

# **Commander's and First Sergeant's Quick Reference Guide to Army Regulations**



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## **1. PURPOSE**

There are so many regulations published by the Army that it's hard to know where to begin when taking command or responsibility of Soldiers. This guide is meant to allow leaders to quickly reference regulations when making decisions.

### **1.1 General**

Each subject covered by this guide contains a short explanation and reference documents in order to highlight a DA Regulation, where to go for additional information, and outlines basic commander responsibilities.

When using this guide keep in mind it does not supersede or replace any Army Regulation. Use this handbook as a starting point to provide you with direction on where to go for the source document. Many local regulations and policy letters expound on Army Regulations, so don't forget to research those as well.

### **1.2 Credits**

The original document in .doc format can be found at <http://www.jackson.army.mil/ig/infobook.doc> and was created by the Fort Jackson Inspector General under the title "Company Commander and First Sergeant Information Book" in order to standardize information for TRADOC commanders in Fort Jackson. If you wish to contact them for any reason, their number is 803-751-5580.

Version 1.0 of this document, in PDF format with TRADOC-specific bits removed and retitled to "Commander's and First Sergeant's Quick Reference Guide to Army Regulations", was created from the original by CPT Joe Byerly and shared with the Company Command forum early September 2011. Although the first was a great document in itself, it needed a few touch ups and more references and standardization of formatting, as well as some user friendly touches. This task suited my personal tastes for a project (in that it was a rather immense project and generally full of tedium that would ultimately help me learn something), so I've gone ahead and started adapting this thing to a more modern format.

Send me an email at [michael.j.shepard@us.army.mil](mailto:michael.j.shepard@us.army.mil) or [michael.j.shepard.mil@mail.mil](mailto:michael.j.shepard.mil@mail.mil) if there is anything you'd like added in to or changed in this quick reference guide.

## 2. ARMY WEIGHT CONTROL PROGRAM (AWCP)

### 2.1 References

- [AR 600-9, The Army Weight Control Program.](#) (27 Nov 06)  
[AR 600-8-2, Suspension of Favorable Personnel Actions.](#) (23 Dec 04)

### 2.2 Main Points

- 1) Each Soldier is responsible for meeting the standards in AR 600-9. Commanders and supervisors will monitor all members of their command to ensure they maintain proper body weight, body composition (body fat in relation to weight), and personal appearance.<sup>1</sup>
- 2) Soldiers that exceed the body fat standards listed in AR 600-9, Chapter 3, are considered overweight. Body fat composition will be determined for personnel:<sup>2</sup>
  - a) Whose weight exceeds the screening table weight in Table 3-1.
  - b) When the unit commander or supervisor determines that the individual's appearance suggests body fat is excessive.
- 3) A Soldier's entry date into the AWCP begins the day they are informed by the Command in writing.<sup>3</sup>
- 4) Once placed into the AWCP, the Soldier must lose from **3-8 pounds per month.**<sup>4</sup>
- 5) When a Soldier meets the body fat requirements (Table 3-2), even if they exceed screening table weight (Table 3-1), they must be removed from the AWCP and their flag must be removed.<sup>5</sup>
- 6) Soldiers that meet body fat standards and become pregnant will be exempt from the standards for the duration of the pregnancy plus 135 days after termination of pregnancy. Enrollment after this period still requires physician approval that the Soldier is fit for participation in a weight control program.<sup>6</sup>
- 7) Soldiers who are in the AWCP, even if they become pregnant while in the AWCP...<sup>7</sup>
  - a) Are nonpromutable (when permitted by law).
  - b) Cannot be assigned as commander, CSM, or 1SG.
  - c) Are not authorized to attend PME.
- 8) See AR 600-9, 3-3 for reenlistment criteria concerning the AWCP and pregnant Soldiers.

### 2.3 Company Commander Responsibilities

#### 2.3.1 General Requirements

- 1) Ensure that all TDY and PCS orders include the following statement: "You are responsible for reporting to your next duty station/school in satisfactory physical condition, able to pass the Army Physical Fitness Test (APFT) and meet weight standards."

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<sup>1</sup> AR 600-9, 2-13 and 3-1, a

<sup>2</sup> AR 600-9, 3-2

<sup>3</sup> AR 600-9, 3-2, b and AR 600-9, 3-2, e (see AR 600-9, Figure 3-1 for sample correspondence letters/memos)

<sup>4</sup> AR 600-9, 3-2, e, 1

<sup>5</sup> AR 600-9, 3-2, f

<sup>6</sup> AR 600-9, k, 1, c

<sup>7</sup> AR 600-9, 3-1, d

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- 2) Weigh-In: Ensure every Soldier is weighed when they take the APFT or at least once every six months. Soldiers may be weighed immediately before or immediately after the APFT.<sup>8</sup> Soldiers that do not meet height weight requirements must be taped.
- 3) Taping: Tape every Soldier that exceeds their screening table weight<sup>9</sup> to determine their body fat content<sup>10</sup>. Maximum allowable percent body fat standards are shown in AR 600-9, Table 3-2. Soldiers will be measured by individuals of the same gender, or, if this cannot be done, a female will be present when a male measures a female.

### ***2.3.2 When a Soldier Exceeds Both Height/Weight and Body Fat Requirements***

- 1) Enter the Soldier into the AWCP, notify the Soldier in writing, and flag the Soldier AIW AR 600-8-22.<sup>11</sup>
- 2) Have medical personnel determine if there is a medical problem causing the Soldier's weight condition.<sup>12</sup>
  - a) If a medical reason exists and the problem cannot be controlled medically, the Soldier should be referred to MEB/MAR2 by the medical evaluator.<sup>13</sup>
  - b) If no medical reason exists, the Soldier continues in the AWCP.<sup>14</sup>
- 3) Either prior to or shortly after entry into the AWCP, the Soldier must receive a weight reduction counseling.<sup>15</sup>
- 4) Conduct monthly weigh-ins for Soldiers in the AWCP. Body fat content evaluations may also be done to assist in the measuring process.
- 5) When a Soldier meets the body fat requirements (Table 3-2), even if they exceed screening table weight (Table 3-1), they must be removed from the AWCP and their flag must be removed.<sup>16</sup>

### ***2.3.3 The First 6 Months of the AWCP***

- 1) Verify that Soldiers are meeting the required 3-8 pounds loss each month. Soldiers that do not meet this standard after 2 consecutive months should be referred back to a medical professional to rule out medical causes for unsatisfactory weight loss and must be informed that progress is unsatisfactory and that they are subject to separation.<sup>17</sup> Separation action can be initiated at this time at the commander's discretion.
- 2) If, after 6 months, there is no satisfactory progress, the Soldier still exceeds AR 600-9 Tables 3-1 and 3-2, and if there is no medical condition identified, **initiate a Bar to Reenlistment or administrative separation proceedings.**<sup>18</sup>

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<sup>8</sup> AR 600-9, 3-1, a

<sup>9</sup> AR 600-9, Table 3-1 (Weight for height table/screening table weight)

<sup>10</sup> AR 600-9, Table 3-2 (Maximum allowable percent body fat standards)

<sup>11</sup> AR 600-9, 3-2, b

<sup>12</sup> AR 600-9, 3-2, d (see AR 600-9, Figure 3-1 for sample correspondence letters/memos)

<sup>13</sup> AR 600-9, 3-2, d

<sup>14</sup> AR 600-9, 3-2, b and AR 600-9, 3-2, e (see AR 600-9, Figure 3-1 for sample correspondence letters/memos)

<sup>15</sup> AR 600-9, 3-2, b

<sup>16</sup> AR 600-9, 3-2, f

<sup>17</sup> AR 600-9, 3-2, e, 1

<sup>18</sup> AR 600-9, g

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- a) Notify the Soldier in writing of a Bar to Reenlistment and review the response the Soldier is required to submit immediately. If no adequate reason for failure to progress in the AWCP is provided, initiate separation action.<sup>19</sup>
- b) If separation action is not initiated or does not result in separation, the Soldier will continue in the AWCP IAW AR 600-9, 3-2, e.<sup>20</sup>

#### ***2.3.4 After the First 6 Months in the AWCP***

- 1) If, after 6 months, there is satisfactory progress (**3-8 pounds per month**) or the Soldier is at or below their weight in Table 3-1, **but they still exceed the body fat standard**, the Soldier will be continued in the AWCP.

#### ***2.3.5 After Removal from the AWCP...***

- 1) If a Soldier exceeds body fat standards with no underlying medical condition...
  - a) Within 12 months after removal from the AWCP, **initiate separation proceedings**.<sup>21</sup>
  - b) After 12 months and before 36 months after removal from the AWCP, **enter the Soldier on a 90-day probationary period**. Initiate separation proceedings after the probationary period if the Soldier does not meet body fat standards or remove from AWCP if he/she does.<sup>22</sup>

#### ***2.3.6 Special Cases Regarding the AWCP***

Soldiers who become pregnant will be exempt from height/weight and body fat standards for the duration of the pregnancy plus 4.5 months (135 days) convalescent leave. If, after this convalescent period, the Soldier exceeds body fat standards and a medical professional approves her participation in the AWCP, the Soldier will be entered and treated as outlined above, as if they just entered the program.<sup>23</sup>

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<sup>19</sup> AR 600-9, 3-2, j and subparagraph 1

<sup>20</sup> AR 600-9, 3-2, j, 2

<sup>21</sup> AR 600-9, 3-2, k, 1, a

<sup>22</sup> AR 600-9, 3-2, k, 1, b

<sup>23</sup> AR 600-9, 3-2, k, 1, c

### 3. LEAVE (DA FORM 31, REQUEST AND AUTHORITY FOR LEAVE)

#### 3.1 References

[AR 600-8-10, Leaves and Passes](#). (04 Aug 11)

#### 3.2 Main Points

- 1) DEPARTMENT OF THE ARMY POLICY: Encourage all Soldiers to use their authorized leave to the maximum extent possible. Leave is beneficial to the health, morale, and motivation and helps maintain efficient performance of military duties.
- 2) Commanders should establish an annual leave program that emphasizes leave for the following:<sup>1</sup>
  - a) Upon permanent change of station (PCS).
  - b) After periods of particularly difficult duty.
  - c) After prolonged deployments.
  - d) When there is evidence leave would improve health and morale.
  - e) During a specified period to all Soldiers in a given unit. This type of leave is called block leave.  
(Commanders may authorize all Soldiers in a given unit to request leave during a specified period. Block leave is granted per local command policy when consistent with military requirements and is a chargeable leave period.)
  - f) Upon reenlistment and accession to Regular status from active Reserve status.
  - g) During traditional national holiday periods of Thanksgiving and Christmas.
  - h) When Soldiers or their families have been personally affected by floods, hurricanes, and similar natural disasters. (Emergency leave may be appropriate)
  - i) For attendance at spiritual retreats or for other religious observances for which a pass is inadequate.
  - j) During preprocessing period incident to release from active duty, including retirement, to the extent of unused leave.
  - k) Together with a consecutive overseas tour (COT).
  - l) To allow the use of an average of 30 days per year.
  - m) To provide opportunity for leave to be taken as earned.
  - n) To allow use of leave prior to separation. (It is not the intent of leave policy that large leave balances be accrued expressly for settlement upon Soldier's release from active duty (paras 2-4d and 4-21).)
  - o) To key personnel by designating an acting commander or temporarily assigning appropriate medical personnel, by ensuring availability of civilian medical services, or by responsive transportation to other military or civilian medical facilities (AR 40-5 and AR 40-121) while key personnel are absent.
- 3) See AR 600-8-10, Chapter 4 for request procedures for chargeable leave, chapter 5 for nonchargeable leave.
- 4) Commanders may grant regular passes in conjunction with leave, but may not grant special passes in conjunction.<sup>2</sup> Regular passes are from after COB Friday to the start of the duty day, Tuesday.
- 5) Accrued leave. This is leave that a Soldier has earned and accumulated at a rate of 2.5 days per month. Leave in excess of **75** days at the end of the Fiscal Year (FY) will be lost unless authorized by paragraph 3-3, AR 600-8-10.

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<sup>1</sup> AR 60—8-10, 2-2b

<sup>2</sup> AR 600-8-10, 5-27, h (for regular passes), 5-29, a (for special passes)

### **3.2.1 Types of Leave**

- a) Ordinary leave. This leave is the standard form of leave that any Soldier can take within his or her accrued leave days.
- b) Advanced leave. This is leave granted to Soldiers with little or no leave balance. Basically, it's a loan of leave a Soldier expects to earn during his/her current term of service.
- c) Emergency Leave. This leave is chargeable and can be granted by the unit commander for up to 30 days for emergency situations, with or without a Red Cross message, in the immediate family, including persons in-loco-parentis. For emergency leave, "immediate family" includes the Soldier's spouse's family.<sup>3</sup>
- d) Excess leave. This is leave without pay, allowances, or leave accrual. It's granted only upon the Soldier's request, except as outlined in paragraph 5-15, AR 600-8-10. Soldiers on excess leave who incur a physical disability aren't entitled to physical disability pay.

### **3.2.2 Types of Passes**

- a) Regular Pass. Regular passes are from the end of the duty day to the beginning of the duty day the next day. If they cover a weekend, they are from COB Friday to start of the duty day Tuesday. **Regular passes can be taken in conjunction with leave.**
- b) Special Pass.
  - i) Reasons to grant Special Passes are as follows:<sup>4</sup>
    - (1) As special recognition for exceptional performance of duty.
    - (2) To attend spiritual retreats or observance of other major religious events requiring the Soldier to be continuously absent from work or duty.
    - (3) To exercise voting responsibilities of citizenship.
    - (4) To alleviate personal problems incident to military service.
    - (5) As compensatory time off—
      - (a) For long or arduous deployment from home station.
      - (b) For duty in an isolated location where regular pass is inadequate.
      - (c) Following periods of continuous duty of excessive duration.
      - (d) Following duty on a public holiday. Such time off will be granted the first duty day after the public holiday (including the observed day), except in unusual circumstances.
  - ii) 3-Day:<sup>5</sup>
    - (1) Must include at least 1 duty day. This period may be Tuesday, Wednesday, and Thursday, depending on unit duty requirements.
    - (2) **May not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least 1 duty day between the special pass and the leave or other pass.**
  - iii) 4-Day:<sup>6</sup>

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<sup>3</sup> AR 600-8-10, 6-1

<sup>4</sup> AR 600-8-10, 5-29, c

<sup>5</sup> AR 600-8-10, 5-29, e

<sup>6</sup> AR 600-8-10, 5-29, f

- (1) Must include at least 2 consecutive non-duty days.
- (2) **May not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least one duty day between the special pass and the leave or other pass.**

### **3.2.3 Beginning and Ending Leave**

- c) Soldiers taking leave or a pass must be at their home or place of work at the start and end of the leave or pass period.<sup>7</sup>
- d) Soldiers will be charged for actual days taken. If a Soldier works on the departure or return day for the majority of the normal working hours (more than one-half of the normally scheduled working hours), then that day is not charged as leave. An entry must be made in the remarks section of the DA Form 31.<sup>8</sup>
- e) If the Soldier returns on a non-duty day, the preceding day is the last day of chargeable leave. Soldiers engaged in shift work normally have other non-duty days. Example: A Soldier returns on Tuesday (Tuesday is his regularly scheduled non-duty day). That Monday is the last day of chargeable leave.
- f) Adjustment of leave records for day of departure or return must be processed while the Soldier is assigned to the unit having jurisdiction over the leave.

### **3.3 Company Commander Responsibilities**

- 1) Commanders will encourage and assist Soldiers to use, on the average, their entire 30 days leave each year.
- 2) Counsel Soldiers who refuse to take leave when the opportunity is afforded them.
- 3) Ensure voiding, reconstruction, or correction of DA Form 31 is done properly and when required.
- 4) Process the following accordingly:
  - a) Changes affecting leave such as, sick-in-hospital or sick-in-quarters.
  - b) Advanced and excess leave policies. Ensure Soldiers understand what each program is.
  - c) Emergency leave requests. Be familiar with briefing requirements and travel authorizations afforded to Soldiers. This applies to Soldiers whose Home of Record (HOR) is overseas and to Soldiers stationed overseas traveling to stateside HOR. Remind Soldiers that emergency leave is chargeable leave.
  - d) Requests for leave in conjunction with Permanent Change of Station (PCS) or Temporary Duty (TDY). Do not grant extension request to Soldiers who have PCS'd from your organization.
  - e) Leave/travel outside of the United States. Ensure Soldier is briefed on his or her responsibilities.
  - f) Convalescent leave. Ensure supporting recommendation has been received from a physician.
  - g) Passes. **Soldiers are not authorized leave in conjunction with special passes.**
  - h) Ensure requests for permissive TDY are appropriate and authorized.

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<sup>7</sup> AR 600-8-10, 5-27, d and 12-1, k and l

<sup>8</sup> AR 600-8-10, 12-1, n

## 4. INDEBTEDNESS OF ARMY PERSONNEL

### 4.1 References

- [AR 600-15, Indebtedness of Military Personnel](#). (14 Mar 86)
- [AR 608-1, Army Community Service Program](#). (21 Dec 10)
- [DOD Directive 1344.09, Indebtedness of Military Personnel](#). (08 Dec 08)
- [DOD Instruction 1344.12, Indebtedness Processing Procedures for Military Personnel](#). (11 Jul 96)

### 4.2 Main Points

- 1) Members of the [Army] are expected to pay their just financial obligations in a proper and timely manner. A Service Member's failure to pay a just financial obligation may result in disciplinary action under the Uniform Code of Military Justice.<sup>1</sup>
- 2) The Army has no legal authority to force Soldier's to pay their debts. Also, the Army cannot divert any part of a Soldier's pay even though payment of the debt was decreed by civil court. Only civil authorities can enforce payment of private debts.<sup>2</sup>
- 3) Creditors that comply with the provisions of Chapter 4, AR 600-15 will have their debt complaints processed by commanders.
- 4) The Army does not try to judge or settle disputed debts or admit or deny whether claims are valid.
- 5) The Army will not act as a collection agency.<sup>3</sup>

### 4.3 Company Commander Responsibilities

#### 4.3.1 General

- 1) Process debt complaints that meet the criteria in Chapter 4, AR 600-15. Chapter 2, AR 600-15 provides guidance on returning complaints that do not comply with Chapter 4.
- 2) Processing debts basically amounts to formally informing the Soldier of the claim of indebtedness against them. Chapter 2, paragraph 2-1, AR 600-15 provides detailed guidance to commanders in processing debt complaints.
- 3) Provide financial management counseling for Soldiers that have problems in meeting valid debts. Army Community Service provides financial management counseling.<sup>4</sup>
- 4) Notify the battalion commander of instances of Soldier's repeated failure to pay their debts. Also, point out actions taken or contemplated to correct the situation.
- 5) If a Soldier is not trying to resolve unpaid debts promptly or complaints of repeated failure to pay debts are received, commanders will consider the following actions:<sup>5</sup>
  - a) Making the failure a matter of permanent record.

<sup>1</sup> DOD Directive 1344.09, 4, a

<sup>2</sup> DOD Directive 1344.09, 4, a

<sup>3</sup> AR 600-15, 4-5, b, 1, c (loosely related, but indicates that creditors will not use Army as collection agency)

<sup>4</sup> AR 600-15, 2-1, 8, f and AR 608-1, ch 4, section V (Financial Readiness)

<sup>5</sup> AR 600-15, 3-1

- b) Denial of reenlistment.
- c) Administrative separation from the Service.
- d) Punishment under the UCMJ.

#### ***4.3.2 Upon Receipt of Debt Complaint<sup>6</sup>***

- 1) Review the case to ensure that the terms of this regulation have been met.
- 2) Consult the SJA, if needed.

##### ***4.3.2.1 Creditor Fails to Meet Requirements***

- a) If any of the terms of paragraph 4–3 have not been met by the creditor, return the complaint. Tell the writer that no action will be taken until those terms are met. See figs 2–1 through 2–3 for formats (AR 600-15.) Use only the paragraphs in the formats that apply to the individual case.
- b) Upon receipt of subsequent inquiries from USACFSC, Members of Congress, or any other source, inform the writer that:
  - i) The creditor has been told that his or her request lacked data or documentation.
  - ii) The commander regrets that he or she cannot process the complaint until the creditor supplies the necessary data.
  - iii) A reply previously has been made to the creditor. Enclose a copy of the reply.
- c) If the creditor refuses or repeatedly fails to comply with any of these requirements, refer the complete case through channels to the Commander, USACFSC, ATTN: DACF-IS-PA, ALEX VA 22331–0522. If it is believed the creditor's debt processing privileges should be revoked, include a recommendation stating the reasons.
- d) If the Soldier was not given full disclosure information when the debt was incurred, refer him or her to the SJA office. The SJA will advise if the Soldier has a right to file suit against the creditor. The Soldier may be entitled to twice the amount of the finance charge, for a minimum of \$100 up to a maximum of \$1,000, plus court costs and lawyer fees. This does not apply to debts incurred before 30 June 1969.

##### ***4.3.2.2 Disputes of Debt or Questions of Legality***

- a) If in doubt as to the legality of the contract, consult the SJA. This action is to ensure that the contract terms do not violate Federal and State laws.
- b) Accept as valid proof, claims based on court judgments, orders, or decrees.
- c) If the debt or the amount of the debt is disputed or denied by the Soldier, reply directly to the creditor. Tell him or her that Army policy requires that disputed debts be settled by civil courts. Do not, in the reply, try to judge or settle any disputed debts, or admit or deny the validity of the claim.

##### ***4.3.2.3 Creditor Meets All Requirements***

- a) Interview the Soldier.
  - i) Ensure that the Soldier is properly advised of his or her rights under the Privacy Act of 1974. DA Form 4817-R (Consent/Nonconsent to Disclose Personal Information) will be completed. DA Form

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<sup>6</sup> AR 600-15, 2-1

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4817-R will be reproduced locally on 8 1/2- by 11-inch paper. A copy for local reproduction is at the back of this regulation.

- ii) Notify the Soldier of the debt complaint.
- iii) Explain that the Army requires that Soldiers pay their debts promptly. Failure to do so damages credit reputations and affects the Army's public image. Also, explain that the willful failure to resolve unpaid debts may result in administrative or punitive actions as described in chapter 3.
- iv) Tell the Soldier of his or her legal rights and duties. If appropriate, advise the Soldier of his or her rights under article 31, UCMJ. Also, inform the Soldier that counseling service is available under the Legal Assistance Program (AR 27-3).
- v) Review all available facts including the Soldier's defenses, rights, and counterclaims.
- vi) Urge the Soldier to seek budget counseling and consumer protection advice, if proper. These services may be obtained from on-post credit unions, Army Community Service Program Counselors (AR 608-1), or through financial management seminars or workshops.
- vii) Help the Soldier in settling or in liquidating the debt.
- viii) Have the Soldier sign a statement allowing or forbidding release of information to the claimant (DA Form 4817-R). Both AR 340-17 and AR 340-21, paragraph 3-2 govern this.
- ix) Ask the Soldier about his or her intentions. Give the Soldier the chance to furnish a voluntarily signed statement admitting or denying the complaint or declining to do either.
- b) Advise the claimant promptly that the Soldier has been told of the complaint.
- c) Summarize the Soldier's intentions if the Soldier allows release of the information.
- d) If proper, advise the claimant that indebtedness disputes must be resolved in a civil court of competent jurisdiction.

## 5. FAMILY CARE PLANS

### 5.1 References

- [AR 600-20, Army Command Policy](#). (Section 5-5). (04 Aug 11)
- [AR 601-280, Army Retention Program](#). (15 Sep 11)
- [AR 600-8-24, Officer Transfers and Discharges](#). (13 Sep 11)
- [AR 635-200, Active Duty Enlisted Administrative Separations](#). (06 Sep 11)
- [DOD Instruction 1342.19, Family Care Plans](#). (07 May 10)

### 5.2 Overview

The references above cover the requirements of starting and maintaining Family Care Plans IAW AR 600-20, 5-5, and the requirement for a Bar to Reenlistment for Soldiers not maintaining a valid FCP within 2 months of an FCP Counseling. Commanders are encouraged, but not required, to initiate involuntary separation against Soldiers with invalid FCPs after the time limit.

### 5.3 Main Points

- 1) AR 600-20, Army Command Policy, clarifies Family Care Plan (FCP) requirements and includes usable examples of the various components required for a viable FCP, such as sample powers of attorney, letters of instruction to local and long-term guardians, guardian acceptance certificates, and DA Forms 5304-R (FCP Checklist) and 5305-R (FCP).
- 2) FCPs do not trump court-mandated custodial arrangements – they just document and provide proof of a Soldier's method of caring for dependents in order to increase readiness.<sup>1</sup> DA Form 5305 allows military or civilian authorities to obtain proper care for family members when a Soldier is incapable of implementing the plan due to military absence.<sup>2</sup>
- 3) At a minimum, an FCP Packet must have:<sup>3</sup>
  - a) DA Form 5305 (Family Care Plan)
  - b) DA Form 5841 (Power of Attorney)
  - c) DA Form 5840 (Certificate of Acceptance as Guardian or Escort)
  - d) DD Form 1172 (Application for Uniformed Services Identification Card-DEERS Enrollment) for each family member
  - e) DD Form 2558 (Authorization to Start, Stop, or Change an Allotment) unsigned until deployment
  - f) A letter of instruction to the guardian/escort, and DA Form 7666 (Parental Consent) as appropriate.

### 5.4 Company Commander Responsibilities

#### 5.4.1 Counseling, Preparation, Validation, and Approval of FCPs

- 1) Identify and counsel the following personnel on rights and responsibilities for the care of family members:<sup>4</sup>
  - a) Pregnant Soldiers who are...
    - i) Single/geographically-separated.
    - ii) Married to another service member, either AC or RC of any service.

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<sup>1</sup> AR 600-20, 5-5, a, 2

<sup>2</sup> AR 600-20, 5-5, a, 4

<sup>3</sup> AR 600-20, 5-5, a, 3

<sup>4</sup> AR 600-20, 5-5, b

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- b) Single/geographically-separated parents with children under the age of 19.
  - c) Soldiers with adult family members incapable of self-care, regardless of age.
  - d) Soldiers with liberal or extended visitation rights to family members under the Soldier's care for more than 30 consecutive days.
  - e) Soldiers with a spouse incapable of self-care or otherwise physically, mentally, or emotionally disabled so as to require special care or assistance.
  - f) Soldiers in a dual-military couple with joint/full custody of children under 19 or adult family members incapable of self-care, regardless of age.
- 2) Provide FCP counseling and Pregnancy counseling to Soldiers **as soon as pregnancy is identified** or NLT **90 days prior to expected birth date** of the child.<sup>5</sup> DA Form 5305 must be completed **NLT 60 prior to the birth, additional forms completed NLT 45 days after.**<sup>6</sup>
- 3) Act as approving authority for all DA Form 5305s. **This cannot be delegated.**<sup>7</sup>
- 4) Test validity of the FCP prior to final approval, and provide Soldier 30 days after first disapproval to revise and resubmit.<sup>8</sup>
- 5) Provide Soldiers at least 30 days to complete revisions to their plan. Commanders may authorize another 30 days.<sup>9</sup> Shorter timelines are permitted under certain circumstances.<sup>10</sup>
- 6) Review and recertify the Soldier's FCP annually on their birth month, after any changes in their circumstances that require a change to the FCP, or whenever a Soldier is mobilized, deployed, or processed for pre-deployment.<sup>11</sup> Recertify FCPs for Soldiers PCSing OCONUS NLT 30 days prior to PCS.<sup>12</sup>

#### ***5.4.2 Administrative Actions for inadequate FCPs***

- 7) While AR 600-20 states that the Bar to Reenlistment is at the commander's discretion, **AR 601-280 states that a commander will initiate a Bar to Reenlistment** against Soldiers who do not have an FCP on file within 2 months after FCP Counseling.<sup>13</sup>
- 8) Commanders should consider initiating, **but are not required to initiate**, involuntary separation against Soldiers/Officers<sup>14</sup> who fail to maintain adequate FCPs. Soldiers will be considered for involuntary separation due to parenthood if as outlined in AR 635-200, 5-8, a, 1-5.

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<sup>5</sup> AR 600-20, 5-5, f, 4

<sup>6</sup> AR 600-20, 5-5, f, 5

<sup>7</sup> AR 600-20, 5-5, g, 2

<sup>8</sup> AR 600-20, 5-5, g, 7-8

<sup>9</sup> AR 600-20, 5-5, g, 8; AR 600-20, 5-5, g, 3

<sup>10</sup> AR 600-20, 5-5, g, 9

<sup>11</sup> AR 600-20, 5-5, k, 2c

<sup>12</sup> AR 600-20, k, 3, a

<sup>13</sup> AR 600-20, 5-5, g, 11-12 and AR 601-280, 8-4, c

<sup>14</sup> AR 600-8-24, 4-2, a, 16

## 6. ABSENT WITHOUT LEAVE (AWOL)

### 6.1 References

- [AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings.](#) (13 Jan 06)  
[AR 27-10, Military Justice.](#) (16 Nov 05)  
[AR 190-45, Law Enforcement Reporting.](#) (30 Mar 07)  
[DA Pam 600-8, Management and Administrative Procedures.](#) (01 Aug 86)  
[Manual for Courts-Martial.](#) (2008)  
[AR 700-84, Issue and Sale of Personal Clothing.](#) (18 Nov 04)

### 6.2 Overview

- 1) The Uniform Code of Military Justice defines AWOL as a Soldier who without authority fails to go to his or her appointed place of duty at the time prescribed, goes from their place of duty without proper authority or is absent and remains absent from their unit, organization, or place of duty.

### 6.3 Main Points

- 1) AR 630-10 covers steps to take, outlined below, for AWOL and Dropped From Rolls (DFR) procedures. Also covered in this regulation are the reclassification of AWOL status to authorized absence (or excused unauthorized absence)<sup>1</sup>, Soldiers being classified AWOL while on TDY<sup>2</sup>, Defectors<sup>3</sup>, and Return to Military Control<sup>4</sup>

### 6.4 Company Commander Responsibilities

- 1) If a Soldier is reported AWOL, the commander is required to take the following actions:
  - a) Conducts an immediate inquiry to determine the Soldier's location and possible reason for absence. Record the results of the inquiry on DA Form 4187.<sup>5</sup>
  - b) Change Soldier's current duty status to AWOL using DA Form 4187.
  - c) Notify the Provost Marshall, military pay office, and deserter control officer within 48 hours of the Soldier's absence.<sup>6</sup>
  - d) Contact the Next of Kin (NOK) to determine if the Soldier contacted them.
  - e) Notify the NOK by letter on the 10<sup>th</sup> day of AWOL status, or when the Soldier has either sought political asylum or is voluntarily residing in another country. See AR 630-10 figure 2-1 for a sample NOK letter.<sup>7</sup>
- 2) After the Soldier is absent for 30 days, the Soldier is Dropped from the Rolls (DFR) as a deserter. The following administrative actions are required by the commander:

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<sup>1</sup> AR 630-10, 1-4, j, 8

<sup>2</sup> AR 630-10, 2-4

<sup>3</sup> AR 630-10, 3-4

<sup>4</sup> AR 630-10, Chapter 4

<sup>5</sup> AR 630-10, 2-2, b

<sup>6</sup> AR 630-10, 1-4, j, 1

<sup>7</sup> AR 630-10, 2-2, e

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- a) Change the Soldier's duty status to DFR effective 0001 dated the 31st day of AWOL using DA Form 4187. Notifies the military pay officer within 48 hours of change of status from AWOL to DFR.<sup>8</sup>
- b) Complete Deserter/Wanted by the Armed Forces, DD 553 (Deserter/Absentee Wanted by the Armed Forces). The suspected reason for the absence and information on pending investigations, Article 15, or UCMJ action at the time of the Soldier's absence is recorded in item 19.
- c) File court-martial charges on DD Form 458 (Charge Sheet). This is forwarded to the summary court-martial convening authority.
- d) Send the original deserter packet (DA Form 4187, DD Form 458, and DD Form 553) to USADIP through the supporting Personnel Service Center (PSC) within 48 hours after a Soldier has been dropped from the rolls of a unit.<sup>9</sup> Address to Commander, Fort Knox Personnel Control Center, ATTN: ATZK-PMF-DIP, Fort Knox, Kentucky 40121.
- e) Send the completed DD Form 553 to the Commander, Law Enforcement Activity IAW AR 190-45.
- f) Send a dropped from the rolls (DFR) letter to the NOK.
- g) Inventory and dispose of personal military and civilian clothing and property IAW Chapter 12, AR 700-84.
- h) An Absentee will not be DFR if...<sup>10</sup>
  - i) Under military control.
  - ii) Confined by civilian authorities. However, personnel can be DFR from EMILPO if confined for six months or longer.
  - iii) While receiving treatment in a civilian medical facility.
  - iv) If the absentee dies before the desertion report is prepared.

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<sup>8</sup> AR 630-10, 3-1, a

<sup>9</sup> AR 630-10, 1-4, j, 2

<sup>10</sup> AR 630-10, 3-1, b

## 7. COUNSELING

### 7.1 References

- [FM 6-22, Army Leadership.](#) (12 Oct 06)
- [AR 623-3, Evaluation Reporting System.](#) (10 Aug 07)
- [DA PAM 623-3, Evaluation Reporting System.](#) (13 Aug 07)

### 7.2 Main Points

- 1) Counseling is a process used by leaders to review with a subordinate the subordinate's demonstrated performance and potential. (This is covered further in Chapter 8 of FM 6-22). It is one of the most important leadership development responsibilities for Army Leaders.<sup>1</sup>
- 2) Raters will counsel rated personnel within 30 days after the beginning of the rated period. At a minimum, the initial counseling will include the rated Soldier's duty description and the performance objectives to obtain. The discussion will also include the relationship of the duty description and objectives with the organization's mission, problems, priorities, and similar matters.<sup>2</sup>
- 3) *The Junior Officer Developmental Support Form (JODSF, DA Form 67-9-1a) and the OER Support Form (DA Form 67-9-1) are no longer required when counseling officers of any grade.*

### 7.3 Types of Developmental Counseling

#### 7.3.1 Event Counseling

- 1) Counseling caused by an event of any type, positive, neutral, or negative. Examples include:<sup>3</sup>
  - a. Prior to a Soldier attending a board
  - b. **Reception and Integration counseling** is designed to welcome and orient new leaders and Soldiers when they arrive at the unit and should include:<sup>4</sup>
    - i. Familiarization with the chain of command
    - ii. Organizational standards
    - iii. Security and safety issues
    - iv. NCO Support Channel (who is in it and how it is used)
    - v. On- and off-duty conduct
    - vi. Personnel/personal affairs/initial and special clothing issue
    - vii. Organizational history, structure, and mission
    - viii. Soldier programs in the organization (Soldier of the Month, etc) and education/training opportunities
    - ix. Off limits/danger areas
    - x. Functions and locations of support activities
    - xi. On- and off-post recreational, educational, cultural, and historical opportunities
    - xii. Foreign nation or host nation orientation
    - xiii. Other things the individual should be aware of

<sup>1</sup> FM 6-22, B-1 and B-2

<sup>2</sup> AR 623-3, 2-12

<sup>3</sup> FM 6-22, B-4

<sup>4</sup> FM 6-22, B-9

- c. Superior or substandard performance
  - d. **Crisis counseling**<sup>5</sup> helps a Soldier with immediate, short-term needs after receiving negative news, such as a family death. It involves listening and providing support services, such as funding for an emergency flight home or referral to a chaplain.
  - e. **Referral counseling**<sup>6</sup> is geared toward helping prevent a problem from becoming unmanageable by identifying the problem, identifying the proper support system, and referring the Soldier to receive help.
  - f. **Promotion counseling**<sup>7</sup> is **required** for specialists and sergeants who are eligible for advancement without waivers, but not recommended for promotion.
  - g. **Separation counseling**<sup>8</sup> may involve informing the Soldier of administrative actions available to the commander for substandard performance and the consequences of those admin actions. This may not apply when a Soldier has engaged in serious misconduct. Counseling with a view toward separation (done when rehabilitative efforts fail) **is an administrative requirement to many administrative discharges** and is a final warning to a Soldier. See AR 635-200, 2-2 for separation notification procedures.
- 2) In general, do the following in an event-oriented counseling:<sup>9</sup>
- a. Explain the purpose of the counseling
  - b. Address the specific behavior or action, not the individual
  - c. Explain how the behavior affected the organization
  - d. Actively listen
  - e. Remain neutral
  - f. Teach the subordinate how to meet the standard
  - g. Be prepared for personal counseling, if behavior is tied to a personal problem
  - h. Explain and develop an individual development plan to improve performance

### ***7.3.2 Performance counseling<sup>10</sup>***

- 1) Performance counseling is required for officers, NCOs, and Army civilians. Leaders should review a subordinate's duty performance over the rating period to date and then jointly establish performance objectives and standards for the next period.

### ***7.3.3 Professional Growth counseling<sup>11</sup>***

- 2) Professional Growth counseling includes planning for accomplishing individual and professional goals. Conduct a review to identify and discuss the subordinate's strengths and weaknesses and to create an individual development plan that helps balance out strengths and eliminate weaknesses. Look to develop short-term and long-term goals.

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<sup>5</sup> FM 6-22, B-10

<sup>6</sup> FM 6-22, B-11

<sup>7</sup> FM 6-22, B-12

<sup>8</sup> FM 6-22, B-13 and B-14

<sup>9</sup> FM 6-22, B-7

<sup>10</sup> FM 6-22, B-15 through B-17

<sup>11</sup> FM 6-22, B-18 through B-21

## 8. CORRECTIVE TRAINING

### References

- [AR 600-20, Army Command Policy](#). (04 Aug 11)  
[Manual for Courts-Martial](#). (2008)

### Main Points

- 1) Military discipline is founded upon self-discipline, respect for properly constituted authority, and the embracing of the professional Army ethic with its supporting individual values. Military discipline will be developed by individual and group training to create a mental attitude resulting in proper conduct and prompt obedience to lawful military authority. Military authority is exercised promptly, firmly, and justly.
- 2) Commanders should consider administrative corrective measures before deciding to impose nonjudicial punishment. Trial by court-martial is ordinarily inappropriate for minor offenses unless lesser forms of administering discipline would be ineffective (see MCM, Part V, and chap 3, AR 27–10).
- 3) One of the most effective administrative corrective measures is extra training or instruction (including on-the-spot correction). For example, if Soldiers appear in an improper uniform, they are required to correct it immediately; if they do not maintain their housing area properly, they must correct the deficiency in a timely manner. If Soldiers have training deficiencies, they will be required to take extra training or instruction in subjects directly related to the shortcoming.
- 4) The training, instruction, or correction given to a Soldier to correct deficiencies must be directly related to the deficiency. It must be oriented to improving the Soldier's performance in his or her problem area. Corrective measures may be taken after normal duty hours. Such measures assume the nature of training or instruction, not punishment. Corrective training should continue only until the training deficiency is overcome. Authority to use it is part of the inherent powers of command.
- 5) Care should be taken at all levels of command to ensure that training and instruction are not used in an oppressive manner to evade the procedural safeguards applying to imposing nonjudicial punishment. Deficiencies satisfactorily corrected by means of training and instruction will not be noted in the official records of the Soldiers concerned.

## 9. NONJUDICIAL PUNISHMENT

### 9.1 Reference

[AR 27-10, Military Justice.](#) (16 Nov 05)

### 9.2 Main Points

- 1) General: The authority to impose nonjudicial punishment charges a commander with the responsibility of exercising commander's authority in an absolutely fair and judicious manner.

#### 9.2.1 Types of Article 15s (Company Grade)

##### a) Summarized.<sup>1</sup>

- i) Use of Summarized Article 15: A summarized Article 15 will be used when a commander determines, after a preliminary investigation, that punishment is appropriate and the offense isn't significant enough for a formal Article 15.
- ii) Punishment Limitations:
  - (1) Extra duty for up to 14 days
  - (2) Restriction for up to 14 days
  - (3) Oral Reprimand or Admonition
  - (4) Any combination of the above
- iii) Additional Information:
  - (1) *DA Form 2627 will be used to record proceedings*
- iv) Steps to a Summarized Article 15:
  - (a) Preliminary Inquiry
  - (b) Notification and Explanation of Rights
  - (c) Decision Period
  - (d) Hearing
  - (e) Appeal (No more than 5 calendar days)
  - (f) Record and filing of DA Form 2627-1

##### b) Formal Company-Grade.<sup>2</sup>

- i) Use of a Formal Company-Grade Article 15: A formal Article 15 will be used if the Soldier is an officer OR if the commander determines that the offense is deserving of a punishment greater than what is provided by a summarized Article 15.<sup>3</sup>
- ii) Additional Information:
  - (1) *DA Form 2627 will be used to record proceedings*
  - (2) Steps to a Formal Company Grade Article 15:
    - (a) *Use Appendix B of AR 27-10 for a guide to a formal proceeding.*

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<sup>1</sup> AR 27-10, 3-16, a

<sup>2</sup> AR 27-10, 3-17

<sup>3</sup> AR 27-10, 3-17, a-b

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**Table 3-1**

**Maximum punishments for enlisted members and commissioned officers**

Maximum punishment	Imposed by company grade officers	Imposed by field grade officers	Imposed by field grade and general officers	Imposed by general officers or GCMCAs
<b>For enlisted members<sup>1</sup>—</b>				
Admonition/reprimand	Yes		Yes	
AND Extra duties	14 days		45 days	
AND Restriction	14 days		60 days	
or Correctional custody <sup>2</sup> (E-1 through E-3)	7 days		30 days	
or Restricted diet confinement (E-1 through E-3 attached or embarked on vessel)	3 days		4 days	
AND Reduction (E-1 through E-4)	one grade		one or more grades	
Reduction (E-5 through E-6)			one grade in peace time <sup>4</sup>	
AND Forfeiture <sup>3</sup>	7 days' pay		1/2 of 1 month's pay for 2 months	
<b>For commissioned officers—</b>				
Admonition/reprimand	Yes	Yes		Yes
AND Arrest in quarters	No	No	30 days	
or Restriction	30 days	30 days		60 days
AND Forfeiture	No	No		1/2 of 1 month's pay for 2 months
For forfeiture on enlisted persons—	When forfeiture is imposed by major or above—	Use the formula— (Monthly basic pay <sup>3,6</sup> ) divided by 2—the maximum forfeiture per month.		The amount will be rounded to the next lower whole dollar.
For forfeiture on commissioned officers—	When forfeiture is imposed by a captain or below—	Use the formula— (Monthly basic pay <sup>3,6</sup> ) x 7 divided by 30—the maximum forfeiture per month.		The amount will be rounded to the next lower whole dollar.
	When forfeiture is imposed by an officer with general court-martial jurisdiction, or by a general officer in command—	Use the formula— (Monthly basic pay <sup>5</sup> ) divided by 2—maximum authorized forfeiture per month.		The amount will be rounded to the next lower whole dollar.

**Notes:**

<sup>1</sup> The maximum punishment that can be imposed by any commander under summarized procedures will not exceed extra duty for 14 days, restriction for 14 days, oral reprimand, or any combination thereof. Combinations of extra duties and restriction cannot exceed the maximum allowed for extra duty.

<sup>2</sup> Subject to limitations imposed by superior authority and presence of adequate facilities under AR 190-47. If punishment includes reduction to E-3 or below, reduction must be unsuspended.

<sup>3</sup> Amount of forfeiture is computed at the reduced grade, even if suspended, if reduction is part of the punishment imposed. For RC Soldiers, use monthly basic pay for the grade and time in service of an AA Soldier (see para 20-9).

<sup>4</sup> Only if imposed by a field grade commander of a unit authorized a commander in the grade of O-5 or higher. In the RC, reduction is only authorized from grade E-5. For RC Soldiers of grade E-6 and higher, reduction is authorized only if the grade from which the Soldier is reduced is within the promotion authority of the officer imposing the reduction.

<sup>5</sup> In the case of commissioned officers and warrant officers, admonitions and reprimands given as nonjudicial punishment must be administered in writing (paragraph 5c(1), part V, MCM, 2008).

<sup>6</sup> At the time punishment is imposed.

*See AR 27-10, 3-19 for Limitations of Punishment*

## **9.2.2 Potential Courses of Action When/After Imposing an Article 15**

### **9.2.2.1 Suspension<sup>4</sup>**

- i) A portion or all of the punishment is enacted, but suspended. This is a probation period to provide the Soldier a reprieve or to determine whether he or she deserves a remission of the suspended punishment.
- ii) You can only suspend a **reduction** or **forfeiture** within 4 months after imposing the punishment. Suspension of punishment may not be for a period longer than **6 months for formal**, and **3 months for summarized**.

### **9.2.2.2 Vacation<sup>5</sup>**

- i) A commander may vacate a suspended punishment provided the punishment is of the type and amount the commander could impose and where the commander has determined that the Soldier has committed misconduct during the suspension period. The commander is not bound by formal rules of evidence when vacating a punishment. (para 3-25)

### **9.2.2.3 Mitigation<sup>6</sup>**

- i) Commanders may reduce the quantity and quality of the punishment.
- ii) Mitigation is appropriate when the recipient has by good conduct merited a reduction in the severity of the punishment
- iii) The punishment imposed was disproportionate to the offense.

### **9.2.2.4 Remission<sup>7</sup>**

- i) Action whereby any portion of the unexecuted punishment is canceled.
- ii) It is appropriate under the same circumstances as mitigation.
- iii) A Soldier punished under ART 15 will not be held beyond expiration of the Soldier's ETS to complete any unexecuted punishment.

### **9.2.2.5 Setting Aside or Restoration<sup>8</sup>**

- i) Action whereby the punishment or any part or amount, whether executed or unexecuted, is set aside and any rights, privileges, or property affected by the portion of the punishment are set aside or restored.
- ii) The basis for a set aside is a determination that all punishment imposed upon an individual resulted in a clear injustice. (See Para 3-28 for definition of clear injustice).
- iii) Must take place within 4 months after punishment has been executed.

### **9.2.2.6 Statute of Limitations**

- i) Non-judicial punishment may not be imposed for offenses which were committed more than 2 years before the date of imposition.
- ii) The period of limitations does not run when the Soldier is AWOL, fleeing from justice, outside the territory of the United States, in the custody of civil authorities, or apprehended by the enemy.

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<sup>4</sup> AR 27-10, 3-24

<sup>5</sup> AR 27-10, 3-25

<sup>6</sup> AR 27-10, 3-26

<sup>7</sup> AR 27-10, 3-27

<sup>8</sup> AR 27-10, 3-28

## 10. BAR TO REENLISTMENT

### 10.1 References

[AR 601-280, Army Retention Program.](#) (15 Sep 11)

### 10.2 Main Points

- 1) Purpose: Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier's moral code will be reenlisted in the Active Army. All Soldiers should be evaluated under the —whole person concept, as set out in paragraph 3-7. Soldiers who cannot, or do not, measure up to such standards, but whose separation under proper administrative procedures is not warranted at the present time, will be barred from further service under this chapter.<sup>1</sup>
- 2) Explanation: The Bar to Reenlistment is not a punitive action but is designed for use as a rehabilitative tool. Imposition of a Bar to Reenlistment does not preclude administrative separation at a later date. The Bar to Reenlistment should be initiated prior to a separation or judicial/nonjudicial action because it is intended to put the Soldier on notice that<sup>2</sup>
  - a) He or she is not a candidate for reenlistment.
  - b) He or she may be a candidate for separation if the circumstances that led to the Bar to Reenlistment are not overcome. Soldiers will be advised exactly what is expected in order to overcome the Bar to Reenlistment and be given explicit timetables to overcome the reasons for the bar.

#### 10.2.1 Criteria

- a) Commander's should look for the following criteria when considering a Bar to Reenlistment:
  - i) Soldiers that cannot be trained; Fails to accomplish basic tasks of PMOS; do not qualify to be a supervisor; APFT failure; Weapons failure.
  - ii) Soldiers that are unstable.
  - iii) Single Parents/Dual-Married Soldiers that fail to have a Family Care Plan on file within 2 months from date of counseling.

#### 10.2.2 Reasons for a Bar

- a) Soldiers may be barred from reenlistment for one or a combination of the below listed infractions or reasons. This listing provides examples of the rationale for the imposition of a bar and is not intended to be all-inclusive. Examples are—<sup>3</sup>
  - i) Lateness to formations, details, or assigned duties.
  - ii) AWOL for 1- to 24-hour periods.
  - iii) Losses of clothing and equipment.
  - iv) Substandard personal appearance.
  - v) Substandard personal hygiene.
  - vi) Continuous indebtedness, reluctance to repay, or late payments.
  - vii) Article 15(s).
  - viii) Frequent traffic violations.
  - ix) An excessive number of sick calls without medical justification.

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<sup>1</sup> AR 601-280, 8-1

<sup>2</sup> AR 601-280, 8-2

<sup>3</sup> AR 601-280, 8-4, d

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- x) Lateness returning from pass or leave.
- xi) Cannot follow orders; shirks responsibilities; takes too much time; is recalcitrant.
- xii) Cannot train for a job; apathetic; disinterested.
- xiii) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldiers.
- xiv) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).
- xv) Causes trouble in the civilian community.
- xvi) Involvement in immoral acts.
- xvii) Personal behavior brings discredit upon his unit or the Army.
- xviii) Failure to achieve individual weapons qualification.
- xix) Failure to pass the Army's Physical Fitness Test for record.
- xx) Loss of qualification in PMOS when HRC-Alexandria (AHRC-EPR-F) has determined that reclassification is not appropriate because the Soldier cannot be retrained into a new MOS.
- xxi) Noncompetitive for promotion
  - (1) Slow rank progression resulting from a pattern of marginal conduct or performance.
  - (2) No demonstrated potential for future service (repeated counseling statements or other indicators).
  - (3) No demonstrated ability to keep pace with others of the same Career Management Field.
  - (4) Declines attendance in professional development courses such as PLDC, BNCOC, ANCOC, and so on.
  - (5) Not recommended for promotion by unit commander.
  - (6) Lack of potential to become a supervisor or senior technician.

### ***10.2.3 Mandatory Bars***

- a) **Commanders will initiate bar to reenlistment or separation proceedings (per AR 635-200) against soldiers who—**
  - i) Do not make satisfactory progress in the Army Weight Control Program (see AR 600-9).
  - ii) Fail two consecutive APFT (see AR 350-41).
  - iii) Are removed for cause from NCOES courses (see glossary definition).

## **10.3 Commander Responsibilities**

### ***10.3.1 Procedures for Initiating a Bar<sup>4</sup>***

- a) Initiate a bar by completing DA Form 4126-R (Bar to Reenlistment Certificate), signed in quadruplicate. On this form, summarize the basis for your intent to initiate Bar to Reenlistment procedures. This will include the number and dates of courts-martial, incidents of nonjudicial punishment, and all other factual and relevant data supporting your recommendation. The Soldier will be automatically flagged IAW applicable provisions of AR 600-8-2 upon initiation of the bar.<sup>5</sup>
- b) Refer the certificate to the Soldier concerned and allow the Soldier to submit a statement, if desired, as required by AR 600-37. Give the Soldier a copy of the DA Form 4126-R. If desired, the Soldier will be allowed a period of 7 days to prepare his or her comment and to allow collection of any document or pertinent materials.

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<sup>4</sup> AR 601-280, 8-5

<sup>5</sup> AR 601-280, 8-5, b

- i) Extensions may be granted by the commander initiating the bar action on a case-by-case basis. The bar will be processed immediately when the Soldier does not desire to make a statement.<sup>6</sup>
- c) Once you receive the Soldier's comments, the certificate will be endorsed personally by each commander (or acting commander) in the chain of command. A copy of DA Form 2A and DA Form 2-1 will accompany the certificate.

### **10.3.2 Command Approval**

- d) Any commander in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating commander. Further, any commander may elevate the authority to approve or disapprove a Bar to Reenlistment to his or her level, or any appropriate subordinate commander (see para 3-10g for example).
- e) **Approval authority for Soldiers with 10 years or less service is LTC. The Approval authority for Soldiers with more than 10 years of service is the first general officer in the Soldier's chain of command.**<sup>7</sup>
- f) The Bar to Reenlistment will not be forwarded to a higher authority for consideration without a recommendation for approval. The commander who initiates the bar may not take final action on the bar. If the initiating authority would normally be the approving authority, the certificate will be forwarded to the next higher approval authority for final action.<sup>8</sup>
- g) Final approval authority for a Bar to Reenlistment is one level higher than the initiating commander.<sup>9</sup>

### **10.3.3 Review Process for Active Bars**

- h) **Bars to Reenlistment will be reviewed at least 3 months after the date of the issuance and at least 30 days prior to the Soldier leaving the unit.**<sup>10</sup>
- i) If, after a review, removal of the bar is not approved, the Soldier should be counseled IAW AR 635-200, 1-18 and considered for separation, and the review and recommendation will be annotated in the Soldier's file. If no progress is made at all at the first review, separation should be considered without having to wait for the second review.<sup>11</sup>
- j) If, after the second 3-month review, the Soldier has not improved the circumstances that initiated the bar to satisfactory levels, the commander will initiate separation proceedings.<sup>12</sup>
- k) If a Soldier is retained by a separations board, the bar to reenlistment remains and a review will be conducted every 3 months. If the Soldier has a PCS move requested or warranted, the unit should send all pertinent data on the soldier via RETAIN to HRC-Alexandria (RMD) for resolution.

Initiation of separation action is not required for soldiers who, at time of second 3-month review, have more than 18 years of active federal service but less than 20 years. These soldiers will be required to retire on the last day of the month when retirement eligibility is attained. (AR 601-280, 8-6, b)

<sup>6</sup> AR 601-280, 8-5, b, 3

<sup>7</sup> AR 601-280, 8-5, d, 1-2

<sup>8</sup> AR 601-280, 8-5, c

<sup>9</sup> AR 601-280, 8-5, d, 4

<sup>10</sup> AR 601-280, 8-5, h

<sup>11</sup> AR 601-280, 8-5, h,1 and 6

<sup>12</sup> AR 601-280, 8-6, a

## 11. SOLDIER, SPOUSE, OR CHILD ABUSE CASES

### 11.1 References

- [AR 608-18, The Army Family Advocacy Program](#). (13 Sep 11)  
[AR 635-200, Active Duty Enlisted Administrative Separations](#). (06 Sep 11)

### 11.2 Overview

Family Advocacy Program (FAP) guidance is provided in AR 608-18. This section covers cases of abuse and how a commander should approach and handle the Case Review Committee.

### 11.3 Main Points

- 1) Recognizing the linkage between Soldier efficiency and family problems, FAP is designed to prevent the onset or recurrence of child and spouse abuse. The Family Advocacy Program includes rehabilitation and treatment programs. Rehabilitative services are provided by the Medical Treatment Facility to protect the victim from further violence while treating the individual and family. Preventive services offered by Army Community Service (ACS) are designed to reduce or eliminate the causes of violence.
- 2) The ACS Family Advocacy Program Manager (FAPM) is the commander's representative for oversight of the FAP. The FAPM also provides essential support services of foster care and emergency shelter for abused victims when needed. In addition, the FAPM assures a range of preventive programs are available in the community, including parenting education, parent aides, stress management, communication classes, etc. Some of these services are mandated by AR 608-18, while others can be developed if community assessments justify the need for a particular service.
- 3) Unit leaders at all levels are encouraged to refer Soldiers and families to preventive programs to reduce stressors that increase the risk for family violence.

#### 11.3.1 Maltreatment Cases

- 1) Each report of maltreatment is reviewed by the Case Review Committee (CRC), a multi-disciplinary team of medical, legal, religious, social work, law enforcement, and other professionals. When an allegation of abuse against a Soldier/Family Member is substantiated, the CRC will make recommendations to the Soldier's command regarding treatment. In determining the proper course of action, commanders will consider the Soldier's service record, potential for further service, treatment prognosis, desire for treatment, acceptance of responsibility for the behavior, and recognition that the behavior was inappropriate.
- 2) AR 608-18 states that Soldiers that fail to progress in treatment will be considered for separation IAW AR 635-200 (for enlisted Soldiers) unless disposition of charges by court-martial is being considered or has been initiated.<sup>1</sup>

### 11.4 Company Commander Responsibilities<sup>2</sup>

- 1) Attend spouse and child abuse commander education programs designed for unit commanders within 45 days of assuming command.
- 2) Be familiar with rehabilitative, administrative, and disciplinary procedures relating to spouse and child abuse.

<sup>1</sup> AR 608-18, 4-4

<sup>2</sup> AR 608-18, 1-8, b, 1-14

- 3) Schedule time for Soldiers to attend troop awareness briefings presented by FAP personnel.
  - 4) Report suspected spouse and child abuse to the designated Report Point of Contact (RPOC) on the installation and provide all relevant information to those investigating the report, including law enforcement agencies and Child Protective Services (CPS).
  - 5) Direct the Soldier to participate in assessment by FAP staff.
  - 6) Attend CRC case presentations pertaining to Soldiers in their command.
  - 7) Ensure that Soldiers involved in allegations of child and/or spouse abuse, after properly being advised of their Article 31(b), Uniform Code of Military Justice (UCMJ, Art. 31) rights with the use of DA Form 3881 (Rights Warning Procedure/Waiver Certificate) against self-incrimination, are encouraged to cooperate with FAP personnel to the maximum extent possible from initial report to case closure, to include participation in individual and Family interviews or examinations by appropriate social services, medical, and law enforcement personnel.
  - 8) Provide written military no-contact orders, as appropriate; counsel Soldiers; and take other actions, as appropriate, regarding compliance with civilian orders of protection for victims of spouse abuse.
  - 9) Support and comply with CRC treatment recommendations to the maximum extent possible. Provide nonconcurrence with CRC treatment recommendations in writing through the chain of command to the MTF commander.
- 10) Consider CRC recommendations...<sup>3</sup>
- a) Before requiring Soldiers to receive counseling and referral assistance in mandatory counseling programs established under the FAP.<sup>4</sup>
  - b) When taking or recommending disciplinary and administrative actions in spouse and child abuse cases. However, such actions will not be delayed pending CRC recommendations.
  - c) Before recommending deferment or deletion from reassignment of Soldiers who themselves or whose Family members are receiving professional counseling for spouse or child abuse.<sup>5</sup>
  - d) Before recommending reassignment (or early termination of a duty assignment in a foreign country) when required treatment is unavailable and reassignment is the only available means of providing treatment to the abuser or protecting Soldiers/Family members from further abuse. A Soldier who is under investigation, is under restraint, has been charged with an offense, or is undergoing punishment (for example, resulting from a court-martial or nonjudicial punishment) must be flagged in accordance with AR 600-8-2 and therefore cannot normally be reassigned until the punishment is completed.
  - e) Before initiating personnel actions to separate Soldiers for spouse or child abuse.
- 11) Notify the CRC chairperson when reassigning Soldiers or moving Family members who are involved in treatment for spouse or child abuse; provide notification when reassignment notification is made to the command.

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<sup>3</sup> AR 608-18, 1-8, b, 10, a-e

<sup>4</sup> AR 608-18, 3-24 through 4-4b – Criteria on treatment of Soldiers

<sup>5</sup> Also found in AR 608-18, 3-29

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- 12) Encourage the participation of civilian Family members in treatment programs.
- 13) Provide a unit escort in accordance with the Joint Federal Travel Regulations when a child is OCONUS, when the authorized transportation is to/from a medical facility for required medical attention that is not available locally, when the child cannot travel alone, and when a CRC representative is unavailable to perform this function.
- 14) The Lautenberg Amendment addresses domestic violence and firearms. As such, this amendment may or may not apply to certain cases under this regulation. In appropriate cases, commanders and law enforcement authorities should consult AR 190-45, along with other DOD guidance and the servicing judge advocate or legal advisor.

## 12. SUPPORT OF FAMILY MEMBERS AND DEPENDENTS

### 12.1 References

- [AR 608-99, Family Support, Child Custody, and Paternity.](#) (29 Oct 03)
- [AR 608-1, Army Community Service Program.](#) (21 Dec 10)
- [Department of Defense Pay and Entitlements, Garnishments.](#)

### 12.2 Main Points

- 1) Soldiers are required to manage their personal affairs satisfactorily. This responsibility includes:<sup>1</sup>
  - a) Maintaining reasonable contact with family members to ensure their financial needs are being met.
  - b) Conducting themselves in an honorable manner with regard to parental commitments and responsibilities.
  - c) Providing adequate and continuous support for their family members.
  - d) Complying with all court orders.
- 2) Soldiers cannot use their military status or assignment to deny financial support to family members or to evade court orders concerning child support or custody.<sup>2</sup>
- 3) The provisions of AR 608-99 are intended as **interim** measures until the parties involved arrive at a mutual agreement or resolve their differences in court.<sup>3</sup>
- 4) Soldiers are obligated to provide financial support if:
  - a) An agreement is made between the parties, either oral or written.<sup>4</sup>
  - b) Financial support is required by a court order.<sup>5</sup>
- 5) When an agreement contains no specified monetary value, calculation is made based on the following formula: (1/total number of supported family members) x Applicable BAH II-WITH rate<sup>6</sup>
- 6) Violations of the minimum support requirements of AR 608-99, paragraph 2-6 or child custody provisions of paragraph 2-9 are punishable under Article 92, Uniformed Code of Military Justice (UCMJ).
- 7) **Only the Battalion Commander can release a Soldier from regulatory support requirements if the Soldier falls into any category listed under AR 608-99, para 2-13.**<sup>7</sup>
- 8) Soldiers cannot fall into arrears without violating AR 608-99, paragraph 2-5. Soldiers who fall into arrears may be punished accordingly. Although the collection of arrearages based on the financial support provisions of a court order or written support agreement may be enforced in court, there are no legal means for the military to enforce collection of BAQ arrearages. Nevertheless, in all cases, Soldiers should be strongly encouraged, but not ordered, to pay arrearages.<sup>8</sup>

<sup>1</sup> AR 608-99, 1-5, b

<sup>2</sup> AR 608-99, 1-5, a

<sup>3</sup> AR 608-99, 1-5, d

<sup>4</sup> AR 608-99, 2-3

<sup>5</sup> AR 608-99, 2-4

<sup>6</sup> AR 608-99, figure 2-1

<sup>7</sup> AR 608-99, 2-13 and 2-14

<sup>8</sup> AR 608-99, 2-5

### **12.3 Company Commander Responsibilities**

- 1) Inform their Soldiers of the DA policy on support of family members.
- 2) Respond to all official messages and correspondence concerning nonsupport claims IAW AR 608-99, paragraphs 3-5 through 3-9.
- 3) Take appropriate action against Soldiers that fail to comply with AR 608-99 or lawful orders based on that regulation. Confer with the SJA if there are any questions concerning appropriate action. These areas include, but are not limited to, the following:
  - a) Counseling.
  - b) Admonition.
  - c) Memorandum of Reprimand (MPRJ or OMPF filing).
  - d) Bar to Reenlistment.
  - e) Administrative separation from the service.
  - f) Nonjudicial punishment under UCMJ, Art 15.
  - g) Courts martial.

#### ***12.3.1 When family members are separated geographically***

- 1) The commander must become involved when the parties are unable to agree on a proper method to provide financial support to the family members. This obligation does not arise until a family member or an authorized representative of the family member complains to the command that the Soldier is failing to provide proper support.

#### ***12.3.2 When a paternity support issues arises with the child being born out of wedlock***

- 1) Soldiers will comply with the financial support provisions of court orders arising from paternity. In the absence of a court order identifying a Soldier as the father of a child, a male Soldier has no legal obligation under this regulation to provide financial support to a child alleged to have been born to him and the child's mother out of wedlock<sup>9</sup>.
  - a) If this Soldier is stationed OCONUS, the Commander should avoid extending the tour or continue to remain OCONUS.<sup>10</sup>
  - b) Contact the Military Personnel Office to ensure the Soldier is not receiving BAH-WITH based solely on support of the child the Soldier claims no obligation toward.

#### ***12.3.3 What to Do With a Nonsupport Case***

- 1) STEP 1: Read, consult with SJA (if necessary), and acknowledge receipt of the correspondence as soon as possible. (Let the sender know that you received their correspondence and that you're working on the case. Also give the sender an idea as to when they can expect an answer).
- 2) STEP 2: Determine the facts. Bring Soldier in and ask him/her to provide a statement and any documentary evidence. Counsel the Soldier when a nonsupport case is brought against him/her. Note: A rights advisement may be required. Burden of proof lies on the Soldier.
- 3) STEP 3: If a support obligation is determined, advise the Soldier that failure to provide financial support to family members on a continuing basis is a violation of AR 608-99 and is punishable under the UCMJ.

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<sup>9</sup> AR 608-99, 2-2 and Appendix B, B-1

<sup>10</sup> AR 608-99, 1-4, c and 1-5, c, 2 and Appendix B, B-1

- 4) STEP 4: Strongly encourage the Soldier to fulfill this obligation by means of an allotment from military pay. Keep in mind that the Soldier cannot be forced to initiate an allotment. Support can be provided in the form of cash, check, allotment, money order, etc.
- 5) STEP 5: If the Soldier decides to start an allotment, provide him/her with the necessary forms and assist in the processing of that action.
- 6) STEP 6: In the absence of a court order or written agreement containing a financial support provision, and until such an order or agreement is obtained, the Soldier must provide interim financial support (provided paternity is not being challenged); the amount of such support is set forth in AR 608-99.
- 7) STEP 7: Answer all correspondence received directly from family members, legal assistance attorneys, and others. If the Soldier admits that he or she failed to provide financial support, then include the reason, if any, offered by the Soldier for violating AR 608-99 and the immediate steps the Soldier will take to comply with the regulation in the future. If the Soldier asserts that he or she has been providing financial support as required by AR 608-99, furnish the Soldier's full explanation and provide copies of any records of payment provided by the Soldier (obtain the Soldier's consent to release payment/finance records to the requestor). This information should include the dates and amounts of the checks or money orders sent – and to be sent – to the family member. (Normally, replies will not include information obtained from a system of records without the Soldier's written consent. Commanders are encouraged to coordinate responses with SJA).
- 8) The IG will provide assistance to any commander/1SG regarding nonsupport complaints upon request. Commanders should also seek assistance from SJA Administrative Law Division. The Soldier who is the subject of the support inquiry should be encouraged to contact the SJA Legal Assistance Office.

## 13. FAMILY READINESS GROUPS

### 13.1 References

- [AR 608-1, Army Community Service Center](#). (21 Dec 10)
- [AR 600-29, Fundraising Within the Department of the Army](#). (07 Jun 10)
- [Army Directive 2008-01, Increase in FRG Informal Fund Cap](#). (07 Mar 08)
- [AR 600-20, Army Command Policy](#). (04 Aug 11)
- [DOD 5500.7-R, Joint Ethics Regulations](#). (29 Nov 07)
- [DOD Ethics Counselor Deskbook, FRG Presentation](#)

### 13.2 Overview

- 1) An FRG is a **commander's program**<sup>1</sup> formed in accordance with AR 600-20<sup>2</sup> is to provide activities and support that encourage self-sufficiency among its members by providing information, referral assistance, and mutual support.

### 13.3 Main Points

- 1) FRGs are authorized to use some Government resources for the production of FRG-related materials, such as newsletters.<sup>3</sup> If the FRG has both official and unofficial information in a newsletter, unofficial information cannot exceed 20% of the space available and the newsletter must include "The inclusion of some unofficial information in this FRG newsletter has not increased the costs to the Government, in accordance with DOD 4525.8-M."
- 2) FRG Volunteers that fill key roles (FRG Leader, treasurer, key caller, welcome committee chair) must inprocess through local ACS Center and will be supervised in the same manner as employees to ensure they follow legal and regulatory requirements IAW AR 608-1 Chapter 5 and 10 USC 1588.
- 3) Informal Funds<sup>4</sup>:
  - a) Commanders may authorize an informal fund. Examples of informal funds are predominantly unofficial FRG newsletters and social activities for the FRG. **Augmenting unit informal funds, military gifts, farewell gifts for Soldiers, and unit ball funds are not authorized uses of FRG informal funds.**<sup>5</sup> These funds are subject to the following guidelines:
    - i) The commander will sign a letter designating a fund custodian (FRG treasurer) and alternate. These individuals cannot be the commander, FRG leader, or a deployable Soldier.
    - ii) The fund custodian will provide fund reports to the unit commander monthly and as requested. An annual report on the FRG informal fund activity will be provided to the first O-6 commander or designated representative NLT 30 days after the calendar year (30 Jan).<sup>6</sup>
    - iii) An SOP must be written for the FRG informal fund IAW AR 608-1, J-7, c.

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<sup>1</sup> AR 608-1, 4-7

<sup>2</sup> AR 600-20, Chapter 5-10 and AR 608-1, Appendix J

<sup>3</sup> AR 608-1, J-3

<sup>4</sup> AR 608-1, J-7

<sup>5</sup> AR 600-29, 1-7, c, 1-3

<sup>6</sup> AR 608-1, J-7, b, 3

- iv) Fund use is limited to expenses consistent with the purpose and function of the fund and its governing SOP, as well as Army Values and the JER.
- b) Fundraising for FRG informal funds:
  - i) Fundraising on Army property is governed by DOD 5500.7-R and AR 600-29.
  - ii) The commanders of Army Commands and the heads of Army organizations may designate areas that are outside the Federal workplace, may support or authorize the support of such fund-raising, and may provide limited logistical support (facilities and equipment) in accordance with DOD 5500.7-R. This provision includes fund-raising activities such as bake sales, car washes, and other minor events to raise unit funds in support of an organization day or other activities.
  - iii) Activities must receive the approval of the garrison commander (note: Most installations already have a policy governing this.)
  - iv) Army Directive 2008-01 raised the FRG informal funds cap to \$10,000 raised in a calendar year. This is a cap on annual gross receipts (income) from all sources, including fundraising, gifts, and donations, regardless of what the FRG spends.
  - v) Unit commanders can accept unsolicited gifts/donations of \$1000 or less after consultation with the unit ethics counselor and after seeking guidance from the SJA. Unsolicited gifts/donations are considered income and impact the annual income cap.<sup>7</sup>

### **13.4 Company Commander Responsibilities**

- 1) Approve or deny FRG informal fund request. Verify an SOP is written, if the informal fund is approved.
- 2) Sign a letter designating a funds custodian (usually the FRG treasurer) and an alternate custodian for the FRG informal fund.
- 3) Supervise FRG volunteers and ensure that they are meeting legal and regulatory guidelines.
- 4) Receive a monthly summary report from the fund custodian and ensure that an annual summary report is sent to the first O-6 in your chain of command.
- 5) Receive approval for the use of any facilities and resources from the garrison commander prior to fundraising events for the FRG informal fund. Consult with SJA and your ethics counselor prior to actions regarding fundraising and the FRG informal fund.

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<sup>7</sup> AR 608-1, J-7, f

## 14. UNIT COMMANDER FINANCIAL REPORT

### Main Points

- 1) Background. The UCFR was designed to give the unit commander a one line rollup of a Soldier's pay status. Commanders will receive the Unit Commander's Finance Report at the end of each month from the BN S1. Commanders will review and certify the UCFR monthly. This certification will determine the following:
  - a) Accountability.
  - b) Soldier is receiving all authorized entitlements.
  - c) Soldier is not receiving unauthorized entitlements.
  - d) Soldier's midmonth and end of month payment total.
  - e) Soldier's pay option.
  - f) Soldier's duty status.
  - g) Any other purpose deemed necessary by the command.
- 2) The unit commander is required to review the monthly UCFR and return the original certified copy to the BN S1 no later than the published suspense, certifying the accountability and status of all Soldiers in his/her unit.
- 3) Instructions.
  - a) These instructions provide guidance to unit commanders on the proper processing of the Unit Commander's Finance Report (UCFR). This includes the unit commander's responsibilities, what to look for and how to take corrective action. The review of the UCFR by the unit commander and immediate notification to finance when a difference is noted is essential in order to improve combat readiness; reduce fraud, waste and abuse; and to ensure Soldiers receive the pay they are entitled. The UCFR is distributed to the unit commander once a month. This report provides the unit commander a one-line roll-up of a Soldier's monthly pay account status, making it easier to review the Soldier's pay entitlements. All available documents in the BN S1 or the unit should be used to verify data on the UCFR (E.G. unit rosters, AAA-162 (0-Balance Report), DA Form 4187 (Personnel Action), AWOL files, and Article 15 files).
    - i) Accountability: Verify that all Soldiers in the unit appear on the UCFR. The following applies if the UCFR does not reflect the accountable of all Soldiers assigned or attached to the unit:
      - (1) Soldier is not in the unit but appears on the UCFR. Highlight through the name on the UCFR. Annotate, to the left of the grade on the UCFR, the reason the Soldier should be deleted. For example, for Permanent Change of Station annotate "PCS plus date of PCS", for Separated annotate "SEP plus date of Separation", for Retired annotate "RET plus date of Retirement", and for Never In Unit annotate "NIU".
      - (2) Soldier is in the unit, but does not appear on the UCFR. On the last page of the UCFR, annotate the full name and SSAN of each missing Soldier.
      - (3) Accurate personnel accountability is a principal factor in reducing fraud waste and abuse and in ensuring combat readiness. However, the use of reports and files as a sole source in determining

accountability is only as good as the command emphasis placed on maintaining these records. The best tool available to the commander in preventing inaccurate accountability is a Personnel Asset Inventory (PAI). The PAI requires a 100 percent physical accounting of all Soldiers assigned and attached to the unit and is required to be performed upon a change of command. A PAI may be also performed any time at the discretion of the commander. Commanders should use this tool whenever they feel the UCFR and/or the AAA-162 report registers inaccurate personnel accountability.

- b) Review the "GR" (GRADE) column on the UCFR and compare it to the Soldier's correct pay grade. If the pay grade on the UCFR is incompatible, contact the BN S1 to ensure EMILPO reflects the proper grade. Finance and EMILPO must reflect the same grade.
- c) Review the "NAME" column on the UCFR. This column shows the Soldier's current official surname. If the Soldier's name is incorrect, the BN S1 will contact the BDE S1 to make the correction.
- d) Review the "SSAN" (SOCIAL SECURITY ACCOUNT NUMBER) column. This column shows the Soldier's SSAN. This is the account number to which FICA is being paid. If the number is wrong, the Soldier will need to furnish proof of the correct number. The correction will be made by the BN S1.
- e) Review the "STATUS" column. This column shows the Soldier's current duty status at the time the report was generated. If not On Station (present for duty) options include FILD=Field, AWOL=Absent without Leave, SUSP=Suspended, DEST=Deserted, or CON=Confined. To correct any discrepancy, forward a DA 4187 to the BN S1.
- f) Review the "NET PAY" column. This column shows how much a Soldier has been paid for the entire month after deductions. When the money amount is followed by an "EM", the Soldier has an end-of-month only pay option. Review for No Pay Due abnormal changes, or when the amount of pay raises questions. If required, take the necessary action to determine the cause and what corrective action is needed to enable the individual to obtain monetary assistance.
- g) Review the "ALMTS" (Allotments) column. This column shows the Soldier's total dollar amount paid out in allotments for the current month.
- h) Review the "BAQ" (Basic Allowance for Quarters) column. This column shows whether or not the Soldier is entitled to a —with dependents| rate, and —without dependents| rate, or resides in quarters (receives nothing additional). Monitor any recent change to dependency status (Divorce, Adoption, Death in the family, Legal separation, Marriage, Spouse enlisting in the Armed Forces, Birth in the family) and ensure Finance is notified of the change. The BAH codes shown on the UCFR are as follows:
  - i) QTR - Soldier is occupying family government quarters. If this column is blank it also could mean that the Soldier is residing in family type government quarters. Check for Soldiers receiving any type of BAH while residing in family type government quarters. Notify the BN S1 if this condition exists.
  - ii) W/D - Soldier is receiving BAH at the —with dependent| rate. BAH W/D is paid to Soldiers who live off-post with their authorized dependents. It is also paid to Soldiers who live in single type government quarters and have dependents (a spouse, dependent children of whom the Soldier has legal custody, or other DFAS recognized dependent) who live off-post. Soldiers who support their dependent children (born in wedlock or out-of-wedlock), either by a court order or a self-arranged agreement, will also be paid at the with dependent rate provided that the court order or support

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agreement was in effect and support was being paid prior to 5 December 1991. In addition, the Soldier also had to be living in single type government quarters (BOQ, BEQ, barracks) prior to this date

- iii) W/O - Soldier is receiving BAH at the without dependent (or single) rate. BAH W/O is paid to Soldiers who do not claim any dependents and are authorized with a "statement of non-availability" or "statement of non-assignment" of government quarters to live off-post.
  - iv) DIF - Soldiers receiving BAH Differential. Soldiers authorized BAH solely by reason of the Soldier's payment of child support after 5 December 1991, receive BAH DIF. BAH DIF is equaled to the difference between the W/D and W/O rate of BAH II for the Soldier's pay grade. BAH II is equivalent to BAQ only. The Soldier's child support payment must equal or exceed the amount of BAH DIF or BAH DIF will not be authorized.
- i) Review the "BAS" (Basic Allowance for Subsistence) column. Soldiers receive BAS at the Enlisted or Officer rate and if not authorized, they are issued a meal card. If the code on the UCFR is incorrect, contact the BN S1 and request a DA 4187 be prepared to reflect the change. The codes are as follows:
- i) OFF- Soldier is receiving Separate Rations at the Officer Rate. All Commissioned and Warrant Officers receive this entitlement.
  - ii) A blank space indicates the Soldier is not receiving any BAS and has been issued a meal card. Check to ensure the Soldier has signed for and has been issued a meal card. Review Soldiers not receiving BAS who are entitled based on residing off-post/family type government quarters, grade (SFC through CSM), dietary restrictions, duty hours, or no mess available.
- j) Review the "PAY OPT" (Pay Option) column. This column states the Soldier's pay option. The codes are as follows:
- i) CHEK - The Soldier has an Electronic Funds Transfer (EFT) going to a checking account.
  - ii) SAVE - The Soldier has an electronic funds transfer (EFT) going to a savings account.
- k) Review the "LV BAL" (Leave Balance) column. This shows the current leave balance as of the last day of the current month. Numeric values in this column show the current leave balance of each Soldier as of the end of the month. A "15.0" means the Soldier has 15 days of leave accrued. A "15.0 -" means the Soldier has a negative leave balance and is in excess leave for 15 days. Use this information to plan leaves within the unit to ensure you do not inadvertently approve excess leave and cause a financial hardship on the Soldier. Ensure leaves taken by Soldiers are being posted to each pay account by comparing the leave balance in this column with the unit copy of DA Form 31 submitted prior to cutoff. Review excessive amounts of accrued leave (balance of 60 or more), especially in lower enlisted. Excessive amounts of leave indicate a possible problem in leave submission or management. Review the reasons your Soldiers are in a use or lose category and take measures to prevent it.
- l) Review the "BAL DUE US" (Balance of Debt Due the US) Column. This is the amount of all debt due to the US at the end of the month. This includes advance pays, casual pays, collections of overpayments of pay and entitlements, debts and overdraft checks to AAFES and DECA, and other miscellaneous debts and collections. This information helps commanders determine the financial problems of their Soldiers. Soldiers with excessive debt may not be combat ready and should be counseled by the unit commander.

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- m) Review the "INCEN PAY" (Incentive Pay) column. A "yes" in this column indicates the Soldier is receiving an incentive pay. It does not specify the type of incentive pay received. The type of incentive pay is on the Soldier's LES in the entitlement column. A blank in this column indicates the Soldier is not receiving any incentive pay. Some different incentive pays and their codes are as follows:
- i) Hazardous Duty Incentive Pay (HDIP)
  - ii) Flying Duty (FLY)
  - iii) Aviation Career Incentive Pay (ACIP)
  - iv) Parachute Duty Pay (JUMP)
  - v) Demolition Duty Pay (DEMO)
  - vi) Experimental Stress Duty Pay (ESDP)
  - vii) Diving Duty Pay (DIVE)
  - viii) Aviation Officer Continuation Pay (AOCP)
  - ix) Special Duty Assignment Pay (SDAP)
  - x) Toxic Fuels Duty Pay, Toxic Pesticides Duty Pay, Dangerous Viruses or Bacteria Lab Duty Pay, and Chemical Munitions Pay (VIRUS)
  - xi) To receive any type of incentive pay, the Soldier must be assigned to a slot to which such pay is authorized and must perform the duty in accordance with the stipulations set forth by the Department of Defense Financial Management Regulation (DODFMR). Any Soldier who does not meet the Incentive Pay conditions is not entitled to incentive pay. Entitlements like Parachute and Special Duty Assignment Pay (Recruiter/Drill Sergeant) do not terminate when a Soldier departs on a PCS. If a Soldier has recently arrived in a unit and is still receiving one of these entitlements, and is no longer required to perform skills in which the Proficiency or Special Duty Assignment Pay is based, then forward the order terminating the entitlement to the BN S1.
  - xii) Monitor eligibility requirements. Identify any Soldiers who are receiving Parachute or Flight Pay who have a profile which does not allow them to perform the duty, complete a memorandum requesting the entitlement be suspended, and then forward it to the BN S1.
- n) Review the "ETS" column. The Soldier's ETS date should appear in this column within 120 days prior to ETS. If the Soldier has reenlisted or extended his/her current term of service, it is imperative that the DRU Commander notifies the BN S1 who should submit supporting documents to Finance prior to the ETS date.
- o) Review the "BAH" column of each Soldier on the UCFR to ensure the ZIP Code is local. If it is not within a reasonable area, contact the Soldier and validate the annotation.
- p) Review the "OHA" (Overseas Housing Allowance) and "COLA" (Cost of Living Allowance) columns. These entitlements are tied to duty in overseas stations. Soldiers stationed in CONUS should not be receiving these entitlements. If they are, notify the BN S1.

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- q) Monitor the "C/M ART 15" (Court Martial and Article 15) Column. Ensure that the dollar amount appears and matches all court martial and article 15 fines and forfeitures penalized against the Soldiers in your unit. Send a copy of the article 15 or courts martial order to the BN S1 or BN Legal Clerk to ensure Finance receives a copy.