



SAMPLE



DEPARTMENT OF THE ARMY
99th REGIONAL READINESS COMMAND
99 Soldiers Lane
Coraopolis, Pennsylvania 15108

ORDERS 080-02

20 MARCH 2005

Moore, Clayton M. 000-00-0000 MAJ DET 1 CORPS ENG RES (W116Y1) ALEXANDRIA, VA 22310-3320

You are deployed as a Temporary Change of Station (TCS) as shown below and are to return to your permanent station upon completion of the duties in support of this operation. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after return to home station.

Assigned to: HHC 201st Engineer Battalion (Para /Line) (W175AQ), Camp Phoenix, Kabul, APO AE 09356

Purpose: Deployment in support of Operation Enduring Freedom

Temporary Duty: CRC, Ft Benning, GA

Report Date TDY Station: NLT 1500, 15 April 2005

Number of days: Not to Exceed 545 Days

Will proceed date: 14 April 2005

Security clearance: Secret, Type - NAC, Dtd 15 January 2001 (verified by Ms. Ann Smith, Security Manager, Phone: 418-555-1234).

Accounting classification: (For both active and reserve component Soldiers, contact installation management command comptroller for fund cite)

Customer Identification Code (CIC): (See Chapter 4 of PPG for CIC information)

Movement designator code: PMO7 (officer), PME7 (enlisted)

Additional instructions: (This order is for Medical Processing prior to movement to CENTCOM or REFRAD).

- a. WIAS Control Number –CT-OPEF-03020-01 (if applicable)
- b. Dependents location - city state, zip code (if applicable)
- c. This is Temporary Change of Station (TCS), soldiers will be attached to TCS duty stations. Normal PCS entitlements, allowances and relocation of family members are not authorized. Consolidated Personnel Policy Guidance (PPG) for Operations Iraqi Freedom, Enduring Freedom and Noble Eagle on the DCS, G-1 web site <http://www.armyg1.army.mil/militarypersonnel/policy.asp>
- d. Soldiers must secure a reservation for the CONUS replacement center (CRC) in order to attend the mandatory training enroute to the CENTCOM AOR. MACOMs will call the Army Travelers Assistance Center (ATAC) at 1-800-582-5552 or send an e-mail to atac@hoffman.army.mil.
- e. Temporary storage of HHG is authorized as provided by paragraph U4770–A, Joint Federal Travel Regulation, this may impact on the authorization for BAH. Contact the local transportation office for assistance.
- f. Travel by POV is authorized if duty is in CONUS as not advantageous to the government; cost of transportation is limited to Official Directed Mode; reimbursement is limited to the government cost of transportation. POV Storage is authorized contact the local Installation Transportation (ITO) officer for assistance.
- g. Temporary Duty (TDY) Household Goods (HHG) Weight allowance is authorized for CONUS and OCONUS based personnel that are on active duty for a period greater than 200-days, excluding those areas designated as Hostile Fire/Imminent Danger Pay areas.
- h. Soldiers are authorized the shipment of 3 checked bags – one personal bag and two issued bags of OCIE (not to exceed 70 lbs/bag) and 1 standard carry-on bag on AMC/contracted flights. When AMC or

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contracted transportation is not available reimbursement for 3 checked bags weighing more than 50lbs to a max of 70lbs per bag authorized as excess baggage. Upon redeployment from theater, Soldiers issued additional OCIE under the rapid fielding initiative (RFI) are authorized shipment of one additional bag (not to exceed 70 lbs).

i. You will bring only those items specified in chapter 6 of the PPG or other appropriate authority. You will be provided a list of those items from your servicing personnel service center/company.

j. Soldier readiness processing will be accomplished prior to departure from losing installation/home station per chapter 4, AR 600-8-101. Losing installation commander will determine the extent of out-processing. Soldier will hand carry out-processing packet; field Military Personnel Records Jacket (MPRJ) along with associated transfer documents, records, and deployment packet to the gaining PSC or replacement activity.

k. Government quarters and dining facilities will be used at the replacement activity and during deployment. Essential Unit Mess (EUM) has been declared by Assistance Secretary of the Army (Manpower and Reserve Affairs) ASA(M&RA) for the mobilization and demobilization sites not to exceed (10) days. MOSQ location will provide quarters and mess. The Installation Commander will make separate determinations as the availability of mess and quarters and as a last resort will issue statement/certificate of non-availability. Per diem payable is \$3.00 per day for CONUS and \$3.50 per day for OCONUS. Per Diem will normally be paid for the travel to gaining station, or replacement activity unless prohibited by travel circumstances.

l. During period of deployment, gaining/deployed unit commander has responsibility for personnel service support to include awards and decorations, UCMJ, and all other forms of personnel and legal administration support.

m. Basic Allowance for Housing (BAH) for Regular active duty soldiers is based upon their permanent duty station. RC soldiers and retired soldiers called or ordered to active duty BAH is based on their principal place of residence when called or ordered to the tour of active duty.

n. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel for the monthly payment of accrual travel payment. Care should be taken to keep all required documents to support payments/request for payments. All documents will be required upon final settlement voucher.

o. Use of leave during this deployment is recommended for all soldiers. A copy of the leave record will be submitted upon completion of this operation with the final settlement voucher. If unable to take leave taken during this period a payment of unused leave is authorized with no impact to career leave sell back of 60 days.

p. Additional movement requirements will be completed using amendment orders, format 700, movement to return to CONUS will also be completed using a format 700.

q. Soldiers will logon to the AKO web site at https://www.us.army.mil/portal/portal_home.jhtm and establish an AKO email account.

Format: 401

FOR THE COMMANDER

JACK A NICHOLSON
LTC, GS
Director, Military Personnel

DISTRIBUTION:

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