



COMMAND IN GARRISON
BATTLE DRILLS



COMMAND IN GARRISON BATTLE DRILLS

Recurring Tasks:

<u>Event</u>	<u>Recurrence</u>	<u>Battle Drill</u>
4833 Processing	Monthly	R1
UCFR	Monthly	R2
Personnel Accountability Validation	Monthly	R3
Conduct Medal Roster		R4
Suspension of Favorable Actions Report		R5
Inventories		
Monthly	Monthly	R6
Sensitive Items	Monthly	R7
PAI Procedures	Annually	R8
GPC Card	Monthly	R9
Urinalysis	Weekly	R10
Motorcycle Riders	As Req	R11
Schools (on / off Post)	As Req	R12
Counseling	Monthly	R13
Advancement Waivers	Monthly	R14
Semi centralized Promotions	Monthly	R15



COMMAND IN GARRISON BATTLE DRILLS

Events List:

<u>Event</u>	<u>Battle Drill</u>
AWOL	E1
DFR	E2
AWOL / DFR Clothing Inventory	E3
Suicide Ideation / attempt	E4
Positive UA	E5
DUI	E6
Domestic Abuse	E7
Lautenberg Amendment	E8
Sexual Harassment	E9
Sexual Assault	E10
APFT Failure	E11
HT/WT Failure	E12
WTB Nomination	E13
IA Violation:	
•Malicious Virus or Intrusion	E14
•Classified Spillage	E15
•Loss of PII	E16
•COMSEC Violation	E17
Hospitalization	E18



COMMAND IN GARRISON BATTLE DRILLS

Events List:

<u>Event</u>	<u>Battle Drill</u>
Conscientious Objector	E19
Family Care Plan	E20
Suspense of Favorable Action	E21
Bar to Re-enlistment	E22
Chapter Initiation	
(1 of 3)	E23
(2 of 3)	E24
(3 of 3)	E25
Soldier Pregnancy	E26
UCMJ Initiation	E27
FLIPL	E28
MAR2	E29
Soldier Death	E30
Accident Notification	E31
FRG Fund Raising	E32
Administrative Reduction	E33
EFMP	E34
Health and Welfare Inspections	E35
Off Post Apprehension / Confinement	E36



COMMAND IN GARRISON BATTLE DRILLS



DA FORM 4833 IS GENERATED BY DES OR CID AND DISTRIBUTED DOWN TO THE UNIT FOR COMPLETION.

ACTION TAKEN BY CHAIN OF COMMAND FOR OFFENSE

ACTION PENDING BY CHAIN OF COMMAND FOR OFFENSE

COMMANDER COMPLETES DA FORM 4833 AND SENDS BACK TO DES OR CID THROUGH THE BCT PM OR LEGAL CLERK WITH SUPPORTING DOCUMENTATION IAW SOP

COMMANDER REQUESTS EXTENSION FOR DA FORM 4833 AND DISTRIBUTES BACK TO DES OR CID THROUGH THE BCT PM OR LEGAL CLERK; PROVIDES DOCUMENTATION IAW DIVISION SOP

DA FORM 4833 OR REQUEST FOR EXTENSION DISTRIBUTED FROM THE UNIT BACK TO DES

REFERENCES:
AR 190-45
Div PMO / Law and Order Operations /
4833 SOP



COMMAND IN GARRISON BATTLE DRILLS

**EVENT
START**

**Unit
Commander's
Finance
Report**

Receive UCFR from Battalion S1.

- Check to ensure last month's corrections were made; if not:
 - Notify the Battalion S1.

- Check to ensure all Soldiers are listed on the UCFR; if not:
 - Provide 1 copy of all supporting documents (i.e. PCS, Intra-Post Transfer, ETS, and Retirement orders) to add or delete the Soldier.

- Check to ensure Soldiers data (i.e. BAQ/BAS, leave balance, pay grade) are accurate according to the displayed criteria; if not:
 - Provide 1 copy of all supporting documentation (i.e. promotion orders, DA 31, Article 15 Forfeitures).

- Once the company level review has been completed:
 - Company Commander will sign the UCFR.
 - Company will make a copy for their internal files.
 - Company will return UCFR to Battalion S1 with all supporting documents NLT the designated suspense date.

REFERENCES:
AR 600-8-6
DoD FMR 7A



COMMAND IN GARRISON BATTLE DRILLS

EVENT
START

AAA-162
PERSONNEL
ACCOUNTABILITY
VALIDATION

Receive AAA-162 from Battalion S1.

- CDR / 1SG review the AAA-162 to ensure all Soldier's data (name, rank, SSN) are accurate, if not:

- Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to BN S1.

- If Soldier is reflected as PDY but is not then provide supporting documentation for Soldiers not present (DA 31, DD 1610, hospitalization notification).

- Once the company level review has been completed:
 - Company Commander will sign the AAA-162
 - Company will make a copy for their internal files.
 - Company will return AAA-162 to Battalion S1 with all supporting documents NLT the designated suspense date.

REFERENCES:
AR 600-8-6



COMMAND IN GARRISON BATTLE DRILLS

EVENT
START

AAA-199 GOOD
CONDUCT MEDAL
ROSTER

Receive AAA-199 from Battalion S1.

- 1SG review the AAA-199 to ensure all Soldier's data (name, rank, SSN) are accurate and Soldiers are currently in unit, if not advise S1 of discrepancies.
- 1SG presents recommendations to the Commander

- Commander reviews roster and indicates YES for approval or NO for disapproval.
- If Soldier is disqualified, Commander will refer this decision to the Soldier and action will be processed per AR 600-37 and para 4-8, AR 600-8-22.

- Roster is returned to S1. S1 prepares Good Conduct Medal orders and DA Form 4950 (GCMDL Cert) for Soldiers receiving their first or last GCMDL.
- Commander/1SG – conducts award ceremony.

REFERENCES:
AR 600-8-22



COMMAND IN GARRISON BATTLE DRILLS

EVENT
START

AAA-095
SUSPENSION OF
FAVORABLE
ACTIONS REPORT

Receive AAA-095 from Battalion S1.

- 1SG review the AAA-095 to ensure status of all Soldiers is reflected correctly. 1SG identifies any Soldiers who should no longer be flagged and to also identify any Soldiers who should be flagged and presents report to Commander.

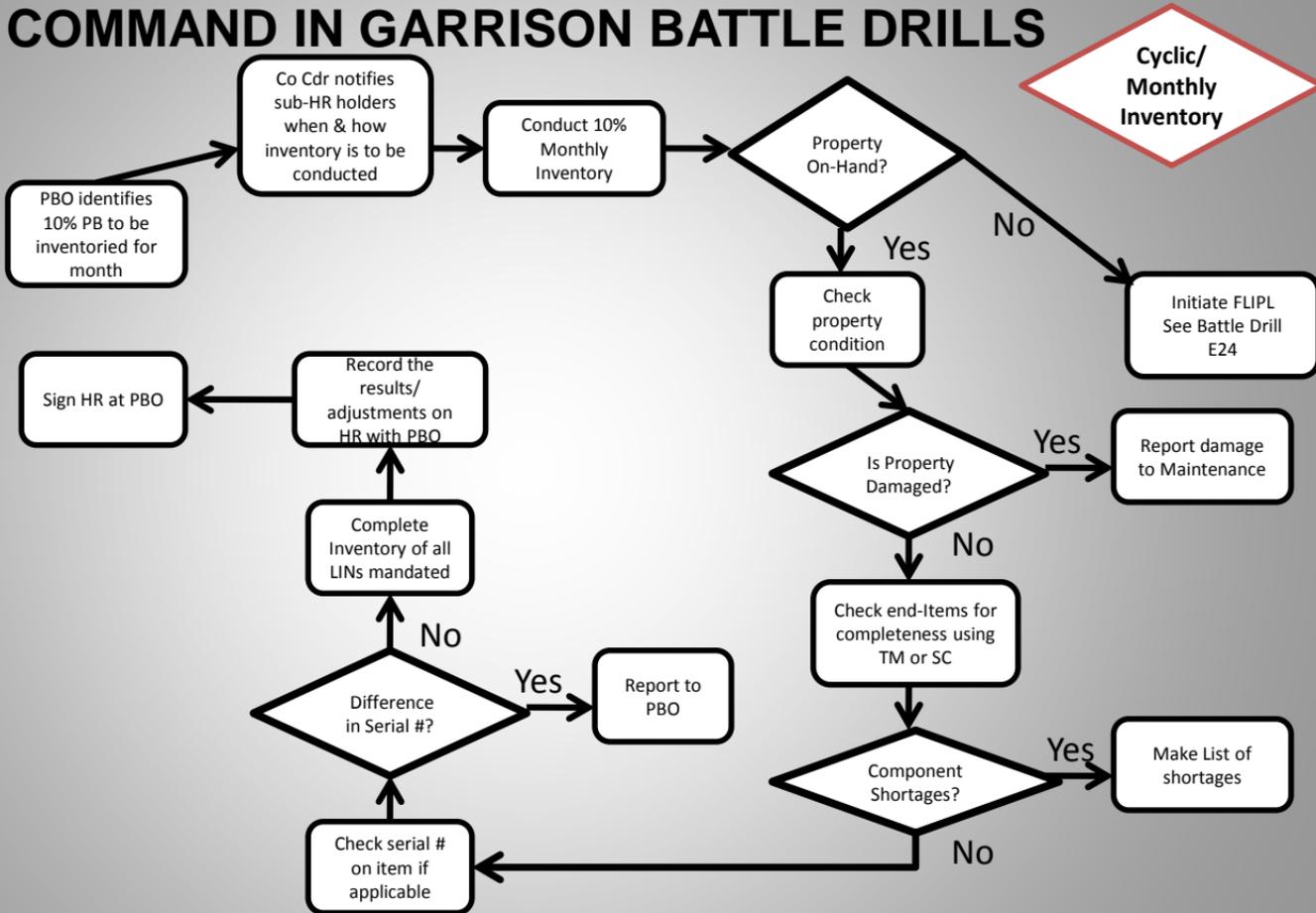
- Commander verifies supporting documentation (ie., Body Fat Work Sheet, APFT Record Scorecard, documentation of adverse action).
- Commander annotates corrections to AAA-095 and signs.
- Commander forwards AAA-095 to S1 in accordance with suspense

- S1 prepares DA Form 268 for removal or initiation of flags as required by Commander and returns to Commander for signature.
- Commander signs DA Form 268, retains a copy for internal records and returns DA Form 268 to S1 for inclusion in Soldiers personnel file.

REFERENCES:
AR 600-8-2

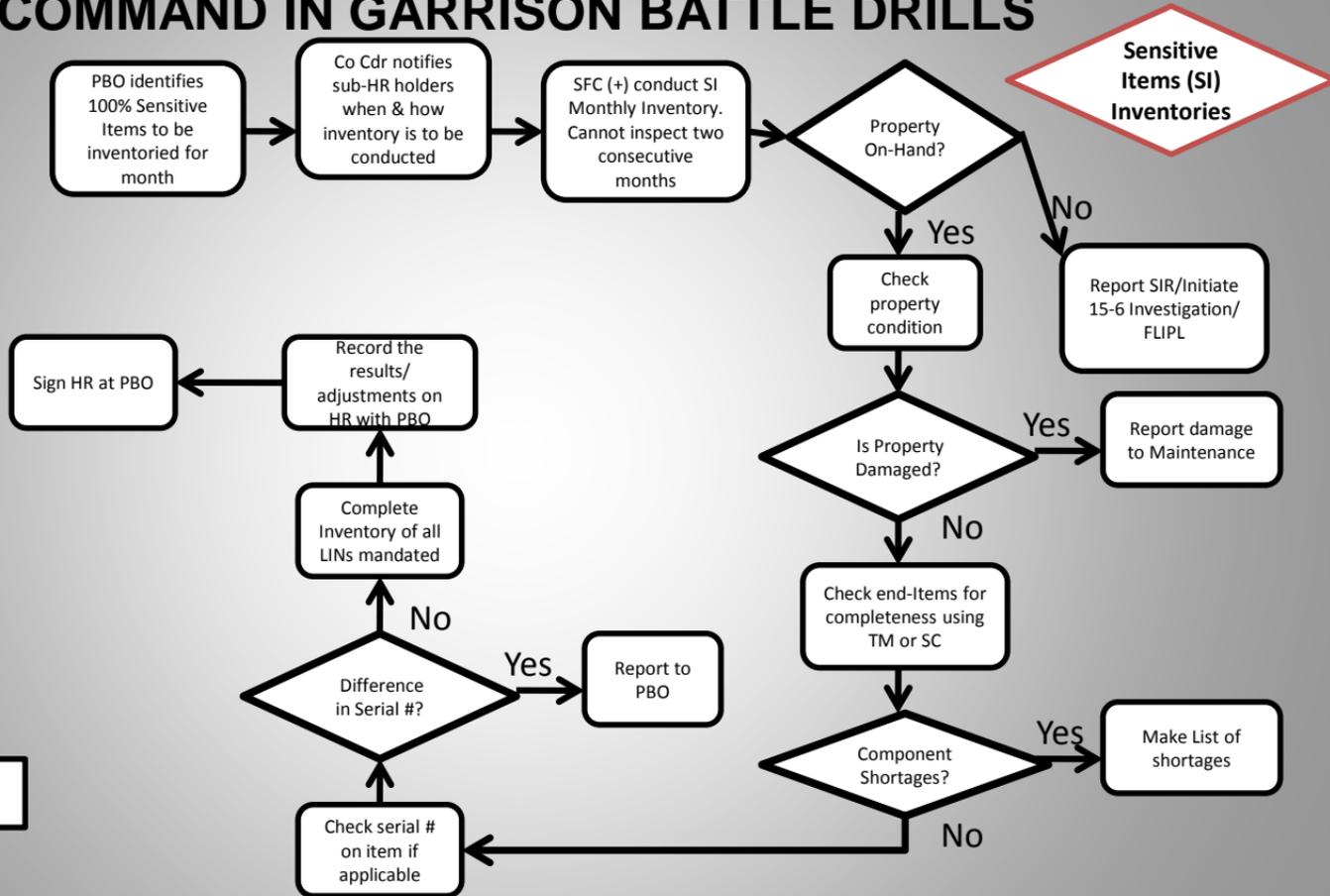


COMMAND IN GARRISON BATTLE DRILLS





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REFERENCES:
AR 735-5



COMMAND IN GARRISON BATTLE DRILLS

START

Personnel
Asset
Inventory
(PAI)

- Determine whether a PAI is required:
 - HRC directed.
 - Change of Command.
 - Reconciliation of personnel databases (i.e. EMILPO).
- Prior to PAI CDR / 1SG review the AAA-162 to ensure all Soldier's data (name, rank, SSN) are accurate, if not:
 - Provide 1 copy of all supporting document (promotion orders) to rectify the discrepancy to BN S1.
- Conduct the PAI using corrected AAA-162.
- If Soldier present for duty:
 - Verify that Soldier's CAC Card and ID Tags are current and accurate. Soldier ensures all personal data fields on the AAA-162 is correct and then initials by their name.
- If Soldier is not present for duty: Provide supporting documentation for Soldiers not present (DA 31, DD 1610, quarters slip). Though documentation meets requirements of PAI, recommend telephonic contact for all those not present.
- Once the PAI has been completed:
 - Company Commander will sign the AAA-162 and DA 3986.
 - Company will maintain a copy of the PAI packet in the proper filing system and forward the original copies to the BN S1.

REFERENCES:

AR 600-8-6
AR 600-8-104
AR 600-8-105
FM 1.0
AAA-162
DA 3986



COMMAND IN GARRISON BATTLE DRILLS



Unit Billing Official nominates Credit Card Holder to DIV G8

Complete prerequisite online GPC training

DIV G8 approves and forwards request to installation Agency / Origination Program Coordinator (AOPC) to establish account

Attend mandatory training provided by APOC and provide completion certificates to DIV G8

- G8 establishes input fund cite and cycle limit
- APOC sends card request to US Bank

Receive card within two weeks

Prerequisite training available at:
<https://www.atrrs.army.mil/channels/aitas/>
- CLG001 DoD Government Purchase Card
- CLM003 Ethics Training for Acquisition Technology and Logistics
<https://wbt.access.usbank.com>
- US Bank ACCESS WEB Based Training

REFERENCES:
• Federal Acquisition Reg, Part 13:
- Simplified Acquisition Procedures
• DOD GPC Guidelines and Policy
- <http://dodgpc.us.army.mil/default.htm>



COMMAND IN GARRISON BATTLE DRILLS

Conduct Urinalysis

Commander determines when a 100% urinalysis will be conducted for the company

Commander coordinates with Battalion Prevention Leader to conduct required random urinalysis in accordance with Battalion policy.

Commander monitors the proper implementation and process of the urinalysis program; ensures that there is a NCO (E-5 or above) assigned as the Primary Unit Prevention Leader and Alternate Unit Prevention Leader and those personnel have attended training IAW AR 600-85, paragraph 9-6.

Urinalysis Program Requirements

Document that all newly assigned Soldiers are briefed on ASAP policies and services within 30 days of arrival.

Maintain ASAP elements while deployed, to the maximum extent possible (see para 4-7 of AR 600-85 for details.)

Implement ASAP prevention and education initiatives addressed in chapter 9 AR 600-85. Ensure that all Soldiers receive a minimum of 4 hours of alcohol and other drug abuse training per year in accordance with TRADOC Reg 350-70.

Commander monitors the Primary / Alternate UPL to ensure positive chain of custody is maintained with samples provided; this reduces the number of voided samples that will not be processed at the laboratory.

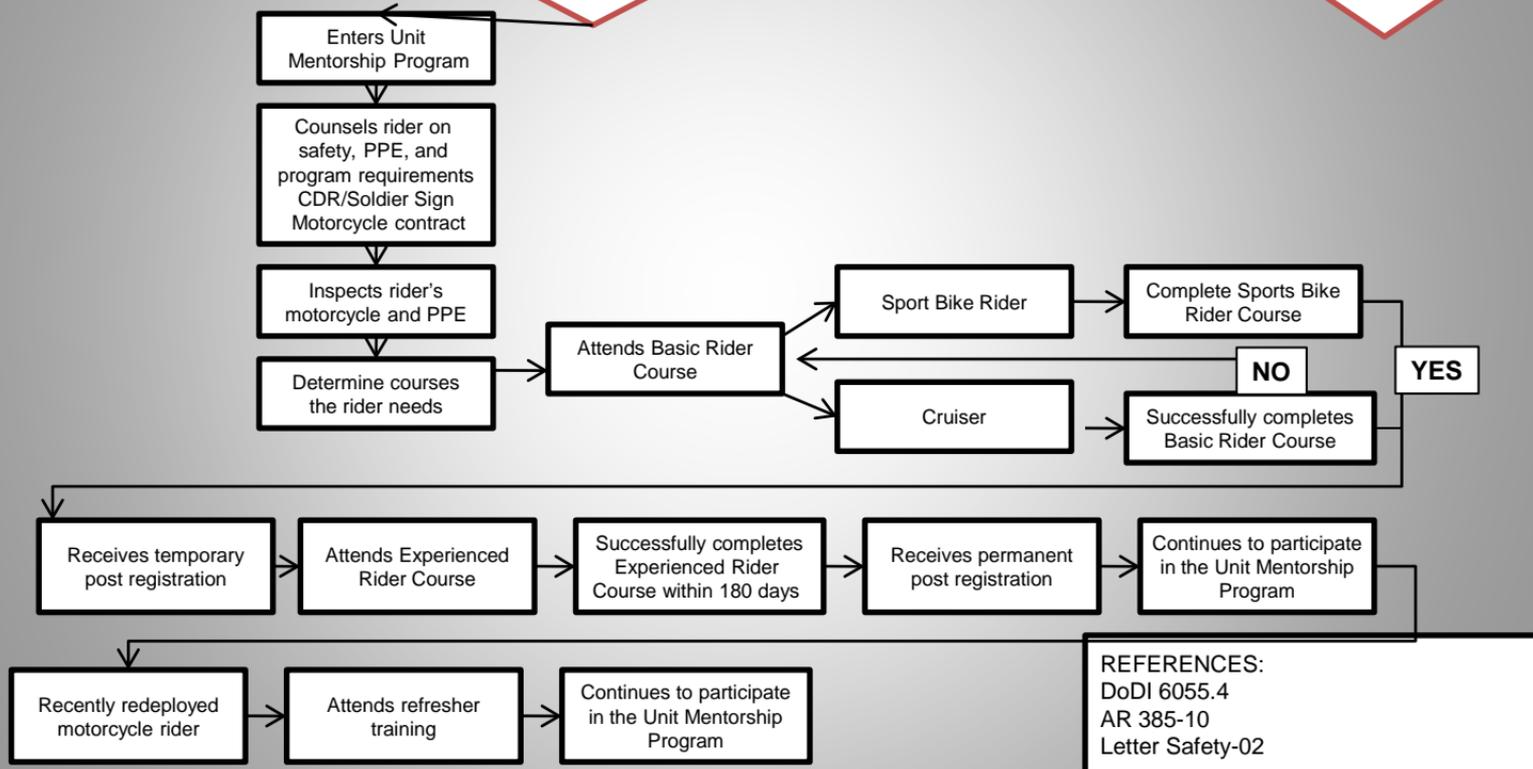
REFERENCES:
AR 600-85
TRADOC Reg 350-70



COMMAND IN GARRISON BATTLE DRILLS

New Fort
Campbell
M/C Rider

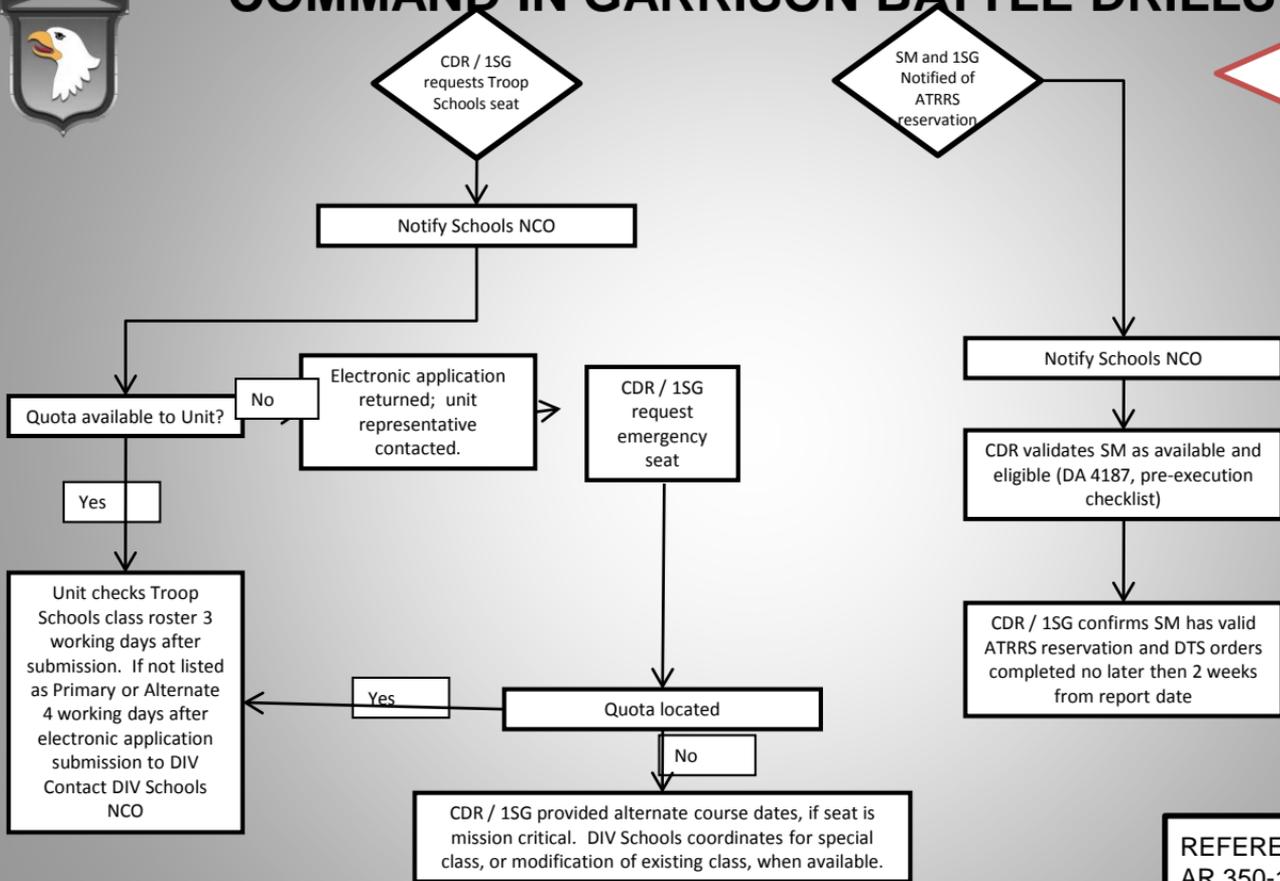
Motorcycle
Rider



REFERENCES:
DoDI 6055.4
AR 385-10
Letter Safety-02



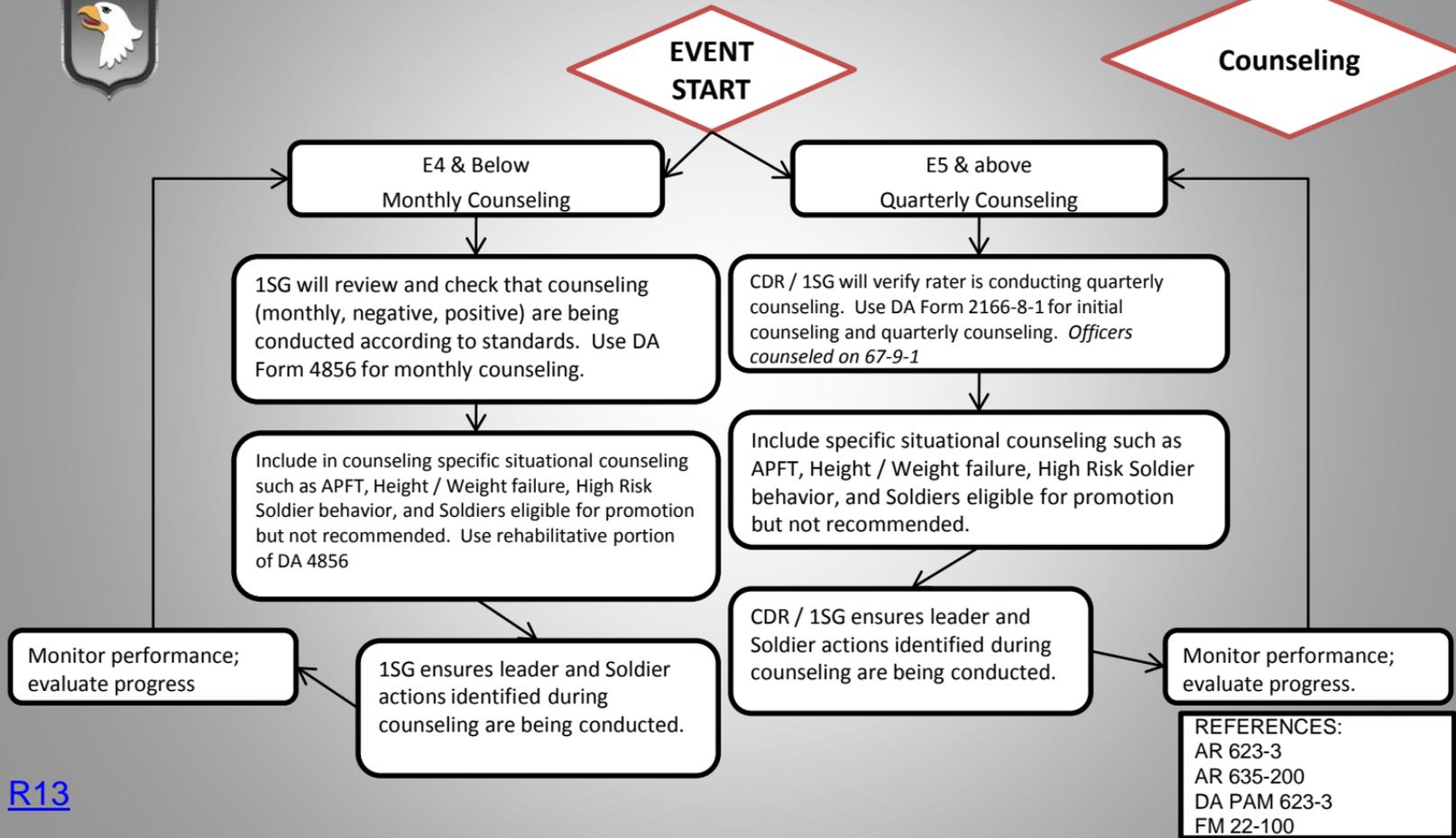
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REFERENCES:
AR 350-1

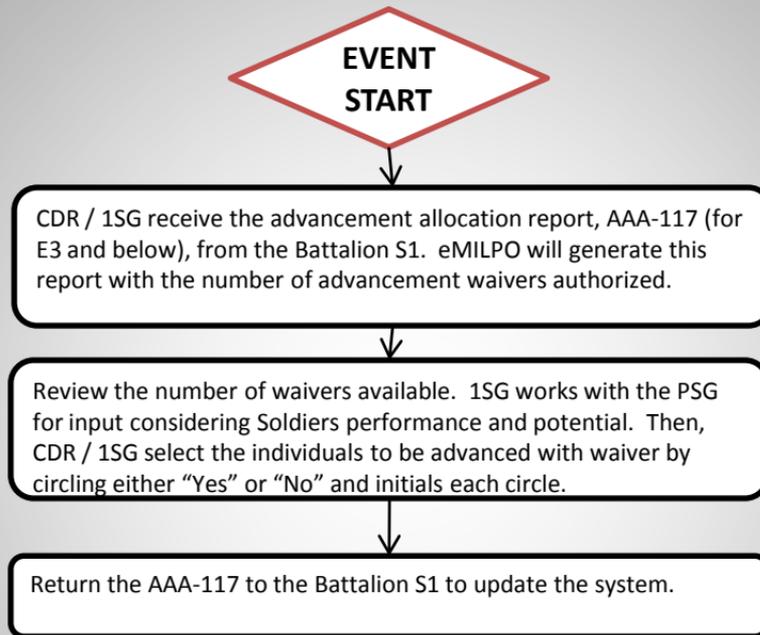


COMMAND IN GARRISON BATTLE DRILLS





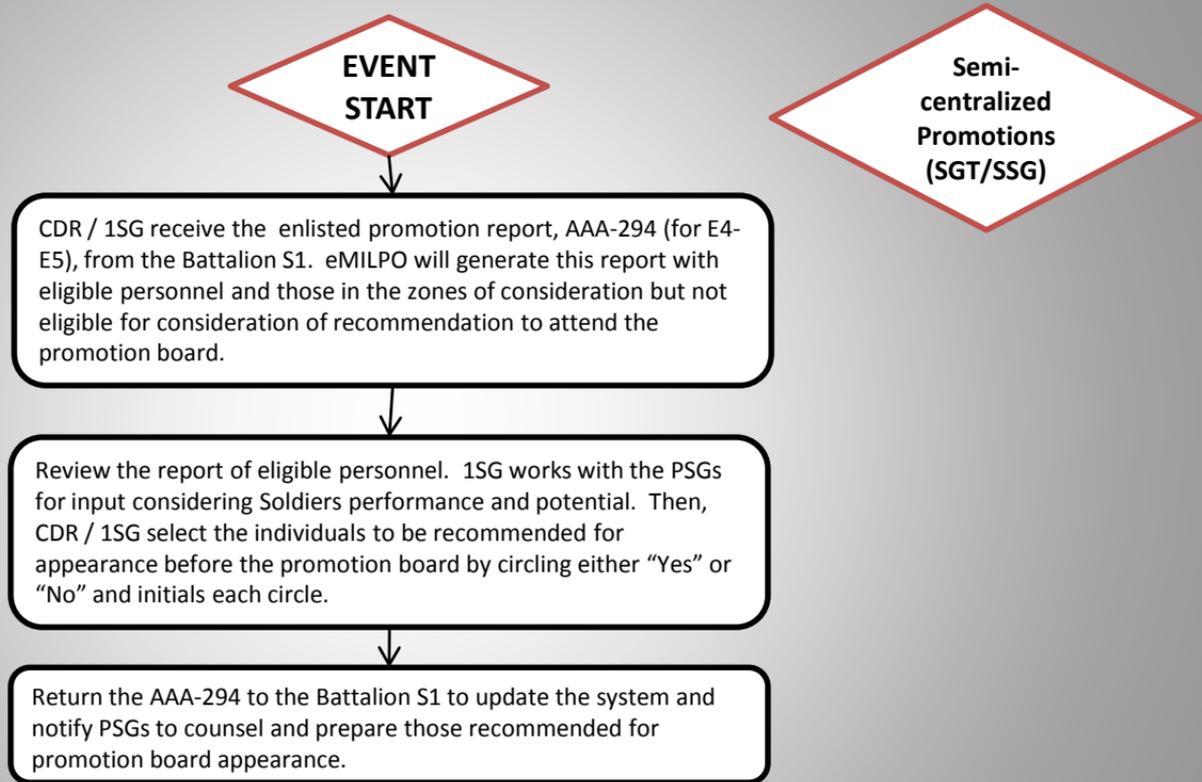
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REFERENCES:
AR 600-8-19
AAA-117



COMMAND IN GARRISON BATTLE DRILLS





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Soldier
Absent
Without
Leave

AWOL

CDR / 1SG determines Soldier is absent without leave.

- CDR / 1SG submits DA 4187 to BN S1 to change duty status to AWOL.
- BN S1 generates DA 268 via eMILPO to flag Soldier.
- CDR signs DA 268.
- CDR / 1SG provides finance a stamped DA 4187 to ensure the SM's pay has stopped.
- CDR / 1SG notifies the Provost Marshal within 24 hrs; provide DA 4187 with results of inquiry to determine SM's location and possible reasons for absence.
- CDR / 1SG notifies DEERS to update SM's status in system.

• BDE S1 prepares weekly AWOL-DFR report for Bde Cmd Grp with the AWOL SM's information added.

• PMO will initiate a MP report and blotter entry.

• Unit supply will inventory and secure all SM's personal/government property. Retains copy of inventory in unit files.

CDR / 1SG prepares and mails letter to SM's NOK on 10th day of AWOL informing him/her of the SM's AWOL status.

BN and BDE S1 monitors suspense to ensure DFR action is accomplished in a timely manner.

• As DFR suspense nears, recommend unit begin completing DFR packet to expedite processing on 31st day.

CDR/1SG prepares and mails letter to SM's NOK on 31st day of AWOL informing him/her of the SM's AWOL status.

On 31st day, eMILPO transaction is made changing SM's status from AWOL to DFR.

• Day 31 of AWOL = Day 1 of DFR

AWOL-DFR REFERENCES:

- a) AR 630-10
- b) MILPER Message 10-241



COMMAND IN GARRISON BATTLE DRILLS

AWOL
Soldier is
DFR

DFR

Unit appoints a Deserter Control Officer.

CDR / 1SG submits a DD Form 553 through the Provost Marshal and sends completed form to the Installation DCO and U.S. Army Deserter Information Point (USADIP).

Unit immediately notifies Military Police and finance office regarding SM's status.

BDE S1 verifies SM's necessary documents are uploaded in iPERMS to include: DD Form 93 (Emergency Data), DD Forms 4/1,2,3 (Enlistment / Re-enlistment Contract), DD Form 1966 (Record of Military Processing), and SF 86 (Questionnaire for National Security Positions).

BDE S1 scans completed DFR packet (with only the appropriate enclosures) to the Installation DCO/ Brigade S1 and USADIP knox.usadip.admin@conus.army.mil NLT 5 days after 31st day of SM's AWOL status.

Upon review, USADIP will return DA 4187 (PDY to AWOL), DA Form 4187 (AWOL to DFR), DD Form 458, 10 day NOK letter, and 31 day NOK letter to unit to upload into iPERMS.

Upon notification, unit picks up deserter returnee packet from Installation DCO and disseminates as appropriate.

AWOL-DFR REFERENCES:

- a) AR 630-10
- b) MILPER Message 10-241

Appropriate enclosures consist of: DA Form 4187 (PDY to AWOL), DA Form 4187 (AWOL to DFR), DD Form 458 (Charge Sheet), 10 day NOK letter, and 31 day NOK letter.

BDE S1 reconciles and submits weekly AWOL/DFR report; submits to Installation DCO.



COMMAND IN GARRISON BATTLE DRILLS

**AWOL/DFR
Clothing
Inventory**

**AWOL/DFR
Clothing
Inventory**

Property must be inventoried as soon as Soldier is discovered absent. AR 700-84 Para 12-13 states, "The abandoned property of an AWOL Soldier will be inventoried without delay." It is recommended clothing is inventoried NLT 72 hours after discovery. Inventory must be completed by E5 (+), O2 (+), or WO. These procedures apply only if the enlisted Soldier resides in troop billets. Another member of the unit must witness inventory. The property will be split into three categories: personal items, CTA-50, and unit issued items

Inventory officer will:

- Ensure clothing is not exchanged for clothing of any other enlisted Soldier.
- Prepare a DA Form 3078 in triplicate. Record on DA 3078 the items and quantities of personal military clothing issued. Excess personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. See DA Pam 600-8 for instructions on how privately owned military personal property is inventoried. The person conducting the inventory will enter the words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

The witness, and the unit commander or designated representative, will verify and initial this form. Place the original copy of the inventory in the enlisted Soldier's duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

Return of the absent enlisted Soldier:

Clothing is returned to the absentee should he or she return to the unit or organization before being dropped from the rolls. The enlisted Soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted Soldier will be given copy three of the inventory. The unit Commander determines whether the enlisted Soldier has the initial allowances of personal clothing. Shortages are replaced at the Soldier's expense.



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Immediate Chain of Command informs Company Commander / 1SG

Cdr / 1SG ensures individual is assessed at BACH or nearest medical facility and initiates a search of living quarters (on post) and POV due to probable cause.

Cdr / 1SG informs higher headquarters and initiates written SIR; conducts verbal Div CCIR notification.

Cdr / 1SG informs Chaplain and Brigade Behavioral Health Officer to initiate tracking of care and assist in risk management

Cdr / 1SG address external issues --- access to weapons, unit relationships, financial stressors, others

Chain of Command participates in generating lessons learned from conditions surrounding suicide attempt

REFERENCES:
GTA 12-01-001, Army Suicide Prevention Program
POC: BCT Behavioral Health Officer



COMMAND IN GARRISON BATTLE DRILLS

Positive
UA

Positive
UA

Commander or 1SG receives
positive results packet from
ASAP

- Positive for marijuana: Take Soldier to MP Desk (798-2677)
- Positive for any other drug: Take Soldier to CID (798-9400)
- When Soldier is escorted to one of the above locations, take the UA paperwork from ASAP.

Commanders **must** enroll Soldiers into ASAP. Fill out DA form 8003; check "Command Referred for Apprehension"; and, take it to bldg. 286 D for registration. ASAP info line is: 798-8765

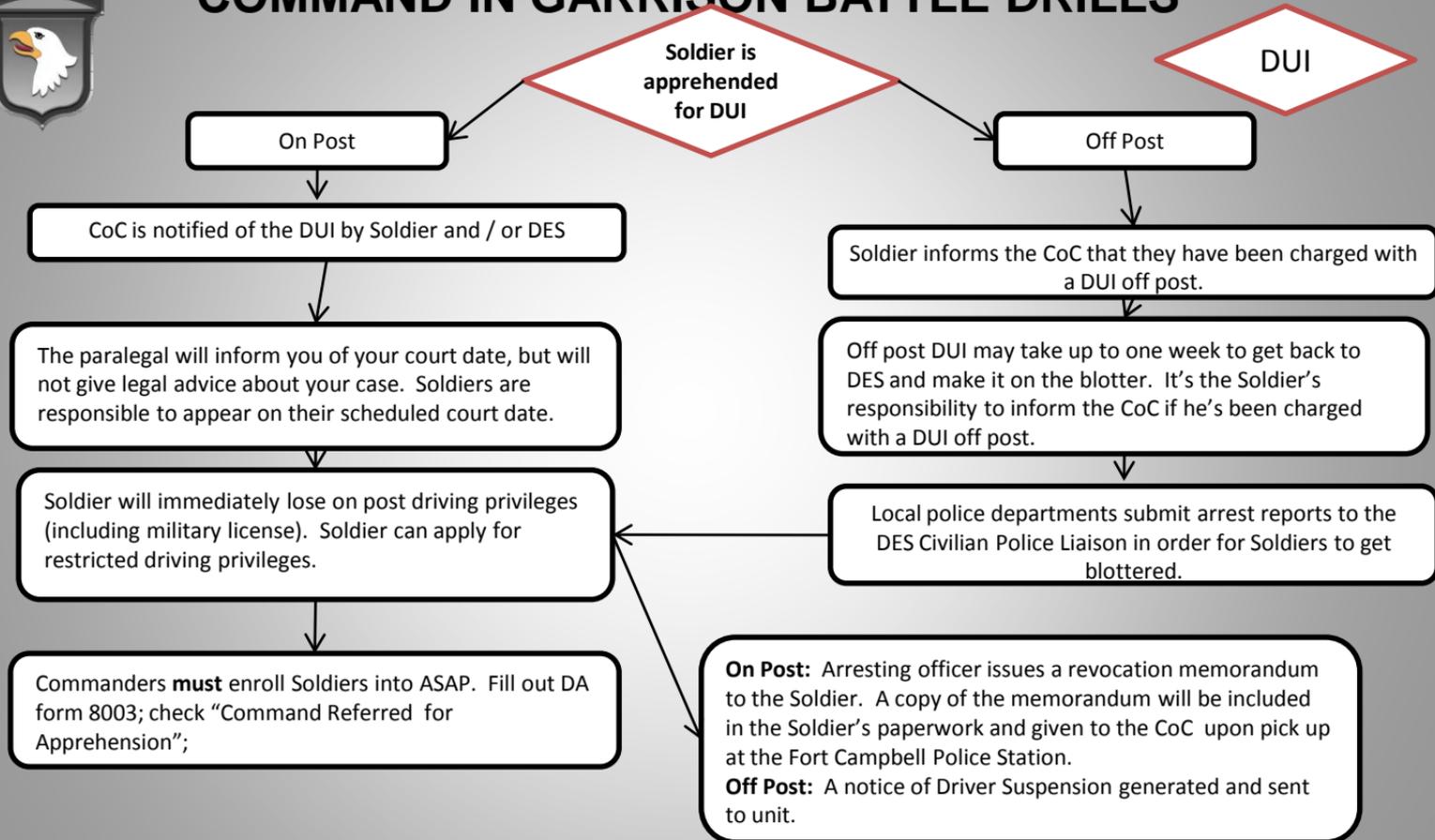
CDR initiate a flag, initiate separation and initiate FG AR-15 (see BD E25). If discovered that Soldier came up hot from prescription drugs a Medical Review Officer (MRO) must review the case. CDR should contact BN PA for MRO

SOLDIERS MUST BE ESCORTED TO MP OR CID. ARMY SUBSTANCE ABUSE PROGRAM (ASAP) IS NOT AUTHORIZED TO FORWARD RESULTS TO ANYONE OTHER THAN THE COMMANDER OR 1SG. IT'S YOUR RESPONSIBILITY TO INITIATE LAW ENFORCEMENT PROCEDURES!

REFERENCES:
AR 600-85

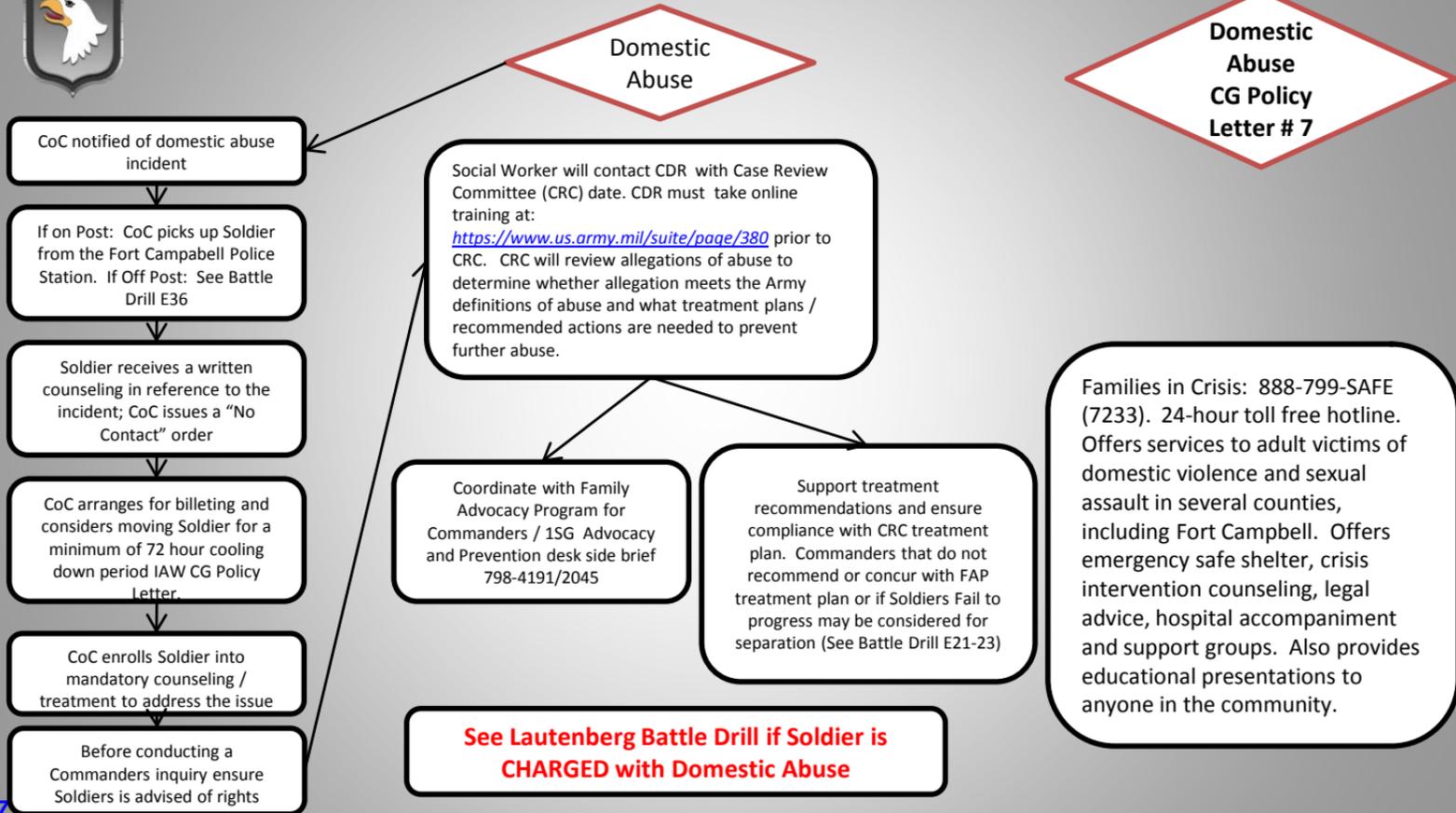


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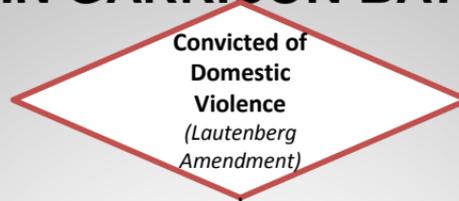


COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS



Commanders, if you know or have a reasonable cause to believe a Soldier has a qualifying conviction under Lautenberg and you make a weapon available to that Soldier, you can be charged with a felony offense.

Under 18 USC 922, this law applies to all Soldiers anywhere in the world, including those in hostile fire areas. This law is retroactive to anyone convicted on or after Nov 27th, 2002

Commanders must:

- Educate Soldiers on Lautenberg
- Investigate suspected qualifying convictions
- Track domestic violence arrests
- Report to HQDA
- Retrieve government issued firearms and ammo
- Collect and file DD Form 2760

The Lautenberg Amendment makes it a felony for anyone convicted of a crime of domestic violence to ship, receive, or possess firearms or ammunition. There is no military or law enforcement exception to the Lautenberg Amendment. Anyone who commits a crime that involves Domestic Violence **and is subsequently convicted** of this crime cannot own, possess, or be issued weapons - even in the line of duty!

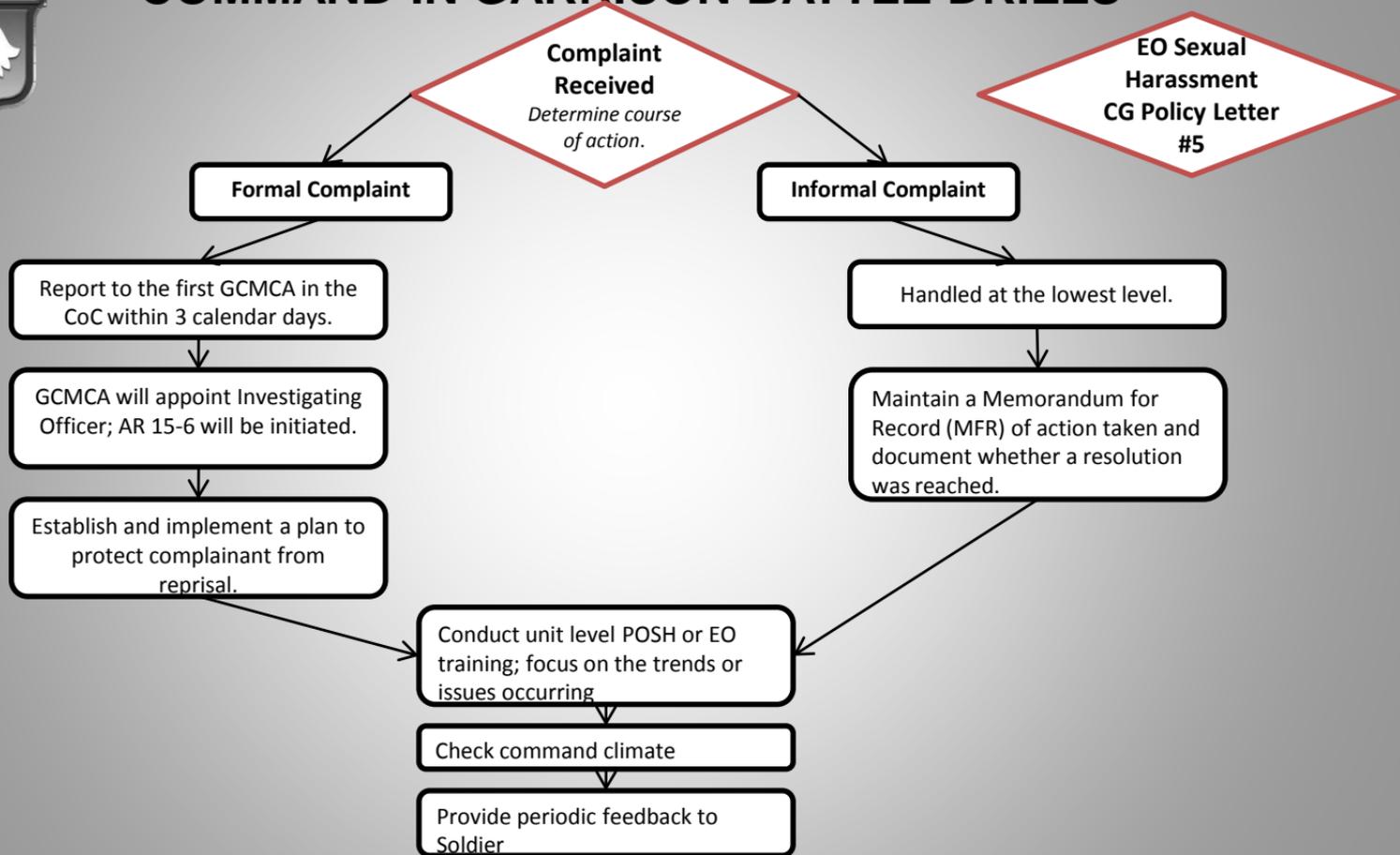
All Soldiers affected by this law **WILL** be reported through CoC with final assignment consideration by HRC.

Officer and enlisted Soldiers may be processed for involuntary separation under the provisions of AR 600-8-24, AR 135-175 or AR 635-200, respectively

A qualifying conviction does **NOT** include a summary court-martial conviction or the imposition of non-judicial punishment under Article 15, UCMJ

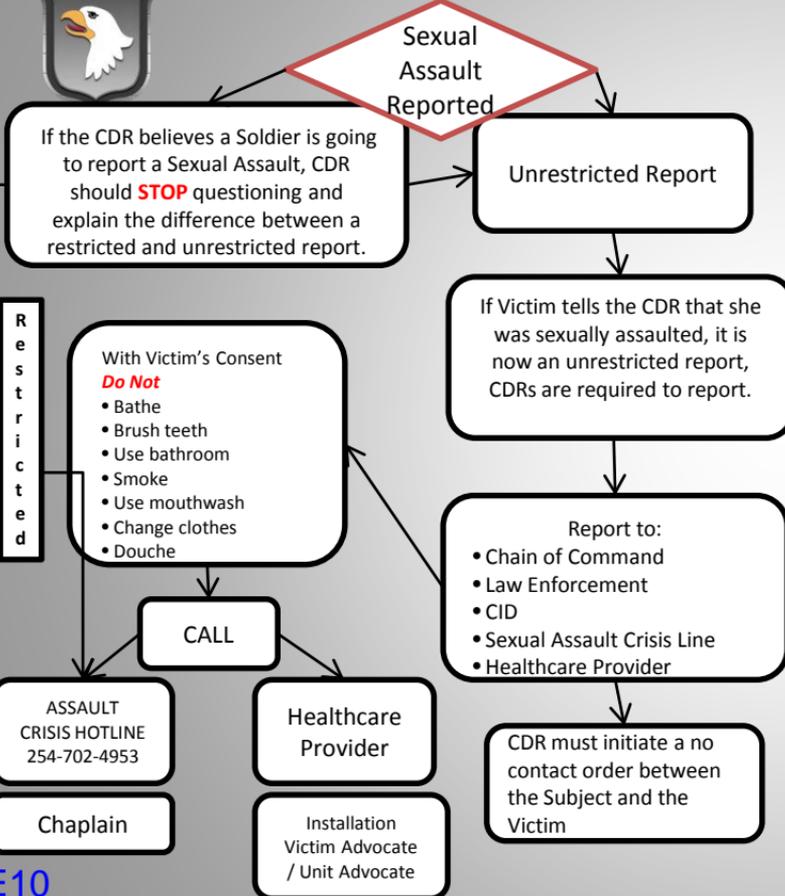
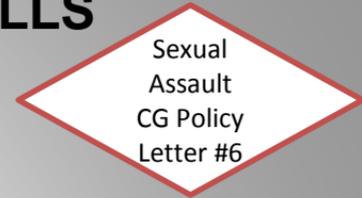


COMMAND IN GARRISON BATTLE DRILLS





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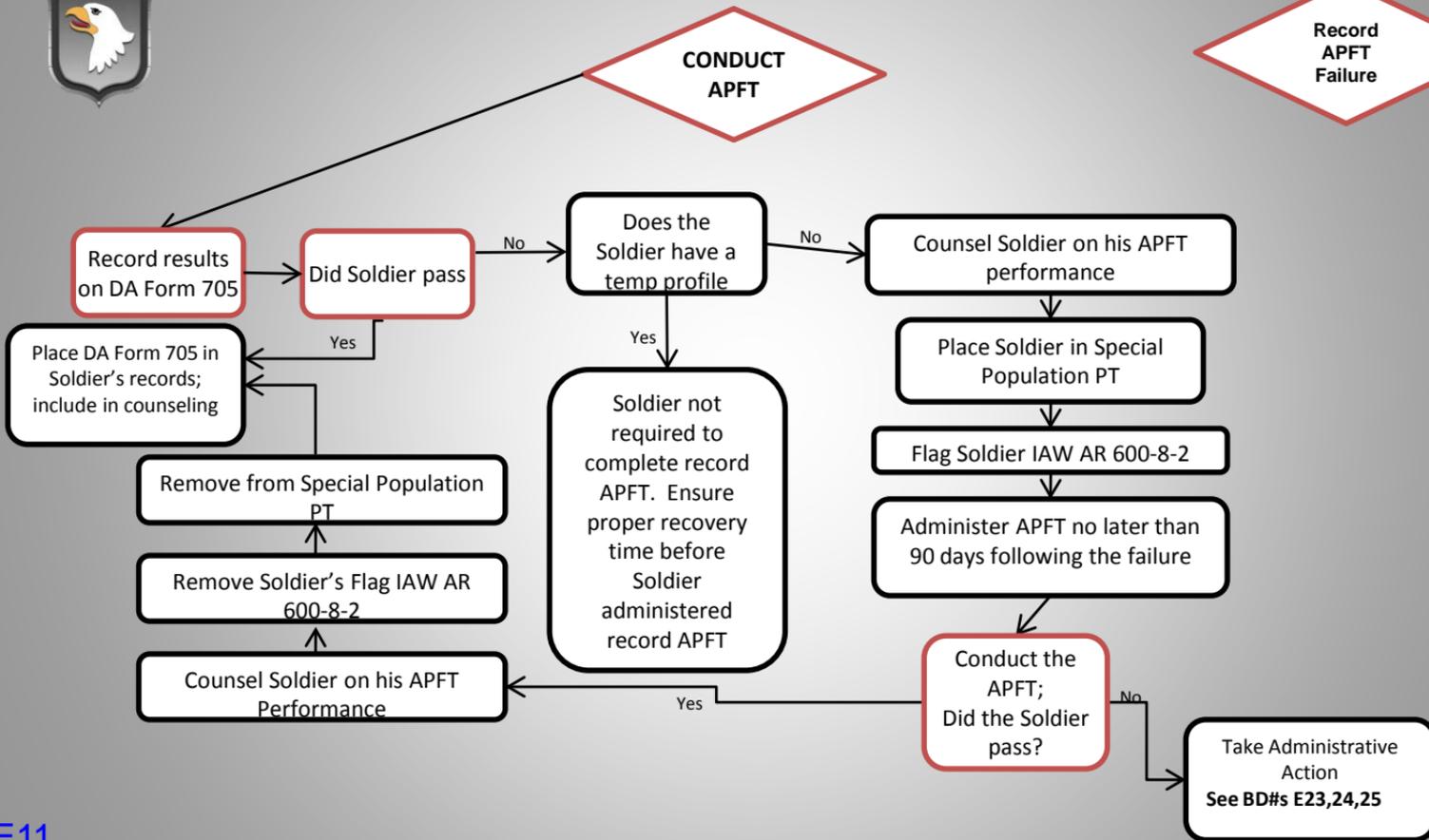


Differences between Sexual Assault and Sexual Harassment

Sexual assault and sexual harassment are not the same, although they are related to each other. **Sexual assault** refers specifically to rape, forcible sodomy, indecent assault, or attempts to commit these acts as defined by the Uniform Code of Military Justice (UCMJ). Sexual assault must involve physical contact. While sexual harassment can involve physical contact, it can also refer to verbal or other forms of gender discrimination of sexual nature. Sexual assault is a crime punishable under the UCMJ. **Sexual harassment** is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.



COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

HEIGHT/
WEIGHT
FAILURE

HEIGHT/
WEIGHT
FAILURE

Counsel Soldier and determine a plan of action.

Ensure Soldier is seen by medical personnel to determine if there is a medical reason for weight failure.
CDR refers Soldier to a nutritionist and / or dietician to receive counseling.

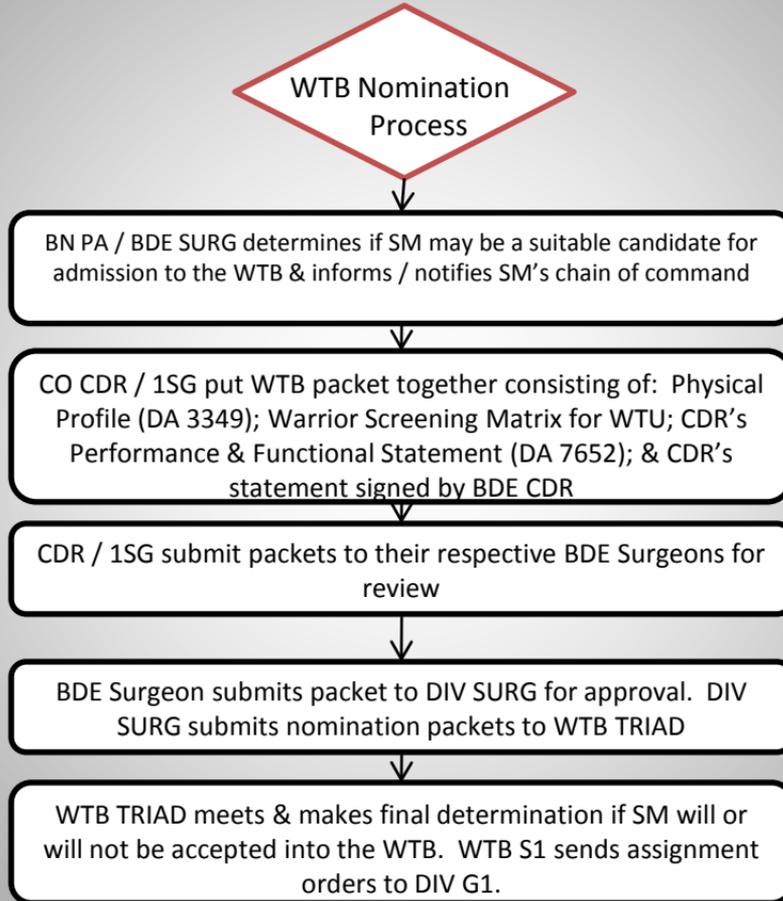
Notify BN S1 to Flag Soldier.
• BN S1 generates DA 268.
• CDR signs DA 268.

Determine if a bar to re-enlistment is applicable (CDR's discretion).
Submit DA 4126-R to Retention and BN S1.

Monitor the Soldier's progress monthly. Failure to make satisfactory progress of 3 to 8 pounds per month for 2 consecutive months will be considered for separation IAW AR 635-200, chapter 18. Soldier achieving satisfactory performance will continue in program until they achieve body fat standard. *The screening weight will not be used to remove Soldiers from the program.*



COMMAND IN GARRISON BATTLE DRILLS





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Individual:
CEASE ALL SYSTEM ACTIVITIES



Individual:
Notify IASO

YES

NO

Contact supporting RCERT / TNOSC at
(706) 791-2378

Inform Chain of
Command

YES

IASO:
• Isolate the system
• Prohibit activities on the system
• Do not investigate unless directed by RCERT



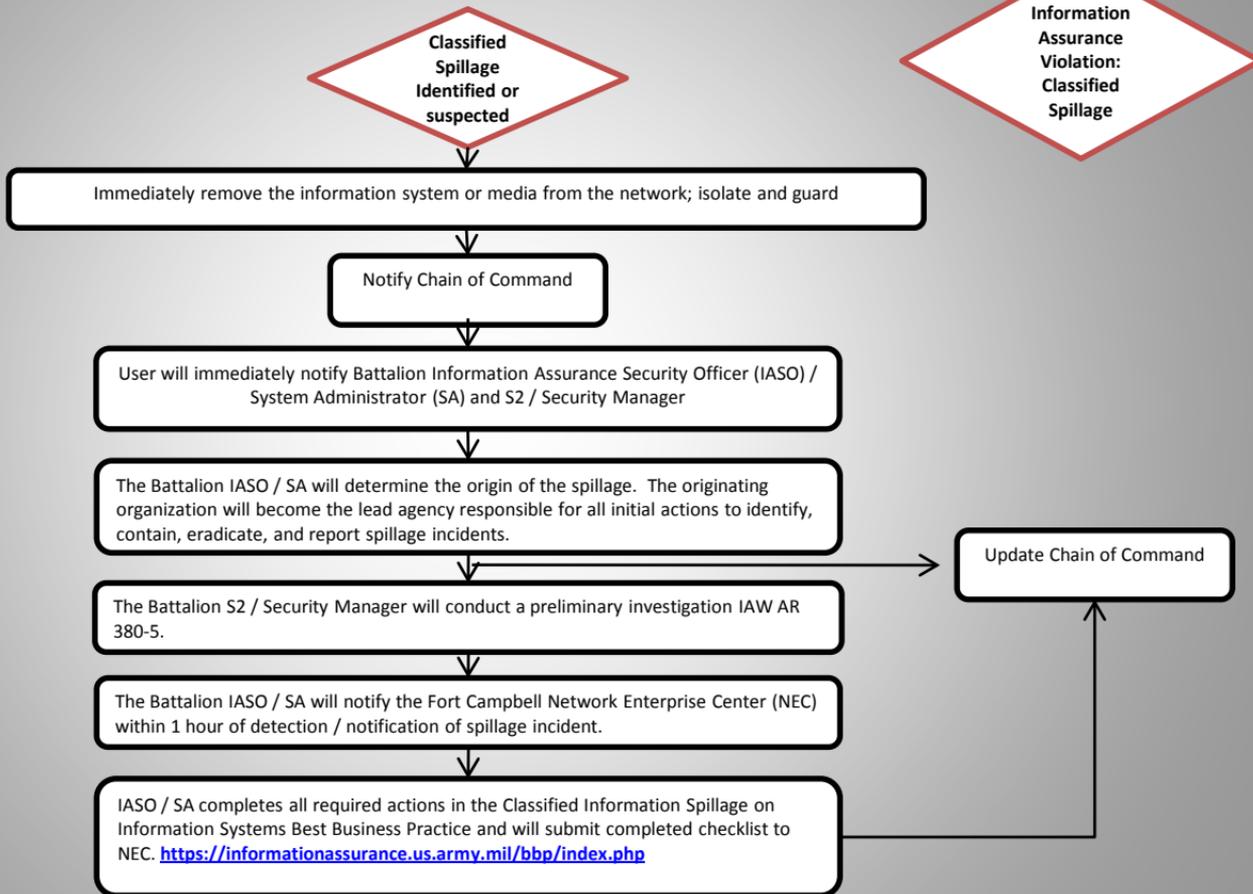
NO

RCERT:
• Collect and record required information
• Coordinate all incident response procedures with organization
• Conduct all intrusion containment, eradication, and verification measures
• Complete damage assessment worksheet

IASO:
• Contact the ACERT directly at (703) 706-1113



COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

Loss of
Personally
Identifiable
Information
Identified

Information
Assurance
Violation: Loss of
Personally
Identifiable
Information

Commander Actions:

Individual discovering the actual or suspected loss / breach contacts first line supervisor and BN Information Assurance Security Officer (IASO)

Informs Company Commander / 1SG

Cdr / 1SG informs higher headquarters

Within 1 Hour

Submit incident report to the United States Computer Emergency Readiness Team (US CERT) at www.us-cert.gov. Call 888-282-0870 if you have any problems submitting the report online

Within 24 Hours

Notify Army Freedom of Information and Privacy Act Office at privacyalert@rmda.belvoir.army.mil

Within 1 Hour

Submit notification email to pii.reporting@us.army.mil to inform Army leadership that an initial report has been submitted to US-CERT

Within 10 Days

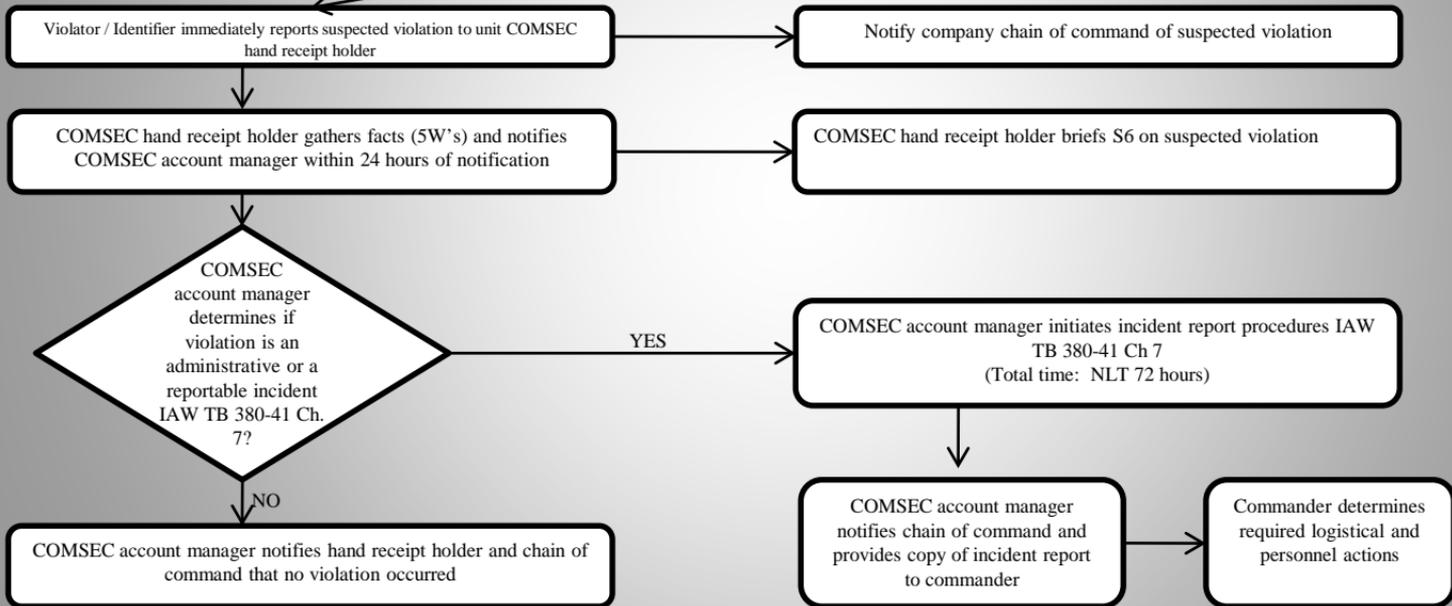
Organization responsible for the compromised information will make notification to affected individuals.



COMMAND IN GARRISON BATTLE DRILLS

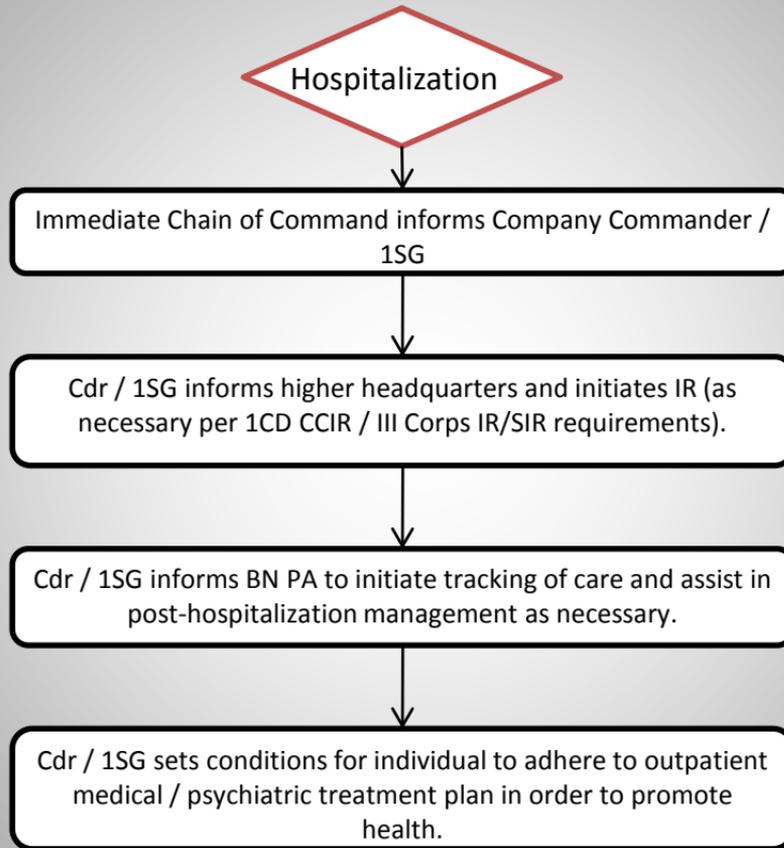
Suspected
COMSEC
Violation

Information
Assurance
COMSEC
Violation





COMMAND IN GARRISON BATTLE DRILLS





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Conscientious Objector

SM submits a DA 4187 requesting discharge or reassignment to noncombatant duties. The request must comply with AR 600-43, Appendix B:

- Full name
- Social security number
- Selective service number (if applicable)
- Service address and component
- Permanent home address
- Name and address of each school and college attended w/ dates of attendance and type of school
- Chronological list of all occupations, whether for compensation or not (include: type of work, name of employer, address of employer, and dates position was held)
- All former addresses and dates of residence
- Parents names and addresses (living or deceased)
- Religious denomination of parents
- Application to selective service board? Decision?
- Previous application for CO? Which status? When and where? Determination? Copy attached?
- Served less than 180 days?

No

Consult with BJA before returning to SM IOT comply with AR 600-43

CoC must submit to HQDA within 90 days of receipt

Yes

Consult your Brigade Judge Advocate. Commanders must counsel Soldiers. See Figures 2-1, 2-2 in AR 600-43.

The Applicant must be interviewed by a Chaplain. See Paragraph 2-3 of AR 600-43. CoC will provide the Chaplain a copy of the request packet.

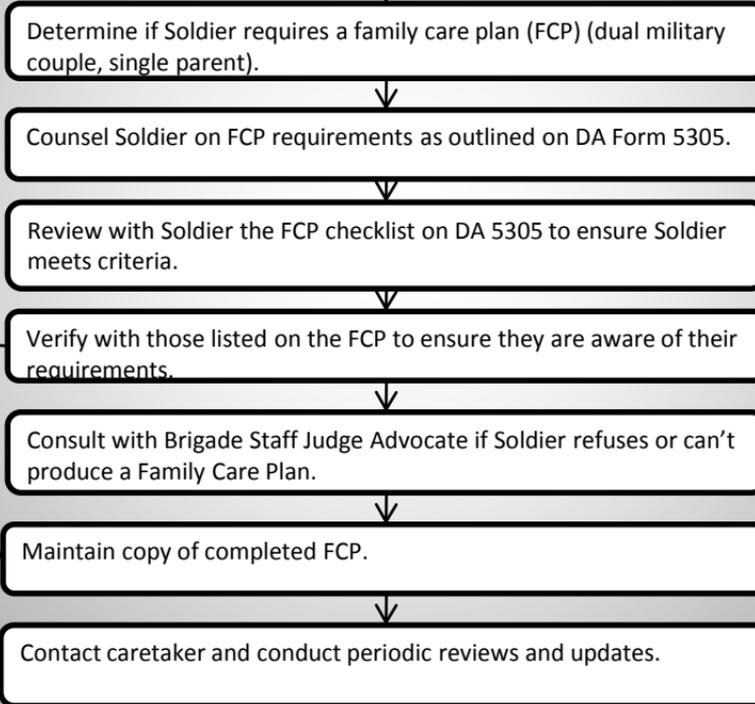
The Applicant must be interviewed by Psychiatrist, who will prepare a report of mental status.

The applicant's commander will forward the application, the chaplain's report of interview, and the report of mental status examination to the commander exercising special court-martial (SPCMCA) jurisdiction.

Consult with Brigade Legal Office for Full Process of Conscientious Objector Filing.



COMMAND IN GARRISON BATTLE DRILLS



The family care plan meets requirements

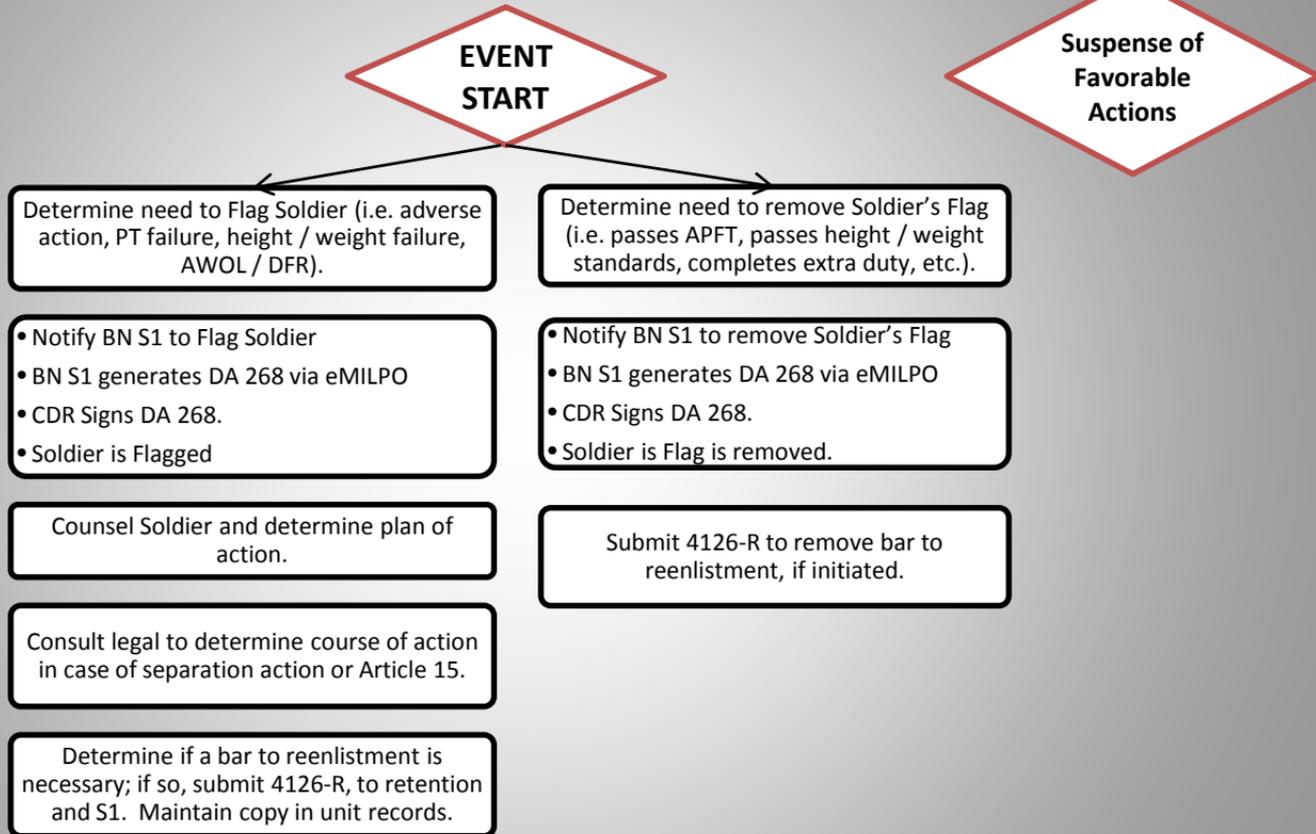
The family care plan does not meet the requirements

Counsel the Soldier

Commander may initiate administrative separation or bar to reenlistment.
See BD: E23,24,25



COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

**Initiate
Bar**

**Bar to
Reenlistment**

Determine need for the Bar to Reenlistment. Bar to Reenlistment can be initiated for: APFT Failure, Poor Performance, Height / Weight Failure, or even Commander's discretion. If a Commander determines a Soldier's performance does not warrant reenlistment in the US Army, they need to submit 4126-R to Retention and the BN S1. Maintain a copy in unit records..

Counsel Soldier in writing to inform him/her that they are being Barred; ensure this counseling provides Soldier a plan of action to overcome the Bar to Reenlistment. It is best if a commander includes all negative counseling on the Soldier in the Bar packet submission so when the Bar is reviewed it will withstand all legal reviews or Soldier appeals. This action is completely at the Commander's discretion with no requirements to impose.

Commanders must review the circumstances for imposing the bar every three months and either remove or continue the bar to reenlistment.

NO

YES

If Soldier has not overcome the Bar to Reenlistment after the second 3-month review Commanders must initiate separation proceedings under AR 600-200. Initiation of separation action is not required for Soldiers who, at the time of the 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 eligibility is attained.

If Soldier has overcome the Bar to Reenlistment, submit a DA 4126-R to remove the Bar to Reenlistment to retention and BN S1. Maintain a copy in unit records.



COMMAND IN GARRISON BATTLE DRILLS

Initiation of
Administrative
Separation

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.

When considering a SM for retention, re-classification, or separation, consider factors listed in AR 635-200, para. 1-15c. Counseling and rehabilitation is mandatory. Commanders must make maximum use of counseling and rehabilitation before determining that a Soldier has no potential for further useful service. Commanders will ensure that these measures are taken before initiating separation procedures for the reasons listed in AR 635-200, except in cases of mandatory and voluntary separation.

MANDATORY SEPARATIONS:

- Bars to Reenlistment (Chp. 1-47)
- Commission of a Serious Offense (only for drug abuse under Chp. 14-12c)
- Failure to Meet Body Fat Standards (Chp. 18).
- Loss of MOS Qualifications

VOLUNTARY SEPARATIONS:

Service members must submit a request, in writing, to his or her commanding officer.

Voluntary separation is only allowed in the following cases:

- Dependency;
- Hardship; or
- Pregnancy

INITIAL SEPARATION PROCESSING PROCEDURES:

After all mandatory counseling and rehabilitation attempts have been exhausted, the service member's immediate commander will notify the Soldier in writing that he / she is being recommended for administrative separation per AR 635-200. This is usually processed at the legal office for the commander. However, the service member will be counseled on a DA Form 4856, (apart from any other previous counseling attempts to correct the problem), as to the reasons he is being considered for separation. This counseling - DA Form 4856, along with all other pertinent information, DA Form 268 (Initiation of a flag), and the service member's ERB must accompany the initial packet to the legal office. The commander should also attach a memorandum as to what characterization of discharge he or she recommends.

The company (immediate) and battalion (intermediate) commanders will recommend type of separation, re-classification, or retention and the characterization of service to be awarded.

For Chapters 11, 13, 14, 15 and AR 604-18, no Soldier will be considered for separation on conduct that has been the subject of judicial proceedings resulting in an acquittal, or after a separation board has determined that the Soldier be retained. However, a Soldier is not precluded from Administrative Separation under Chapters 13, 14, or 15 if he or she has been convicted by a courts-martial whose sentence did not include a punitive discharge.

A highly deserving Soldier may be given a probation period to show successful rehabilitation (except fraudulent entry or homosexual conduct). Probation periods are for full time military only, not to exceed a total of 6 months. (AR 635-200, 1-18).

BOARD PROCEDURES:

If the service member has 6 or more years of active duty or is being considered for an other than honorable discharge, he or she is entitled to a hearing before an administrative separation board. AR 635-200, 2-2(b-3). Service members can waive their right to a hearing board. In this case, the separation authority will be the same as if a board was held.



COMMAND IN GARRISON BATTLE DRILLS

Initiation of
Administrative
Separation

ADDITIONAL DOCUMENTATION REQUIRED

REQUIRED DOCUMENTATION FOR EVERY CHAPTER PACKET

DD Form 93 (Emergency Notifications)

SGLI/V (Service member's Life Insurance Policy)

Enlistment Contract, Reenlistment Contract, and/or Extensions (If Applicable); only need the DD Form 4-1, 4-2, 4-3

Most Current LES (30 days current)

Rank History (get from S-1)

Updated ERB (get from S-1)

Duty Status (get from S-1)

ACES Record (Education Records)

Paragraph 1-16 Counseling

Chapter 5-13: Personality Disorder

- Evidence SM has not responded to Para 1-16 Counseling
- Medical examination
- Mental evaluation by physician trained in psychiatry and psychiatric diagnosis or a clinical psychologist

Chapter 5-8: Family Care Plan

- Family Care Plan checklist counseling
- Statement from SM explaining why he / she cannot obtain a Family Care Plan
- Medical examination

Chapter 5-16: Early Separation to Further Education

- Letter of Admission (Must include date classes will begin)
- Statement proving Soldier can pay tuition fees
- Evidence that school is VA approved (Statement from school or education center will suffice)

Chapter 5-17: Other Designated Physical or Mental Conditions

- Evidence SM has not responded to Para 1-16 Counseling
- Evidence from Medical or Mental Health personnel documenting condition
- Medical examination

Chapter 6-3(a) or 6-3(b): Dependency or Hardship

- Evidence supporting dependency or hardship

Chapter 8: Pregnancy of Enlisted Women

- Pregnancy counseling
- Pregnancy profile or statement of pregnancy
- Medical examination

Chapter 9: Alcohol or Other Drug Abuse Rehabilitation Failure

- ASAP summary of rehabilitation
- Statement declaring SM a rehabilitation failure
- Medical examination

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.



COMMAND IN GARRISON BATTLE DRILLS

Initiation of
Administrative
Separation

ADDITIONAL DOCUMENTATION REQUIRED

REQUIRED DOCUMENTATION FOR EVERY CHAPTER PACKET

DD Form 93 (Emergency Notifications)

SGLI/V (Service member's Life Insurance Policy)

Enlistment Contract, Reenlistment Contract, and/or Extensions (If Applicable); only need the DD Form 4-1, 4-2, 4-3

Most Current LES (30 days current)

Rank History (get from S-1)

Updated ERB (get from S-1)

Duty Status (get from S-1)

ACES Record (Education Records)

Paragraph 1-16 Counseling

Chapter 13: Unsatisfactory Performance

- Evidence SM has not responded to Para 1-16 counseling
- Mental evaluation
- Medical examination

Chapter 14-12a: Minor Disciplinary Infractions or Chapter 14-12b: Pattern of Misconduct

- Evidence SM has not responded to Para 1-16 counseling
- Mental evaluation
- Medical examination

Chapter 14-12c: Commission of a Serious Offense

- Evidence of serious offense
- Mental evaluation
- Medical examination

AR 635-200 para. 1-7. Processing timeline goals:

- For separations when the notification procedure is used will not normally not exceed 15 working days.
- When the administrative board procedure is used will not normally exceed 50 working days.
- Processing time will be measured from the date the Soldier acknowledges receipt of the notification of the proposed separation to the date the separation authority directs separation.
- Failure to process an administrative separation within these timeframes will not prevent separation or characterization of service.

Chapter 14, para 14-5:

Conviction by Civil Court

- Memorandum for medical and dental records if no longer on the installation
- Results of the trial and conviction

Chapter 18: Failure to Meet Body Fat Standards

- Body fat content worksheets
- Nutrition counseling
- Enrollment into weight control program
- Statement that weight is not due to a medical condition
- Medical examination

Chapter 16-4: Non-Retention on Active Duty

- Declination statement

Consult with Brigade Judge Advocate in determining whether or not to initiate an administrative separation and what type is appropriate.



COMMAND IN GARRISON BATTLE DRILLS

Soldier
Pregnancy

Verify pregnancy by medical personnel. Upon doing so, SM will receive pregnancy profile and initiate prenatal care to include an Occupational Health Interview to assess risks w/ SM, fetus, & work environment.

SM's commander (or designated official) will counsel SM on the Army Pregnancy Program, Separation Options, and Family Care Plan (FCP) requirements. CDR will also establish liaison w/Occupational Health Clinic and make site visits as necessary.

SM will enroll in Pregnancy/Postpartum PT Program upon diagnosis of pregnancy thru delivery plus 180 days.

Upon delivery, SM will be authorized convalescent leave (typically 42 days for a normal pregnancy and delivery) and provided a postpartum profile (typically for 45 days). *Hospital CDR will authorize additional leave for medical complications, as necessary. *Unit CDR can authorize up to 30 days convalescent leave after SM returns to work if necessary.

Upon return to from leave and clearance from profiling doctor, SM will return to full duty.

Company Commander must re-test validity and durability of the FCP every **six months** to include contacting the designated guardian(s). Recommended testing periods are prior to field exercises or during deployment preparation.

If SM is single and living in barracks, she is authorized to receive BAH (without dependents) and move off upon confirmation of pregnancy. *Pregnant, single SMs will NOT be authorized on-post housing until delivery, but can elect to be put on waiting list as soon as pregnancy is confirmed. Upon delivery, single SMs will be authorized BAH w/dependents and option to move into on-post housing.

Although the DA Form 5304 is the only mandatory document that must be completed prior to the SM's delivery date, recommendation is to complete the entire FCP, if possible.

CDR should track SM's 20th and 28th week benchmarks as there are several physical restrictions per AR 40-501 that must be strictly enforced.

CDR ensures all required documents are in order, meet the FCP requirements, are workable, and durable NLT 45 days from SM's delivery.

PREGNANCY PROGRAM REFERENCES

- | | |
|----------------|----------------|
| a) AR 40-400 | g) AR 600-8-24 |
| b) AR 40-501 | h) AR 601-280 |
| c) AR 210-50 | i) AR 614-30 |
| d) AR 600-8-10 | j) AR 635-200 |
| e) AR 600-9 | k) AR 670-1 |
| f) AR 600-20 | l) AR 700-84 |



COMMAND IN GARRISON BATTLE DRILLS

Initiation of
UCMJ Action

When a commander learns of misconduct by a Soldier, that commander will collect the following evidence prior to consulting with Trial Counsel or the Brigade Judge Advocate in determining whether or not to initiate action(s) under the UCMJ and what type is appropriate.

- Soldier's counseling packet, all DA Form 4856s
- All sworn statements related to the event or events, DA Form 2823s
- If the Soldier has gone AWOL, all DA Form 4187s
- If anyone interviewed the Soldier concerning the alleged offenses; a DA Form 3881 must be completed and brought to JAG
- Any investigations that were done, to include, but not limited to CID, Commander's Inquiries, AR 15-6, and local law enforcement, if available
- Positive urinalysis test results
- Restriction orders
- Any other relevant evidence



COMMAND IN GARRISON BATTLE DRILLS



Discovery of Loss - Unit Actions

1. Initial Company Informal Investigation
2. Inform CoC (up to Bn level)
3. Initiate DD Form 200
 - a. Attach DA Form 7531 as a checklist
4. Prepare FLIPL packet
 - a. Commander's Inquiry
 - b. Sworn statements
 - c. Supporting documentation
5. Submit and verify FLIPL packet with PBO

Investigation & Recommendation

Unit Action:
Investigate per AR 735-5 & unit SOP

Liability Determined:

1. Notify respondent of rights
2. Gain decision by appointing authority
3. Forward to approval authority

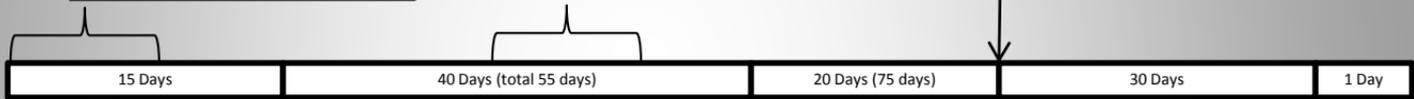
No Liability Determined:
Forward to approving authority

Approving Authority

BDE S4 Actions
Prepare approving authority memo

Liability Determined:

1. Notify respondent
2. Allow rebuttal time
3. Process with finance



BDE S4 Actions

1. Verify accuracy of FLIPL packet
2. Assign FLIPL tracking number

PBO Actions

1. Assign document number
2. Retain a copy of FLIPL packet
3. Forward to appointing / approval authority
4. Initiate replenishment action

BDE S4 Actions

1. Thorough review of FLIPL packet
2. Provide recommendation

Appointing Authority Action

Liability Determined:

1. Notify respondent of rights
2. Legal review
3. Decision by approving authority

No Liability Determined:
Notify respondent of relief from responsibility

BDE S4 Actions
File completed FLIPL



COMMAND IN GARRISON BATTLE DRILLS



14 Day Suspense

14 Day Suspense

PAD
Forwards profile to Post Retention Office

Post Retention Office
-Screens profile
-Updates IMREPR

Unit Career Counselor
-Initiates MAR2 packet
-Counsels Soldier
-BN CDR / Co CDR Recommendation
-Submits MAR2 request through RETAIN

Post Retention Office
-Reviews MAR2 packet
-Forwards to HRC for adjudication

HRC
-Renders decision
- Responds to Post Retention

***Post Retention Office**
-Receives decision
-Forwards to Unit Career Counselor

***Unit Career Counselor**
-Informs BN/ Co CDR of decision
-Submits appeal if necessary (material error)



Commander may request 14 day extension for profile clarification



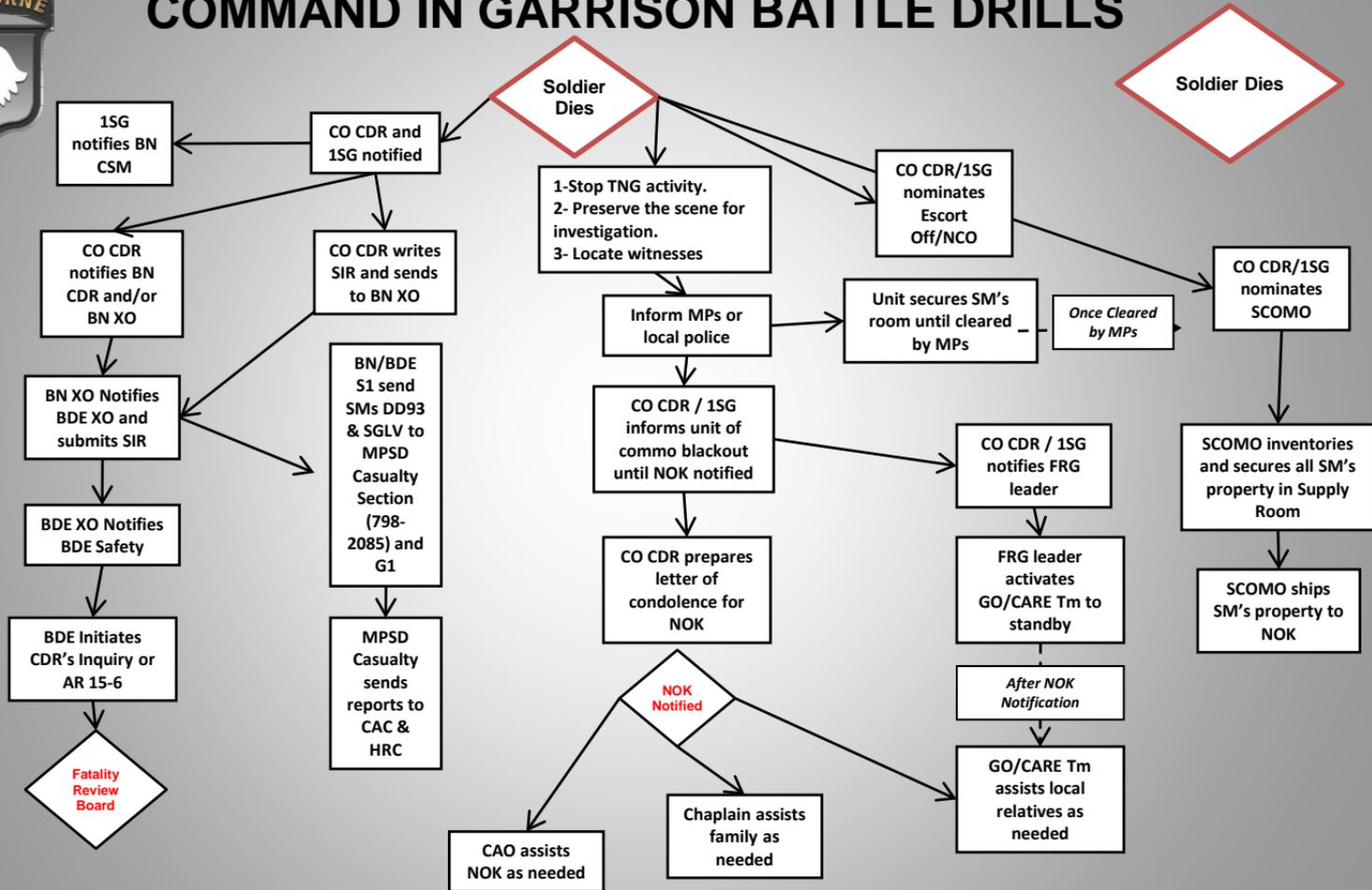
HRC Renders one of the following decisions
-Retain in PMOS
-Reclassify
-Refer to MEB*



*MEBs referred to PEBLO by Post Retention
*Unit CC verifies Soldier reports within 5 days



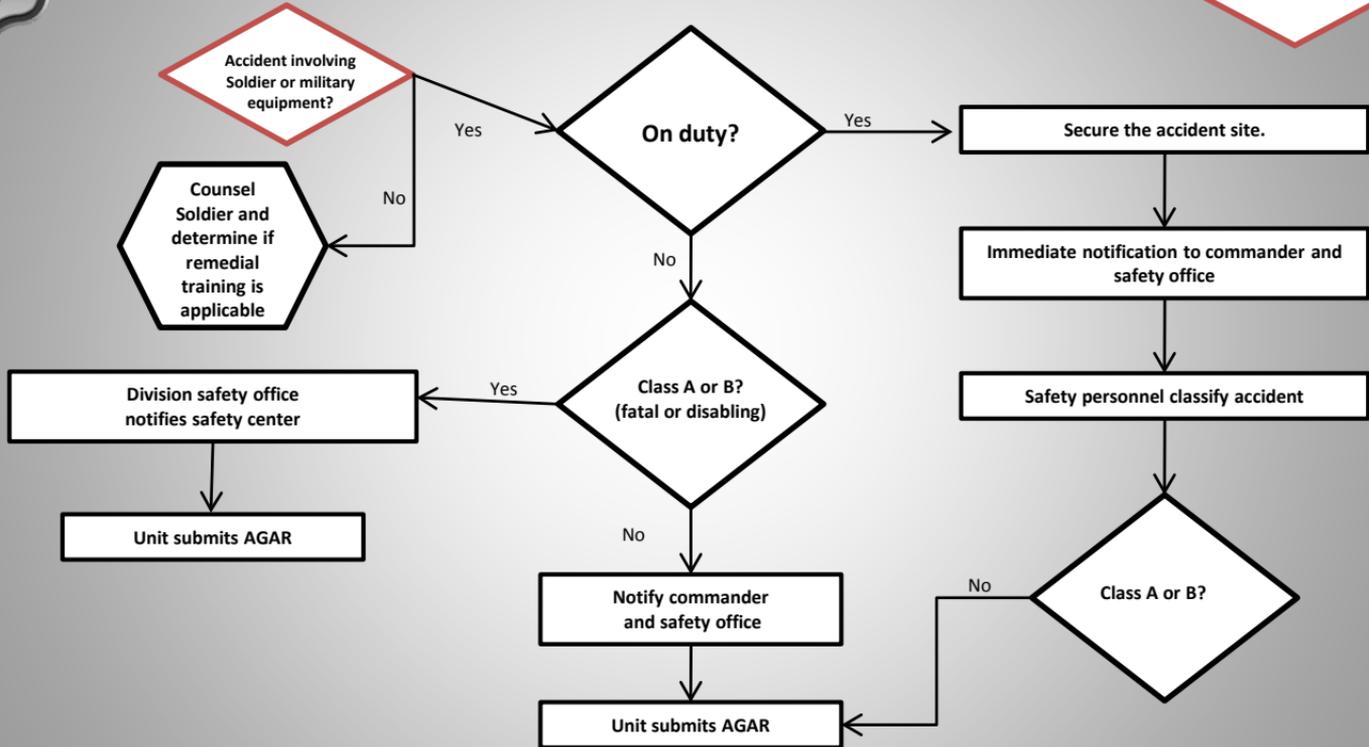
COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

Accident
Notification





COMMAND IN GARRISON BATTLE DRILLS

FRG
Fundraising

Additional Rules Governing FRG Fundraising.

The FRG informal fund cap currently listed as \$5,000 in AR 608-1, Army Community Service Center, Appendix J, Section 7, subparagraphs (e) and (f) is increased to \$10,000.

Unauthorized Use of informal funds:

- Augmenting the unit's other informal funds (i.e. the unit's cup and flower funds)
- Augmenting items or services that should be paid for with appropriated funds
- Purchasing traditional military gifts, such as Soldier farewell gifts that are not related to family readiness
- Funding the unit ball (*specifically stated!!*)

Authorized Use of informal funds:

- FRG newsletters that contain mostly unofficial information
- Parties
- Social outings
- Volunteer recognition
- Picnics
- Refreshments

Conduct FRG
Fundraising
Event

Appropriate infrastructure established --- SOP,
FRG Fund Custodian

Purpose of fundraising consistent with the
approved SOP.

Manner of fundraising consistent with the JER
and AR 600-29.

FRG Leader must coordinate with the
commander with jurisdiction over the location
of fundraising.

Commander must consult with SJA / Ethics
counselor and avoid all conflicts of interest.

Conduct Fund
Raising Event



COMMAND IN GARRISON BATTLE DRILLS

Administrative Reduction

General Rules:

Who may reduce:

- SPC / CPL and below - Company, troop, battery CDRs
- SGT / SSG - SCMCA
- SFC, MSG, SGM - SPCMCA

A Board is Required for Soldiers in the grade of:

- CPL / SPC when being reduced more than one grade; and
- SGT through SGM for:
 - reduction for misconduct (civil conviction) under paragraph 10-3 (except under table 10-2); and
 - inefficiency under paragraph 10-5.

Board appearance may be declined in writing, which will be considered as acceptance of the reduction board's action. Individuals in grade of CPL and below may be reduced without action by a board.

Soldiers can also be reduced for :

- Approved discharge from service with OTH, 10-15.
- Reduction for failure to complete training, 10-16.
- Reduction for unsatisfactory participation, 10-17.
- Failure to complete NCOES, 10-18.
- Voluntary reduction 10-19.

Administrative reductions may result from either Soldier misconduct or inefficiency.

Reduction for Inefficiency: 10-5 and 10-6

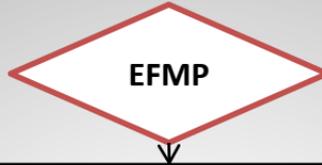
- The CDR reducing the Soldier will inform him or her in writing of the action contemplated and the reasons.
- The Soldier will acknowledge receipt; may submit rebuttal.
- Soldiers must demonstrate a pattern of inefficiency rather than a single incident to be eligible for reduction.
- Demonstration of characteristics that shows that the person cannot perform duties and responsibilities of the grade and MOS.
- Any act or conduct that clearly shows that the Soldier lacks those abilities and qualities normally required and expected of an individual of that grade and experience.
- CDRs may consider misconduct, including conviction by civil court, as bearing on inefficiency.
- Longstanding unpaid personal debts w/o attempt to pay.
- Must serve in the same unit for at least 90 days prior to reduction.
- Documents will establish a pattern of inefficiency.
- Reduction for inefficiency will not be used for the following:
 - (1) To reduce Soldiers for actions for which they have been acquitted because of court-martial proceedings.
 - (2) In lieu of UCMJ, Article 15.
 - (3) To reduce a Soldier for a single act of misconduct.

Reduction for Misconduct: 10-3

- A Soldier convicted by a civil court, or adjudged a juvenile offender by a civil court, will be reduced or considered for reduction according to table 10-2.
- When a reduction board is required, it will convene after receipt of documentary evidence and before separation or retention is considered under AR 635-200.
- If the conviction is reversed, the Soldier will be restored to the former grade.



COMMAND IN GARRISON BATTLE DRILLS



- Request data store manual query from BN S1 for Soldiers enrolled in EFMP and their expiration date.
- Soldiers requiring enrollment must start with Fort Campbell EFMP Office. Primary Care Manager will inform family if the requirement exist.

For Soldiers currently enrolled, Cdr / 1SG review information provided by BN S1 and identify Soldiers with expired, or soon to expired, EFMP. (EFMP is good for 3 years)

Ensure Soldiers have the time allocated to update their EFMP status; Soldier must physically go to the EFMP office at Darnall Hospital. They will be told what they must do in order to update or be removed from the program.

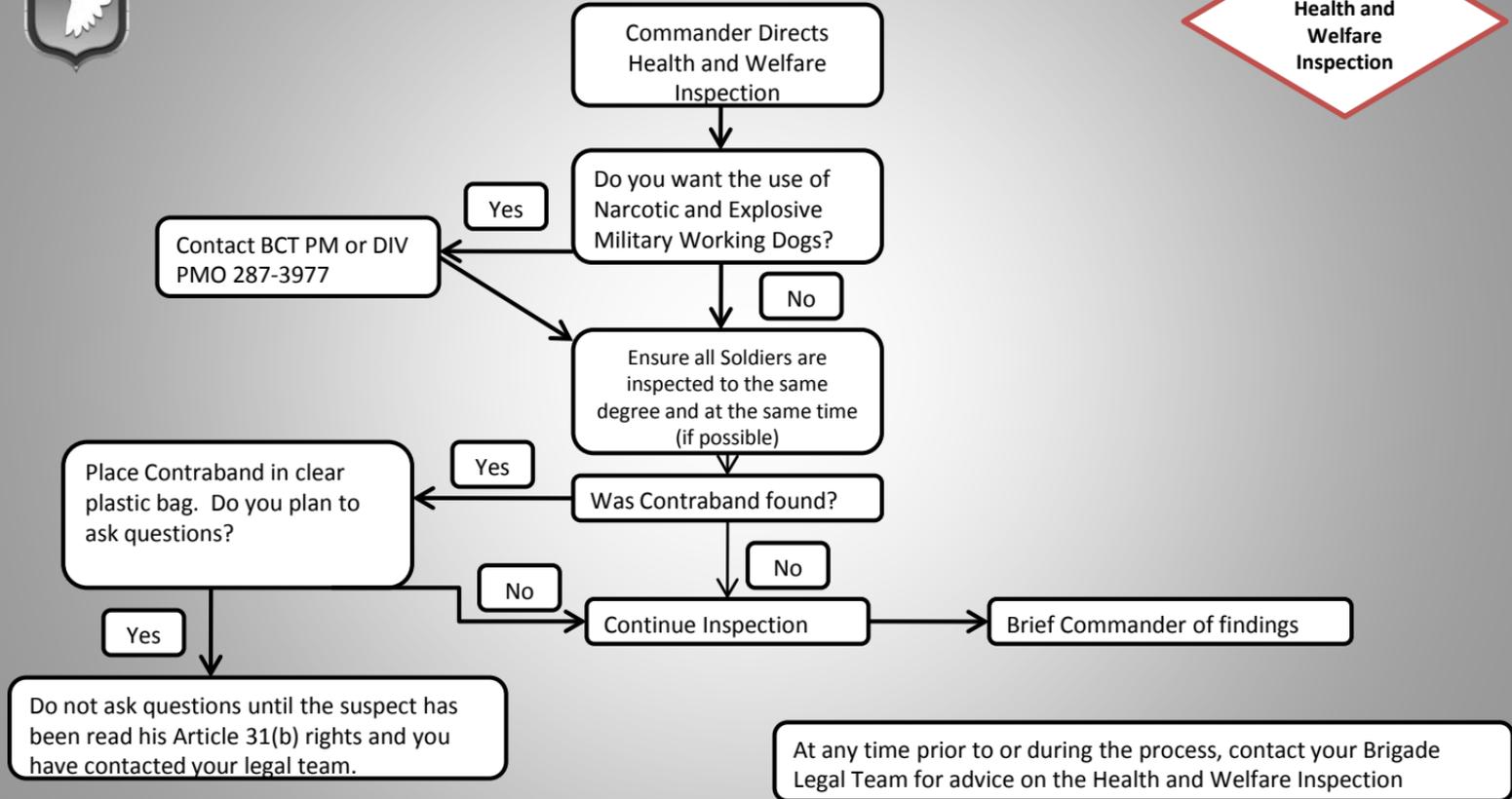
Ensure Soldier completes all identified requirements and submits them to the EFMP office at Darnall Hospital.

Validate updates with Battalion S1 once requirements are complete. EFMP will appear on Soldiers ERB / ORB.



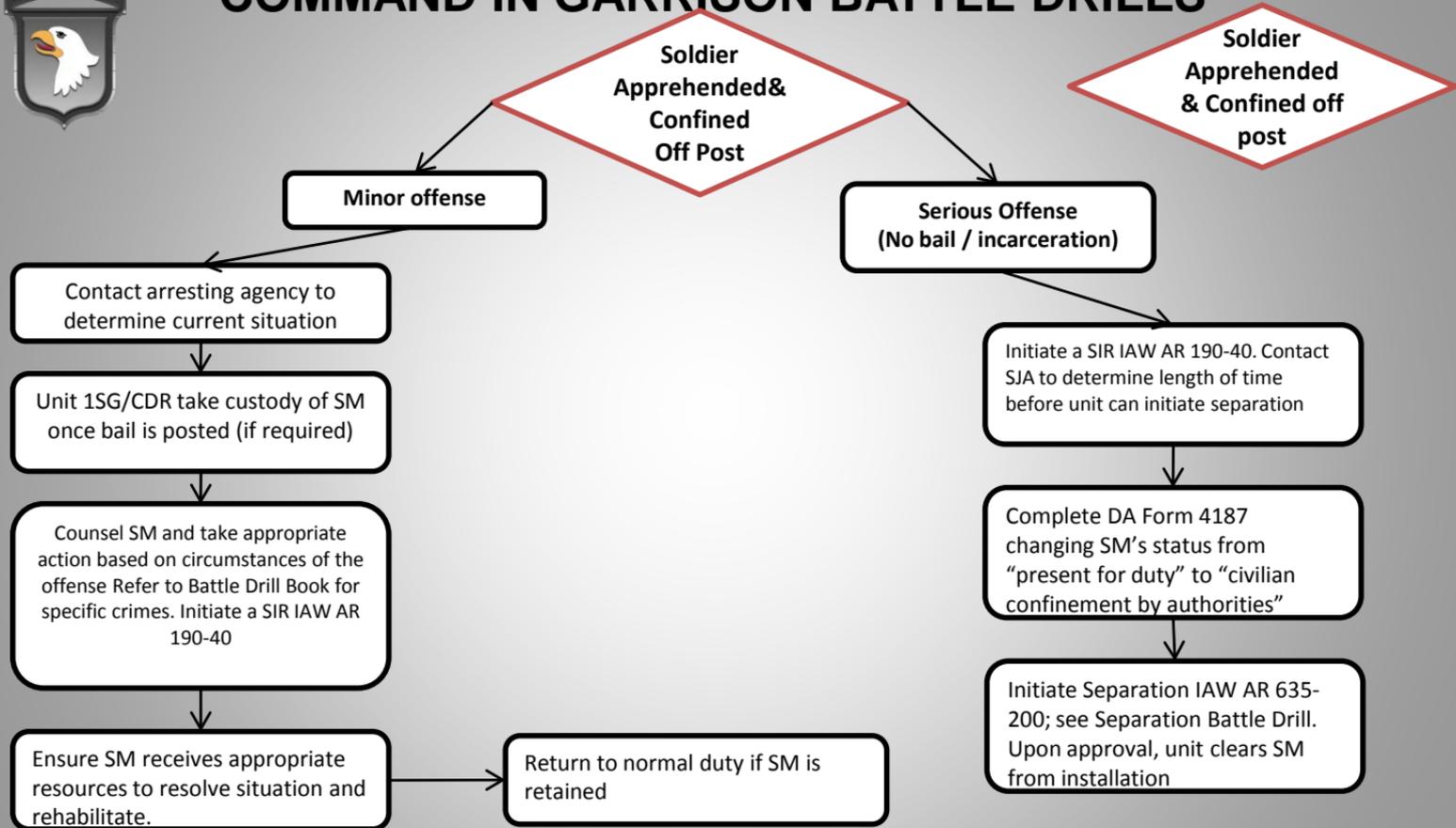
COMMAND IN GARRISON BATTLE DRILLS

Conduct
Health and
Welfare
Inspection





COMMAND IN GARRISON BATTLE DRILLS





COMMAND IN GARRISON BATTLE DRILLS

FORT CAMPBELL SOCIAL RESILIENCY FAMILY READINESS SUPPORT ASSISTANT

Division FRSA.....	931-217-5019
1st BCT.....	931-472-5255
2nd BCT.....	931-472-5365
3rd BCT.....	931-249-1373
4th BCT.....	931-472-5632
Sustainment Brigade.....	931-217-9863
101st Combat Aviation Brigade.....	931-472-5856
159th Combat Aviation Brigade.....	931-472-5994
HHB, 101st.....	931-472-5694
86th CSH.....	931-249-3354
5th SFG.....	931-980-8855
160th SOAR.....	270-889-8494
52nd EOD.....	931-494-0723
WTU.....	931-249-6251
MEDDAC.....	270-956-3815

Crisis Hotlines

Rape Crisis Hotline.....	800-656-4673
Fort Campbell Abuse Reporting.....	270-798-8601
After hours.....	270-798-8400
Kentucky Child Abuse Hotline.....	800-752-6200
Tennessee Child Abuse Hotline.....	887-237-0004
National Child Abuse Hotline.....	800-422-4453
Domestic Violence Hotline.....	800-799-7233
National AIDS Hotline.....	800-342-2437
National Parent Hotline.....	800-840-6537
Poison Control.....	800-662-9886
National Youth Crisis Hotline.....	800-442-4673
Suicide Hotline.....	800-784-2433
Missing and Exploited Children.....	800-843-5678
National Drug Abuse Hotline.....	800-622-4357
Ombudsman Wounded Warrior Hotline	270-798-8827 or 931-216-3402
Wounded Warrior and Family Hotline	270-798-8045
Crisis Call Hotline.....	931-648-1000



COMMAND IN GARRISON BATTLE DRILLS

Schools

Fort Campbell School Liaison.....270-798-9874
Fort Campbell Schools Central Office.....270-439-1927
Administrative Office.....270-439-3790
Clarksville Montgomery County Schools....931-648-5600
Christian County Public School System.....270-887-1300
SSG Glenn H. English JR Army Education Center
.....270-798-3201

Teens

Taylor Youth Services & Youth Sports.....270-798-3643
Teen Club 24/7.....270-956-1030

Adults

Religious Education Center.....270-798-3185
Chaplain Services Family Life Center.....270-798-3316
(Marital and Family Services Support)
Installation Chaplain Service.....270-798-6124
Protestant Services.....270-798-8777
Contemporary.....270-798-3327
Memorial Chapel.....270-798-2066
Grace Chapel.....270-798-3446
Community Chapel.....270-798-0464

Soldiers Chapel.....270-798-4311
Hope Chapel.....270-798-7551
Peace Chapel.....270-798-6124
Catholic Services.....270-798-2352
Confessional.....270-798-3840
Jewish Services.....270-798-6124
Pagan Services.....931-494-3661
Divine Liturgy.....270-798-6124
Great Vespers.....270-798-6124
Samoan & Pentecostal.....270-798-7551
Traditional Protestant.....270-798-4311
Gospel.....270-798-0464
Jumah.....270-798-3185
Muslim.....270-798-6124
Religious Services Directory
Installation Senior Catholic Priest.....270-798-3840
101st Division Chaplain.....270-798-6913
5th Special Forces Chaplain.....270-798-3306
160th Chaplain.....270-798-2490



COMMAND IN GARRISON BATTLE DRILLS

SOCIAL RESILIENCY Adults

Better Opportunities for Single Soldiers.....270-798-7858
ACS Family Resource Center.....270-956-2935
Fort Campbell Outdoor Recreation.....270-798-2175
MWR Special Events.....270-798-7535
MWR Sports & Fitness.....270-956-1006
Army Career & Alumni Program.....270-798-5000
ITR Leisure Travel.....270-798-7436

Children

Child, Youth, and School Services.....270-798-0674
CYSS Kids on Site.....270-956-4381
ASYMCA.....270-798-7422
BACH Child Psychiatry Services.....270-798-8437
CYSS Outreach Services.....270-412-0173
Short Term Alternative Childcare.....270-956-4381
Co-Op Daycare YMCA.....270-798-7422
Family Childcare Home Program.....270-798-4959
Child Development Home
(Non-traditional Work Schedules).....270-798-4959
Waters Child Development Center #1.....270-439-7993
Waters Child Development Center #2.....270-439-7996
Bastogne Child Development Center.....270-412-4485
Tennessee Child Development Center.....270-412-4477
Part Day Preschool.....270-956-6767
CYSS Respite Care.....270-412-4477
SKIES Unlimited (classes & programs).....270-412-5455
Taylor Youth Services.....270-798-3643
Taylor Youth Sports.....270-798-6355
Boys Scouts of America.....931-561-6515
Girl Scouts of America.....931-648-1060

SPIRITUAL RESILIENCY

Children

Club Beyond (Youth Ministries).....270-798-6124
Catholic Youth Chapel.....270-798-2352
AWANA (Ages 4-6th grade).....270-798-3185

Women's Program

Military Council of Catholic Women.....270-798-6124
Mothers of Preschoolers (MOPS).....270-798-6124
Protestant Women of the Chapel.....270-798-6124

Blanchfield Army Community Hospital

Hospital Chaplain.....270-798-8777

A quick reference guide to Fort Campbell's Resiliency Agencies & Programs

ACS: Army Community Service
ASAP: Army Substance Abuse Program
ASYMCA: Armed Services YMCA
BACH: Blanchfield Army Community Hospital
CYSS: Child Youth & School Services
EFMP: Exceptional Family Member Program
ITR: Information, Ticketing, & Reservations
MOB/DEP: Mobilization/Deployment
FMWR: Family, Morale, Welfare, & Recreation

ADDITIONAL RESOURCES

Fort Campbell Post Info: 270-798-2151