5





**REFERENCES:**  
 AR 190-45  
 AR 190-30  
 AR 600-8-19  
 AR 600-8-2  
 AR 635-200





**REFERENCES:**  
AR 190-45  
AR 190-30



Crime reported to Police department

Initial investigation don by patrols

Suspect

No suspect

Interviews at Police Station

Apprehended

Stolen items entered into NCIC (as applicble) and if meet criteria

Investigation by MPI (as applicable)

Police report completed and blotted

Investigation continues by MPI (as applicable)

71

Released to Unit on DA 2708

Completed case to Unit for action

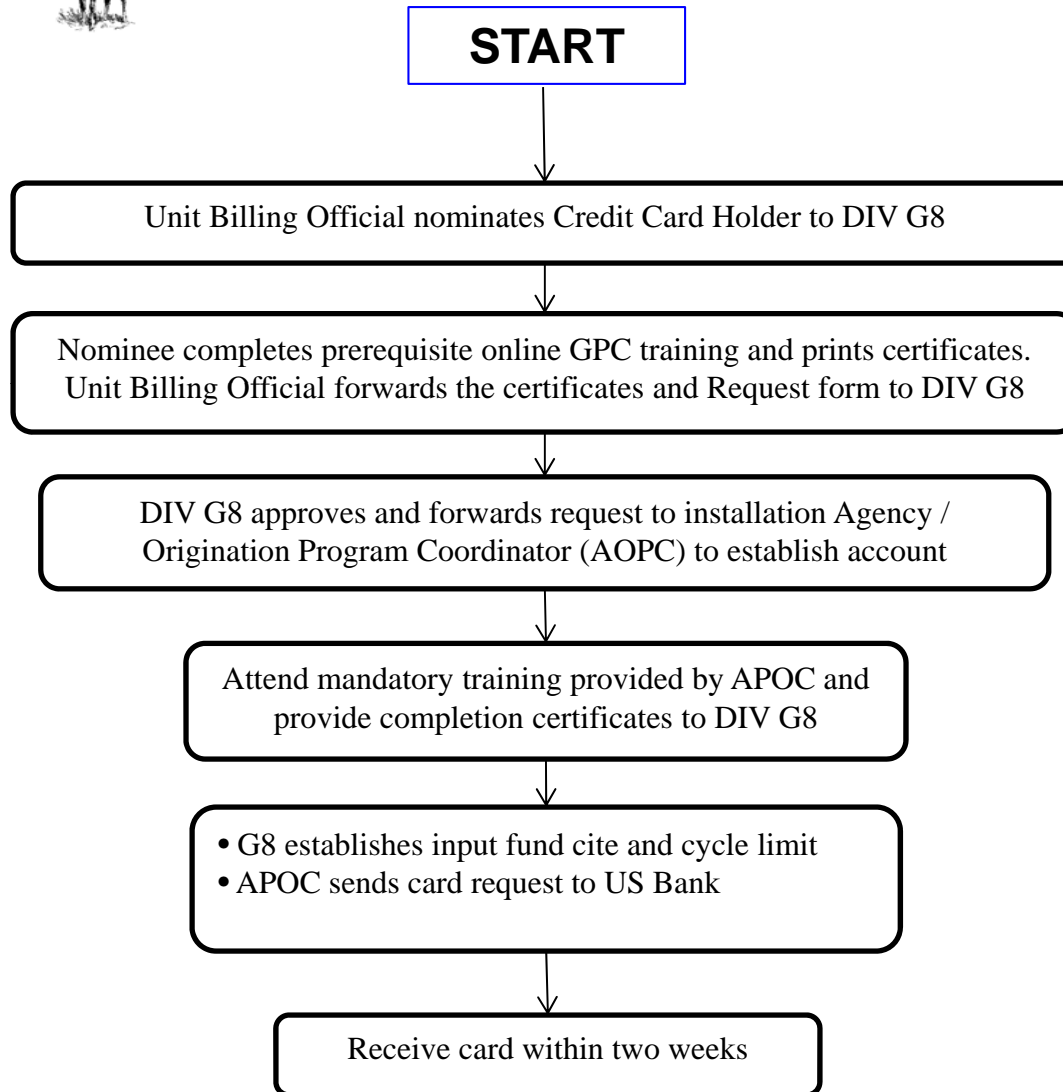


# RMO





# Obtain a GPC



### REFERENCES:

- Federal Acquisition Reg, Part 13:
  - Simplified Acquisition Procedures
- DOD GPC Guidelines and Policy
  - <http://dodgpc.us.army.mil/default.htm>

### Prerequisite training available at:

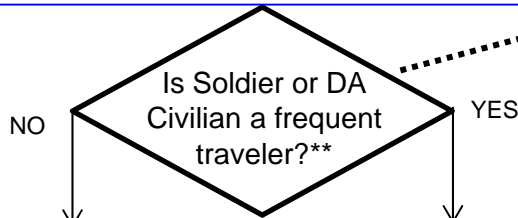
- CLG001 DoD Government Purchase Card
  - <https://www.atrrs.army.mil/channels/aitas/>
- CLM003 Ethics Training for Acquisition Technology and Logistics
- US Bank ACCESS WEB Based Training
  - <https://wbt.access.usbank.com>



# Travel Card



## Travel Card Required



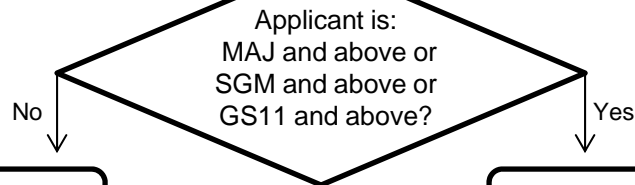
\*\*A frequent traveler is defined as a Soldier or DA Civilian who travels 1 or more times in a 12 month period.

Travel Card is not required. Consider the use of travel advances when necessary.

Solder contacts their unit Agency Program Coordinator(APC), who provides requirement to complete on line training "Cardholder 101 training" (<https://www.defensetravel.dod.mil/Passport/bin/Passport.html>) and a Citibank Card Request Form CB045DoD

Soldier provides training certificate and a signed statement of understanding and completed request form to the Unit APC, who maintains a hard copy file. APC coordinated online application with Soldier.

Citibank mails the card directly to the Soldier. Those with a FICO score of 660+ will be issues a standard card; those below 660 will be issued a restricted card.



Agency Program Coordinator activates/deactivates card before and after travel dates

Cardholder notifies Citibank upon receipt; card remains active

Soldier submits travel vouchers within 5 business days of travel. Soldier is responsible for payment in full of all undisputed amounts in monthly billing statement by due date regardless of reimbursement status.

- REFERENCES:**
- [http://comptroller.defense.gov/mr/09/09\\_03.pdf](http://comptroller.defense.gov/mr/09/09_03.pdf)
  - DoD-FMR, Chap 3
  - PL 105-264
  - FORSCOM memo 7/7/06
  - Asst Secy Army memo, 1/6/10
  - Deputy Secy Army, 29/4/11
  - Local OPOD 12-175



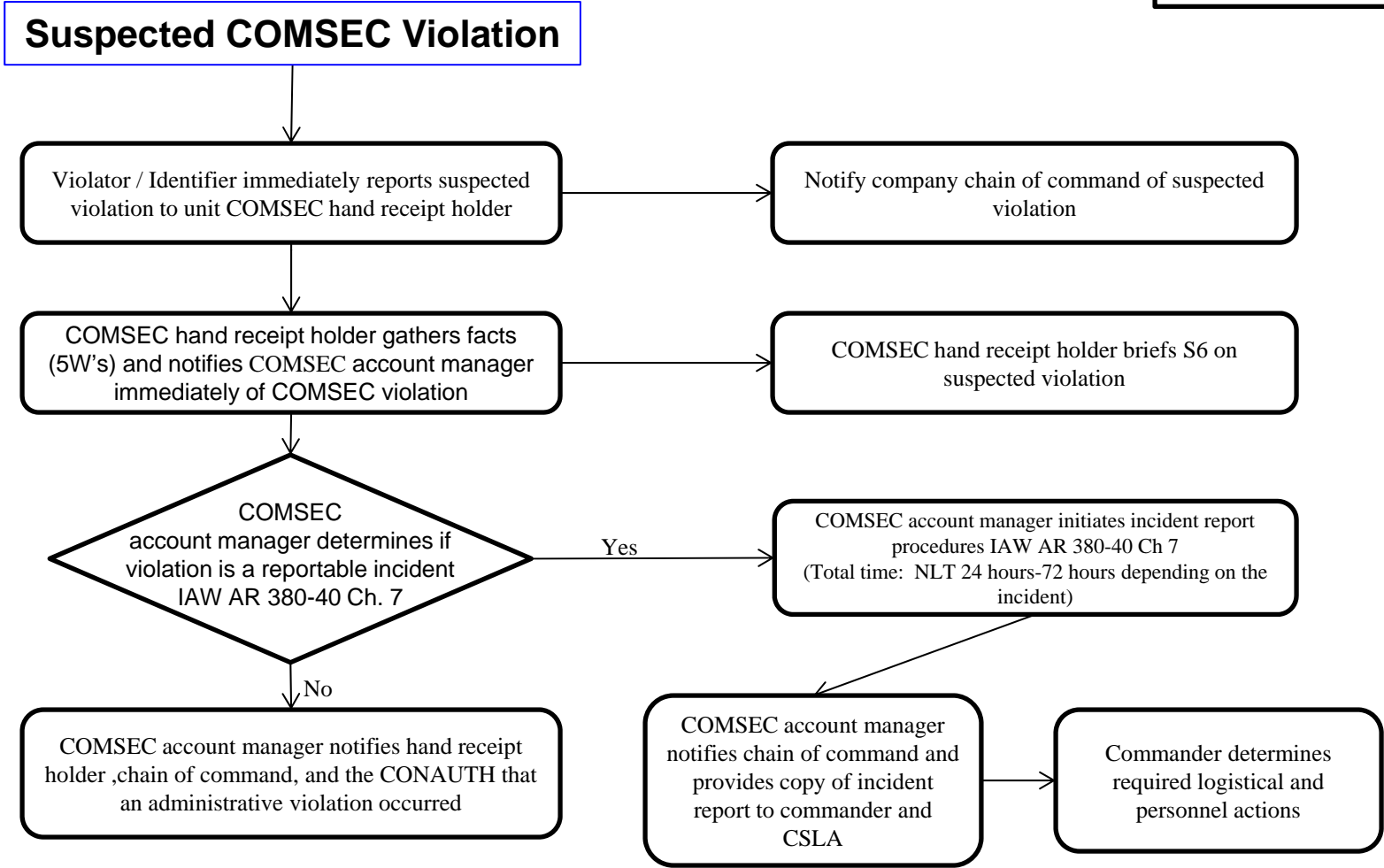
**NEC**



# Information Assurance COMSEC Violation



REFERENCES:  
TB 380-41  
AR 380-40



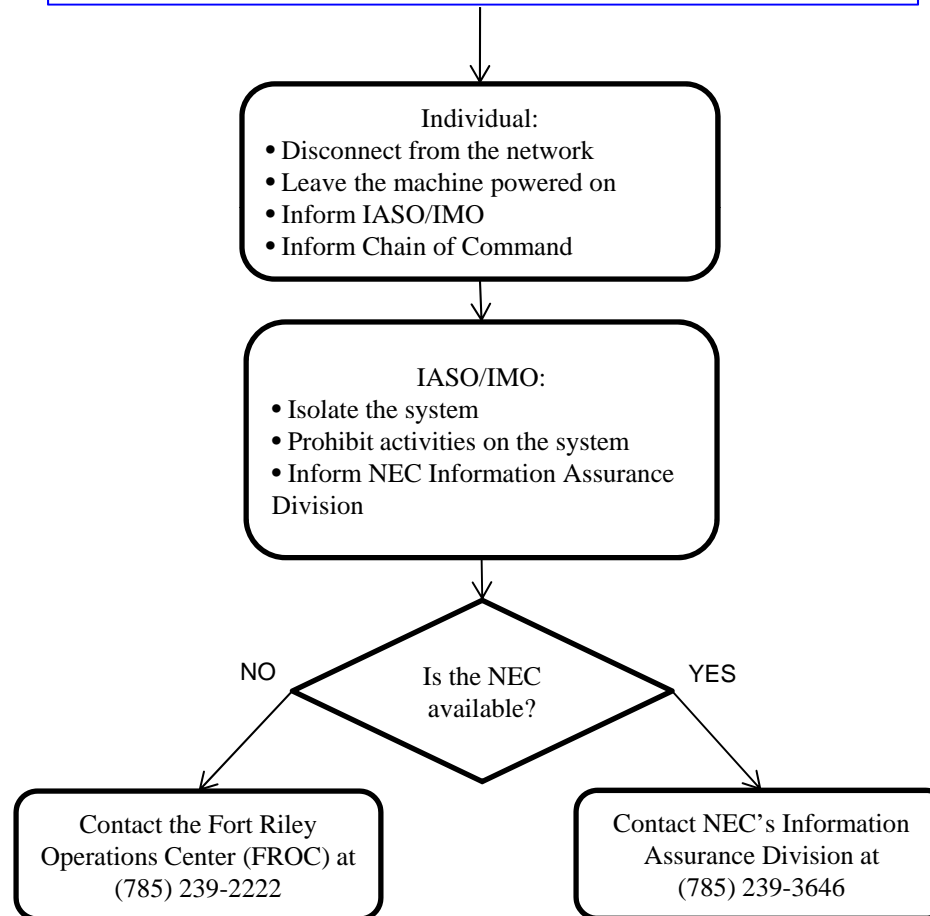


# Information Assurance Violation: Virus or Intrusion



REFERENCES:  
AR 25-1  
AR 25-2  
[www.rcert-c.army.mil](http://www.rcert-c.army.mil)

## Virus / Malicious Software Detected





# Information Assurance Violation: Classified Spillage



## Classified Spillage Identified or Suspected

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

Individual: Notify Chain of Command

User will immediately notify Battalion Information Assurance Support Officer (IASO) / System Administrator (SA) and S2 / Security Manager

IASO/IMO/SA: Notify NEC Information Assurance (IA) Division

The Battalion IASO/SA/IMO will determine the origin of the spillage. The originating organization will become the lead agency responsible for all initial actions to identify, contain, eradicate, and report spillage incidents.

The Battalion S2 / Security Manager will conduct a preliminary investigation IAW AR 380-5.

The Battalion IASO / SA / IMO will notify the NEC IA Division if the unit's S2 determines it is a true spillage incident.

IASO / SA completes all required actions in the Classified Information Spillage on Information Systems Best Business Practice and will submit completed checklist to NEC.

<https://informationassurance.us.army.mil/bbp/index.php>

### REFERENCES:

AR 25-1  
AR 25-2  
AR 380-5

[www.rcert-c.army.mil](http://www.rcert-c.army.mil)

Update Chain of Command



# Information Assurance Violation: Loss of Personally Identifiable Information



REFERENCES:  
AR 25-2

## Loss of Personally Identifiable Information

Individual discovering the actual or suspected loss / breach contacts first line supervisor

Informs IASO/IMO & S2/Security Manager

Informs Company Commander / 1SG

Cdr / 1SG informs higher headquarters

### IASO/IMO Actions:

Within 1 Hour  
Notify the NEC Information Assurance Division.  
Call (785) 239-3646

### Commander Actions:

Within 1 Hour

- Submit incident report to the US Computer Emergency Readiness Team (US CERT) at [www.us-cert.gov](http://www.us-cert.gov). Call 888-282-0870 if you have any problems submitting the report online
- Submit notification email to [pii.reporting@us.army.mil](mailto: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.

Within 24 Hours  
Notify Army Freedom of Information and Privacy Act Office at [privacyalert@rmda.belvoir.army.mil](mailto:privacyalert@rmda.belvoir.army.mil)

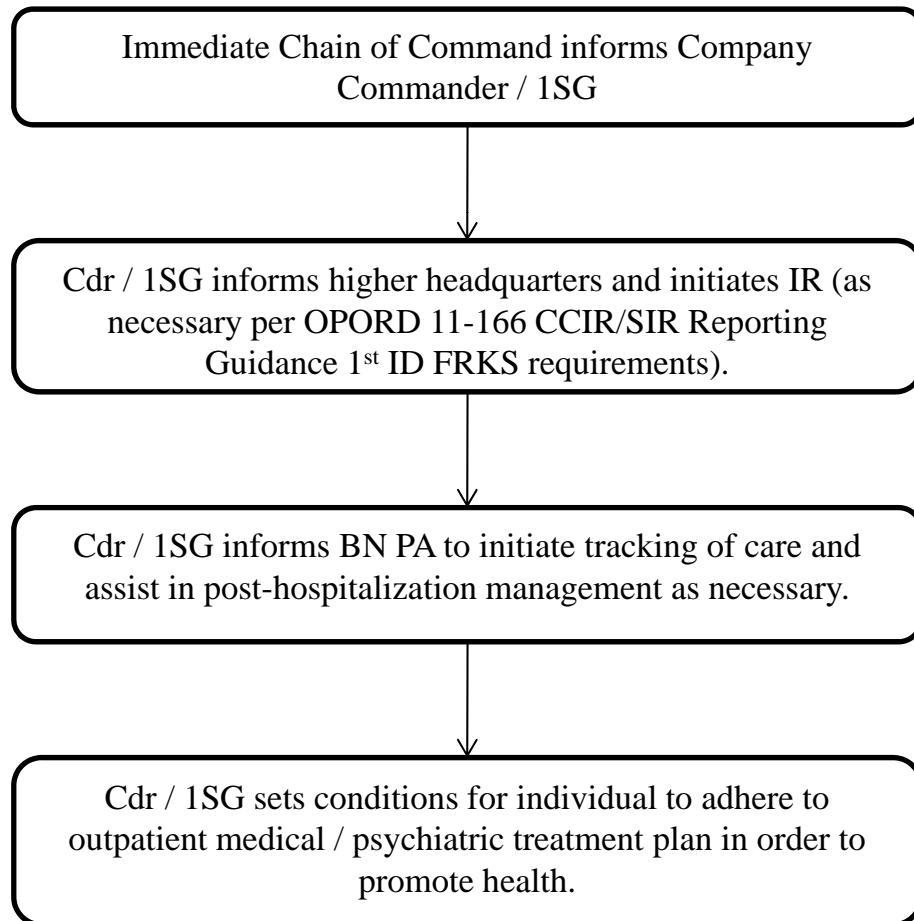


# Medical





# Hospitalization



REFERENCES:  
POC: BN or BCT  
Surgeon

Division Patient  
Administration NCO:  
(785) 239-7744



# Death of a Soldier



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

Inform MPs or local police

Notify CO CDR and 1SG

1SG notifies BN CSM

CO CDR notifies BN CDR and/or BN XO

CO CDR writes SIR and sends to BN XO

CO CDR / 1SG informs unit of commo blackout until NOK notified

CO CDR/1SG nominate Escort Off/NCO

CO CDR / 1SG notify FRG leader

Unit secures SM's barracks room until cleared by MPs

CO CDR/1SG nominates SCOMO

CO CDR prepares letter of condolence for NOK

BN XO Notifies BDE XO and submits SIR

BN/BDE S1 send SMs DD93 & SGLV to G1 CAS OPS

G1 CAS OPS sends reports to CAC & HRC

BDE XO submits SIR to Div OPS Ctr (DOC)

BDE XO Notifies BDE Safety

BDE Initiates CDR's Inquiry or AR 15-6

Fatality Review Board

DOC Notifies IIIC and FRKS CAC

FRKS CAC Coordinates NOK Notification

FRG leader activates GO/CARE Tm to standby

NOK Notified by Chaplain & CNO

Following Notification

GO/CARE Tm assists local relatives as needed

CAO assists NOK

Chaplain assists family as needed

Once Cleared by MPs

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

SCOMO ships SM's property to NOK



# Height Weight Failure



REFERENCES:  
AR 600-9  
AR 635-200  
DA 268  
DA 4126-R

Counsel Soldier and determine a plan of action.

Ensure Soldier is seen by medical personnel to determine if there is a medical reason for weight failure.  
CDR refers Soldier to a nutritionist and / or dietician to receive counseling.

Notify BN S1 to Flag Soldier.  
• BN S1 generates DA 268.  
• CDR signs DA 268.

Determine if a bar to re-enlistment is applicable (CDR's discretion). Submit DA 4126-R to Retention and BN S1.

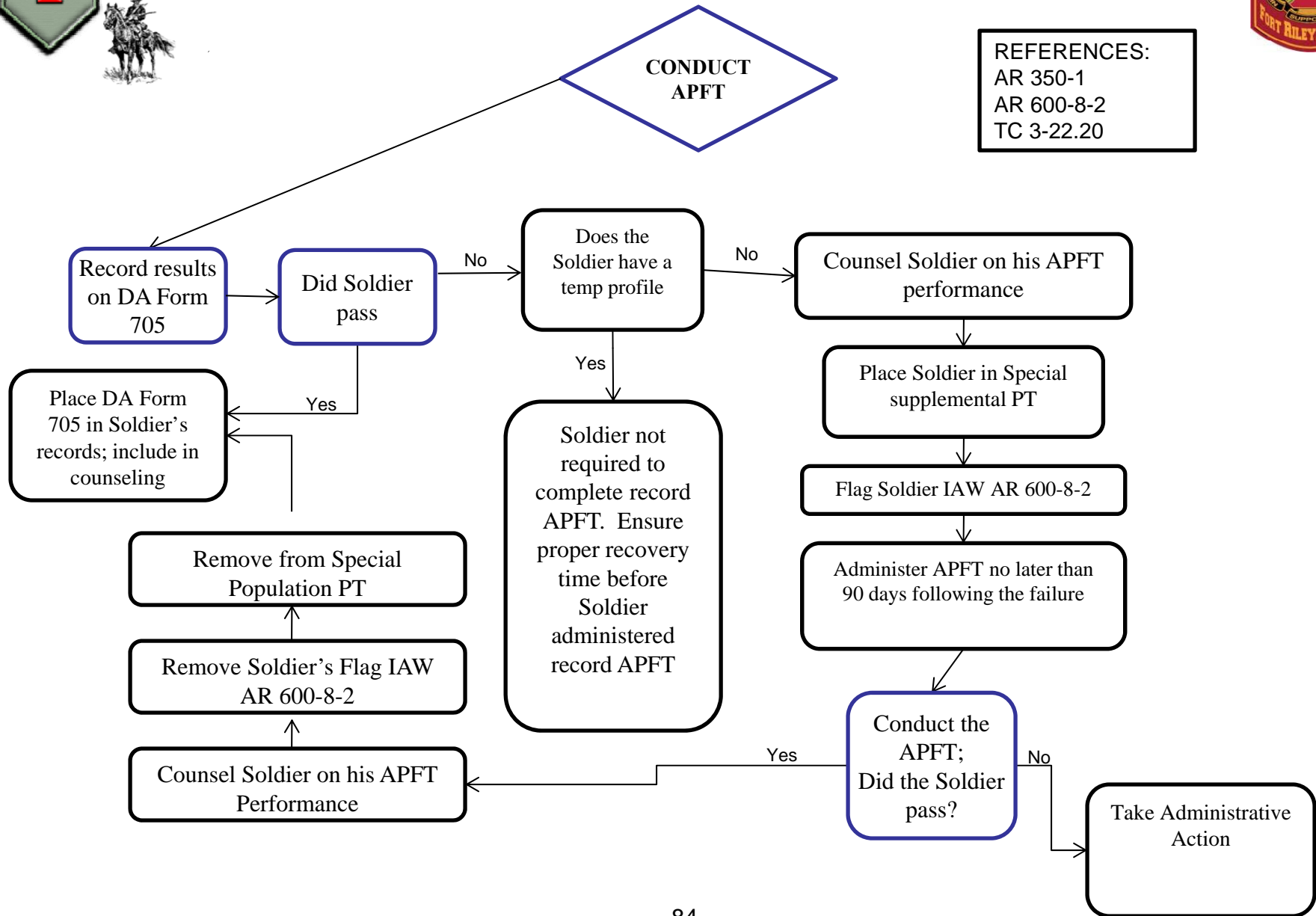
Monitor the Soldier's progress monthly. Failure to make satisfactory progress of 3 to 8 pounds per month for 2 consecutive months will be considered for separation IAW AR 635-200, chapter 18. Soldier achieving satisfactory performance will continue in program until they achieve body fat standard. *The screening weight will not be used to remove Soldiers from the program.*



# Record APFT Failure



REFERENCES:  
AR 350-1  
AR 600-8-2  
TC 3-22.20





# Triad of Leadership (TOL) Board for entry into WTB



Reference:  
FRAGO 3 to OPORD 12-024

CO CDR / 1SG, BN PA / BDE SURG determines if SM is a candidate for admission into the WTB and completes packet (Reference FRAGO 3 to OPORD 12-024).

The complete nomination packet will be forwarded to the Brigade Surgeon's office for tracking and scheduling into the next Brigade TOL review board. The Brigade level TOL board will consist, at a minimum, the Brigade Commander and CSM, Brigade Surgeon, and one Battalion Commander and CSM.

Brigade TOL board will review the nomination packet and determine disposition. Qualified Soldier's packet will be sent to the Division Surgeon's office.

The Division Surgeon office will notify the submitting units of the next available TOL Board, held every two weeks. The Soldier and their chain of command (Company, Battalion, and Brigade Commander) will need to be at the board.

**Recommend Transfer to WTU?**

Soldier remains in current unit

The 11D TOL Board determines admittance into the WTB. If the Soldier is admitted then a letter confirming the 11D TOL Board results is sent to the WTB.

The WTB cuts orders for the Soldier's transfer.

**Recommend Transfer to WTU?**

Soldier remains in current unit



# IDES



IDES Start  
"Referral"

MEB End  
Date

IDES End  
"VA  
Benefits"

		<b>100 Day IDES Processing Standard from Referral to Submission to PEB</b>						
		<b>265 Day IDES Processing Standard from Referral to Separation</b>						
		<b>295 Days IDES Processing Standard from Referral to VA Benefits</b>						
Phase 0		Phase 1 - MEB Process				Phase 2	Phase 3	
Sub-Phase 0-A	Sub-Phase 0-B	Sub-Phase 1-A Referral	Sub-Phase 1-B Claim Development (VA)	Sub-Phase 1-C Medical Evaluation (VA)	Sub-Phase 1-D MEB	PEB/PDA Process	Transition	Reintegration
will not exceed 365 days		10 days	10 days	45 days	35 days	120 days	45 days	30 days
Begins when a Soldier receives a temporary 3 or 4 profile and ends with the issuance of a permanent 3 or 4 profile	Encompasses the time once a Soldier receives a permanent 3 or 4 profile through MRDP	Begins with MRDP and second signature on the permanent 3 or 4 profile and completion of the VA Form 21-0819. Concludes with transfer of the case file to an MSC.	Begins with receipt of the IDES Claim file from the PEBLO. Concludes with the referral for the VA Medical Exam.	Begins with the scheduling of C&P exams. Concludes when final results are submitted to the PEBLO	Begins with receipt of the C&P exam results. Includes the Medical and BH NARSUM. Concludes with submission of the case file electronically to the PEB.	Begins with the receipt of case file at the PEB. Includes PEB determination of fitness and DRAS Rating. Concludes with PDA approval and return to the PEBLO.	Begins with approval date. Includes separation processing plus any amount of leave and TDY. Concludes with SMs receipt of VA Benefits letter.	
Profiles managed through e-Profile at the Company, BN, BDE levels through utilization of the SMRC		IDES Welcome, Medical Records, PEBLO Counseling	MSC Counseling, VA Claim Form, Schedule ME Exam	C&P Exam	Medical NARSUM, DVM, IPR, Appeal, Quality Review by PEBLO, and submission to PEB	Fitness Determination, VA Rating, Order through TRANSPROC, and iPERMS update	Leave, TDY, and Separation	VA Benefits



# Data Collection for Mitigation



# Installation Prevention Team (IPT) Process



Risk Reduction Program

- Collect data from proponents by 7<sup>th</sup> of month and report on the 15<sup>th</sup>
- Send Shot Group report to BDEs 16<sup>th</sup> -18<sup>th</sup> of the month
- Request Quad working slide from BDEs

Brigade XO / BHPT

- Review and Analyze Data/Trends
- Develop "Plan of Action" with USC
- Send Quad working slide to RRP within 5 working days.

Risk Reduction Program

- Compile and forward BDE slides to IPT SMEs and other CHPC WG contacts

IPT WG Meeting

- Review Due outs
- RRP presents Shot Group
- Discussion over BDE issues, Plan of Action, and SME mitigation efforts
- Review need for new: Policy, Programs, Training, Resources for CHPC
- RRP develop slides for CHPC BOD
- Complete WG minutes and provide to members within 7 working days

Risk Reduction Program

- Compile and forward slides to GC for read ahead 48 hours prior to IPT WG
- Forward slides to all members 24 hours prior to IPT WG

IPT Subject Matter Experts (SMEs)

- Analyze Data/Review Trends
- Address BDEs issues, suggest resources, and develop mitigation actions
- IPT SMEs return Quad working slides to RRP within 5 working days.

POC: Anita.eschillman@us.army.mil

Community Health Promotion Council  
(Board of Directors)

Community Health Promotion Council  
(Executive Committee)





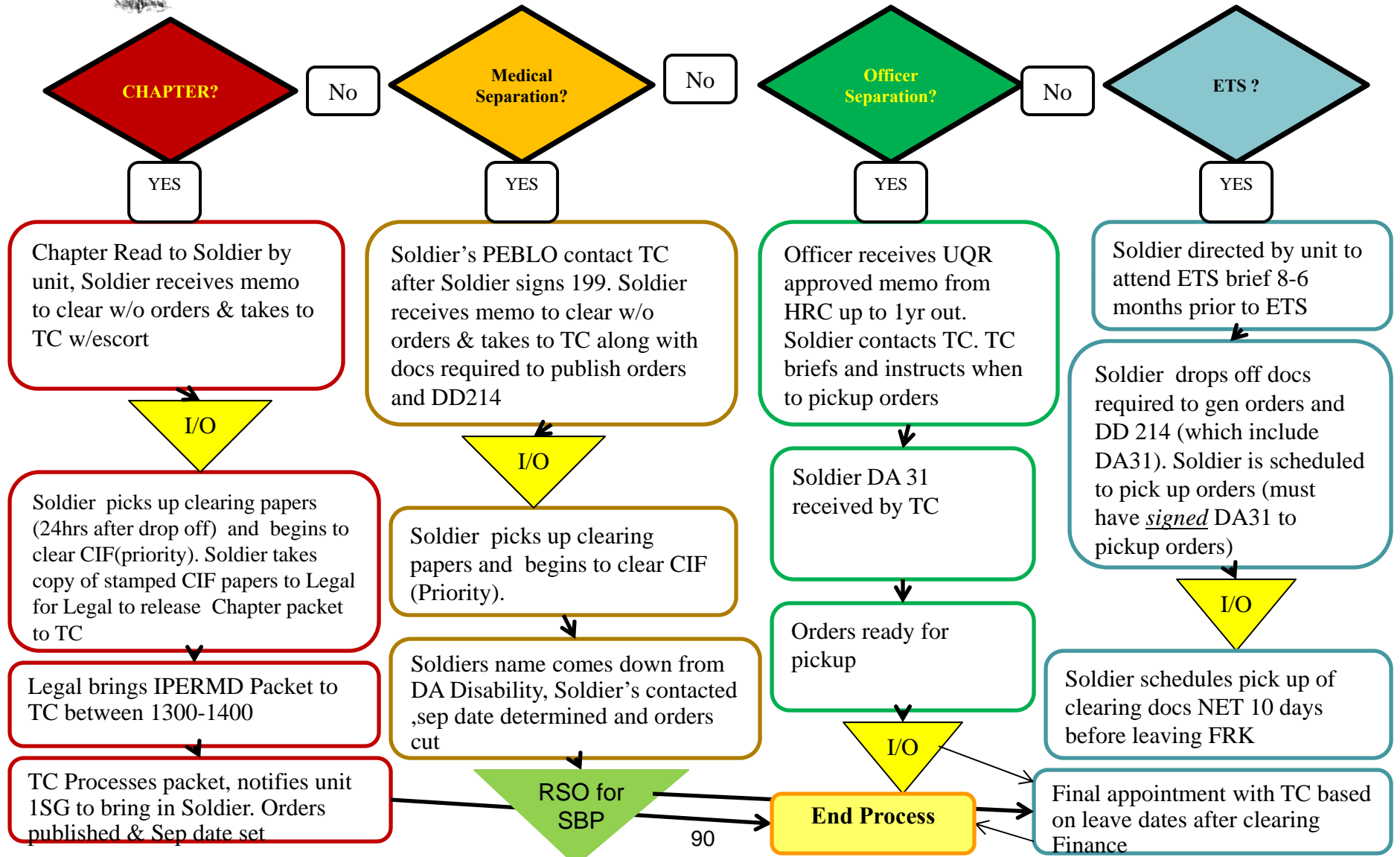
# Transitions / out processing



REFERENCES:  
AR 635-1 and -5  
AR 635-200  
AR 600-8-10 and -24

# Transition Center

**Start** = Go to start of process  
**I/O** = Go to Out Processing at CCA



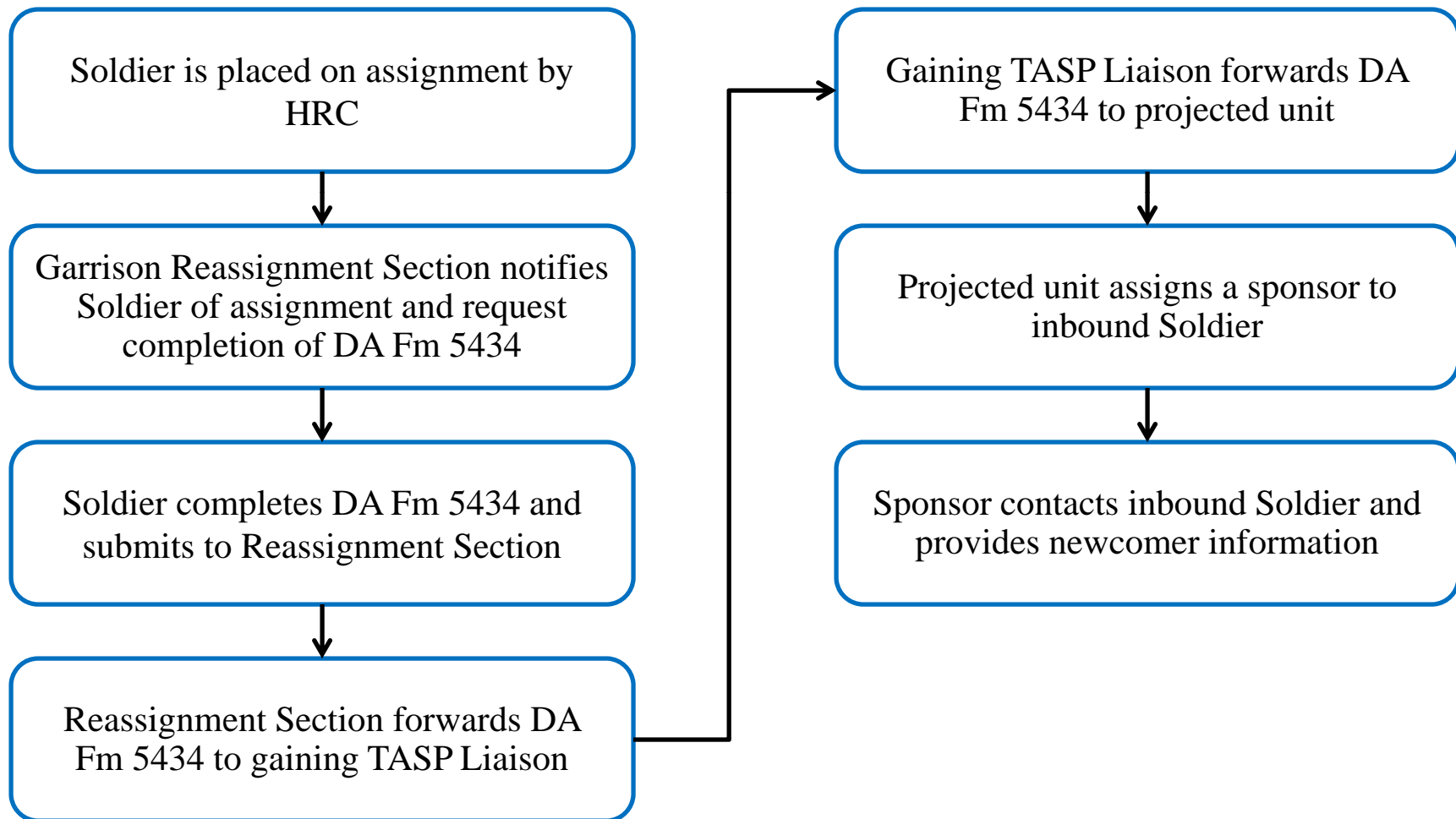
POC: james.t.hicks.civ@mail.mil



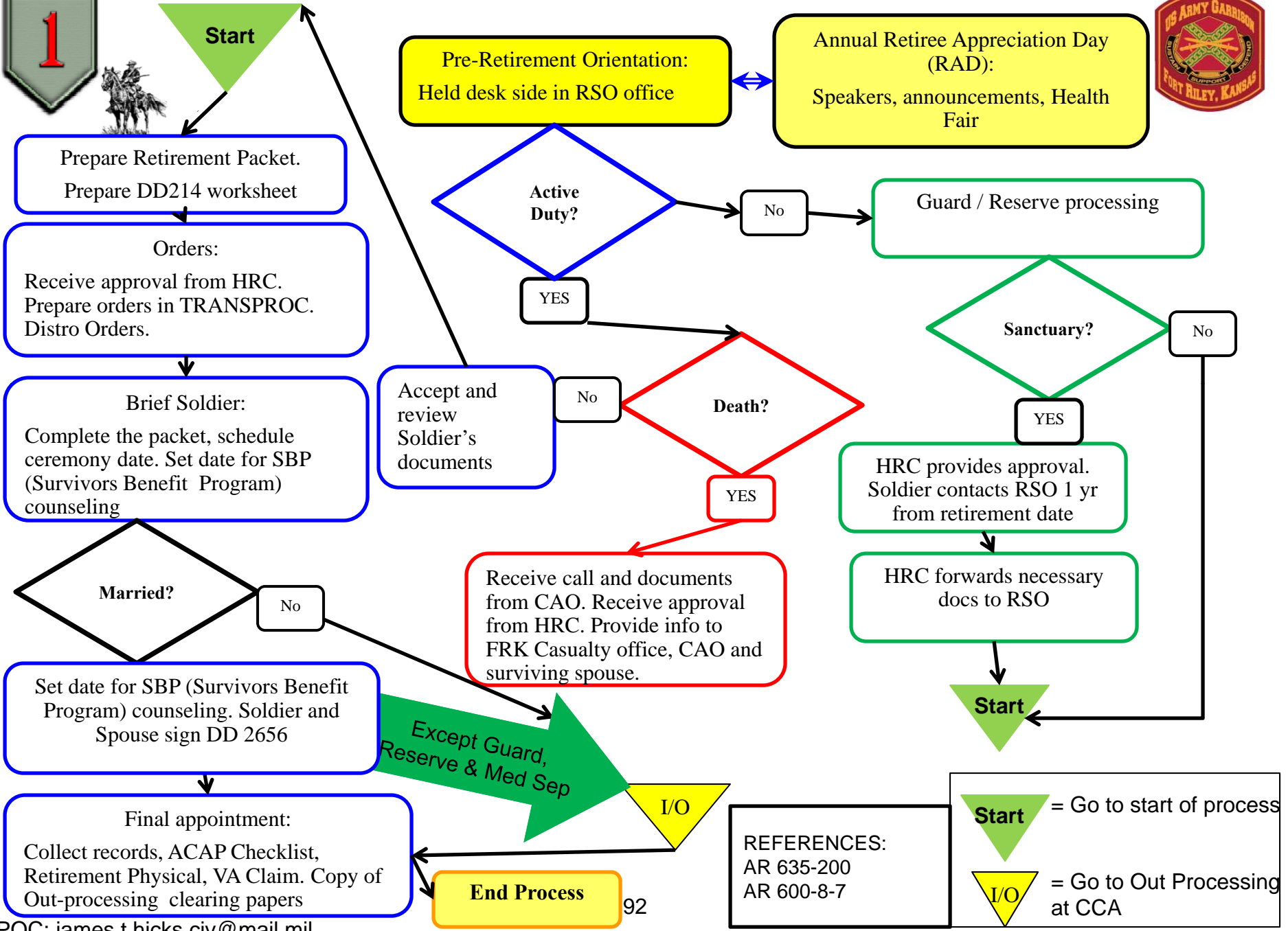
# The Total Army Sponsorship Program (TASP) (Outbound Soldiers)



REFERENCES:  
AR 600-8-8  
DA 5434



# RETIREMENT SVC



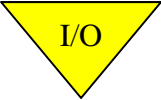
POC: james.t.hicks.civ@mail.mil

REFERENCES:  
AR 635-200  
AR 600-8-7

**Start** = Go to start of process  
**I/O** = Go to Out Processing at CCA



REFERENCE:  
AR 600-8-101



# OUTPROCESSING



**PCS**

Soldiers receive orders from reassignment office via email

YES

PCS ?

No

Separating Soldiers ETS, Chapter, Retirement require Memo to clear received at CCA IOT pre-clear

**SEPARATIONS**

LEAVE DATES ESTABLISHED  
DA 31 COMPLETED

If applicable, DA 31 prepared by Soldier's Unit and given to CCA

CHAPTERS: Soldiers being chaptered or early release present memo to clear to CIF. Clearing papers good for 30 days. If any agency requirements are not completed within time allotted, new papers will be issued and Soldier will re-clear agencies.

Unit Emails or delivers Memo for clearing to CCA- along with orders, leave, and questionnaire

Electronic Request received by CCA entered into ISM. Agencies begin to Pre-clear Soldiers

Ten days prior to leave (if applicable) clearing papers issued .

Soldier picks up clearing papers at CCA out-processing desk 24 hrs after request received

137-1 Unit clearing papers issued by Unit

Unit clearing papers: 137-1 issued by Unit

Soldier must clear all remaining installation work centers and meet all unit requirements.

Upon completion of all requirements and NET one day prior to start of leave (if applicable), , Soldiers will present 137-1 Unit clearing papers and installation clearing papers to CCA for final

**End Process**

Note: Soldier receives a copy of stamped clearing papers for unit records & sign-out

Original product created by Fort Riley Installation Prevention Team (IPT) for edits or additions please contact XXX-XXX-XXXX. V.1 Jan 2013

