

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544

FH REGULATION
No. 310-16

20 May 1981

Military Publications
MOVEMENT ORDERS

Local supplementation of this regulation is prohibited except upon approval of AFZF-DPT.

1. PURPOSE. To prescribe policies and procedures governing the preparation of movement orders for Fort Hood units on permanent or temporary change of station (PCS) (TSC), or movement of any Fort Hood unit off this reservation for any purpose other than training of short duration directed by this headquarters or its MSC (i.e., FTXs/CPXs/EDRES).

2. GENERAL. This headquarters is the only headquarters authorized to issue movement orders effecting movement of a unit from Fort Hood, as directed by higher headquarters, or as determined necessary by the Commanding General, III Corps and Fort Hood. In case of unit movements which involve specific allotment of funds (closed allotments), orders will be issued only to the extent that such funds are available. In no case will movement orders be published until funds have been made available to support the move.

3. DEFINITIONS. For the purpose of this regulation, the following definitions apply.

a. Movement directive. A directive published by Headquarters, Department of the Army; Headquarters, Forces Command; Headquarters, Fifth United States Army; or any other agency so authorized under the provisions of AR 55-113, Movement of Units Within Continental United States, to direct that necessary action be taken to effect the movement of a unit from Fort Hood.

b. Movement orders. Orders issued by this headquarters under the authority contained in the movement directive or by the authority of the Commanding General, III Corps and Fort Hood, effecting movement of a unit.

c. Unit. Any military group having an organization prescribed by Department of the Army or other competent authority, together with its authorized equipment. For the purpose of this regulation, any portion of a unit as prescribed above, moving with a part or all of its organic equipment, will be considered a unit. A group of individuals to be moved as a unit rather than as individuals may also comprise a unit.

d. Commerical carrier. The commerical transportation agencies - rail, ship, highway (motor freight or bus) and air.

e. Military Carrier. Military motor, air and vessel.

4. RESPONSIBILITIES. Upon receipt of a movement directive, movement request, or upon determination by the Commanding General, III Corps and Fort Hood to effect movement of a unit, the following actions will be accomplished.

a. Assistant Chief of Staff, G3/DPT will:

(1) Coordinate preparation of the movement order for publication and distribution.

(2) Provide information and instruction to be included in the movement order. Information will be coordinated with Installation Transportation Officer and according to Regulation 525-10, Deployment Program, this headquarters.

b. Commander of the unit making the move will:

*This regulation supersedes Regulation 310-16, this headquarters, 8 November 1976.

(1) Submit a Request for Orders (DA Form 2446) according to AR 310-10 Military Orders and Figure 1-1 of this regulation, to Headquarters III Corps and Fort Hood, ATTN: G3 Corps Operations Center (COC) Building 1. If time permits, request should be submitted to arrive at least 15 days before effective date of departure. Amendment and revocations to unit movement orders will be prepared on a Request for Orders according to AR 310-10.

(2) Prepare the following items as inclosures to the movement orders.

(a) Unit Roster. Before submitting request for orders the unit commander/task force (TF) commander will prepare a roster listing all members of the units being deployed, which must be attached to the Request for Orders. The roster will be headed by the unit designation and the unit identification code (UIC). The roster will list the name, grade, and social security number (SSN) of each service member (SM) deploying. If different departure dates are anticipated, the roster will be grouped by date (see Figure 1-1). Roster will be prepared on white bond paper with the date of departure typed at the left margin on the eighth line from the top of the page.

1	S-A-M-P-L-E			
2	Leave eighth line to <u>all pages</u>			
3				
4				
5				
6				
7				
8	<u>DATE OF DEPARTURE</u>	<u>(DAY/MONTH/YEAR)</u>	<u>GRADE OR</u>	<u>UNIT OF ASSIGNMENT</u>
	<u>NAME</u>	<u>SSN</u>	<u>RANK</u>	<u>UIC</u>
	Spalding, Gregory T.	000-00-0000	2LT	Company A, 12th Avn Bn WA12BB A
	Johnson, Marie, S.	000-00-0000	SSG	" " " " " "
	Chapman, Charles B.	000-00-0000	SGT	" " " " " "
	Winston, James C.	000-00-0000	SGT	" " " " " "
	Hayden, Richard A.	000-00-0000	PFC	" " " " " "
	Dewitt, Gary A.	000-00-0000	PFC	" " " " " "
	Mason, Deborah K.	000-00-0000	PV2	" " " " " "
	<u>DATE OF DEPARTURE</u>	<u>(DAY/MONTH/YEAR)</u>		
	Morris, Raymond A.	000-00-0000	SSG	Company B, 12th Avn Bn WA12BA A
	LeBlanc, Linda T.	000-00-0000	SGT	" " " " " "
	Simmons, Patrick A.	000-00-0000	SGT	" " " " " "
	Alland, Peter Z.	000-00-0000	SP4	" " " " " "
	Witt, Lawrence X.	000-00-0000	SP4	" " " " " "
	Edwards, Mary J.	000-00-0000	PFC	" " " " " "
	Pearch, Edgar R.	000-00-0000	PFC	" " " " " "
	Jean, Gregory T.	000-00-0000	PV2	" " " " " "
	Koonce, Danny A. Jr.	000-00-0000	PV1	" " " " " "

NUMBER THE PAGES

S-A-M-P-L-E
(Figure 1-1)

- (b) March table or graph, if movement is to be by organic vehicle.
- c. Fund Cite. Fund Cite, if not included in directive order, will be provided by the Headquarters III Corps G3/Program Management during normal duty hours and will accompany all requests for orders.
- d. Additional Instructions. Include those requirements pertaining to personnel and equipment. At Figure 2-1 some requirements are listed pertaining to personnel; add or delete per unit/directive requirements. For PCS, these requirements will change (AR 310-10).

(1) Authorized Strength. Indicate the authorized strength by Officers, Warrant Officers, Enlisted Personnel, and the total, automatic gain control (AGC) of the unit.

(2) Movement Strength. Indicate how many Officers, Warrant Officers and Enlisted Personnel are actually deploying and the total AGC of the deploying unit.

(3) Special Situations. For special situations (i.e., train guards, aircraft crews self-deploying), consideration should be given to place these SM on a separate DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to allow these SM to be reimbursed for rations/lodging as required. Normally, the same fund cite and additional instructions will be used for these special situations less payment of per diem. Personnel required to travel by POV must be issued a separate travel order. A DA Form 2446 will be issued by the unit commander.

REQUEST FOR ORDERS		DATE OF REQUEST
For use of this form: see AR 310-10, the proponent agency is The US Army Adjutant General Center.		
TO: Commander HQ III Corps and Fort Hood ATTN: Corps Ops Ctr (COC) Bldg 1 Fort Hood, Tx 76544	FROM:	Address of Requestor
TITLE OF FORMAT For TCS or PCS use FORMAT 745. (See AR 310-10)		
STANDARD NAME LINE STANDARD UNITS ADDRESS, INCLUDING UIC. NOTE: Without a (-) this would indicate the entire Division will be departing. Example: 2d Brigade (UIC), 1st Cavalry Division, Fort Hood, Texas 76545. 2d Brigade (UIC), (-), 1st Cavalry Division, Fort Hood, Texas 76545.		
LEAD LINE	VARIABLE INFORMATION	
Action:	Specified Movement, such as, Temporary Change of Station, (TCS), Permanent Change of Station (PCS).	
Assigned to:	Specify units ICS or PCS destination.	
Effective date:	Date of departure of Unit(s)	
Accounting Class	Fund Cite, Provided by III Corps G3/DPT, Programs Mgt.	
Authority:	The authorization that directed the unit/division ICS or PCS.	
Additional Instructions:	(a) "State how unit will be attached upon arrival at destination". (b) Eligible personnel on TDY in excess of 30 days may be authorized Family Separation Allowance (FSA-11) under provision of DOD Military Pay Entitlement manual. (c) Per diem is not payable. (d) All personnel will be billeted and subsisted under field condition. (e) Movement of dependents and shipment of household goods is not authorized. (f) Shipment of PCV is not authorized. (g) Government Quarters and rations are available. (h) Baggage is limited to 100 lbs per individuals to include 2 (two) pieces of personal baggage. (i) Group travel is directed. (j) Movement is category C. (k) Units will move administratively as directed by the transportations office, this HQ. (l) Reports required by JCS PUB 6, VOL II (FORSTATAT). WB submitted prior to and upon completion of movement. (m) SIDPERS WB submitted IAW directed from HQ DA. (n) Post, Camp and station property will not be taken.	
REQUESTER'S NAME AND TELEPHONE EXCHANGE AUTOVON PLUS EXTENSION (Type in Plain)	SIGNATURE	

DA FORM 2446

REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

DA FORM 2446-10-668-687/1000

Figure 2-1

REQUEST FOR ORDERS		DATE OF REQUEST
For use of this form: see AR 310-10, the proponent agency is The US Army Adjutant General Center.		
TO:	FROM:	
TITLE OF FORMAT		
STANDARD NAME LINE		
LEAD LINE	VARIABLE INFORMATION	
Additional Instruction:	(o) Unit property as required to perform mission may be taken. (p) Medical evacuation/emergency medical treatment inroute WB IAW AR 40-3. (q) Personnel required to return on emergency leave are authorized commercial travel, if government transportation is not readily available. Personnel returning before anticipated completion date must be reported to III Corps G3 ATTN: Program Management during normal duty hours following return by name, rank, and date of return. Additionally, if replacements are provided the following information will be provided: name rank and date of arrival at exercise site. (r) EXMOVREP will be submitted to HQ III Corps ATTN: G3 IAW AR 55-113.	
Authorized Strength:	Indicate the authorized strength of the unit/division as as follow: OFF _____ NO _____ ENL _____ AGC _____	
Movement Strength:	Indicate the number Officers, Warrant Officer and Enlisted personnel actually deploying as follows: OFF _____ NO _____ ENL _____ AGC _____	
FORMAT:	745 (only for Unit Movement), if a revoke or amendment use the appropriate format.	
DISTRIBUTION:	Specified who needs copies of the order.	
REQUESTER'S NAME AND TELEPHONE EXCHANGE AUTOVON PLUS EXTENSION (Type in Plain)	SIGNATURE	

DA FORM 2446

REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED

DA FORM 2446-10-668-687/1000

Figure 2-1 cont.

e. North Atlantic Treaty Organization (NATO) Travel Order. NATO travel orders are required for US Military Personnel directed to travel to or within the following countries: Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Italy, Luxemburg, Netherlands, Norway, Portugal, Turkey, Iceland, and United Kingdom. Normally, the standard name, SSN, rank, unit, period of TDY, etc., of the individual will be typed in the NATO travel order. (Paragraph 3-10, page 3-5, AR 310-10), (Figure 3-1). For units that involve a large group of personnel (more than 20 individuals) the unit standard address and UIC will be typed in paragraph 1 of the NATO travel order; however, Headquarters Department of the Army approval is required for Group NATO travel orders. After publication of the NATO travel order of unit deploying, a copy of the NATO travel order must be provided to each SM deploying. This copy of the NATO travel order should be kept by the SM during the travel period and must be produced for NATO civil or military authorities on request.

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

Country of Origin: United States

Order number:

Pays de provenance:

Numero de serie:

1. The bearer (and group as shown hereon or on attached list)
Le porteur (et personnel porte ci-dessus ou sur la liste jointe)

UNIT/

UIC/

2. Will travel from Fort Hood, Texas to
Fera mouvement de

via air
via

Date of departure O/A
Date du depart

Expected date of return on or about
Date probable de retour

3. Authority is not granted to possess and carry arms.
Autorisation de port d'armes non accordee.

4. I hereby certify that this individual is a member of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigne certifie que le personnel vise appartient a une armee telle que definie dans l'Accord OTAN sur le statut de Forces armees et que ce deplacement est officiel selon les termes de cet Accord.

5. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra etre presente sur demande de autorites civiles et militaires.

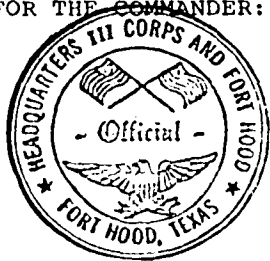
FOR THE COMMANDER:

HAROLD P. ROSE
Colonel, AGC
Adjutant General

Date of Issue:

The proponent of this regulation is the Assistant Chief of Staff G3/DPT. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DPT.

FOR THE COMMANDER:



RICHARD G. GRAVES
Brigadier General, USA
Chief of Staff

HAROLD P. ROSE
Colonel, AGC
Adjutant General

DISTRIBUTION:
IAW FH Form 1853
1 copy each unless otherwise stated
18(4), 61, 62, 63, 64, 68(3), 67, 71(5), 73(8)