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FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation
No 600-3

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Personnel - General
OFFICER MANAGEMENT

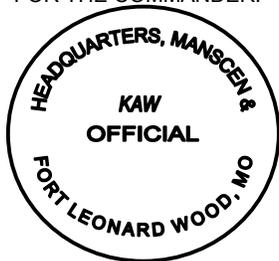
Summary. The goal of the United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW) is to assign officers to duty positions that are mutually beneficial to both the installation's needs and the officer's career development. Care will be taken when analyzing the installation units' and the officers' needs; however, the ultimate determining factor must be installation requirements.

Applicability. The policies and procedures established in this regulation are applicable to all officers, both commissioned and warrant officers (WO), assigned to or projected for assignment to MANSCEN and its assigned and attached units, less tenant commands.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters (HQ), MANSCEN.

Suggested Improvements. The proponent agency of this regulation is the Military Personnel Office (MILPO). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USA MANSCEN, MILPO, Officer Services, Fort Leonard Wood, MO 65473-8935.

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Chapter 1
OFFICER PERSONNEL MANAGEMENT

1-1. Purpose. The purpose of this chapter is to prescribe MANSCEN officer personnel management policies. It is to be used as an adjunct to applicable regulations.

1-2. References. The required and related references are listed at appendix A.

1-3. Explanation of Acronyms and Brevity Codes. The acronyms and brevity codes used in this regulation are explained in the glossary.

1-4. Responsibilities. The Adjutant General (AG)/MILPO is responsible to the Commanding General (CG) for matters pertaining to US Army officer assignments to and from FLW, reassignments, professional development, and equitable officer strength maintenance based on command prioritization and within the limits of the Officer Distribution Plan (ODP). This management will be exercised in conjunction with the following major subordinate commands (MSC)/activities -

Officer Career Field/Coordination Leader

Engineer (EN) (Operations Career Field (OPCF) 21)/Assistant Commandant (AC), EN School

Military Police (MP) (OPCF 31)/Commandant, MP School

Chemical Corps (CM) (OPCF 74)/Commandant, CM School

Chaplains/Installation Chaplain

Judge Advocate General's Corps (JA)/Installation Staff Judge Advocate (SJA)

Army Medical Department (AMEDD) (except Dental (DE))/Commander, Medical Department Activity (MEDDAC)

AMEDD DE/Commander, Dental Activity (DENTAC)
Other Branches/Functional Areas (FA)/MANSCEN Chief of Staff (CofS). (See appendix B)

Administrative and management of non-Army officers assigned to FLW's Inter-service Training Review Organization (ITRO) detachments are the responsibility of the respective ITRO detachment commanders.

All projected assignments and reassignments are tentative and subject to change based on installation needs. To this end, the following policies are established.

a. Army Competitive Category (ACC) Army officer reassignments will be coordinated with Officer Services, MILPO. Personnel managers should develop proposals regarding follow-on assignments for their personnel, internal and external to their commands.

b. The CG's objective at FLW is to retain officers on station for an optimum of 36 months, and release them no earlier than 24 months. Officer Services, MILPO, will coordinate with units/organizations and schools/commandants affected, and will give installation concurrence/non-concurrence to United States Total Army Personnel Command (PERSCOM). The final approval authority for curtailments of tours at FLW is the first general officer (GO) in the chain of command for curtailments up to three months (e.g., served at least 21 months time on station(TOS)) and the CG for curtailments of four months or more (e.g., served less than 20 months TOS). Exception to this policy is the first lieutenants(P) (1LT) and captains (CPTs) that are eligible to attend the Captains Career Course (CCC). The commandants along with Officer Services will manage these officers on a case-by-case basis, but they should spend a minimum of 15-18 months TOS before going to CCC. For ACC officers, commanders/

supervisors are encouraged to discuss the career development of their officers with Office of Personnel Management Directorate (OPMD), PERSCOM, but no commitments will be made about the release of officers. Individuals and commanders/supervisors are responsible to notify Officer Services, MILPO, of any coordination with PERSCOM involving officer assignments or reassignments which has the potential for affecting the date of departure from FLW.

c. Utilization of Officer Personnel.

(1) First, consideration will be given to special assignment instructions received from PERSCOM, such as colonel (COL) and lieutenant colonel (LTC) command positions, colonel staff positions, etc.

(2) Second, the needs of FLW, other than those in subparagraph c(1) above, will be considered in the following order:

(a) Positions that are currently vacant by specialty/grade, ODP supported, and authorized by either the table of distribution and allowances (TDA) or the modification table of organization and equipment (MTOE).

(b) Positions that are projected to be vacant due to imminent departure (60-90 days) of the incumbent by specialty and grade, and ODP supported/authorized by TDA or MTOE.

(c) Positions that are anticipated to be vacant due to pending completion of the normal tour at FLW by specialty/grade, ODP supported/authorized by TDA or MTOE.

(3) Commissioned officers will not be assigned permanently to an MTOE duty position which does not correspond with either the officer's primary or alternate career management specialties. (Permanent assignment is considered to be a period of more than 90 days.) WOs will be assigned to positions in their technical military specialties; they will not be assigned to commissioned officer positions without approval of Department of the Army (DA) PERSCOM prior to filling the vacancy.

(4) Policy for TDA position assignments is the same as described for MTOE positions for commissioned and WOs, except that all combat arms specialty codes (11, 12, 13, 14, 15, and 21) are interchangeable in combat arms immaterial (02A) positions and combat arms/combat support arms/combat service support specialty codes are interchangeable with branch immaterial positions (01A).

1-5. Officer Assignment Process.

a. Officer Services, MILPO, submits officer requisitions quarterly (April for October-December fills, July for January-March fills, September for April-June fills, and November for July-September fills). Unprogrammed requisitions should be identified and provided to Officer Services, MILPO, immediately.

b. Officer Services, MILPO, makes tentative pinpoint assignments, tasks the MSC to provide a sponsor from the unit, and prepares and mails the initial FLW welcome letters. Officers are initially assigned to HQ MANSCEN. Officer Management further assigns officers to MSC and directorates based on the installation needs. Officer Services, MILPO, will coordinate assignments, reassignments, reconcile strength and rollup, order of merit lists (OML), command queues, as well as other officer issues with the schools/commandants, Garrison Command, and 3d Training Brigade.

c. Field Grade Assignments.

(1) With the exception of Command Selection List (CSL) commanders and principal staff officers, field grade officers should be given the opportunity to serve two duty assignments

during their tour at FLW. Assignments will be coordinated with Officer Services, MILPO, the individual, and the chain of command. Officer Services, MILPO, will maintain the Field Grade Slate, taking the schools'/proponents' recommendations into consideration, and will brief the command group for approval.

(2) Key colonel positions. The following positions on FLW call for pre-requisites of preferred Military Education Level 1 (MEL) and preferred former brigade commander -

- (a) MANSCEN/FLW CofS.
- (b) Deputy Director of Maneuver Support Battle Lab (MSBL).
- (c) Director of Training Development (DOTD).
- (d) Director of Combat Developments (DCD).
- (e) Director of Common Leader Training (DCLT).
- (f) AC of CM.
- (g) Deputy Assistant Commandant (DAC) of EN School.
- (h) AC of MP School
- (i) EN Director of Training

(3) Major Branch Qualification. Field grade branch qualification time, e.g., brigade or battalion S3/executive officer (XO), is critical for the professional development of ACC Operations Career Field majors. The schools/ proponents will establish and maintain their own OML and Officer Services, MILPO, will maintain the overall installation OML (based on date of rank (DOR), Command and Staff College (CSC) graduate (MEL4), and no previous troop time) and brief the command group for approval/final decision. The goal for majors' branch qualifying time is 24 months; less than 18 months or greater than 24 months requires approval by the first GO in the chain of command. A copy of the approval/disapproval will be provided to Officer Services, MILPO.

d. Company Grade Assignments. Company grade officers will be allocated by grade/control specialty/career management field (CMF) and then on a fair share basis to all commands based on current and projected fill by specialty and grade.

(a) CPT Assignments. CPTs are divided into two distinct populations: Branch Qualified (BQ) and Non-branch Qualified (NBQ). BQa CPTs are CCC graduates who have completed an assignment in a BQ position such as company, battery, or troop level command. NBQ CPTs are officers who have not yet completed a full (minimum of 12 months) command tour. BQ CPTs will be assigned to the schools (CM, EN, MP) or directorates based on current and projected fill of ODP. Filling Small Group Instructor (SGI) positions is a top priority for BQ CPT assignments. NBQ CPTs normally are allocated to brigades for progressive training and assignments required to BQ. The goal for BQ time (company command) is 18 months; less than 15 months or greater than 21 months requires approval by the first GO in the chain of command. A copy of the approval/disapproval will be provided to Officer Services, MILPO.

(b) Lieutenant (LT) Assignments. The priority for LT assignments is to initial entry training (IET) company XO positions, including off-site companies, and platoon leader positions. After completing initial tours as platoon leaders (12-18 months) and/or XOs, the LTs will be available for movement to a like position with different and/or increasing responsibilities. In IET brigades, LTs will not be assigned/ used for staff positions unless all company XO positions are filled; exception must be approved by the first GO in the chain of

command. A copy of the approval/disapproval will be provided to Officer Services, MILPO.

(1) United States Army Training and Doctrine Command (TRADOC) to United States Army Forces Command (FORSCOM) Rotation. This rotation will be conducted within the maximum capability of FORSCOM units to handle, consistent with good personnel management practices and requirements for maintaining combat readiness. Training officers will normally be considered for platoon leader positions if they have not previously served in a FORSCOM position.

(2) FORSCOM to TRADOC Rotation. Some officers will be reassigned from FORSCOM after completing their time as a platoon leader. This policy is designed to balance the input into FORSCOM and provide a solid foundation to the officer for future service.

e. WO Assignments. WOs will be assigned to positions in their technical military specialties. WOs will be assigned to those positions aimed at increasing competence in their specialties. WOs will not be assigned to other than WO positions without PERSCOM approval.

1-6. Command Tours.

a. Field Grade Officers CSL Tour Lengths, Curtailments, and Extensions.

(1) Brigade-level command (including Garrison Command, TRADOC Systems Manager (TSM), and TRADOC Program Integration Office (TPIO)) and battalion-level command assignments and tour lengths are managed by PERSCOM. The normal command tour length is 24 months for brigade and battalion commands and 48 months for the TSM and TPIO. The Garrison Commander may be extended for a third year with the approval of the MANSCEN CG, Major Army Command (MACOM) commander, and PERSCOM CG under the 2+1 Garrison Command Program.

(2) The CG may approve extensions up to 30 days. The MACOM commander, in coordination with CG, PERSCOM, may approve curtailments/extensions of command tours for 31 to 60 days. The Chief of Staff, United States Army (CSA), is the approval authority for all curtailments/extensions of 61 days or more.

(3) Requests for curtailments and extensions (excluding Garrison Command) requiring MACOM commander/CG, PERSCOM/CSA approval must be submitted not later than (NLT) 90 days prior to requested change of command date. The Garrison Commander's 12 month extension request must arrive at PERSCOM NLT seven days prior to the convene date of the Colonel Command Board that selects a replacement for the losing installation or command. Requests will include proposed change of command dates along with complete justification. All requests will be processed by Officer Services, MILPO, for CG recommendation, and forwarded through the MACOM for disposition.

b. Company Grade Officers. FLW supports DA company command assignment policy as outlined in AR 600-20, Army Command Policy. Company command is critical for professional development of company grade officers.

(1) At a minimum, company commanders must receive two Officer Evaluation Reports (OERs) and serve no less than 12 months in command. The objective company command tour length is 18 months. Requests for command tour extensions or curtailments that exceed 90 days (less than 15 months or more than 21 months) must be submitted in writing through Officer Services, MILPO, to the first GO in the chain of command for approval. External factors will continuously affect strength requirements and the need for officers with command experience.

Availability of personnel to command may require adjustments and alterations of the command tour length at FLW. Therefore, the following mechanisms are established -

(a) All CPTs (CCC graduates) will be provided the opportunity to command a company while assigned to MANSCEN. Declinations of command will be forwarded through the officer's chain of command to Officer Services, MILPO. An officer who declines command will be removed from the company command OML and will not receive another opportunity to command on the installation. Officers who are relieved of command will not be granted a second chance to command at FLW.

(b) Second Company Commands. The placement of CPTs into second commands is generally discouraged; however, this command supports the assignment of CPTs in a second command for the following off-site locations of companies in 1st EN Brigade: Gulfport, Mississippi; Sheppard Air Force Base, Texas; Fort Belvoir, Virginia; and Panama City, Florida. Second commands should be managed on a 12+12 basis, with total command time not exceeding 24 months

(c) Movement of an officer into command will be accomplished with full coordination among Officer Services, MILPO, MANSCEN Directorates, when appropriate, and commandants/brigades involved.

(d) Only CCC graduates will be placed into company command.

(e) Each commandant/brigade will manage their own OMLs, but Officer Services, MILPO, will maintain an overall installation OML to ensure all CPTs are given a fair chance to command and ensure adequate fills are available. Criteria for placement on the installation OML are DOR, CCC graduate, branch, and no previous command time.

(2) Any exceptions to company command policy must be in writing, routed through Officer Services, MILPO, to the first GO in the chain of command for approval (e.g., requests for extensions or curtailments that exceed 90 days, requests for second commands, requests for non-CCC graduates to command, requests for deletion of command declination).

(3) At the completion of a command tour, officers will be considered for assignments to meet the installation's as well as the Army's needs.

1-7. Officer Distribution Plan. The ODP as established by PERSCOM is a ceiling on the number of commissioned officers and WOs that can be requisitioned. The ceiling is necessary due to Army-wide officer assets not equaling authorization documents in each grade and specialty. Officer assets are distributed throughout the Army in accordance with the ODP. Officer Services, MILPO, receives the ODP from TRADOC/FORSCOM. TRADOC will spread the ODP down to positions on the TDA based on the CG TRADOC's functional priorities (e.g., 1=Initial Entry Training, 2=Leader Development, 3=Training Development, 4=Doctrine Development, 5=Combat Development, 6=Functional Training, 7=Training Support, 8=Base Operations, and 9=HQ Cmd & Control Elements). Officer Services, MILPO, will coordinate the ODP and have a working group meeting with the Council of Colonels. The Council of Colonels' input will be incorporated into recommendation to go to the Board of Directors for final approval.

1-8. Officer Evaluation Reports. Evaluation reports are one of the most important documents in an officer's official file. Evaluation of performance and potential are used to make assignments, determine promotion potential, and in the final analysis determine retention or elimination; therefore, the OERs must be correct, fair, and timely.

a. OER Management. Officer Services, MILPO, will manage evaluations for timeliness and accuracy in accordance with AR 623-105, Officer Evaluation Reporting System, and TRADOC policy letter/memorandum, ATBO-BP, 8 Nov 97, subject: Processing of OERs which states that senior raters will forward OERs to the supporting MILPO in the sequence desired for quality review and forwarding to DA PERSCOM.

(1) The FLW timeliness goal for all OERs to PERSCOM is 100%. The following suspenses are established to ensure this goal is accomplished: OERs are due to MILPO NLT 45 calendar days following the "THRU DATE" of the OER, except for promotion reports (code 21 and 11) which are due to MILPO NLT 30 calendar days following the "THRU DATE" of the OER or as suspended based on higher headquarters' guidance.

(2) Completed OERs will be submitted to Officer Services, MILPO, for administrative control requirements and review. Reports that are sent to another installation for senior rater signature are reviewed and mailed to PERSCOM by that servicing MILPO. A courtesy copy of the report will be sent to MILPO at FLW prior to and after mailing to DA PERSCOM.

(3) Officer personnel departing the installation are required to have a completed evaluation turned in to the MILPO. An original evaluation (not a copy) or a memorandum signed by the S1 (stating that a report is being prepared or is not required) will be accepted at final out-processing.

b. The units (S1s) are responsible to input correct information into Standard Installation Division Personnel Reporting System-3 (SIDPERS) on officer personnel so that rating schemes, suspense rosters, and OER shells can be produced.

1-9. Relief. Relief for cause is defined as an early release of an officer from a specific duty or assignment directed by superior authority and based on a decision that the officer has failed in his or her performance of duty. Raters and senior raters must ensure that all corrective actions such as performance counseling and coaching have first been exhausted. Relief actions must be carefully addressed and procedures followed as prescribed in AR 623-105, Officer Evaluation Rating System, and AR 600-20, Army Command Policy. Command reliefs must be approved by the first GO in the chain of command. Officer Services, MILPO, will be notified of ongoing action(s).

1-10. Taskings. Tasking for duties outside normal duties will be conducted on an equitable basis. Requests for officers to fill taskings will be processed as follows -

a. The Directorate of Plans, Training, and Mobilization (DPTM) will receive all tasking requirements. Upon receipt of a tasking, DPTM will notify Officer Services, MILPO, of the requirement and criteria. Officer Services, MILPO, will provide authorized, ODP, assigned, and projected strength figures to DPTM. The DPTM will make the final recommendation to the CofS as to which organization will fill the tasking. The chain of command will be used to resolve issues.

b. Staff Duty Officer (SDO) Roster. In accordance with FLW Regulation 210-1, Officer Services, MILPO, will prepare on the first of each month, an electronic note to the Garrison Command and each brigade supplying blocks of duty for the following month based on unit strength. Garrison Command and each brigade will identify officers for staff duty and forward a list to Officer Services, MILPO, to consolidate and publish listing of detailed officers for duty.

(1) All units on the installation, with exception of tenant units, are eligible for detail.

(2) All non-exempt officers in grades of LT and CPT and WOs in grades of Warrant Officer (WO1) to Chief Warrant Officer

W-3 (CW3) will be eligible for SDO. Personnel detailed for duty as SDO must possess a minimum security clearance of secret.

(3) Duty-exempt officers include: general officers' Aides-de-Camp; Secretary of the General Staff; Medical, Dental, and Army Nurse Corps officers; Chaplains; JA officers; individuals whose principal duty is commander; officers assigned as Inspector General; and officers assigned to the Law Enforcement Command.

Chapter 2 ANNOUNCEMENT OF OFFICER PRINCIPAL DUTY ASSIGNMENTS

2-1. Purpose. To prescribe policies and procedures for the announcement of officer principal duty assignments.

2-2. General. It is essential to the career development of an officer that each principal duty to which he/she is assigned be reflected on his/her records. Evaluation reports, resultant promotions, subsequent assignments, and considerations for advanced military and civil schooling are key to these principal duties.

2-3. Responsibilities.

a. Officer Services, MILPO, is responsible to the CG for controlling, monitoring, and assigning (in coordination with the commandants for 74Z, 21Z, and 31Z officer assignments) officers within MANSCEN.

b. Commanders and S1s are responsible for the preparation of DA Forms 4187 (Personnel Action) for Intra- or Inter-brigade assignments. Upon receipt of the DA Forms 4187, Officer Services, MILPO, will update personnel records to show new duty title as it is reflected on the TDA. Requests to use a duty title other than what is reflected on the TDA should be in memorandum format (reflecting TDA duty title and new requested duty title) and forwarded to Officer Services, MILPO. The duty title on the OER must match the duty title on the Officer Record Brief (ORB). Officer Services, MILPO, will endorse DA Forms 4187 for inter-brigade assignments and endorse orders for newly assigned officers.

2-4. Procedures.

a. Intra-brigade Assignments. Reassignment of an officer to a different principal duty within an activity, directorate, company, battalion, or brigade is accomplished by the use of DA Form 4187. (appendix C, figure C-1, outlines the proper preparation of the DA Form 4187.)

b. Inter-brigade Assignments. Transfer of officers among brigades is not made without published reassignment orders. A DA Form 4187 (format at appendix C, figure C-2) will be forwarded to Officer Services, MILPO, in sufficient time for the endorsement to be published prior to the report date of the officer. Such cases must be coordinated with Officer Services, MILPO, and the losing organization S1 is responsible for initiating the DA Form 4187.

2-5. Duty Specialties/Military Occupational Specialties (MOS) and Titles. The duty specialty/area of concentration (AOC) and duty title should be what is authorized on the TDA/MTOE position held. If excess or assigned to duties not authorized on TDA/MTOE, a specialty/MOS and duty title should be selected that most closely relates to the duties being performed.

Chapter 3 OFFICER SPONSORSHIP PROGRAM

3-1. Purpose. To outline the responsibilities and procedures for implementing the MANSCEN Officer Sponsorship Program.

3-2. Responsibilities. Officer Services, MILPO, will supervise all aspects of the Officer Sponsorship Program.

a. Officer Services, MILPO, will -

(1) Prepare welcome letters for officers upon receipt of assignment instructions. The company grade and WO sponsorship letters will be signed at the MILPO and the field grade letters will be signed by the CofS and CG.

(2) Prepare sponsorship requests and provide ORBs to the S1s of gaining brigades/Garrison Command with a suspense of ten calendar days to get the name of the sponsor.

b. Brigades/S1s will -

(1) Comply with sponsorship requirements of AR 600-8-8, Total Army Sponsorship Program. A sponsor will be appointed for each inbound officer.

(2) Provide Officer Services, MILPO, a copy of the appointed sponsor's welcome letter within ten calendar days of receipt of sponsorship request.

Chapter 4 OFFICER SELECTION BOARD PROCEDURES

4-1. Purpose. To establish procedures for processing DA Selection Boards at FLW. These procedures apply to Promotion, Command, Senior Service College (SSC), and CSC lists.

4-2. Pre-board Processing of Zones of Consideration for Officer Promotions.

a. Upon receipt of announcement for a DA selection board, Officer Services, MILPO, will immediately query the database to identify personnel who meet the criteria for consideration. The local listing is then reconciled with the list of eligibles received from DA, deleting and adding names as appropriate. The final list is screened to determine if an officer is eligible for a Complete-the-Record Evaluation Report.

b. Eligible officers are contacted by Officer Services, MILPO, to review, update, and sign their ORB for forwarding to DA PERSCOM.

4-3. Processing Officer Selection Lists.

a. Officer Services, MILPO, receives and maintains security of automated lists of board results and processes them to identify selects and non-selects. A FLW Form 1416 (Staffing Paper) is prepared and the completed automated lists with two-star congratulatory letters are sent in hard copy to the CG. The lists are sent electronically to the commandants/general officers in advance of the release date. Two working days prior to the release date, the results are electronically forwarded to the 3d Training Brigade Commander, Garrison Commander, MEDDAC, and DENTAC commanders as appropriate. The commandants/AC/brigade commanders will be notified of the official release date at least two days prior to release. The board results are "close hold" information until the official release date. The commandants, Garrison Commander, 3d Training Brigade Commander, MEDDAC and DENTAC commanders or their delegates (e.g., commandants may choose to delegate to brigade commanders and Garrison Commander may choose to delegate to directors) will advise officers (within their command) not recommended for promotion one day prior to official release date.

b. Officers considered from below the zone are not identified unless they have been recommended for promotion.

c. Personnel Actions, MILPO prepares second-time non-select letters, where appropriate, and distributes to the commander NLT 1200 one day prior to the release date of the selection list. Discretion to the maximum extent possible must be exercised to protect the confidentiality of the list.

4-4. Frocking.

a. Frocking requests will be forwarded through the requesting chain of command to MANSCEN CG for signature, and then to Officer Services, MILPO, for processing. An example of frocking request is at appendix C, figure C-3. Officer Services will fax the requests to either General Officer Management Office (GOMO) or PERSCOM Promotions Branch, as appropriate. Approval of requests is dependent upon the number of allocations DA PERSCOM has for each month and the number of officers on the waiting list for frocking. The officer must be serving in, or has received order to serve in, a position for which that grade is authorized. The 1998 Defense Authorization Act restricts to 63 (2% of the total grade for COL) the number of LTC(P)s who can be frocked to COL.

b. Criteria for individual frocking:

(1) Frocking usually applies to officers in foreign areas whose routine duties required frequent contact with high level military or civilian foreign officials.

(2) Frocking is authorized only when the interest of the U.S. and the image of the U.S. Army would other-wise be severely jeopardized (e.g., joint positions).

(3) The test is whether the wear of the officer's current rank would severely restrict the officer from performing his/her duties.

(4) Generally, commanders, product/project managers and Project Manager School/CSC instructors will not be frocked because requests exceed allocation, particularly at the COL level.

4-5. Promotion Ceremonies.

a. Officer Services will prepare the DD Form 1A (Officer Commission) and provide it along with promotion order for each eligible officer to the unit S1s NLT two days prior to promotion date for promotions to CPT- Brigadier General (BG) and CW3- Chief Warrant Officer W-5 (CW5). Officer Services will identify officers eligible for promotion to 1LT and Chief Warrant Officer W-2 (CW2), and will prepare and forward the DA Form 78-R (Recommendation for Promotion to 1LT/CW2) to unit commander for approval/disapproval. Officer Services will receive approved DA Form 78-R from the unit, assign order number, prepare promotion certificate, and forward completed DA Form 78-R to PERSCOM. If the unit commander disapproves the DA Form 78-R, then Officer Services will process the denied promotion.

b. Promotion ceremonies may be conducted before the effective date of a promotion, only according to the following:

(1) When the effective date of a promotion is on a weekend or national holiday, a promotion ceremony may be conducted on the last duty day before the effective date of promotion.

(2) When the officer will be on leave or en route to a new duty station (NOT including temporary duty(TDY)) on the effective date of promotion, a ceremony may be conducted not earlier than 15 calendar days before the effective date. The ceremony should take place on the last duty day that the officer is present before the effective date.

(3) Pay and seniority will not be affected by the ceremony. They will be determined by the effective date of promotion cited in the promotion order.

Appendix A REFERENCES AND FORMS

A-1. Required References.

- a. AR 600-8-8, The Total Army Sponsorship Program. Cited in para 3-2b(1).
- b. AR 600-20, Army Command Policy. Cited in para 1-6b, 1-9
- c. AR 623-105, Officer Evaluation Reporting System. Cited in para 1-8a and 1-9.
- d. FLW Reg 210-1, Installation Staff Duty Officer and Staff Duty Noncommissioned Officer. Cited in para 1-10b.
- e. TRADOC Policy Letter/Memorandum, ATBO-BP, subject: Processing of Officer Evaluation Reports. Cited in para 1-8a.
- f. 1998 Defense Authorization Act. Cited in para 4-4a.

A-2. Related References.

- a. AR 600-8-6, Personnel Accounting and Strength Reporting.
- b. AR 600-8-11, Reassignment.
- c. AR 600-8-29, Officer Promotions.
- d. AR 600-8-101, Personnel Processing (In-and-Out and Mobilization Processing).
- e. AR 600-8-104, Military Personnel Information Management/Records.
- f. AR 614-5, Stabilization of Tours.
- g. AR 614-100, Officer Assignment Policies, Details, and Transfers.
- h. AR 640-30, Photographs for Military Personnel Files.
- i. DA Pam 600-3, Commissioned Officer Development and Career Management.
- j. DA Pam 600-8, Management and Administrative Procedures.
- k. DA Pam 600-11, Warrant Officer Professional Development.
- l. DA Pam 640-1, Officers' Guide to the Officer Record Brief.
- m. FLW Reg 350-14, Taskings.

A-3. Referenced Forms.

- a. DA Form 78-R, Recommendation for Promotion to 1LT/CW2.
- b. DA Form 4187, Personnel Action.
- c. DD Form 1A, Officers Commission.
- d. FLW Form 1416, Staffing Paper.

Appendix B
COMMISSIONED OFFICER BRANCH/FUNCTIONAL AREA LIST (ACC)

BRANCH (OPCF)

11- Infantry (IN)	21 – Corps of Engineer (EN)	44 – Finance Corps (FI)
12 – Armor (AR)	25 – Signal corps (SC)	74 – Chemical (CM)
13 – Field Artillery (FA)	31 – Military Police (MP)	88 – Transportation Corps (TC)
14 – Air Defense Artillery (AD)	35 – Military Intelligence (MI)	91 – Ordnance Corps (OD)
15 – Aviation (AV)	FA39 – Psychological Operations and Civil Affairs	92 – Quartermaster Corps (QM)
18 – Special Forces (SF)	42 – Adjutant General Corps (AG)	FA90 – Multifunctional Logician

FUNCTIONAL AREA (ISCF: IOCF: OSCF)

<u>ISCF</u>	52 – Nuclear Research and Operations	40 – Space Operations
43 – Human Resources Management	59 – Strategic Plans and Policy	46 – Public Affairs Officer
45 – Comptroller	<u>IOCF</u>	53 – Information-systems 57 – Simulations Operations
47 – Academy Professor	24 – Information-systems Engineering	<u>OSCF</u>
49 – Operations Research/Systems Analysis	30 – Information Operations	48 – Foreign Area Officer
50 – Force Management	34 – Strategic Intelligence Management	51 – Army Acquisition

SPECIAL BRANCHES

55 – Judge Advocate General's Corps	56 - Chaplain
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AMEDD BRANCHES/MEDICAL FUNCTIONAL AREA (MFA)

60-62 – Medical Corps	66 – Army Nurse Corps	MFA 72 – Preventive Medicine Sciences
63 – Dental Corps	67 – Medical Service Corps	MFA 73 – Behavioral Sciences
64 – Veterinary Corps	MFA 70 – Health Services	MFA 75 – Veterinary Services
65 – Army Medical Specialist Corps	MFA 71 – Laboratory Services	

WARRANT OFFICER BRANCHES

13 – Field Artillery	31 – Military Police	64 – Veterinary Corps
14 – Air Defense Artillery	35 – Military Intelligence	67 – Medical Service Corps
15 – Aviation	42 – Adjutant General	88 – Transportation Corps
18 – Special Forces	55 – Judge Advocate General's Corps	91 – Ordnance
21 – Corps of Engineers	60 – Medical Corps (Pers Only)	92 – Quartermaster

Appendix C
EXAMPLES

Circle the appropriate copy designator
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PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397. PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III). ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier. DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Cdr. USAMANSCEN ATTN: ATZT-AG-OM FLW, MO 65473-8935	3. FROM (Include ZIP Code) Commander Co A, 169th EN Bn 1st EN Bde FLW, MO 65473-6400
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) DOE, JOAN	5. GRADE OR RANK/PMOS/AOC CPT	6. SOCIAL SECURITY NUMBER 111-00-3333
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Oversea Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Enl only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On the Job Training (Enl only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify) Reassignment Intra-Bde/Cmd
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
REASSIGNMENT INTRA-STATION-INDIVIDUAL-NO TRAVEL The above named officer is reassigned as indicated below: Assigned From: Co A, 169th EN Bn, 1st EN Bde (W4K729), USAES, USAMANSCEN, FLW MO 65473-5000 Assigned To: HHC, (Prov), 1st EN Bde (W4K702), USAES, USAMANSCEN, FLW, MO 65473-5000 Availability Date: 21 December 0000 Additional Instructions: Officer for duty in Department of Instruction, Engineer Captains Career Course Division (W4K702), Para 524A LN 04, Duty Title CCC SGLI, position number BR33, duty MOS 21A005K00 Distribution: Individual Concerned, Cdr (Losing Unit), Cdr (Gaining Unit), ATZT-AG-OM, MCXP-MD-AG, DFAS-IN/EM-TM		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Brigade Commander	13. SIGNATURE	14. DATE (YYYYMMDD) 00001215

Figure C-1. Example of DA Form 4187 for Intra-Bde/Cmd Reassignment.

Circle the appropriate copy designator

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Copy 3

Copy 4

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397. PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III). ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier. DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Cdr, USAMANSCEN ATTN: ATZT-AG-OM FLW, MO 65473-8935	3. FROM (Include ZIP Code) Commander Co C, 3d Bn, 10th Inf Reg 3d Tng Bde FLW, MO 65473-6400
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) DOE, JOHN	5. GRADE OR RANK/PMOS/AOC CPT	6. SOCIAL SECURITY NUMBER 111-22-3333
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
Service School (Enl only)	Special Forces Training/Assignment	Identification Card
ROTC or Reserve Component Duty	On-the-Job Training (Enl only)	Identification Tags
Volunteering For Oversea Service	Retesting in Army Personnel Tests	Separate Rations
Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
Exchange Reassignment (Enl only)	Officer Candidate School	X Other (Specify) Reassignment Inter-Bde/Cmd
Airborne Training	Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
REASSIGNMENT INTRA-STATION-INDIVIDUAL-NO TRAVEL The above named officer is reassigned as indicated below: Assigned To: HHC, (Prov), 1st EN Bde (W4K702), USAES, USAMANSCEN, FLW, MO 65473-5000 Availability Date: 21 December 0000 Additional Instructions: Soldier for duty in Department of Instruction, Engineer Captains Career Course Division (W4K702), Para 524A LN 04, Duty Title CCC SGLI, position number BR33, duty MOS 21A005K00 Distribution: Individual Concerned, Cdr (Losing Unit), Cdr (Gaining Unit), ATZT-AG-OM, MCXP-MD-AG, DFAS-IN/EM-TM		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Brigade Commander	13. SIGNATURE	14. DATE (YYYYMMDD) 00001215

Figure C-2. Example of DA Form 4187 for Inter-Bde/Cmd Reassignment.

FROCKING REQUEST EXAMPLE
(Letterhead Stationary)

OFFICE SYMBOL (ATZT-CG)

Date

MEMORANDUM FOR Commander, United States Total Army Personnel Command, ATTN:
TAPC-MSP-S, Alexandria, VA 22332-0442

SUBJECT: Request For Frocking Authority

1. Request authority to frock **Rank, Name, SSN**. The following information is provided for your use:

- a. Frock to (rank) _____
- b. Promotion sequence numbers _____
- c. Title of position being frocked to _____
- d. Rank authorized in position _____
- e. Date assuming position _____
- f. Date command wants officer
frocked _____
- g. Frocked unit _____
- h. Any adverse action pending on
officer _____ **YES/NO**

2. **Justification:**

3. **POC:** Please provide a name, a commercial phone number, a DSN phone number, if possible, a FAX number and an e-mail address.

ANDERS B. AADLAND
Major General, U.S. Army
Commanding

Figure C-3. Example of Frocking Request.

Glossary

1LT
first lieutenant

AC
assistant commandant

ACC
Army Competitive Category

AG
Adjutant General

AMEDD
Army Medical Department

AOC
area of concentration

AR
Army regulation

BG
brigadier general

BQ
branch qualified/branch qualification

CCC
captains career course

CG
commanding general

CM
Chemical Corps

CMF
career management field

CofS
Chief of Staff

COL
colonel

CPT
captain

CSA
Chief of Staff, United States Army

CSC
Command and Staff College

CSL
command selection list

CW2
chief warrant officer two

CW3
chief warrant officer three

CW5
chief warrant officer four

DA
Department of the Army

DAC
deputy assistant commandant

DCD
Directorate of Combat Developments

DCLT
Director of Common Leader Training

DE
Dental Corps

DENTAC
United States Army Dental Activity

DOR
date of rank

DOTD
Directorate of Training Development

DPTM
Directorate of Plans, Training, and Mobilization

EN
engineer

FA
functional area

FLW
Fort Leonard Wood

FORSCOM
United States Army Forces Command

GO
general officer

GOMO
General Officer Management Office

HQ
headquarters

IET
initial entry training

ITRO
inter-service training review organization

JA
judge advocate

LT
lieutenant

LTC
lieutenant colonel

MACOM
Major Army Command

MANSCEN
United States Army Maneuver Support Center

MEDDAC
medical department activity

MEL
military education level

MILPO
military personnel office

MOS
military occupational specialties

MP
military police

MSC
major subordinate command

MSBL
Maneuver Support Battle Lab

MTOE
modification table of organization and equipment

NBQ
non-branch qualified

NLT
not later than

ODP
officer distribution plan

OER
officer evaluation report

OML
Order of Merit list

OPCF
operations career field

OPMD
Officer Personnel Management Directorate

ORB
officer record brief

PERSCOM
United States Total Army Personnel Command

SDO
staff duty officer

SJI
small group instructor

SIDPERS
Standard Installation Division Personnel Reporting System

SJA
Staff Judge Advocate

SSC
Senior Service College

TDA
table of distribution and allowances

TDY
temporary duty

TOS
time on station

TPIO
TRADOC Program Integration Office

TRADOC
United States Army Training and Doctrine Command

TSM
TRADOC Systems Manager

WO
warrant officer

WO1
warrant officer one

XO
executive officer