

INFORMATION PAPER

AEAGA-AGO

9 July 2010

SUBJECT: Officer Personnel Actions

1. The purpose of this information paper is NOT to establish new policy, but to clarify policy on officer personnel actions processed by USAREUR OPMD. The intent is to make processing actions easier on subordinate personnel offices and the officers submitting personnel actions. Please pass this information down to the user level.
2. We do not need copies of ORBs or DA Forms 2B/C for officer actions. We do not use the ones you forward. Please do not attach these forms. Also, we only require one copy of the action, either automated format, email or original.
3. It does not help to email a copy of the action before it has gone through the entire chain of command. We will take no action on it until it is endorsed by the MSC Commander.
4. MEMORANDUMS OF RELEASE/ACCEPTANCE: Memorandums of release are not required. A recommend approval on the request from the MSC Commander serves as an approval of release. Officers who desire reassignment to a specific unit must obtain acceptance from the gaining G1/AG. Email is acceptable format. An acceptance from the gaining unit commander will be accepted, but the assignment will not be approved until the OPMD assignment manager coordinates with the gaining G1/AG.
5. INFORMATION WHICH SHOULD BE INCLUDED IN THE REMARKS SECTION ON EVERY DA FORM 4187 IF A MOVE IS REQUESTED:
 - a. Unit Requested to Move To: (or a statement that the officer will accept assignment to any vacancy in the command)
 - b. Requested Report Date:
 - c. Desired Duty Position/Control Specialty:
 - d. Tour Waivers Requested: (# months off of current and next tour if applicable)
 - e. Date Departed U.S.: (DDUS)
 - f. Current DEROS:
 - g. Requested DEROS:
 - h. Type Tour: (accompanied or unaccompanied)
 - i. Family Structure: (if on accompanied tour)
 - j. EFMP (Y/N): (If yes, attach EFMP screening for new unit location. If no, the officer will still be required to complete screening before movement.)

DO NOT return an action for the lack of this information. If possible hand write it in and forward it.

AEAGA-AGO

SUBJECT: Officer Personnel Actions

6. ITT/COT's (para 4-1, AR 614-30)

a. APPROVAL AUTH: If submitted more than 6 months prior to DEROS, officer is not on assignment instructions, and USAREUR is not projected over strength, and there are no waivers requested, then the approval authority is USAREUR OPMD. Otherwise, the approval authority is HRC.

b. DISAPPROVAL AUTH: If tour waivers are involved (which constitutes a curtailment), the disapproval auth is USAREUR OPMD. If no tour waivers are involved, the disapproval authority is HRC.

c. ENDORSEMENT REQUIRED: If waiver off of either tour is requested, request must be endorsed by O6 or above.

d. Officers must serve at least the equivalent of two unaccompanied ("all others") tours (48 months) for their first ITT/COT. Waivers may be granted to reduce the combination of the two tours from 72 months to 48 if these waivers are in the best interest of the Army. A COT which includes a request for waiver of a portion of either tour must be endorsed by the first Colonel (O6) in the officer's chain of command and be fully justified. Officers who request waivers must serve at least one year on station prior to executing an ITT/COT, and must serve at least one year on station after executing an ITT/COT (requests which do not meet this criteria may only be approved at DA level as an exception to policy). For example, an accompanied officer who requests to COT at 30 months into their first tour (waiver of 6 months off the first tour), would be required to serve at least 18 months on the second tour (total of 48 months for both tours). Unaccompanied officers are not eligible to request waivers as they would be required to serve two full unaccompanied tours (48 months) in order to COT. Unaccompanied officers are normally eligible for a low cost move, and should consider this option if they do not wish to serve two full tours.

7. IPCOT (para 4-1, AR 614-30)

a. APPROVAL AUTH: If submitted more than 6 months prior to DEROS, officer is not on assignment instructions, and USAREUR is not projected over strength, then the approval authority is USAREUR OPMD. Otherwise, the approval authority is HRC.

b. DISAPPROVAL AUTH: The first level of disapproval authority is HRC (para 4-1m, AR 614-30).

c. Waivers are not authorized off of either tour for IPCOTs (must serve six years if accompanied, four years if unaccompanied).

AEAGA-AGO

SUBJECT: Officer Personnel Actions

8. Low Cost Moves (para 4-2, AR 614-30)

a. APPROVAL AUTH: USAREUR OPMD

b. DISAPPROVAL AUTH: If the request for low cost move is within the same command, the MSC Commander is the disapproval authority. If the request is to move outside the current command, the disapproval authority is USAREUR OPMD.

c. A low cost move may be approved if the cost of travel per diem, unaccompanied baggage, and household goods does not exceed \$1000. The low cost move cannot be approved if the PCS would entitle the officer to dislocation allowance (this normally limits low cost moves to single or unaccompanied officers).

d. Low cost move requests will include cost estimates from both transportation and finance which estimate the cost of the move in terms of travel, per diem, unaccompanied baggage, HHG, and dislocation allowance. If the combination of these estimates is over \$1000, the low cost move request will not be forwarded to USAREUR OPMD. An officer cannot waive entitlements.

e. HRC limits the number of low cost move PCSs per year (usually 50 for USAREUR). A low cost move does not change the officer's DEROS.

9. No Cost Moves

a. APPROVAL AUTH: No cost moves within the same command may be approved within the policies set by that command. USAREUR OPMD is the approval authority for no cost moves between USAREUR major subordinate commands and/or USAREUR staff directorates (to include moves between V Corps accounts).

b. DISAPPROVAL AUTH: No cost moves within the same command may be disapproved within the policies set by that command. USAREUR OPMD is the disapproval authority for no cost moves between USAREUR major subordinate commands.

c. No cost moves must be within the same community or between paired communities as listed in the USAREUR No Cost Move Policy (AE Regulation 600-8-11). No cost moves are considered intra-station reassignments and do not constitute a permanent change of station (PCS).

d. There is no limit to no cost moves, and DEROS does not change.

AEAGA-AGO

SUBJECT: Officer Personnel Actions

10. Operational Moves (OPMOVEs) (AR 614-30)

a. APPROVAL AUTH: HRC.

b. DISAPPROVAL AUTH: USAREUR OPMD or HRC.

c. ENDORSEMENT REQUIRED: OPMOVE requests must be initiated or endorsed by an O6 or general officer.

d. OPMOVEs MAY NOT be requested by an individual, but must be requested by the command. A DA Form 4187 from the officer is not required. OPMOVEs involve a PCS, but do not result in a change of DEROS.

e. USAREUR is severely limited in the number of operational moves it may request per fiscal year. OPMOVEs are primarily used to move KD officers to fill positions in accordance with the needs of the Theater. OPMOVEs are not intended to move officers to career enhancing positions; officers are expected to do an ITT/COT in order to move to key developmental jobs.

11. Foreign Service Tour Extensions (FSTE) (para 6-2, AR 614-30)

a. APPROVAL AUTH: If submitted more than 6 months prior to DEROS and officer is not on assignment instructions then the approval authority is USAREUR OPMD. Otherwise, the approval authority is HRC.

b. DISAPPROVAL AUTH: The first level of disapproval authority is USAREUR OPMD (para 6-2a, AR 614-30).

c. FSTE's may be requested for any period of time up to 36 months. An FSTE of 36 months does not entitle the officer to COT leave travel. Officer's desiring to remain in the same location for an additional tour should request an IPCOT.

12. Foreign Service Tour Curtailments (FSTC) (para 5-1, AR 614-30)

a. APPROVAL AUTH: HRC, except for situations covered under para 5-1e, AR 614-30, which may be approved by the USAREUR G1.

b. DISAPPROVAL AUTH: The first level of disapproval authority is USAREUR OPMD (para 5-1c, AR 614-30).

c. ENDORSEMENT REQUIRED: Curtailment requests must be endorsed by O6 or above.

d. Full justification is required.

AEAGA-AGO

SUBJECT: Officer Personnel Actions

13. Involuntary Tour Length Extension or Curtailment Approval Authority

a. Less than 30 days - Approval authority is Commanders, MG and above. For USAREUR MSCs without a MG, send request to USAREUR TAG for processing to CG, USAREUR (approval authority). A copy must be provided to USAREUR TAG, OPMD.

b. From 31-60 days - Approval authority is the HRC. Request must be endorsed by the MSC general officer and forwarded to USAREUR TAG, OPMD for processing.

c. More than 60 days - Approval authority is the HQDA, G1. Request must be endorsed by the MSC general officer and forwarded to USAREUR TAG, OPMD for processing.

14. Questions may be directed to CPT Boucher, DSN 314-370-5117.

MARK H. SALAS
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