

22 October 2009

Personnel–General  
Rear Detachment Command

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**\*This regulation supersedes AE Regulation 600-8-108, 24 October 2006.**

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For the Commander:

BYRON S. BAGBY  
*Major General, US Army*  
*Chief of Staff*

Official:



DWAYNE J. VIERGUTZ  
*Chief, Army in Europe*  
*Document Management*

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**Summary.** This regulation provides policy and procedures for rear detachment (RD) command operations and the appointment of rear detachment commanders (RDCs) and other key leaders.

**Summary of Change.** This revision updates S1 responsibilities for augmentee accountability (para 9a(1)).

**Applicability.** This regulation applies to USAREUR major subordinate and specialized commands (AE Reg 10-5, app A), IMCOM-Europe, and organizations in the European theater that support RDs.

**Supplementation.** Organizations will not supplement this regulation without USAREUR G1 (AEAGA-MP) approval.

**Forms.** AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the USAREUR G1 (AEAGA-MP, DSN 370-7221/8060). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-MP), Unit 29351, APO AE 09014-9351.

**Distribution.** B (AEPUBS).

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**Glossary**

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**SECTION I**  
**GENERAL**

**1. PURPOSE**

This regulation prescribes policy, responsibility, authority, and procedures for rear detachment commanders (RDCs) and other key leaders.

**2. REFERENCES**

Appendix A lists references.

**3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms.

**4. RESPONSIBILITIES**

- a. RDCs at brigade and higher levels will—

(1) Screen and appoint brigade- and battalion-level RDCs. Rear detachment (RD) brigade and battalion command are command-position opportunities and must be documented as such. These positions will be used to prepare for command at the next higher level.

(a) Brigade-, battalion-, and separate company-level RDCs must be commissioned or warrant officers. Paragraph 6b provides grade requirements for RDCs. If the senior regularly assigned officer present for duty is not appointed as the RDC, an officer junior in grade may be appointed. This appointment must be made by a general officer.

(b) The rater for RDCs will be the next-higher RDC or other commander in the chain of command.

**NOTE:** RDCs above brigade level may be appointed if necessary.

(2) Monitor Family readiness systems in subordinate units, and help coordinate Family assistance plans and Family readiness plans (FRPs).

(3) With equal opportunity (EO) advisers, develop, implement, and enforce the transient Soldier integration and training plan according to DA and Army in Europe policy on EO and the prevention of sexual harassment (POSH).

(4) Forward requests for RD derivative unit identification codes (DUICs) from the deploying units through their unit identification code (UIC) manager to the USAREUR G3 (AEAGC-FMD) and ensure the RD is properly established and activated as a provisional unit according to AR 220-5.

(5) Ensure that property identified for deployment is reported to property book officers (PBOs) in advance to allow time for the deploying unit commander and the RDC to conduct a 100-percent joint inventory.

(6) Ensure RDCs sign handreceipts provided by PBOs (for example, organizational, installation, and furnishings management offices) for property that is not being deployed (sec VI).

(7) Ensure absentee baggage (stored personal property of personnel deployed or otherwise absent from the unit) is inventoried and secured using appropriate documentation.

(8) Ensure favorable background checks and copies of DA Form 7281-R are obtained for personnel who are authorized unaccompanied access to arms rooms and high-security areas.

(9) Appoint Command Supply Discipline Program (CSDP) monitors on orders and ensure CSDP checks are conducted. Appendix B provides a basic supply checklist that commanders may use as a general guide for ensuring CSDP requirements are met.

(10) Ensure funds are available to support operation and maintenance requirements for RD commands.

b. Battalion- and squadron-level RDCs will—

(1) Screen and appoint RDCs at company, troop, and battery levels, and ensure the position is used to prepare for command at the next higher level. The rater for RDCs will be the next-higher RDC or other commander in the chain of command.

(a) RDCs at company, troop, and battery levels should be officers. Paragraph 6b provides grade requirements for RDCs. If the senior regularly assigned officer present for duty is not appointed as the RDC, an officer junior in grade may be appointed. This appointment must be made by a general officer. If no officer is available, a noncommissioned officer (NCO) may be appointed as RD noncommissioned officer in charge (NCOIC), but command functions and authority will remain at the RD battalion or squadron level.

(b) Commissioned officers may need to be appointed for large or geographically isolated separate companies. Small units may be task-organized to larger ones to provide greater support.

(c) Establish an accountable officer for RDs that have a supply support activity (SSA).

(2) Ensure subordinate units receive all resources and support required, such as automated systems, copiers, Internet access, long-distance telephone lines, and video-teleconference capability.

(3) Maintain command information programs to help ensure a unit and Family partnership.

(4) With EO advisers, develop, implement, and enforce the transient Soldier integration and training plan according to DA and Army in Europe regulations and policy on EO, POSH, and sexual misconduct.

(5) Send a request for a DUIC for all deploying units through their UIC manager to the USAREUR G3, and ensure the proper creation and activation of the RD as a provisional unit according to AR 220-5.

(6) Ensure that property identified to deploy according to mission analysis has been reported to PBOs with time allowed for a 100-percent joint inventory by the deploying unit commander and RDC.

(7) Ensure subordinate RDCs sign for property not being deployed (for example, organizational, installation, and furnishings management offices).

(8) Ensure absentee baggage is inventoried using appropriate documentation and secured in a storage area not used for other property. The absentee baggage storage area must have controlled access similar to the arms room.

(9) Ensure favorable background checks and copies of DA Form 7281-R are obtained for personnel authorized unaccompanied access to arms rooms and high-security areas.

(10) Appoint CSDP monitors on orders and ensure CSDP checks are conducted.

(11) Ensure Government purchase cardholders, billing officials, and certifying officials have been trained and appointed.

(12) If assigned a deploying SSA, ensure that units do not deploy with Standard Army Retail Supply System (SARSS) hardware. The SARSS will remain at the home station under the control of the RD accountable officer. The SARSS Team, Logistics Automation Branch, Office of the Deputy Chief of Staff, G4, HQ USAREUR, should be contacted for further guidance and instructions (DSN 375-5822/25/40/42/45).

c. On deployment, RDCs will—

(1) Perform the duties of the unit commander. This includes—

(a) Exercising command and control over Soldiers.

(b) Concentrating on inbound Soldiers who are new to the Army and coming from the United States.

(c) Understanding their role in redeployment, reintegration, reconstitution, and retraining.

(2) Validate and maintain Family care plans (FCPs) for personnel deployed and those preparing to deploy.

(3) Maintain regular contact with the unit commander at the mission location.

(4) With EO advisers, develop, implement, and enforce the transient Soldier integration and training plan according to DA and Army in Europe regulations and EO, POSH, and sexual misconduct policy.

(5) Maintain liaison with Families, Family readiness liaisons (FRLs), and Family readiness groups (FRGs); and ensure FRG members have opportunities to maintain contact with deployed Soldiers and civilian employees.

(6) Coordinate with the American Red Cross regarding emergency information on unit Soldiers and Family members.

(7) Help with Soldier and Family assistance center (SFAC) and FRL operations as needed.

(8) Coordinate relevant issues with FRG steering committees, FRG leaders, the chain of command, post resource managers, and SFAC.

(9) Provide information on important unit news to FRG leaders.

(10) Answer questions and concerns from FRG leaders and FRG members (when necessary).

(11) Ensure property is accounted for. This includes conducting a 10-percent cyclic and 100-percent sensitive-item inventory at least each month and as needed.

(12) Oversee unit administrative operations. This includes—

(a) Processing Uniform Code of Military Justice (UCMJ) actions or forwarding them to higher command levels for processing.

(b) Submitting required reports to higher headquarters and processing required or requested personnel actions.

(13) Coordinate logistic support with the servicing United States Army garrison (USAG) for stored personal property of deployed personnel (for example, household goods, privately owned vehicles).

(14) Be responsible for supporting Families, including keeping in contact with Families that return to their home of record or otherwise leave the theater during their sponsor's deployment. Appendix C provides sample memorandums that RDCs can provide to help Families that choose to travel or clear quarters when their sponsor is deployed.

(15) Maintain a roster of unit augmentees during deployments.

(16) Establish a chain-of-command rating scheme and clearly define subordinate roles.

d. Deploying unit commanders will—

(1) Ensure RDCs attend appropriate training.

(2) Establish unit-level FRGs and encourage nondeploying Soldiers, civilian employees, and Family members to participate in FRG activities.

**NOTE:** Appropriated fund and nonappropriated fund employees who are military spouses are authorized excused absence to attend unit FRG meetings within mission constraints.

(3) Create an FRP- and FRG-coordinating committee.

(4) Meet with FRG leaders regularly and ensure FRL, RDC, and FRG leaders have a strong working relationship.

(5) Ensure deploying Soldiers and civilians have enough time as the mission allows to prepare their Families for separation.

(6) With EO advisers, develop, implement, and enforce the transient Soldier integration and training plan according to DA and Army in Europe regulations and EO and POSH policy.

(7) Invite Family members to predeployment briefings and meetings.

(8) Establish procedures for determining Family readiness, including procedures for verifying FCPs according to AR 600-20. Commanders should review FCPs to ensure that non-Family members acting *in loco parentis* are informed of all RDC activities and information that affects deployed Soldiers' children remaining in the local area.

(9) Establish command information programs to help ensure a strong unit and Family partnership. AE Regulation 608-2 provides guidance on Family readiness matters.

(10) Ensure all property has been accounted for and separate handreceipts are established with PBOs for deploying and nondeploying property. Sub-handreceipting property from the RDC to the RD staff and personnel is strongly encouraged.

(11) Ensure absentee baggage is inventoried using appropriate documentation and secured in a storage area not used for other property. The absentee baggage storage area must have controlled access similar to the arms room.

(12) Ensure favorable background checks and copies of DA Form 7281-R are obtained for personnel who are authorized unaccompanied access to arms rooms and high-security areas.

(13) Appoint CSDP monitors on orders and ensure CSDP checks are conducted.

(14) Ensure Government purchase cardholders have been trained and appointed.

(15) Ensure linen and room keys are available, or that a billeting plan has been established for the RD to provide for incoming Soldiers.

(16) Ensure unit patches and velcro reverse U.S. flag patches are available for incoming Soldiers.

(17) Ensure units deploy with full complement of Standard Army Management Information Systems (STAMIS) (less SARSS). The Logistics Automation Branch may be contacted for guidance (DSN 375-5822 for SARSS hardware; DSN 375-5830 for other STAMIS hardware).

e. FRLs will—

(1) Be appointed by the chain of command. This appointment will be an additional duty assignment.

(2) Meet the requirements in appendix D.

(3) Be a link between the command and Families, Soldiers, and community service providers (for example, Army Community Service (ACS), chaplains, social-work services).

(4) Execute RDC guidance to ensure Families and Soldiers are referred for financial counseling, Family Advocacy Program assistance, and other services as needed.

(5) Serve as the link between the FRG and the commander.

(6) Provide administrative support to the FRG as needed.

(7) Assist in the identification of at-risk Families, Soldiers, and civilian employees; and report this information to the RDC.

(8) Keep a record of addresses and locations of Families that leave the command during deployments, and verify the Family home of record or leave address, telephone number, and e-mail address before the Family departs.

(9) Provide rosters of FRGs, FRLs, and RDCs to the local ACS center.

## **SECTION II REAR DETACHMENT MISSION AND STRUCTURE**

### **5. REAR DETACHMENT MISSION**

RDCs must be trained and certified to take command before the RD is activated.

a. The primary mission of the RD is to support the deployed unit. This includes—

(1) Managing personnel actions that cannot be handled or maintained by the deployed parent unit.

(2) Supporting the unit FRG.

(3) Managing the reception and forward movement of replacement Soldiers and civilian employees.

(4) Managing the reception and outprocessing of Soldiers making a permanent change of station move, retiring, or separating from military service.

b. Appendix E is an RDC checklist.

### **6. PREREQUISITES FOR REAR DETACHMENT COMMANDERS AND KEY PERSONNEL**

**a. General.** RDC is an additional duty assignment. Personnel assigned as RDCs and to other key RD positions such as the RD NCOIC and executive officer will remain in those positions for a full tour (the length of the unit deployment).

**b. RDC Grade Requirements.** RDCs at—

- (1) Brigade level must be in the grade of major or higher.
- (2) Battalion level must be in the grade of captain or higher.
- (3) Separate company level must be in the grade of chief warrant officer 2 or higher.

**c. RD NCOIC Grade Requirements.**

(1) RD NCOICs at—

- (a) Brigade level must be in the grade of master sergeant.
- (b) Battalion level must be in the grade of sergeant first class or higher.

(c) Company level must be in the grade of staff sergeant or higher. Company RD NCOICs should be senior staff sergeants. RD NCOICs for separate companies should be senior staff sergeants or sergeants first class.

(2) RD NCOICs in the grades of staff sergeant, sergeant first class, and master sergeant will be given credit as detachment first sergeants.

## **7. REAR DETACHMENT CAPABILITIES AND STRUCTURE**

a. The RD must have the same capabilities as the parent unit. All unit capabilities must be duplicated by the unit's higher command or provided by the USAG. Staff capabilities should be consolidated at the brigade level, and unassigned battalion- and company-level RDs should be attached to that brigade. Administrative and UCMJ authority should be structured in a similar manner. A brigade-level RD can command, control, and support several separate company- and battalion-level RDs.

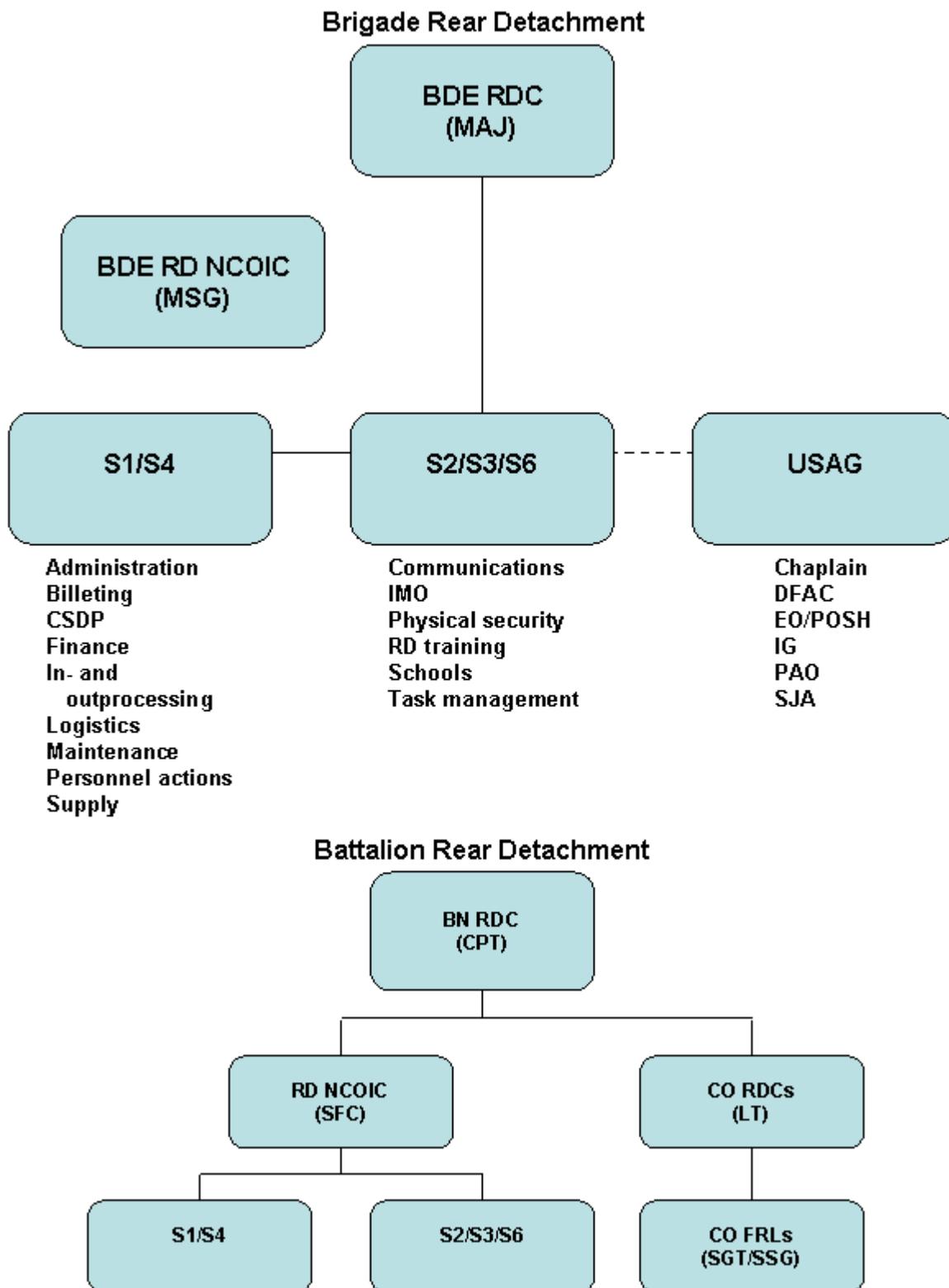
b. Company-level RDs should be structured and operate as normal (enhanced) platoons; battalion-level RDs should be structured and operate as normal companies; and brigade-level RDs should be structured and operate as battalions. Figure 1 provides sample brigade and battalion RD structures.

## **8. COMMAND AND CONTROL**

a. The leadership at company-level RDs may be "one-deep" (for example, involve only an RD NCOIC). Battalion-level RD leadership must be two-deep (RDC and RD NCOIC) with subordinate company RD NCOs. Brigade-level RD leadership must be three-deep (RDC, RD executive officer or S3, and RD NCOIC) and is generally where the RD staff is located.

b. At brigade-level RDs, an additional officer must be identified, trained, and assigned to help with the workload.

c. The RD executive officer or S3 need not be assigned until the unit receives deployment notification, but must receive formal training on assignment.



**Figure 1. Rear Detachment Structure**

## 9. REAR DETACHMENT PRIMARY STAFF

The RD primary staff requires specialized knowledge. Soldiers may be assigned and trained to serve as members of the primary staff as needed, regardless of their military occupational specialty (MOS). Primary staff functions and responsibilities are as follows:

**a. S1.** An experienced personnel and administration center supervisor (staff sergeant or sergeant first class, MOS 42H or 42A) will be responsible for S1 functions. These include the following:

(1) Maintaining constant contact with the forward-deployed unit to ensure it is notified before any Soldier departs the deployed theater on rest and recuperation (R&R) leave and arrives in the European theater.

**NOTE:** The RDC and first sergeant will maintain complete accountability of augmentees assigned to their forward-deployed unit.

(a) Regardless of whether they are normally assigned to the deployed unit or are an augmentee to it, Soldiers that intend to return to their home unit location while on R&R will notify the RD and home unit before departure from the deployed theater. The RD or home unit will not mandate periodic accountability check-ins while on leave.

(b) If Soldiers take R&R somewhere other than their normal home station, they do not need to notify the home unit (or RD).

(2) Maintaining a standing operating procedure (SOP) with templates on personnel actions that are repetitive but critical.

(3) Handling personnel actions (for example, changes to the date eligible for return from overseas (DEROS), command sponsorship, leave, promotions, retirements, separations).

(4) Handling finance actions (for example, those involving deployment entitlements, cost of living allowance, reimbursements for medical travel).

(5) Issuing ration cards.

(6) In- and outprocessing personnel.

(7) Conducting personnel-strength management and reporting, and personnel accountability.

(8) Creating unit status reports.

(9) Updating personnel systems (for example, Electronic Military Personnel Office System, personnel tempo application, Sponsorship Gateway to Europe system).

(10) Writing evaluations and awards.

(11) Serving as liaison to civilian personnel advisory centers and personnel services and finance battalions.

**b. S2.** S2 functions are usually combined with the S3 mission. A Soldier trained on initiating clearances and capable of helping deployed units with S2 issues will be responsible for S2 functions. This Soldier will also help conduct personnel inprocessing and outprocessing.

**c. S3.** An experienced operations NCO (sergeant first class, any MOS) will be responsible for S3 functions. These include the following:

(1) Training RD and replacement personnel.

(2) Managing unit taskings.

(3) Managing resources (for example, facilities, training materials).

(4) Serving as the primary staff liaison to USAG and community-support agencies. This involves—

(a) Identifying and informing the command of issues and possible solutions.

(b) Managing support provided to the military community (for example, augmentees to help the community mailroom or Army post office, details to help with post maintenance (cleaning, maintenance, repair, renovation, improvement)).

(5) Ensuring an emergency operation center is available. The S3 will coordinate with the USAG to ensure a fully functional and properly staffed emergency operation center is available on installations.

(6) Planning, coordinating, and managing deployment, redeployment, and reintegration activities.

(7) Managing training and school attendance. A school-trained NCO must be appointed to help ensure that RD personnel attend schools that will benefit the RD and the unit. This NCO should also help redeploying Soldiers with attending schools, and help Soldiers and Family members complete DD Form 1610.

(8) Supporting Soldier retention. A trained retention NCO must be available to support the geographic area. The retention NCO may support several communities and units from several commands. Divisions must have a retention NCO at division headquarters and one for each assigned brigade combat team (BCT) (for example, a division with two ground BCTs will have three retention NCOs).

(9) Managing the unit Army Substance Abuse Program (ASAP). An NCO must be assigned to manage the unit ASAP. The ASAP must continue to be executed after the unit deploys.

**d. S4.** An experienced supply NCO (sergeant through sergeant first class, 92-series MOS) will be responsible for S4 functions. These include the following:

(1) Conducting CSDP checks and inspections on overall supply management, property accountability, and conservation.

(2) Ensuring sensitive-item inventories and cyclic inventories are being conducted.

(3) Managing Government purchase card accounts and meeting billing-official responsibilities.

(4) Managing nontactical vehicles (for example, dispatch, maintenance and services, driver management).

(5) Requesting, maintaining, and accounting for fuel keys and fuel coupons.

(6) Processing and executing reports of survey (with the S1 for surveying officials).

(7) Ensuring that units have valid signature cards and routinely pick up supplies from the SSA.

(8) Managing maintenance activities (for example, contract maintenance supervision and organic maintenance, as necessary).

(9) Turning in excess and unserviceable equipment, and managing the lateral transfer of equipment for subordinate units.

(10) Supervising the consolidated RD arms room and unit supply rooms.

(11) Ensuring enough barracks and support furnishings (for example, beds, wall lockers, linen, room keys) are on hand.

(12) Supporting personnel in- and outprocessing.

**e. S6.** An experienced signal NCO (sergeant or staff sergeant, 31-series MOS) will be responsible for S6 functions. These include the following:

(1) Providing automation support. E-mail is the primary medium for communications. Units must have an organic capability to add e-mail profiles, determine and repair computer problems, maintain virus updates, and receive and configure new equipment.

(2) Conducting video-conferences for the command and for Family members.

(3) Serving as the communications security account holder.

(4) Managing telephones (land-line and cell phone).

(5) Serving as the designated primary information management officer for all subordinate units of the brigade-level RD.

**f. Medical.** Medical support is provided at the installation level on an area-support basis.

**g. Dining Facility.** Dining facilities will be available at the installation level on an area-support basis.

**h. Chaplain.** The USAG will normally be provided with organic or augmentee chaplain support. If the RD has an assigned chaplain, the chaplain will work directly for the brigade-level RDC, regardless of the grade structure. The chaplain will provide all services that would be provided under normal circumstances, but with emphasis on Family readiness, counseling, and suicide prevention.

**i. Inspector General.** Inspector general support will be provided on an area-support basis.

**j. Equal Opportunity.** The supporting USAG will provide EO support on an area-support basis.

**k. Staff Judge Advocate and Trial Defense Service.** Staff judge advocate and trial defense service will be provided on an area-support basis by various agencies.

**l. Public Affairs.** The supporting USAG will provide public affairs support on an area-support basis.

## **SECTION III PROMOTIONS**

### **10. DECENTRALIZED AND SEMICENTRALIZED PROMOTION AUTHORITY**

a. The authority to waive the requirements for decentralized promotions (for example, promotions to the grades of private (E-2), private first class, specialist) is maintained by the unit of permanent assignment. Provisional units do not have waiver authority for decentralized promotions. Commanders of provisional units who are in the grade of first lieutenant or above may promote Soldiers to private (E-2), private first class, or specialist if the Soldier does not require a waiver for the promotion.

b. Semicentralized promotion authority is authorized for provisional units with commanders in the grade of lieutenant colonel and above. The promotion board will consist of the following:

(1) If the board members are all NCOs, the president will be a sergeant major or command sergeant major.

(2) If the board consists of officers and NCOs, the president will be the senior officer.

### **11. BOARDS FOR SOLDIERS SEPARATED FROM PROMOTION AUTHORITIES**

Soldiers separated geographically from the promotion authority may be recommended for appearance before a promotion board at the USAG or company level with the concurrence of the parent organization (promotion authority). The parent organization will provide copies of all available promotion-related documents to the Soldier in the most expeditious manner.

## **SECTION IV CASUALTY OPERATIONS**

### **12. GENERAL**

Casualty operations are very complex. At the RDC level, casualty operations pertain primarily to notifying and providing assistance to the casualty's primary next of kin (PNOK). Personnel involved in casualty operations must be sensitive to the needs of the PNOK.

a. The USAG will be the RDC's primary source of information and guidance for casualty-related matters, including the training of unit personnel on casualty-notification and -assistance procedures.

b. RDCs should ensure that all assigned officers in the grade of captain and higher, warrant officers in the grade of chief warrant officer 2 and higher, and enlisted Soldiers in the grade of sergeant first class and higher are properly trained by their respective USAG on casualty-notification and -assistance procedures.

### **13. NOTIFICATION OF PNOK**

a. The appointed casualty notification officer will notify the PNOK when a unit member has been classified as missing or, in case of death, the PNOK was not present when the unit member died. The casualty notification officer must be of equal or higher grade than the missing or deceased unit member and should not be a member of the same unit. If the PNOK does not reside in the European theater, the USAREUR Casualty Area Command Center will coordinate with the DA Casualty Branch to arrange for PNOK notification.

b. If a unit member has been classified as very seriously ill, seriously ill, or not seriously ill, the guidance in subparagraph a above applies, except that notification may be made by telephone or as directed by the USAG commander.

c. PNOK should be notified between 0600 and 2200 in the PNOK's time zone.

d. The PNOK will not be notified until the USAG commander has received the official casualty report and coordinated the notification with the RDC. The notification officer will confirm the PNOK's daytime address and telephone number.

#### **14. CASUALTY ASSISTANCE**

a. The PNOK of active Army Soldiers are entitled to casualty assistance and the appointment of a casualty assistance officer (CAO). In Europe, the PNOK of DOD and DA civilian sponsors who receive support from the United States Army Civilian Human Resources Agency, Europe Region, are entitled to casualty assistance and the appointment of a CAO.

b. The USAG commander responsible for the geographic area where the PNOK is located will appoint the CAO and ensure the appointed individual receives required training and instruction on casualty assistance.

(1) CAOs must be mature and have 6 or more years of service. The CAO must be trained, knowledgeable, competent, dependable, sympathetic, and (if possible) able to speak the same language as the PNOK.

(2) Officers who are CAOs must be in the grade of captain or higher, or chief warrant officer 2 or higher. NCOs who are CAOs must be sergeants first class or higher. Requests for exceptions to this grade requirement must be submitted by telephone to the USAREUR Casualty Area Command Center (DSN 379-7800).

c. To provide maximum support and service to the PNOK, commanders will ensure that officers and NCOs appointed as CAOs are released from other duties (including duty rosters and field exercises) that may conflict with their responsibilities as CAOs. Unless personally approved by the CAO-appointing authority, temporary duty and leave will not be approved for CAOs until their duties have been completed.

d. Commanders will coordinate with the USAG for casualty-assistance training and maintain rosters of trained CAOs for use during casualty incidents.

#### **SECTION V DEPLOYED PROPERTY SPLIT PROGRAM**

##### **15. GENERAL**

Class 7 major end items such as aircraft, tanks, and vehicles are critical on the battlefield. Forward-deployed commanders must document and validate their equipment authorizations before they deploy to ensure they know what equipment they have on hand. This will be done according to the Deployed Property Split Program.

## 16. SPLITTING HANDRECEIPTS

The Deployed Property Split Program requires commanders of deploying units to “split” their handreceipts before their units deploy and to have RDCs sign handreceipts for property that is not being deployed. This will be done in the following phases:

**a. Phase I: Deployment Notification.** On receipt of deployment notification—

(1) Deploying unit commanders and RDCs will coordinate with their supporting organization and installation PBOs.

(2) Commanders will send a request for a DUIC through their UIC manager to the USAREUR G3. This is the only way to account for deploying property separately from property left at the home station.

(3) Units will identify property that will not be deployed and prepare transfers to the DUIC to split the handreceipt.

**NOTE:** Installation property may be deployed only if approved by the installation PBO. If the installation PBO approves the request to deploy installation property, it will be transferred to the organizational property UIC that is being deployed.

**b. Phase II: Splitting the Handreceipt and Inventory.** Processing transfers and validating split handreceipts takes 7 to 30 days. During this time—

(1) Property will be laterally transferred to the RDC UIC (the DUIC) or deploying UIC. The Property Book Unit Supply Enhanced Manual explains split-handreceipt procedures.

(2) A joint, 100-percent inventory must be conducted for property on DUIC and UIC handreceipts. Administrative adjustments approved by the PBO must be posted. Losses must be adjusted according to AR 735-5. The inventory results must be documented by memorandum.

(3) Both the RDC and the deploying unit commander will sign their respective handreceipts to complete the property split.

**c. Phase III: Validation of Equipment Arrival at the Deployed Location.** During this phase, commanders will—

(1) Provide the deployed property transfer disk to their supporting PBO.

(2) Conduct a 100-percent physical inventory of their handreceipt end items on arrival at the deployed location. PBOs will adjust losses on the handreceipt according to AR 735-5.

(3) Investigate discrepancies. This includes contacting the RDC and PBO to process transfers for equipment that may have been returned to the rear. This also includes adding property shipped to the forward commander after departure.

## 17. PROPERTY ACCOUNTABILITY

Limited wartime accountability will begin after validating that the property has arrived in the designated combat zone. Monthly sensitive-item inventories and Continuing Balance System - Expanded reporting will still apply to all operations.

## **SECTION VI DEPLOYMENT, REDEPLOYMENT, AND REUNION**

### **18. OUT-OF-SECTOR DEPLOYMENTS**

U.S. Soldiers and civilian employees from geographically dispersed units may deploy as a joint task force with a separate chain of command and possibly a non-U.S. commander. This situation requires special attention for communications with, and a support network for, Family members left behind.

a. The Army forces (ARFOR) commander or the commander of the deployed element or task force of the operation will ensure that the RDC of the gaining unit maintains a roster of augmentees. This roster will include Soldier, civilian employee, spouse, and Family-member names, addresses, emergency contact information, and telephone numbers. The roster will be provided to the FRL and FRG.

b. The FRL or RDC of the unit supplying the augmentees will—

(1) Maintain DD Form 93 or a forwarding address for Family members who have left the command. A copy of this form must also be maintained by the servicing civilian personnel advisory center in the employee's deployment folder.

(2) Advise the appropriate FRG leader of Family members whose sponsors have deployed.

(3) Establish and maintain communication with the ARFOR commander.

(4) Ensure information is provided to augmentee Family members.

c. Commanders of units supplying augmentees to task forces or deploying units will establish and maintain communication with the task force or deploying unit RDC. This will ensure accurate and rapid distribution of deployment-related information to augmentee Families and FRGs.

d. RDCs will establish and maintain communication with the command supplying augmented or Professional Filler System personnel to the deploying unit.

### **19. REDEPLOYMENT AND REUNION**

Redeployment involves the following:

**a. Reintegration.** Reintegration is the process of reuniting deployed Soldiers and civilian employees with their Families and communities. Reintegration requires the same effort given to deployment.

(1) Commanders will—

(a) Ensure that redeploying units receive copies of AE Pamphlet 600-8-109-2 in the deployed area far enough in advance so that every deployed Soldier and civilian employee receives a copy in time (about 30 days before redeployment) to begin reintegration tasks in the rear assembly area.

(b) Provide spouses (or senior Family members) of deployed Soldiers and civilian employees, as well as designated care providers, a copy of AE Pamphlet 600-8-109-2 about 30 days before redeployment. Family members and designated care providers will also be given an opportunity to receive formal training to prepare them for the return of deployed personnel.

(c) Schedule block leave. As a rule, block leave will be 2 weeks for 6-month deployments and 30 days for 12-month deployments. Block leave is not appropriate for civilian employees. A liberal leave policy will be in effect for redeployed civilian employees.

(d) Ensure chaplain resources are available. Chaplains and chaplain assistants have an important role in the redeployment, reunion, and reintegration process. Community unit ministry teams (UMTs) will have primary responsibility for conducting reintegration briefings until returning unit UMTs have completed their individual reintegration requirements and are ready to return to duty. UMT responsibilities and functions may include but are not limited to conducting ceremonies, giving classes, providing FRG support, providing pastoral care and counseling, holding retreats, giving reunion briefings, and holding workshops.

(2) RDs, redeploying units, and USAGs must refer to <http://www.per.hqusareur.army.mil/reintegration/> for detailed reintegration requirements, the reintegration checklist, and associated standard briefings and resources.

**b. Reception.** Returning Soldiers and civilian employees will be given a dignified, professional reception. RDCs will coordinate with USAGs to ensure—

- (1) Billets and housing are ready and available for returning Soldiers.
- (2) Dining facilities are ready for returning Soldiers.

**c. Recognition.** Recognition for returning forces and support personnel contributes to a high quality of life. Reunion events may be used to give recognition to returning personnel. The RDC, FRL, and FRG will welcome returning forces with a short ceremony at some point after those forces return to the permanent duty station.

**d. Public Affairs.** A public affairs plan must be in place to recognize the accomplishments of Soldiers, civilian employees, and Family members. Commanders will ensure that—

- (1) Media coverage is given to reunion and appreciation events.
- (2) Individual stories are provided to hometown media.
- (3) Follow-up coverage is requested for success stories.
- (4) Soldiers, civilian employees, and Families are briefed on how to handle media inquiries.

**e. Merging of the Split Property Book.** On redeployment of unit equipment, the split property books must be merged. A joint, 100-percent inventory between the RDC and the deploying unit commander will take place after the 45-day reintegration period and at the beginning of the reconstitution period. These inventories must be completed no later than 30 days after the equipment arrives. Commands will report shortages and overages through their PBOs.

(1) Units will ensure that their DUICs and Department of Defense activity address codes are closed out through their UIC managers and verify the accuracy of type of address code (TAC) 1 and 2 addresses through their PBOs.

(2) Units that redeploy SSAs will reestablish their authorized stockage lists at predeployment levels about 90 days before they return. Units returning with STAMIS hardware must contact the Logistics Automation Branch, Office of the Deputy Chief of Staff, G4, HQ USAREUR, for further guidance and instructions (DSN 375-5822/25/40/42/45 for SARSS hardware, and DSN 375-5830 for Standard Army Maintenance System and Unit Level Logistics System hardware).

(3) Contracting officers and contracting officer's representatives will evaluate maintenance contracts and determine contract-conclusion dates.

## **SECTION VII THE FAMILY READINESS SYSTEM**

### **20. FAMILY READINESS SYSTEM CONCEPT AND COMPONENTS**

The USAREUR mission demands a constant state of readiness. Commanders must ensure the FRL, FRG, and Family readiness support assistants work together to provide effective Family assistance. RDCs must be familiar with FRG policy, procedures, and funding. The FRL will provide administrative and logistic support for the FRG and FRG activities. The FRL is also the link to the command for official information.

### **21. FAMILY READINESS PLAN**

Company commanders will prepare FRPs to ensure programs and services are available to meet their requirements during deployments and when in garrison. Company commanders will review and update FRPs each quarter and send the FRP through their battalion commander to the garrison commander for incorporation into the garrison FAP and the unit operation order. FRPs must include the following:

a. Activities, programs, and community resources specifically designed to support Families during predeployment, deployment, redeployment, and sustainment operations. Commanders may request guidance from ACS mobilization and deployment program managers about specific information on community resources for Families.

b. Casualty notification procedures.

c. FRL and RDC POCs.

d. The identification of equipment, facilities, and similar needs of the SFAC and FRG.

e. Mailing procedures and information for Families.

f. Procedures to establish communication with augmentee-originating units, FRGs, and Family members.

g. Identification of spouses requiring translation support.

h. The organizational structure of and POCs for the FRG network.

i. Predeployment briefing procedures.

j. Security concerns and precautions.

k. Redeployment and reunion procedures.

l. Location and procedures for the use of community "yellow ribbon rooms."

### **22. UNIT-READINESS ORIENTATIONS**

a. Battalion commanders will conduct unit-readiness orientations.

b. Soldiers, civilian employees, and adult Family members will be scheduled for the unit-readiness orientation within 90 days after the Soldier is assigned to the battalion or when the Family arrives at the unit's location. Soldiers must attend the orientation; Family members and civilian employees are encouraged to attend. This orientation is separate from the standard predeployment briefings. Unit-readiness orientations must include the following:

(1) Information about the unit's mission, security, and the purpose, roles, and responsibilities of the FRG, FRL, RDC, and FAC.

(2) Basic deployment-readiness information and emphasis on the importance of Family readiness. As a minimum, copies of the unit FRP, telephone trees (glossary), a deployment information packet, and a unit Family-readiness handbook will be provided by the unit to attendees during this orientation. Appendix F provides guidance on deployment information packets. Installation ACS centers have handbooks on disk for FRLs. The information in the handbooks may be adapted to provide specific unit information. More detailed deployment information is available in AE Pamphlet 600-8-109-1 at <http://www.per.hqusareur.army.mil/Familyfocus/index.asp>.

c. Annual refresher orientations are required. This emphasizes the importance of constant Family readiness, reminds participants of issues, and gives Family members access to updated information.

## **SECTION VIII REAR DETACHMENT COMMANDERS COURSE (RDCC)**

### **23. GENERAL**

a. The Rear Detachment Commanders Course (RDCC) provides detailed instruction on how to conduct RD operations. Information is provided in the areas of casualty operations, Family-oriented support agencies, reintegration, finance, legal, maintenance, personnel, and supply. The course receives input from the USAREUR Inspector General to keep it relevant and help RDCs with current issues confronting units. The course includes a seminar with RDCs and RD NCOICs.

b. Every officer and NCO selected as an RDC or RD NCOIC at the separate company, battalion, and brigade level must attend the RDCC before the RD is activated. RDCs and RD NCOICs must apply for the course through their unit schools NCO.

### **24. PRIORITY OF FILL**

a. The priority of fill for the RDCC is as follows:

(1) Priority 1: Units currently deployed.

(2) Priority 2: Units deploying within 1 to 3 months.

(3) Priority 3: Battalion and separate company FRLs and Family readiness support assistants.

b. Additional priority will be given based on grade and unit level:

(1) Order of grade: commissioned officers, warrant officers, NCOs, DA civilians.

(2) Order of unit: brigade, battalion, separate company.

c. Other RD leaders are encouraged to attend at the desire of commanders, but as priority 4.

## **25. SPOUSE ATTENDANCE**

The spouses of RDCs and RD NCOICs are encouraged to join their sponsors at the RDCC. The Combined Arms Training Center encourages participation to provide spouses a better understanding of the roles and responsibilities of RDCs and RD NCOICs. Government funds may not be used to pay for spouses to attend, but the use of child-development centers is provided at no cost.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-61, Medical Logistics Policies

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 220-5, Designation, Classification, and Change in Status of Units

AR 600-20, Army Command Policy

AR 700-84, Issue and Sale of Personal Clothing

AR 710-2, Supply Policy Below the National Level

AR 725-50, Requisition, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

DA Pamphlet 600-8, Management and Administrative Procedures

DA Pamphlet 600-8-1, Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

DA Pamphlet 710-2-2, Supply Support Activity Supply System: Manual Procedures

AE Regulation 10-5, Headquarters, United States Army Europe

AE Regulation 190-13, Army in Europe Physical Security Program

AE Regulation 608-2, Family Readiness System

AE Regulation 710-2, Supply Policy Below the Wholesale Level

AE Pamphlet 600-8-109-1, Family Focused Deployment Guide

AE Pamphlet 600-8-109-2, Soldiers, Civilians, and Family Members Reintegration Guide

## **SECTION II FORMS**

SF 700, Security Container Information

DD Form 93, Record of Emergency Data

DD Form 362, Statement of Charges/Cash Collection Voucher

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DA Form 54, Record of Personal Effects

DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2062, Hand Receipt/Annex Number

DA Form 3078, Personal Clothing Request

DA Form 3645, Organizational Clothing and Individual Equipment Record

DA Form 3645-1, Additional Organizational Clothing and Individual Equipment Record

DA Form 3749, Equipment Receipt

DA Form 4187, Personnel Action

DA Form 4697, Department of Army Report of Survey

DA Form 7281-R, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record

**APPENDIX B  
SUPPLY CHECKLIST**

<b>REAR DETACHMENT SUPPLY CHECKLIST</b>				
<p><b>1. Task:</b> Conduct supply- and arms-room operations.  <b>Condition:</b> Any given supply or arms room.  <b>Standard:</b> Operations carried out according to the references. <b>Red: &lt; 70%</b>    <b>Amber: 70-89%</b>    <b>Green: 90-100%</b>  <b>References:</b> AR 190-11, AR 190-51, AR 710-2, DA Pamphlet 710-2-1, AE Regulation 190-13, AE Regulation 710-2.</p>				
<b>Evaluator:</b>		<b>Evaluation Date:</b>		<b>% Rating:</b>
<b>Index</b>	<b>Item</b>	<b>G</b>	<b>NG</b>	<b>Remarks</b>
	<b>Supply Operations</b>			
a.	Does the supply room have a neat and professional appearance?			
b.	Are expendable supplies ready for issue, stored in an accessible manner, and issued using a control log?			
c.	Is a current copy of the arms-room handreceipt maintained in the arms room according to DA Pamphlet 710-2-1?			
d.	Is an arms-room access roster on file and posted in the arms room according to AR 190-11?			
e.	Are weapons-control sheets kept in the unit active file until the monthly weapons inventory by serial number is completed according to DA Pamphlet 710-2-1 and AE Regulation 190-13?			
f.	Are privately owned weapons (pistols, rifles, swords, and daggers) stored in a separate, secure location in the arms room? Is proper documentation kept on file and approved by the commander? (AR 190-11)			
g.	Does the armorer use SF 700 before opening the arms room? (AR 190-11)			
h.	Does the armorer use DA Form 2062 for opening and closing inventory of the arms room? (AR 190-11)			
i.	Does the armorer have a current master authorization list (MAL) and does the MAL include the name and unit of each Soldier who is to receive a weapon? Is the MAL updated as changes occur? (DA Pam 710-2-1)			
j.	Is DA Form 3749 prepared properly according to DA Pamphlet 710-2-1?			

## REAR DETACHMENT SUPPLY CHECKLIST

**2. Task:** Maintain organizational clothing and individual equipment records and absentee baggage.  
**Condition:** Any given supply room.  
**Standard:** Documents updated and equipment secured according to the references. **Red: < 70%**    **Amber: 70-89%**    **Green: 90-100%**  
**References:** AR 700-84, AR 735-5, DA Pamphlet 600-8, DA Pamphlet 600-8-1, DA Pamphlet 710-2-1.

Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
<b>Command Discipline Program</b>				
a.	Are DA Forms 3645 and 3645-1 (normally from the central issue facility) prepared and maintained on file for each individual assigned to the unit? (DA Pam 710-2-1)			
b.	Are military clothing “showdown” inventories conducted and shortages and unserviceable items identified for replacement using DA Form 3078 for— <ul style="list-style-type: none"> <li>• Specialists and below on their arrival at the unit? (AR 700-84)</li> <li>• Soldier who are absent without leave (AWOL); hospitalized; on leave, pass, or temporary duty; or confined to a military or civilian correctional facility? (AR 700-84)</li> </ul>			
c.	Does the commander assign a Soldier in the grade of sergeant or above and a witness to make inventories of absentee Soldier baggage? (AR 700-84)			
d.	Are the words <i>Inventoried By</i> entered in the remarks block of DA Form 3078 and DA Form 3645, and did the person who conducted the inventory sign the forms? (AR 700-84)			
e.	Is all civilian clothing and personal property inventoried on plain paper with the same inventory and witness officials? (DA Pam 600-8-1)			
f.	Was all money found during the inventory recorded on DA Form 54 and turned over to the finance office? (DA Pam 600-8)			
g.	Does the commander verify all inventories by initialing them as <i>Verified By</i> ? (DA Pam 600-8-1, DA Pam 710-2-1)			
h.	Does absentee baggage have the original copy of the inventories inside its container? (AR 700-84)			
i.	Is property of absent personnel (for example, those who are hospitalized, AWOL, or otherwise not present), once inventoried, safeguarded in a locked, secure location with limited access? Are the files secure? (AR 700-84)			
j.	When the Soldier returns, are joint inventories conducted and is property issued back to the Soldier? (AR 700-84, DA Pam 600-8)			

## REAR DETACHMENT SUPPLY CHECKLIST

**3. Task:** Perform inventories.

**Condition:** Any inventory operation.

**Standard:** Inventories carried out according to the references and unit SOP.

**Red:** < 70%

**Amber:** 70-89%

**Green:** 90-100%

**References:** AR 40-61, AR 710-2, AR 735-5, DA Pamphlet 710-2-1, AE Regulation 710-2.

**Evaluator:**

**Evaluation Date:**

**% Rating:**

Index	Item	G	NG	Remarks
	<b>Inventories</b>			
a.	Are sensitive-item inventories being conducted? (AR 710-2)			
b.	Is the most current copy of the sensitive-item inventory listing signed and on file? (AR 710-2, DA Pam 710-2-1)			
c.	Is a monthly inventory being conducted in the arms room? (AR 710-2, DA Pam 710-2-1)			
d.	Is the most current copy of the cyclic inventory listing signed and on file? (AR 710-2, DA Pam 710-2-1)			
e.	Is a change-of-handreceipt holder inventory conducted when a sub-handreceipt holder is replaced? (AR 710-2, DA Pam 710-2-1)			
f.	Were the latest technical manuals or supply catalogs used when conducting end-item inventories? (DA Pam 710-2-1)			
g.	Has the commander or primary handreceipt holder accepted direct responsibility by signing a handreceipt for each property book from which property was issued? (AR 710-2)			
h.	Has the commander sub-handreceipted all property to subordinates? (AR 710-2, DA Pam 710-2-1)			
i.	Are handreceipts and sub-handreceipts kept current? (AR 710-2, DA Pam 710-2-1)			

**REAR DETACHMENT SUPPLY CHECKLIST**

**4. Task:** Conduct property-adjustment procedures.

**Condition:** Any property-adjustment actions.

**Standard:** Property adjustments carried out according to AR 735-5.

**Reference:** AR 735-5.

**Red:** < 70%

**Amber:** 70-89%

**Green:** 90-100%

**Evaluator:**

**Evaluation Date:**

**% Rating:**

<b>Index</b>	<b>Item</b>	<b>G</b>	<b>NG</b>	<b>Remarks</b>
	<b>Adjustment Procedures</b>			
a.	Are reports of survey being initiated and presented to the approving or appointing authority within 15 calendar days after property is discovered to be lost, damaged, or destroyed?			
b.	Does block 11 of DA Form 4697 provide the appointing or approving authority enough facts and circumstances on which to make a decision without further investigation?			
c.	Are exhibits labeled and identified properly?			
d.	Was DD Form 362 sent to the finance office within 5 workdays after discovering the discrepancy?			
e.	Are copies on file of all statements of charges and reports of survey conducted?			

## REAR DETACHMENT SUPPLY CHECKLIST

**5. Task:** Request and receive supplies.

**Condition:** Any supply-handling operations.

**Standard:** Supplies requested and received according to the references.

**Red:** < 70%

**Amber:** 70-89%

**Green:** 90-100%

**References:** AR 710-2, AR 725-50, DA Pamphlet 710-2-1, DA Pamphlet 710-2-2.

Evaluator:		Evaluation Date:		% Rating:
Index	Item	G	NG	Remarks
<b>Requesting and Receiving Supplies</b>				
a.	Are assumption-of-command orders on file?			
b.	Are current copies of DA Form 1687 listing designated representatives on file for the supply support activity (SSA)? (AR 710-2; DA Pam 710-2-1)			
c.	Is an expendable/durable document register set up and maintained as directed by the property book officer? (AR 710-2; DA Pam 710-2-1)			
d.	Does the commander or designated representative review all requests with urgency-of-need designator (UND) A or B for priority abuse, and is the document register initialed before sending the request to the SSA? (AR 710-2, AR 725-50, DA Pam 710-2-1)			
e.	Does the commander or designated representative reconcile and validate all open supply requests? (AR 710-2)			
f.	Is command emphasis placed at all levels of logistic operations to ensure compliance and timely completion of the following requirements? <ul style="list-style-type: none"> <li>• The lateral transfer or turn-in of equipment by the unit within the directed time. (AR 710-2)</li> <li>• The lateral transfer or turn-in of excess equipment by the commander.</li> </ul>			

**APPENDIX C**  
**MEMORANDUMS FOR FAMILIES TRAVELING OR CLEARING QUARTERS**

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**DEPARTMENT OF THE ARMY**  
**UNIT NAME**  
**UNIT NUMBER**  
**APO AE 00000-0000**

OFFICE SYMBOL

Date

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Verification of Command Sponsorship

1. Mrs. Jane Doe (SSN xxx-xx-6789) is the command-sponsored spouse of COL John R. Doe (SSN xxx-xx-7890). She is authorized to use AMC space-available travel as the command-sponsored spouse of a 1st Armored Division-deployed Soldier (Operation Iraqi Freedom).

a. She understands that she must provide her own transportation from the aerial port of debarkation to her final destination and back.

b. She understands the requirement to manifest her return on a space-available flight.

c. She has in her possession the following documents:

(1) U.S. passport (#xxxxxxx).

(2) Military Family member ID card.

(3) Commander's memorandum verifying command sponsorship (this document).

d. She is accompanied by the following:

Child #1 (Mary)	SSN xxx-xx-8901	U.S. Passport #xxxxxxx
Child #2 (James)	SSN xxx-xx-9012	U.S. Passport #xxxxxxx

2. The POC is the undersigned at DSN 370-1234, civilian 06221-57-1234, or e-mail: john.smith@us.army.mil. The emergency POC is the Brigade Emergency Action Center at DSN 370-5678 or civilian 06221-57-5678.

JOHN SMITH  
Major, IN  
Rear Detachment Commander

**\*FOR OFFICIAL USE ONLY**

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**Figure C-1. Sample Verification of Command Sponsorship**

\*The security marking is for illustration purposes only. This figure is not For Official Use Only.



DEPARTMENT OF THE ARMY  
UNIT NAME  
UNIT NUMBER  
APO AE 00000-0000

OFFICE SYMBOL

Date

MEMORANDUM FOR Air Mobility Command Terminal

SUBJECT: Authorization for Command-Sponsored Family Members and USEUCOM Upgrade

1. The following individuals are the command-sponsored Family members of COL John R. Doe, United States Army, SSN xxx-xx-7890:

Mrs. Jane Doe	SSN xxx-xx-6789	U.S. passport# xxxxxxxx
Child # 1 (Mary)	SSN xxx-xx-8901	U.S. passport# xxxxxxxx
Child # 2 (James)	SSN xxx-xx-9012	U.S. passport# xxxxxxxx

2. COL Doe is the commander of 1st Brigade, 2d Infantry Regiment. He deployed on 26 May 2006 to the USCENTCOM AOR in support of Operation Iraqi Freedom for an undetermined period. He will be deployed for at least 180 days and not more than 365 days.

3. This upgrade entitlement has not been used in the last 120 days.

4. Acknowledgment of this entitlement is hereby noted. The military member is deployed 120 days or more and the Family member understands this is a one-time entitlement for every 180 days or more deployment.

*Jane Doe, 1 May 2006*

(Signature of Family member and date)

5. The POC is the undersigned at DSN 370-1234, civilian 06221-57-1234, or e-mail: john.smith@us.army.mil. The emergency POC is the Brigade Emergency Action Center at DSN 370-5678 or civilian 06221-57-5678.

JOHN SMITH  
Major, IN  
Rear Detachment Commander

**\*FOR OFFICIAL USE ONLY**

- 
- NOTES:** 1. The commander whose name appears on the memorandum must sign. Other personnel are not authorized to sign for the commander.  
2. All the information in this memorandum, including the social security numbers (SSNs) and dates of birth for all Family members, must be included on requests for Family-member travel.  
3. The nationality of Family members must be indicated in the memorandum. (Family members without U.S. passports may encounter difficulties when traveling to certain countries without their sponsor.)  
4. Family members must keep the original copy of this memorandum with them at all times when traveling.
- 

**Figure C-2. Sample Authorization for Command-Sponsored Family Members and USEUCOM Upgrade**

\*The security marking is for illustration purposes only. This figure is not For Official Use Only.



DEPARTMENT OF THE ARMY  
UNIT NAME  
UNIT NUMBER  
APO AE 00000-0000

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: Authorization to Conduct Clearing

1. Mrs. Jane Doe is in possession of a special power of attorney that authorizes her to conduct limited clearing on behalf of her spouse, COL John R. Doe (SSN 234-56-7890). Please provide her all possible assistance.
2. COL Doe will be returning from Iraq soon and will have very little time to clear and report to his new duty position and location.
3. The POC is the undersigned at DSN 370-1234, civilian 06221-57-1234, or e-mail: john.smith@us.army.mil. The emergency POC is the Brigade Emergency Action Center at DSN 370-5678 or civilian 06221-57-5678.

JOHN SMITH  
Major, IN  
Rear Detachment Commander

**\*FOR OFFICIAL USE ONLY**

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**Figure C-3. Sample Authorization to Conduct Clearing**

\*The security marking is for illustration purposes only. This figure is not For Official Use Only.

## **APPENDIX D**

### **FAMILY READINESS LIAISON REQUIREMENTS**

#### **D-1. REQUIREMENTS**

Family readiness liaisons (FRLs) must maintain confidentiality and show sensitivity and patience when working with Families. FRLs should have—

- a. A genuine concern for the well-being of Families.
- b. A working knowledge of Army functions and agencies.
- c. Excellent communication skills.
- d. Interpersonal skills.
- e. Organizational skills.

#### **D-2. TRAINING**

When appointed, FRLs should—

- a. Attend the following training:
  - (1) The Rear Detachment Commanders Course.
  - (2) Army Family Team Building training.
  - (3) Family readiness group training.
- b. Become familiar with all service agencies supporting the community.

**APPENDIX E**  
**REAR DETACHMENT COMMANDER CHECKLIST**

<b>REAR DETACHMENT COMMANDER CHECKLIST</b>	
<b>Family Readiness</b>	
	Provide instructions on what to do if a Family member has a problem. Include procedures for referring Family members to the appropriate community agencies for assistance.
	Provide step-by-step instructions on what to do and which agencies to contact during duty and nonduty hours to take care of problems or situations that arise.
	Keep a record of all requests for assistance from Family members during deployment.
	Keep a record of follow-up actions taken to help Family members during deployment.
	Keep Family readiness group (FRG) leaders informed of all assistance provided to Family members.
	Coordinate and provide reintegration training for Family members before the unit redeploys.
	Provide information to Family members on when Soldiers and civilian employees are scheduled to return from deployment.
	Monitor Family care plans and procedures for referring personnel to community agencies.
	Give a copy of assumption-of-command orders to Army Emergency Relief agencies.
	Establish procedures for distributing leave-and-earnings statements to spouses.
	Provide an up-to-date roster of Family members to FRG leaders.
	Watch for signs of stress or “burnout” in rear detachment Soldiers and FRG leaders.
	Ensure Family members notify the rear detachment command before they leave their sponsor’s duty station for extended periods, and coordination is made to care for vacated quarters. If Family members leave the theater for more than 30 days, submit DA Form 4187 to change the sponsor’s cost of living allowance authorization.
<b>Redeployment</b>	
	Determine when the rear detachment should stop forwarding mail to the deployed unit.
	Plan a homecoming event with FRG leaders.
	Coordinate transportation and railhead operations.

## **APPENDIX F PREDEPLOYMENT INFORMATION PACKET**

### **F-1. GENERAL**

Units will give Families a copy of AE Pamphlet 600-8-109-1 around 60 days before the Family's sponsor deploys. Units will also give a predeployment information packet to deploying Soldiers and civilian employees for their Families. The predeployment information packet should be updated for each deployment or exercise. Paragraphs F-2 through F-6 provide recommended sections and suggested information for the packet. Units may adapt their packets to meet the needs of Family members.

### **F-2. SECTION A: SUPPORT INFORMATION**

This section should include—

- a. Deployment dates.
- b. The names and telephone numbers of the Family readiness liaison and the rear detachment commander, including those for commands supplying augmented or Professional Filler System personnel to the deployed unit.
- c. Field mailing procedures or Army post office addresses for major deployments.
- d. The location of Family readiness group (FRG) bulletin boards.
- e. Mailroom hours and telephone number.

### **F-3. SECTION B: COMMUNITY INFORMATION**

This section should include—

- a. Duty-officer telephone numbers.
- b. Emergency telephone numbers (for example, fire department, police).
- c. Referral procedures to help Families solve problems and resolve issues.
- d. Contact procedures for obtaining up-to-date force-protection information and travel advisories from the garrison or rear detachment to help units or Families plan trips.

### **F-4. SECTION C: MEDICAL INFORMATION**

This section should include—

- a. Information on special changes in clinic hours and dental examinations.
- b. Emergency medical-treatment procedures for military medical facilities and host-nation hospitals.
- c. The TRICARE POC name and telephone number.
- d. A stripmap to host-nation hospitals if appropriate.

**F-5. SECTION D: IMPORTANT TELEPHONE NUMBERS**

This section should include telephone numbers for FRG leaders and POCs, and a unit telephone tree.

**F-6. SECTION E: DEPLOYMENT NUMBERS**

This section should include—

- a. Useful international telephone numbers.
- b. Useful fax numbers.
- c. The Military OneSource telephone number.

## **GLOSSARY**

### **SECTION I ABBREVIATIONS**

ACS	Army Community Service
AMC	Air Mobility Command
AOR	area of responsibility
ARFOR	Army forces
ASAP	Army Substance Abuse Program
AWOL	absent without leave
BCT	brigade combat team
CAO	casualty assistance officer
CSDP	Command Supply Discipline Program
DA	Department of the Army
DEROS	date eligible for return from overseas
DOD	Department of Defense
DSN	Defense Switched Network
DUIC	derivative unit identification code
EO	equal opportunity
FCP	Family care plan
FRG	Family readiness group
FRL	Family readiness liaison
FRP	Family readiness plan
HQ USAREUR	Headquarters, United States Army Europe
IMCOM-Europe	United States Army Installation Management Command, Europe Region
MAL	master authorization list
MOS	military occupational specialty
NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
PBO	property book officer
PNOK	primary next of kin
POC	point of contact
POSH	prevention of sexual harassment
R&R	rest and recuperation
RD	rear detachment
RDC	rear detachment commander
RDCC	Rear Detachment Commanders Course
SARSS	Standard Army Retail Supply System
SF	standard form
SFAC	Soldier and Family assistance center
SOP	standing operating procedure
SSA	supply support activity
SSN	social security number
STAMIS	Standard Army Management Information System
TAC	type of address code
UCMJ	Uniform Code of Military Justice
UIC	unit identification code
UMT	unit ministry team
UND	urgency of need designator

U.S.	United States
USAG	United States Army garrison
USAREUR	United States Army Europe
USEUCOM	United States European Command

## **SECTION II TERMS**

### **augmentee**

A Soldier who is assigned to one unit but temporarily attached to another unit during an emergency, exercise, or actual deployment.

### **Family assistance plan**

A written plan prepared by the Army Community Service (ACS) officer in coordination with the garrison commander. The plan is to be incorporated into the overall installation contingency plans and must include the redesigned support services offered to Families during a deployment or mobilization; ACS and other agency roles and responsibilities for implementing the plan; resource requirements (manpower and dollars) to implement various phases of the plan; mobilization table of distribution and allowances requirements, including individual mobilization augmentee personnel; and facility requirements to accommodate any projected program expansion.

### **Family care plan**

A written document that must be prepared by each dual-military Family and kept on file at the unit. The Family care plan specifies who has been designated to care for Family members when both parents are mobilized or deployed, and includes necessary powers of attorney and other required authorization forms.

### **Family readiness plan**

A written plan prepared by the company, battery, or troop commander. Battalion commanders and above will be responsible for coordinating unit Family readiness plans in their commands.

### **in loco parentis**

In place of a parent.

### **property book officer (PBO)**

The individual who is accountable for property on receipt. The PBO is not the handreceipt holder for the property being issued or turned in; the PBO is the person from whom the handreceipt holder receives property, and the person to whom the handreceipt holder returns the property.

### **provisional unit**

The unit designated on orders as a rear-detachment or home-station unit.

### **supply support activity**

The location, usually a warehouse, through which supplies are issued.

### **telephone tree**

A roster of unit personnel, their adult Family members, and their telephone numbers. The tree—

- Usually begins with a primary POC and “branches out” to other personnel.
- Must be marked FOR OFFICIAL USE ONLY and include a Privacy Act statement.