



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-BP

11 Jul 08

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Base Realignment and Closure (BRAC) 2005
Military Personnel (MILPER) Management and Services Policy
Guidance

1. The enclosed TRADOC BRAC MILPER Policy Guidance is provided as a baseline to assist commanders with the efficient movement of TRADOC Soldiers during the upcoming BRAC transition period.
2. This guidance provides general policy to be followed in implementing MILPER moves required in accordance with Army policy and BRAC 2005 law. It is intended to minimize the adverse impact of reassignments on our Soldiers and Family members and to maximize mission accomplishment during transition timelines.
3. Relocating and reorganizing while maintaining operational capability will be challenging. We will strive to maintain the appropriate MILPER resources to fulfill our ARFORGEN responsibility without degradation to the training mission. This will require your assistance, cooperation and our continued coordination with AHRC. Please address your concerns through the TRADOC AG staff. This enables the command to effectively work issues that may occur elsewhere.
4. Points of contact are Mrs. Mary Smith-Hewitt, DSN 680-5081, (757) 788-5081, mary.a.smith@us.army.mil; Mr. David Landers, DSN 680-5082, (757) 788-5081, david.land@us.army.mil; Mr. Jerry Peck, DSN 680-5287, (757) 788-5287, jerry.peck@us.army.mil.

FOR THE COMMANDER:

Encl

Linda K. Sheimo
LINDA K. SHEIMO
COL, GS
Adjutant General

DISTRIBUTION:
(CONT)

ATBO-BP

SUBJECT: TRADOC Base Realignment and Closure (BRAC) 2005
Military Personnel (MILPER) Policy Guidance (11 Jul 08)

DISTRIBUTION: (CONT)

Commander

U.S. Army Accessions Command

U.S. Army Combined Arms Center

U.S. Army Combined Arms Support Command

U.S. Army Maneuver Support Center

Commandants, TRADOC Schools

Director

U.S. Army Capabilities Integration Center

U.S. Army TRADOC Analysis Center

U.S. Army Aeronautical Services Agency

Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

CF:

Cdr, USAHRC (AHRC-PL-PN) (w/encls)

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

1. References:

- a. AR 614-6, Permanent Change of Station Policy, 7 Oct 85.
- b. AR 635-10, Processing Personnel for Separation,
10 Jun 87.
- c. AR 600-8-105, Military Orders, 15 Dec 94.
- d. AR 600-8-6, Personnel Accounting & Strength Reporting,
24 Sep 98.
- e. AR 600-8-101, Personnel Processing (In-,Out-, Soldier
Readiness, Mobilization, & Deployment Processing) 18 Jul 03.
- f. AR 635-200, Active Duty Enlisted Administrative
Separations, 6 Jun 05.
- g. AR 614-100, Officer Assignment Policies, Details, &
Transfers, 10 Jan 06.
- h. AR 601-280, Army Retention Program, 31 Jan 06
- i. AR 600-8-10, Leaves & Passes, 15 Feb 06.
- j. AR 600-8-24, Officer Transfers & Discharges, 12 Apr 06.
- k. AR 623-3 & DA PAM 623-3, Evaluation Management System,
15 May 06.
- l. AR 600-8-22, Military Awards, 11 Dec 06.
- m. AR 614-200, Enlisted Assignments & Utilization
Management, 27 Jun 07.
- n. AR 600-8-11, Reassignment, 1 May 07.
- o. USAHRC MILPER Message, 08-XXX, AHRC-PL-PN, subj: 2005
BRAC Personnel Planning Guidance, pending release.

2. This memorandum provides general policies and guidelines to be followed in implementing military personnel moves required in accordance with (IAW) BRAC 2005 Law. These policies and guidelines are intended to minimize the adverse impact of reassignments of our units, Soldiers, and Family members and to maximize mission accomplishment during transition timelines.

3. Upon implementation of the Defense Integrated Military Human Resources System (DIMHRS), DIMHRS will become the system of record for all BRAC personnel actions/management (i.e. assignment orders, deletions, deferments, stabilizations, and retirements) in support of BRAC military personnel moves. Once DIMHRS has been fielded the appropriate Movement Designator Codes (MDC) in DIMHRS will then be utilized.

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

4. Soldiers will PCS via unit movement orders. Definition: Unit Move is "when a Soldier is being reassigned to a different geographical location in conjunction with the permanent change of station (PCS) of an organization or unit regardless of whether travel is conducted individually or as part of a group." Soldiers identified to move with the unit/course will travel either as part of a group move or as individuals.

5. In order to facilitate the various BRAC movements by either unit or course, BRAC movement process will occur by the identification of the unit/course UIC/DUIC. See enclosure 1 for the TRADOC BRAC UIC/DUIC process.

6. PCS of personnel will be executed IAW AR 614-6 through unit movement orders IAW AR 600-8-105. The installation Military Personnel Division (MPD) will issue PCS orders upon receiving the unit movement directive and the by-name Soldier Personnel Disposition Roster (PDR) from TRADOC AG (RDAD)/AHRC. Permanent party military personnel PCSing from the losing organization (current installation) to the gaining organization (new BRAC geographic location) may occur in a series of phases (Advanced Party, Main, Rear) for units/courses identified by Senior Mission Commanders.

7. The movement date for TRADOC unit/activities identified to move to a gaining installation are identified as M-month (M = movement date). Movement date for installations identified to close and units identified to inactivate are identified as C-month (C = closure date).

8. TRADOC unit/activities will be manned IAW the manning priority categories and fill percentage expectations outlined in the current HQDA Manning Guidance and Army Campaign Plan (ACP).

9. Not later than (NLT) M-12/C-12 (12 months prior to unit/course movement date), TRADOC AG will provide a copy of Unit Movement Directive published by the TRADOC DCS, G-8 to USAHRC DCSOPS (AHRC-PL-PN) and Installation MPD. Issuance of movement directive/orders is required for timely planning and unit mapping.

10. Based on the unit's movement/closure date, AHRC will initiate actions in support of personnel manning to include

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

adjusting replacement flow into and out of BRAC units to preclude unnecessary subsequent PCS moves (e.g., 2d PCS same FY):

11. NLT M-12/C-12:

a. TRADOC unit/activities establish Derivative Unit Identification Code (DUIC) at the gaining installation to receive incoming personnel, replacements, and ADVON until the UIC/DUIC at losing installation is transferred/re-station to gaining installation. TRADOC units/activities establishing an ADVON at the gaining installation will provide a by-name list of Soldiers identified to support the ADVON to TRADOC AG, Readiness, Distribution, and Analysis Division (RDAD) for submission and approval of Soldiers to move to gaining installation (in order receive incoming personnel and/or facilitate new class start-ups) by AHRC.

b. TRADOC units/activities must establish or identify a non-mover derivative UIC (DUIC) for the Residual Force at the losing installation. All Soldiers who will NOT move to the gaining installation or be reassigned elsewhere based on the needs of the Army will be reassigned into the Residual Force (non-mover) DUIC and attached back to their moving unit UIC for duty. Reassigning non-movers to a non-mover DUIC will clear the personnel databases and will provide HRC Strength Managers a realistic picture of the moving unit strength. The Residual Force will be comprised of Soldiers with an approved retirement, those who elect to ETS from service, those Soldiers currently on assignment instructions (AI), and the rear detachment. The purpose of this Residual Force DUIC is to ensure that the UIC reported to AHRC only contains those individuals whom HRC must either identify for unit movement to gaining installation or PCS elsewhere in accordance with needs of the Army. Upon identification by AHRC, Soldiers who receive AI elsewhere in the Army will also be reassigned to the DUIC/Residual Force NLT M-date if they have not PCS from the unit.

c. NLT M-12/C-12, TRADOC unit/activities will identify the unit/course UIC/DUIC to be moved and movement date (M-date) and provide to TRADOC AG, Readiness, Distribution, and Analysis Division (RDAD) who in-turn will submit to AHRC. Along with providing UIC to be moved and the M-date, TRADOC

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

units/activities will identify and provide a by-name list (of Soldiers currently assigned to the moving UIC/DUIC) with justification of all key and essential personnel (PSG, IET Cadre, Drill SGTs, Course Instructors) that must be retained for movement to gaining installation to support course start-up. Commanders should consider assignment equity and previous deployments of Soldiers along with revised CoE TDA when identifying Soldiers that must be retained in the unit. Soldiers not assigned to the "to be moved UIC/DUIC" must be reassigned to the "to be moved UIC/DUIC" NLT M-12.

12. For Enlisted personnel: AHRC, Enlisted Personnel Management Division (EPMD) will determine Soldiers who will move with unit, obtain applicable PCS waivers, and stabilize unit move Soldiers with AEA '6' 12 months prior to movement of unit/course. By exception, unit will coordinate, on a case-by-case basis, with EPMD to change disposition of Soldiers who will/will not move with unit.

13. For Officer personnel: TRADOC units/activities will provide TRADOC AG, Readiness, Distribution, and Analysis Division (RDAD) with an Officer Personnel Disposition Roster (PDR) NLT M-12 to unit/course scheduled move date. TRADOC AG RDAD will further submit to AHRC DCSOPS. AHRC, Officer Personnel Management Directorate will determine disposition of officers. The roster should include at a minimum Soldier's name, Rank, SSN, Branch/MOS, Arrival date at current duty station, and remarks indicating if officer is currently on assignment instructions, approved retirement, approved OES attendance, etc...

14. AHRC will stop replacement flow at M-12 into unit at losing installation unless otherwise requested by the commander. Replacements will begin to arrive at the gaining installation as early as 6 months prior to M-date unless otherwise requested by the commander. A Soldier assigned to the new location from a non-TRADOC unit will be stabilized for 24 months upon arrival at the new BRAC location.

15. AHRC will fence units at M-12 prior to the unit/course movement date. Unit fencing will enable AHRC management of unit strength in preparation for unit move.

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

16. M-12 to M-10, AHRC determines unit movers and reassignments and issues assignment instructions for reassignments.

17. M-10 to M-6: PCS orders are published/completed by MPD in order to facilitate sufficient time for Soldier out-processing.

18. M-6: AHRC will review the moving unit strength and will initiate requisitions to the gaining installation to achieve manning goals for the unit move as outlined in the unit movement directive for officers, warrant officers, enlisted personnel or a given MOS/grade.

19. M-6: Replacements begin arriving as early as M-6 at gaining installation unless otherwise requested by commander.

20. M+3: Residual Force DUIC deactivated and all Soldier actions complete.

21. The above BRAC MILPER movement process is outlined at enclosure 2.

22. Unit Move (PCS) orders will be prepared IAW AR 600-8-105. Accounting classification codes have been replaced with movement designator codes for military personnel moves; for the purposes of BRAC the MDC of "BR" will be utilized (see ALARACT 125/2008 Base Realignment and Closure movement Designator Codes (MDC) Reference AR 600-8-105, Military Orders, DTG 131541Z May 08). Military Personnel-Army appropriation pays the PCS costs associated with the movement of military personnel and Family members moving in conjunction with a BRAC Unit PCS move.

23. The following guidance applies to all Soldiers, (Officers, Warrant Officers, and Enlisted):

a. Soldiers moving with the unit to gaining installation will be stabilized for a minimum of 12 months prior to movement date. Soldiers moving with the unit will not be reassigned for 12 months upon arrival at the gaining installation.

b. Disposition of all Sergeants Major (SGM) and Command Sergeants Major (CSM) will be coordinated by the unit directly with HRC, SGM/CSM Branch.

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

c. Soldiers who will have 24 or more months in a TRADOC position at unit's movement date will be considered for assignment instructions by AHRC, to meet current manning priorities. Commanders, in coordination with TRADOC AG and AHRC, may utilize various personnel management tools (voluntary/involuntary extensions, deletions, deferments, and stabilizations) to maintain readiness. In order to continue to support the Global War on Terrorism, infuse TRADOC with recent combat experience, and achieve reasonable stabilization to execute BRAC, AHRC will adhere to the TRADOC 24-month stabilization policy. The 24-month stabilization period includes the Soldier's time at current location and the time at the new BRAC location. The 24-month period will not re-start upon PCS of Soldier to a new location. For example, a Soldier who has 12 months on station at current location when conducting the unit move will be stabilized for 12 months at the new location.

d. The PDR from AHRC identifying Soldiers moving to gaining installation and those on reassignment instructions will be treated as a normal AI/RFO. Soldiers desiring to retire must retire in lieu of PCS and Soldiers unwilling to move must complete a Declination of Continued Service.

e. First Term enlisted Soldiers are constrained to two PCS (three PCS for Soldiers who initially enlisted for five or more years) before ETS. Approval authority to waive the First Term assignment limitations is the Principal Deputy, Assistant Secretary of Army (M&RA).

f. Care should be taken to avoid two PCS moves in the same Fiscal Year (FY), but when necessary, AHRC will obtain waiver approval for unit move Soldiers.

g. Soldiers must have a minimum of 24 months Service Remaining Requirement (SRR) in order to be considered for unit move/PCS. For Retention/Enlistment/Reenlistment Guidance see enclosure 3.

h. Soldiers with less than 24 months SRR as of the unit move date not being considered for a unit move must be reassigned/cross leveled to a different unit.

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

i. Soldiers requiring NCOES/OES will be considered for attendance in conjunction with reassignment/unit move.

j. Personnel policies/programs (e.g., HIV, EFMP, MACP) are applicable for all Soldiers assigned to BRAC affected units.

k. AHRC will identify unit move Soldiers enrolled in Exceptional Family Member Program (EFMP). Soldiers identified for unit move who have Family members enrolled in the EFMP must be cleared for PCS by AHRC. The AHRC EFMP POC is Ms. Vicky Thomas, Vicky.thomas@us.army.mil, (703) 325-4753 or DSN 221-4753.

l. Every attempt will be made to comply with the desires of Soldiers enrolled in the Married Army Couples Program; however, the needs of the Army will be the predominate factor in all unit/PCS moves.

m. Soldiers in receipt of AHRC AI or Soldiers who will experience undue and genuine hardship based on movement with their unit may be exempt from unit move on a case-by-case basis as defined in AR 614-100 and AR 614-200. AHRC will determine disposition of Soldiers in this category.

n. High School Senior Stabilization Policy remains in effect. However, there must be a valid authorization for the Soldier to fill at the losing installation that will not cause the Soldier to be excess.

o. Soldiers are authorized all appropriate PCS entitlements as with any non-BRAC related PCS. Soldiers are not required to relocate dependent from economy quarters as a result of BRAC. For Soldier and Family Travel Entitlements Guidance see enclosure 4.

p. AR 635-200, Active Duty Enlisted Administrative Separations, contains policy for the voluntary early separation, in lieu of PCS/Unit inactivation/unit movement, for Soldiers having 90 days or less beyond M-date of inactivation or PCS and do not wish to continue their military career may request separation. However, these Soldiers should be utilized to fill valid requirements at losing installation instead of early separation.

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

24. The following Soldiers will not PCS to gaining installation as part of the unit or course moves:

a. Soldiers who will not have a minimum of 12 months remaining in service upon arrival at new unit location, due to ETS or approved separation. For Separations and Retirements (Officer/Enlisted) Guidance see enclosure 5.

b. Soldiers who will be excess to the gaining organizations TDA.

c. Soldiers with an approved/pending elimination.

d. Soldiers in receipt of PCS assignment instructions to locations other than to the gaining organization, professional schooling, or on the Command Selection List will continue with instructions. Deletion/deferment from assignment instructions will be requested on a case-by-case basis through command channels to AHRC.

e. Soldiers pending court martial or in confinement.

25. AHRC will obtain PCS waiver approval and exceptions to normal PCS/TOS policies for Soldiers.

26. For Soldiers excess to the needs of the schools/training centers as they are restructured under the new Centers of Excellence TDA at the gaining organization, every effort will be made to reassign them to authorized positions on the installation. AHRC will cross-level Soldiers on the installation or issue assignment instructions IAW the needs of the Army.

27. Any Soldiers remaining at losing installation pending discharge/separation/retirement (or as a member of the Rear Detachment Party) after complete move of the organization to gaining installation must be reassigned to another organization on the installation until they depart the service or PCS. AHRC, in coordination with, TRADOC AG (RDAD) will reassign Soldiers in the Residual Force DUIC.

TRADOC Base Realignment and Closure (BRAC) 2005 Military
Personnel Management and Services Policy Guidance
As of 11 Jul 08

28. Commanders will conduct a Personnel Asset Inventory (PAI) NLT 14 days prior to unit/course move IAW AR 600-8-6, Chapter 5 to ensure accountability of Soldiers.

29. Requests for Directed Military Over-hires, additional military personnel in support of dual-staffing, will be staffed through command channels to HQ TRADOC DCS, G-8 for further processing.

30. Evaluations, recommendations for award, leaves/permissive TDY, and In/Out-processing will be implemented/processed IAW established regulations and local command policies.

31. The above guidance has been coordinated between TRADOC and AHRC; therefore, TRADOC units/activities desiring to meet with the AHRC (External) BRAC team to discuss MILPER moves are encouraged to coordinate through TRADOC AG (RDAD). This is to ensure the unit, ACOM, and AHRC are all in agreement with any changes or proposals to the above guidance.

32. Points of contact: TRADOC AG Directorate for Readiness, Distribution, and Analysis Division; Mr. Nathan House, DSN 680-5060, 757-788-5060, (nathan.house@us.army.mil) and MSG Harold Hendricks, DSN 680-4727, 757-788-4727, (harold.l.hendricks@us.army.mil); Personnel Services Division, Mrs. Mary Smith-Hewitt, DSN 680-5081, (757) 788-5081, mary.a.smith@us.army.mil; Mr. David Landers, DSN 680-5082, (757) 788-5081, david.land@us.army.mil; Mr. Jerry Peck, DSN 680-5287, (757) 788-5287, jerry.peck@us.army.mil.

5 Encls

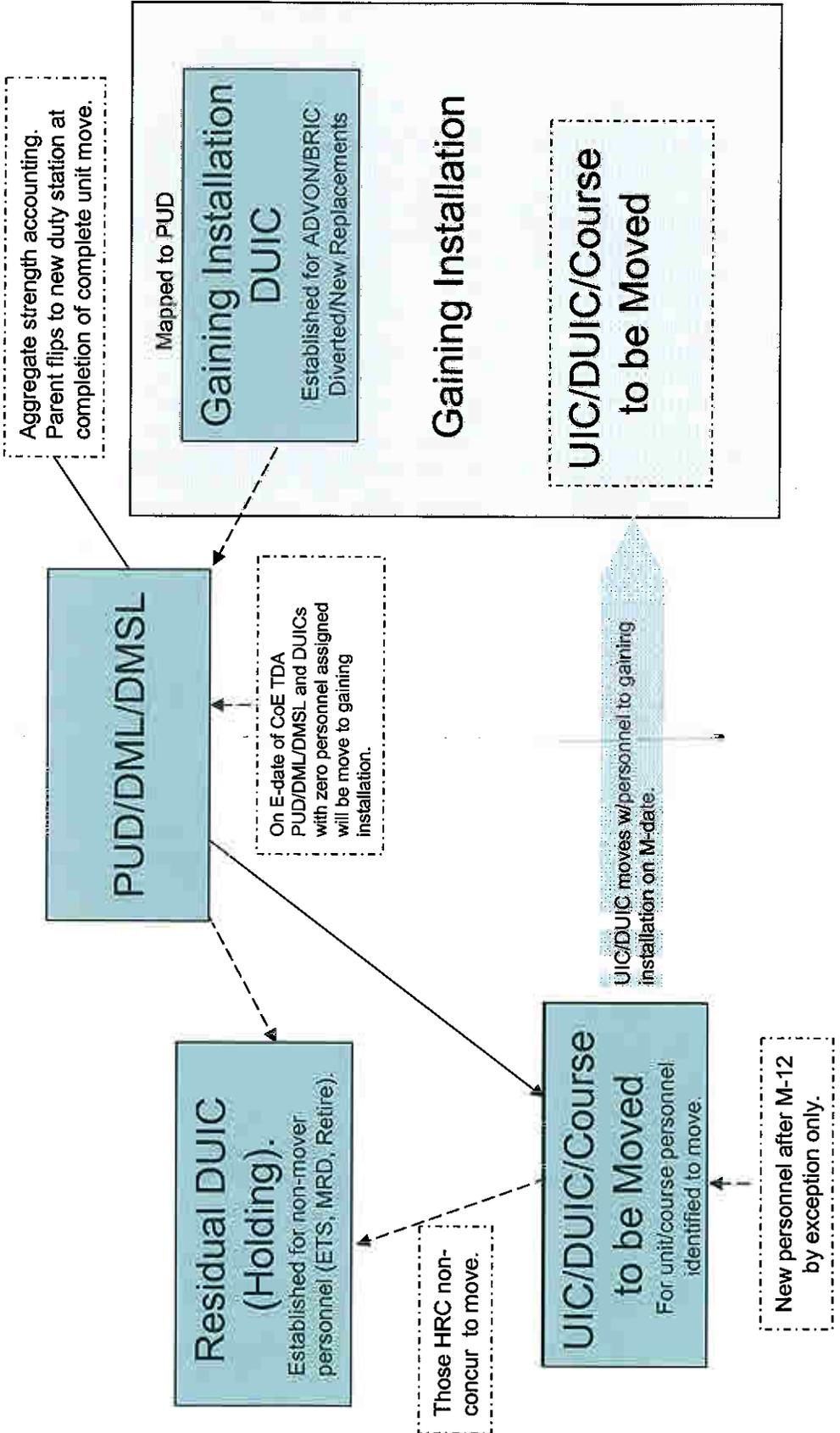
1. TRADOC BRAC UIC/DUIC Process
2. BRAC MILPER Movement Process
3. Retention/Enlistment/Reenlistment Guidance
4. Soldier and Family Travel Entitlements Guidance
5. Separations and Retirements Guidance



DCS G1/4 (AG)



TRADOC BRAC UIC/DUIC Process

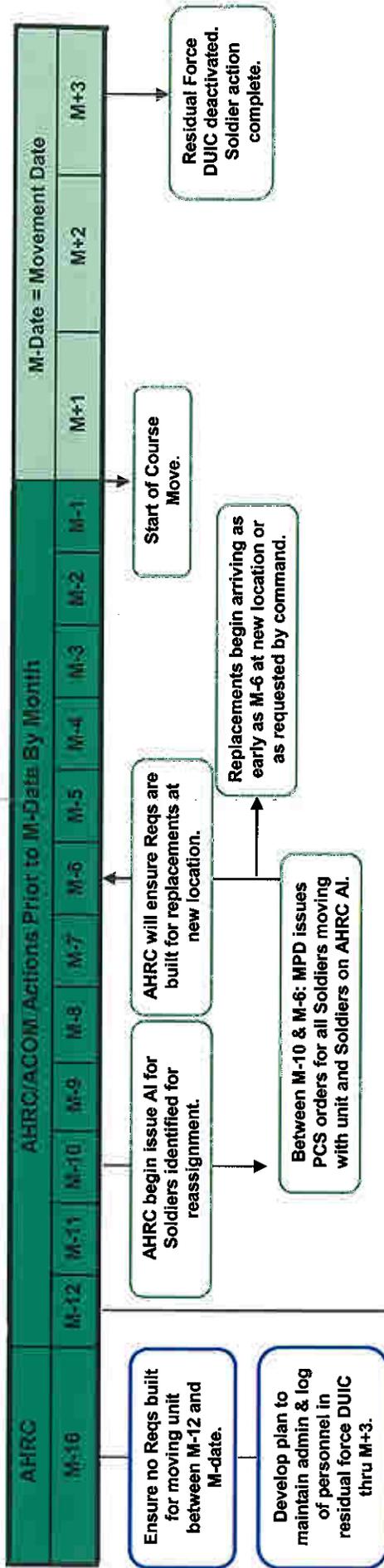




DCS G1/4 (AG)



BRAC MILPER Movement Process



TRADOC will:

- NLT M-12 publish Unit Movement Directive.
- establish DUIC for residual force/non-movers.
- establish DUIC for incoming personnel at gaining installation.
- provide HRC with unit UIC/DUIC/M-date and list of Soldiers to be retained.
- provide AHRC with Officer PDR.
- submit ADVON PDR for approval by AHRC.

AHRC will:

- fence unit.
- determine unit movers and non movers.
- stabilize movers from M-12 to M-date and 12 month after arrival at gaining installation.
- cut off replacement flow to losing installation unless otherwise directed.

Retention/Enlistment/Reenlistment Guidance

1. AHRC will initiate and coordinate changes, as necessary, to existing enlistment/reenlistment options retention/reclassifications actions and renegotiate enlistment/reenlistment contracts to facilitate strength management, minimize turbulence, and support the preferences of individual Soldiers.
2. ACOM/Installation Retention Office will coordinate retention matters with USAHRC Retention and Reclassification Branch. The following retention guidance applies to all BRAC affected enlisted Soldiers:
 3. Every effort will be made to renegotiate contracts of those soldiers whose current enlistment/reenlistment contracts are affected by base closures due to BRAC. However, reassignment actions required because of BRAC closures are not basis for voiding these contracts. Career soldiers with more than six months until their ETS who do not volunteer for early separation will be required to PCS if the service remaining requirement (SRR) is waived by AHRC.
4. BRAC unit moves:
 - a. Soldiers with enlistment contract agreements that promise initial assignment to a unit, station or area of choice will be required to move with the BRAC unit IAW AR 601-210.
 - b. Soldiers with guaranteed station of choice will be processed IAW AR 601-280, Appendix E, Line 5 of the applicable table.
5. BRAC unit moves without base closure:
 - a. Soldiers with guaranteed station of choice who are in a BRAC unit scheduled to move and have not completed promised period of stabilization will be referred to the installation strength management office. If these soldiers can be reassigned to valid positions in non-BRAC units, they may remain at the installation. Soldiers with reenlistment commitments will take precedence over others; however, should no valid position be available, the soldiers will be required to move with the unit.
 - b. Soldiers who have reenlisted for options promising service schools or reassignments will relocate with the

Retention/Enlistment/Reenlistment Guidance

BRAC unit provided there are more than 12 months between the unit movement date and the scheduled departure date for school or reassignment. Soldiers with less than 12 months remaining will be held at the installation to avoid undue turbulence at the gaining installation and reduce PCS costs. Personnel reassignment activities and career counselors must closely monitor these soldiers to ensure compliance.

6. BRAC unit moves with base closure: Soldiers who are pending movement to fulfill a reenlistment commitment will be immediately reported to AHRC, EPMD, Retention and Reclassification Branch (RRB). If departure from the BRAC unit is not on or before installation closure date or is not more than 12 months after unit relocation, RRB will determine if commitment can be fulfilled with rescheduling of school date or early arrival/deferment of assignment. Career counselors will not reenlist a soldier for a movement option unless assignment instructions will allow soldier to depart BRAC unit on or before installation closure date.

7. BRAC inactivating units: Soldiers with enlistment contract agreements that promised assignment to a unit, station or area of choice may be reassigned according to the needs of the Army IAW AR 601-210.

a. Soldiers assigned to inactivating units who must be reassigned before completing guaranteed periods of stabilization will be given their choice of assignment to any other station in TRADOC to which assigned if a vacancy in grade and MOS exist. If no vacancy exists at Soldiers desired station, reassignment will be according to the needs of the Army.

b. Soldiers on reenlistment assignment instructions who arrive at an installation after the C-12 month should not be "signed in" to the installation. The soldier should contact the installation retention office who will immediately request diversion from AHRC RRB. The retention office will coordinate with RRB for any additional assignment instructions.

c. Soldiers on assignment instructions to inactivating units based on reenlistment agreements should be reported immediately to respective AHRC career branches. Every effort will be made to fulfill reenlistment

Retention/Enlistment/Reenlistment Guidance

commitment if possible. If it is determined that commitment cannot be honored, the soldier will be directed to report to the servicing retention activity. The retention activity will coordinate with the AHRC RRB for renegotiation of the reenlistment commitment.

d. Soldiers who elect to reenlist for a movement option must depart the unit prior to C-date. Soldiers are not authorized to reenlist for the current station stabilization reenlistment option once the unit is C-12. Readiness Division, AHRC-EPMD is the primary POC for BRAC operational matters, strength issues and principal liaison with organizations and installations.

8. Any Soldiers remaining at or going to a Center of Excellence (CoE)/BRAC installation within 12 months of movement via Reenlistment Option 2 (Current Station Stabilization) and Option 5 (CONUS Station of Choice) must receive personal counseling by their Unit Career Counselor on all movement timelines that will affect their stabilization or movement status.

9. TRADOC AG will provide TRADOC/Command Career Counselors final/approved relocation, by-name list, generated by AHRC to new CoE/BRAC installation upon receipt and 12 months thereafter.

10. Soldiers electing to reenlist for a new duty assignment after relocation due to CoE/BRAC must have a report date no earlier than 12 months after the BRAC move to qualify for movement.

11. Soldiers who will go beyond the mandated 36 month stabilization must be identified. Soldiers may only reenlist for 12 months stabilization with no more than 36 months in TRADOC unless otherwise approved.

12. Requests for extensions to meet SRR will not be authorized. Soldiers in the reenlistment window must reenlist.

Soldier and Family Travel Entitlements

1. Soldiers are authorized all appropriate PCS entitlements as with any non-BRAC related PCS.
2. **Fort Monroe only:** The movement of household goods is not authorized for no cost BRAC moves, unless the soldier is vacating or occupying government quarters.
3. Soldiers are not required to relocate dependents from economy quarters as a result of BRAC. However, BAH will be based on the rates for the new PDS.
4. When circumstances require dependents to reside separately from the Member, the Secretary of the Army has approved, for the purposes of the payment of BAH, distinct categories for consideration under this authority:
 - a. Soldiers who have dependents in educational programs they do not wish to disrupt. [a letter from the educational institution must accompany the Request.]
 - b. Soldiers who wish to have their spouses continue employment at the losing duty station. [a letter substantiating employment must accompany the request.]
 - c. Soldiers who have dependents with medical considerations that warrant leaving them at the losing duty station location. [EFMP considerations must include a letter from the gaining station's EFMP coordinator. Other medical considerations must include a letter from competent military medical authority substantiating the requirement to leave the dependents at the losing duty station.]
5. Soldiers may submit requests electronically to HQDADCSG1DAPE-PRC@HQDA.ARMY.MIL, or fax to (703) 692-6819 [DSN 222]. Address Requests to Headquarters Department of the Army, Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300. The request must include a memo stating the reason for the request and when the member's household was established, orders assigning the member to the new PDS, orders assigning the member to the losing PDS [request for orders (RFO) is not acceptable], and current LES. If the member is below the grade of E-7 or an officer is below the grade of O-4, the request must be endorsed by the first Field Grade officer in the member's chain of command.

Separations and Retirements (Officer/Enlisted)

1. Soldiers pending adverse personnel actions will not be separated early.
2. Separation authorities will ensure that education counseling is afforded all Soldiers prior to signing any document electing voluntary early release when loss of education of benefits or recoupment of bonus money will occur. Such counseling is required by public law. Recoupment of bonus money is required by law when voluntary separation occurs more than three months before ETS.
3. As a matter of law, a Soldier must have 20 years of active service to retire for length of service. A retirement eligible Soldier is expected to honor service obligations incurred as a result of PCS, schooling, or promotion. However, waiver of service obligation and retirement in lieu of PCS may be permitted in accordance with AR 635-200 for enlisted Soldiers or AR 600-8-24 for officers and warrant officers when in the best interest of the Army or substantial hardship to the Soldier exists.
4. If early release will result in loss of educational benefits, mandatory counseling by Army education center counselors must be accomplished IAW AR 621-5. The counseling session will be annotated on the DA form 669 acknowledging the Soldier understands benefits are lost when minimum length-of-service requirements are not met. The statement should read: "I have been counseled on veterans educational benefits in connection with my request for a voluntary separation. I understand I am forfeiting all my educational entitlements under chapter 30, title 38 USA and am not eligible to receive a refund of monies reduced from my base pay." For Soldiers who enlisted for Army College Fund (ACF), have met time-in-service requirements, but have not earned the entire ACF, the statement should read: "I have been counseled on veteran's educational benefits in connection with my request for voluntary separation. I understand that I have not earned my entire ACF"
5. Soldiers applying for voluntary separation must have initiated Army Career and Alumni Program services (ACAP) and have completed the congressionally mandated pre-separation counseling (DD form 2648). Soldiers should also be encouraged to participate in the Transition Assistance Program (TAP) employment workshop, attend a VA benefits briefing and use the various automated employment tools available at their supporting ACP center.