

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, VA 23651-1047

***TRADOC Regulation 500-2**

28 December 2006

**Emergency Employment of Army and Other Resources
TASKINGS AND INDIVIDUAL AUGMENTATION MANAGEMENT**

Summary. This regulation prescribes U.S. Army Training and Doctrine Command (TRADOC) policy and procedures governing individual augmentation (IA) taskings.

Applicability. This regulation applies to all Soldiers and Department of Army (DA) civilians assigned to TRADOC.

Supplementation. Supplementation is authorized. Send one copy of the supplement to Commander, TRADOC (ATTG-ZOO-IA Branch), 33 Ingalls Road, Fort Monroe, VA 23651-1067 or taskings@monroe.army.mil.

Suggested Improvements. The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T), Assistant Deputy Chief of Staff for Operations (ADCSOPS). Submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through chain of command channels to Commander, TRADOC (ATTG-ZOO-IA Branch), 33 Ingalls Road, Fort Monroe, VA 23651-1067 or electronically to taskings@monroe.army.mil. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is distributed solely through the TRADOC Homepage at <http://www.tradoc.army.mil>.

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***This regulation supersedes TRADOC Regulation 500-2, 6 Jul 04.**

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Chapter 1
Introduction

1-1. Purpose. This regulation establishes, assigns, and describes policies, responsibilities, and procedures for individual augmentation (IA). This regulation also provides IA support request procedures for TRADOC staff, subordinate elements, centers, schools, and commands.

1-2. References. [Appendix A](#) lists required and related publications and referenced forms.

1-3. Explanation of abbreviations and terms. The glossary contains abbreviations and special terms used in this regulation.

Chapter 2
Responsibilities

2-1. Headquarters (HQ), TRADOC staff elements and subordinate elements will:

- a. Submit IA requirements to TRADOC IA Branch as prescribed in this regulation.
- b. Comply with TRADOC IA Branch tasking directives.
- c. Provide and maintain at least one primary and one alternate point of contact (POC) responsible for IA tasking support to TRADOC IA Branch.
- d. Conduct lateral coordination before submitting IA requirement requests to TRADOC IA Branch.

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e. Provide mission details and IA information to TRADOC IA Branch for all outside continental United States (OCONUS) support to Operation Iraqi Freedom (OIF)/Operation Enduring Freedom (OEF)/Global War on Terrorism not tasked by TRADOC IA Branch.

2-2. HQ, TRADOC Personal Staff.

a. Office of the Chief of Public Affairs will coordinate and provide a recommended tasking source, i.e., subordinate command or individual to TRADOC IA Branch to fill IA requirements for public affairs military occupational specialty (MOS)/career field qualified Soldiers.

b. The Command Chaplain will coordinate and provide a recommended tasking source, i.e., subordinate command or individual to TRADOC IA Branch to fill IA requirements for chaplain MOS/career field qualified Soldiers.

c. The Staff Judge Advocate will coordinate and provide a recommended tasking source, i.e., subordinate command or individual to TRADOC IA Branch to fill IA requirements for Judge Advocate General (JAG) MOS/career field qualified Soldiers.

d. The Surgeon's Office will provide subject matter expertise and sourcing recommendations for medical IA requirements.

e. The Inspector General (IG) will provide subject matter expertise and tasking recommendations for IG requirements.

f. The Equal Employment Opportunity (EEO) Office and Equal Opportunity (EO) Office will provide subject matter expertise for EEO and EO requirements.

2-3. Deputy Chief of Staff for Operations and Training (DCSOPS&T).

a. TRADOC IA Branch will:

(1) Acknowledge, process, and manage IA taskings in support of (ISO) Headquarters, Department of the Army (HQDA) and TRADOC level taskings with the exception of personnel support requests internal to an organization or school.

(2) Task staff elements and subordinate elements for IAs.

(3) Prepare TRADOC level reclaims to HQDA.

(4) Coordinate and track mobile training teams (MTT) for specialized and collective training requests through operational channels, non-Army Training Requirements and Resource System (ATRRS).

b. Training Operations Management Activity will coordinate MTT requests received through the Training Requirements Arbitration Process for ATRRS courses managed by TRADOC.

c. Command Provost Marshal will:

(1) Provide subject matter expertise and sourcing recommendations for military police IA requirements.

(2) Coordinate and provide Military Working Dog Teams ISO contingency operations.

2-4. Deputy Chief of Staff for Personnel, Infrastructure, and Logistics (DCSPIL) Adjutant General will:

a. Provide enlisted, warrant, and officer distribution strength reports and a drill sergeant (DS) report each month to TRADOC IA Branch.

b. Assist TRADOC IA Branch with personnel analysis.

c. Assist TRADOC IA Branch in coordinating approvals and disapprovals with Human Resources Command (HRC) regarding IA tour extensions.

2-5. Army Capabilities Integration Center (ARCIC) will:

a. Synchronize, coordinate, integrate, and prioritize experimentation and test support requirements across TRADOC and non-TRADOC proponents in accordance with (IAW) TRADOC Regulation 10-5-2. Approve proponent experimentation plans. Synchronize experimentation across TRADOC battle labs, proponent centers and schools, TRADOC Capabilities Managers (TCMs), TRADOC Analysis Center, Unit of Action Maneuver Battle Lab, and non-TRADOC organizations.

b. Serve as point of entry for review and coordination of all personnel requirements ISO tests, experimentation, and joint wargames.

c. Submit test, experimentation, and wargame requirements (to include Unified Quest) to TRADOC IA Branch NLT 120 days prior to earliest report date. ARCIC will submit requests for non-TRADOC assets to HQDA NLT 215 days prior to earliest report date.

d. Liaise with International Army Program Directorate (IAPD). IAPD coordinates and submits Traveling Contact Team (TCT) requirements to TRADOC IA Branch.

e. Coordinate with the TRADOC IA Branch personnel requirement changes to an issued tasking directive.

2-6. Combined Arms Center will:

a. Validate requests for IA support from Center for Army Lessons Learned, Battle Command Training Program, Command and General Staff College (CGSC), and Battle Command Battle Lab experimentation prior to forwarding IA requests to TRADOC IA Branch for sourcing.

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b. Coordinate requests for IA support through TRADOC IA Branch. Conduct lateral command support and staff coordination before sending requirements to TRADOC IA Branch.

2-7. Combined Arms Support Command will coordinate requests for IA support through TRADOC IA Branch. Conduct lateral command support and staff coordination before sending requirements to TRADOC IA Branch.

2-8. United States Army Accessions Command (USAAC) will coordinate requests for IA support through TRADOC IA Branch and have oversight on U.S. Army Cadet Command (USACC) and U.S. Army Recruiting Command (USAREC) IA taskings.

a. USACC will coordinate requests for IA support through TRADOC IA Branch and submit requests for U.S. Army Forces Command (FORSCOM) IA requirements through TRADOC Operations to HQDA G3.

b. USAREC will provide TRADOC IA Branch visibility and status on all Worldwide Individual Augmentation System (WIAS) IA tasking requirements supported by USAREC personnel.

2-9. Non-TRADOC units/staff/commands requesting support must forward requests through their chain of command to the supporting Army command, Army service component command, or direct reporting unit and HQDA Deputy Chief of Staff (DCS), G-3 IAW HQDA timelines.

Chapter 3 Policy

3-1. Headquarters, Department of the Army (HQDA) level taskings. TRADOC IA Branch provides IA support for HQDA level taskings. (See Figure 3-1 for a diagram of External Tasking Source and Flow.)

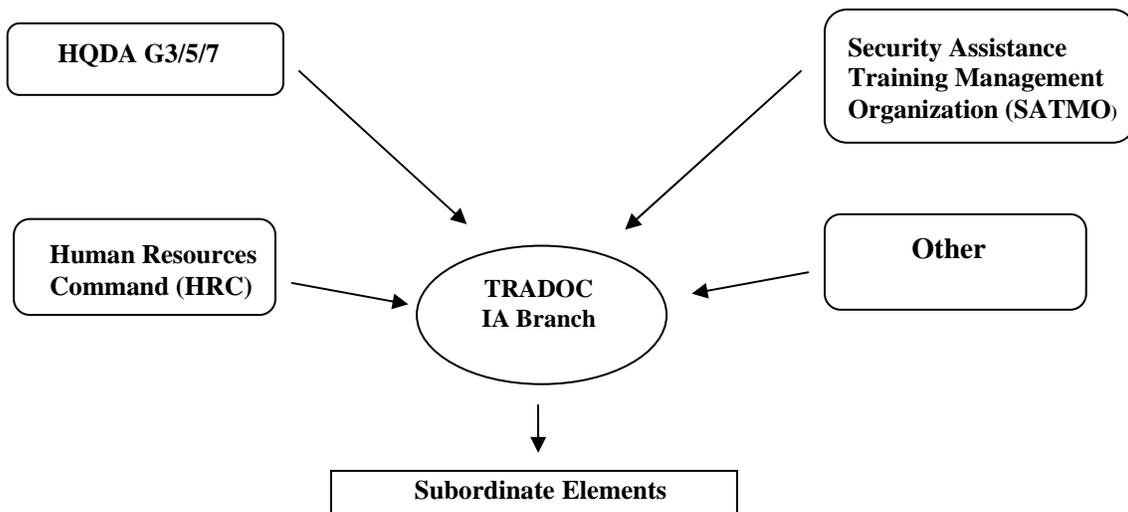


Figure 3-1. External Tasking Source and Flow

a. TRADOC IA Branch receives IA support requirements through the WIAS, HQDA Messages and Execution Orders.

(1) WIAS is an integrated web-based information system for IA management. WIAS serves as HQDA's primary tool for Army Manning Document (AMD) ad hoc structure documentation and provides a medium to request, record, manage, and track validated IA requirements supporting Army commands.

(2) Combatant commanders worldwide submit personnel requests to the Joint Staff Review Board for Joint Manning Document (JMD) validation. The Joint Staff determines what portion of the JMD the Army will source. HQDA builds an AMD for each operation/exercise (OPEX). HQDA G3/5/7 and G1 review AMDs, conduct Army command analysis, and task qualified commands (and in some cases, individuals by name) to source each AMD position. Tour length is usually 179 or 365 days. TRADOC IA Branch receives, acknowledges, tasks, manages, and tracks all TRADOC WIAS IA taskings.

(3) HQDA G-3/5/7, (DAMO-ODO) (Army Operations Center) tasks TRADOC via message traffic.

(4) HQDA G-3/5/7, (DAMO-SSR), Regional and Political Affairs Division, tasks TRADOC to provide subject matter experts (SMEs) ISO TCT, SME exchanges, and similar events. Combatant commands develop these events in coordination with foreign militaries in their area of responsibility. TCTs provide unclassified forums for familiarization and information exchange on U.S. doctrine and training. TCTs are not training missions. DAMO-SSR traditionally issues taskings to IAPD. IAPD refines requirements, proposed mission schedules, and forwards updated requirements to TRADOC IA Branch for analysis and sourcing.

(5) IAW AR 12-7, Security Assistance Training Management Organization (SATMO) tasks Army commands, Army service component commands, and direct reporting units for security assistance teams (SAT) to train and/or assist foreign militaries. There are three types of SATs: MTT, technical assistance team, and requirement survey teams. TRADOC IA Branch groups all SATs as MTT. IAs tasked to support SATs, unless waived by Commander, SATMO, are required to attend a 1-week predeployment course at Fort Bragg, NC. Course dates are usually flexible and can be coordinated directly between the IA team chief and SATMO POC at Fort Bragg. The SATMO provides funding. Reclamas to SATMO taskings require general officer (GO) approval and signature.

(6) The Directorate of Military Personnel Policy delegated authority to the DA Secretariat for senior enlisted boards to task Army commands for senior enlisted promotion board administrative support. These taskings are not for the promotion board members but for administrative support to the board.

b. Per AR 73-1, paragraph 2-17, TRADOC will provide centralized test and evaluation (T&E) management, establish a T&E manager, and provide a representative to the Test Schedule and Review Committee (TSARC). ARCIC is the TRADOC lead for both missions. The TSARC cycle consists of three meetings: Initial Working Group TSARC, Mid-Cycle Working Group

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TSARC, and GO TSARC. The objectives of each cycle are to review proposed tests and requirements to resource and update the compendium of outline test plans (OTP) in the Five Year Test Program (FYTP). CG, Army Test and Evaluation Command (ATEC) chairs the GO TSARC and focuses on test resource issues unresolved in earlier working group meetings. ARCIC reviews OTPs with personnel support requirements in detail in conjunction with the test director, TCM/combat developer representative and other Army commands, Army service component commands, and direct reporting units; eliminates any non-mission essential individuals; reduces SME onsite test support to minimum number of days; and ensures personnel with the correct skills are requested. The term “test” covers all developmental and operational tests (Limited User Test and Evaluation, Initial Operational Test and Evaluation, Early User Test, and Force Development Test and/or Experimentation) and experiments (Concept Experimentation Program and Army Warfighting Experiment), as well as operational assessments. Normally, TRADOC provides only SMEs, while FORSCOM provides units and individual Soldiers for test events. In addition to tests from the FYTP, Army commands, Army service component commands, direct reporting units, and TCM/combat development, test community members submit personnel requirements to ARCIC NLT 150 days prior to the earliest report date for mission support (experiment, operational assessment, etc). Testing and experimentation are often fluid processes, and many test/experiment dates slip due to equipment development issues. Therefore, ARCIC must submit personnel requirement requests to TRADOC IA Branch NLT 120 days prior to the earliest SME report date.

3-2. TRADOC tasking sources.

Figure 3-2 lists TRADOC elements tasked by exception and Figure 3-3 lists TRADOC elements routinely tasked by the TRADOC IA Branch. HRC may task organizations not normally tasked by TRADOC IA Branch for by-name fills. TRADOC IA Branch generates tasking directives for HRC by-name fills but does not conduct a staff or subordinate element analysis.

Tasked by Exception:

BCTP Battle Command Training Program, Fort Leavenworth, KS
JRTC Joint Readiness Training Center, Fort Polk, LA
NTC National Training Center, Fort Irwin, CA
MEP Military Entrance Processing Command, Chicago, IL
RTB Ranger Training Brigade, Fort Benning, GA
SATMO Security Assistance Training Management Organization, Fort Bragg, NC
USAAC U.S. Army Accessions Command Regions
CDT Cadet Command Regions
SOM School of Music, Naval Amphibious Base, Norfolk, VA
DLI-SA Defense Language Institute - San Antonio (TRADOC IA Branch tasks Fort Sill; Fort Sill tasks DLI-SA, per Memorandum of Understanding)
WOCC Warrant Officer Career Center, Fort Rucker, AL

Figure 3-2. TRADOC Elements Tasked by Exception

Routinely Tasked:

AAC HQ, U.S. Army Accessions Command, Fort Monroe, VA and Accession Support Brigade, Fort Knox, GA
OC&S School of Military Packaging Technology, Ordnance Mechanical Maintenance School, Aberdeen Proving Ground, MD and Ordnance Munitions and Electronics Maintenance School, Redstone Arsenal, AL
AWC U.S. Army War College, Carlisle Barracks, PA

BEN	Airborne School, Infantry Center/School, Officer Candidate School, Drill Sergeant School, Physical Fitness School, Fort Benning, GA
BLI	Air Defense Artillery Center/School, Fort Bliss, TX
CDT	HQ, U.S. Army Cadet Command, Fort Monroe, VA
CHS	Chaplain School, Fort Jackson, SC
DLI	Defense Language Institute, Monterey, CA
EUS	Transportation Center/School, Aviation Logistics School (USAALS) tasked through Fort Eustis IOC, Fort Eustis, VA
GOR	Signal Center/School, School of Information Technology, Fort Gordon, GA
HUA	Intelligence Center/School, Fort Huachuca, AZ
JAC	Drill Sergeant School, Fort Jackson, SC
KNO	Armor Center/School, Fort Knox, KY
LEA	School of Advanced Military Studies, Command and General Staff College, Fort Leavenworth, KS
LEE	Quartermaster Center/School, Army Logistics Management College, Fort Lee, VA
LWD	Chemical, Engineer, Military Police Schools, Maneuver Support Center, Drill Sergeant School, Fort Leonard Wood, MO
MON	HQ, TRADOC and Staff Elements (ARCIC, DCOPS&T, DCSPIL), Fort Monroe, VA
REC	HQ, USAREC, Fort Knox, KY
RUC	Aviation Center/School, Fort Rucker, AL
SIL	Field Artillery Center/School, Fort Sill, OK
SMA	Sergeants Major Academy, Fort Bliss, TX
SSI	Soldier Support Institute, Adjutant General School, Finance School, Recruiting and Retention School, Fort Jackson, SC
TRAC	TRADOC Analysis Center, Fort Leavenworth, KS
USAASA	United States Army Aeronautical Services Agency, Fort Belvoir, VA
WHN/WHINSEC	Western Hemisphere Institute for Security Cooperation, Fort Benning, GA

Figure 3-3. TRADOC Elements Routinely Tasked

3-3. TRADOC tasking priorities. Per CG, TRADOC guidance, TRADOC tasking support priorities are as follows:

- a. Support our Nation at War. Source IA requirements directed by HQDA ISO contingencies and other combatant commander support activities.
- b. Recruit and train quality warriors.
- c. Develop adaptive and innovative leaders.
- d. Design today’s Army Modular Force and Future Combat Force.
- e. Publish and execute the TRADOC Campaign Plan.

Chapter 4 Procedures

4-1. HQDA tasking timeline standard. IAW HQDA Short Notice Tasking Policy, HQDA tasks TRADOC NLT 180 days in advance of start date to allow no fewer than 30 days notice to tasked major subordinate command and Soldier. Exceptions to the 180-day rule include “unanticipated operational requirements” and requirements approved for short notice tasking by the Vice Chief of Staff of the Army (VCSA). Table 4-1 depicts timelines executed from DA to company level.

**Table 4-1
HQDA Tasking Timelines**

Tasking HQ	Tasked to HQ	Minimum days to start date	Authority for short notice
DA	Army Command	180 days	VCSA
Command	Corps	150 days	HQ, Commander
Corps	Division	120 days	Corps Commander/equivalent
Division	BDE	90 days	Division Commander/equivalent
BDE	BN	60 days	BDE Commander/equivalent
BN	Company	45 days	BN Commander/equivalent

4-2. TRADOC tasking timeline standard.

- a. TRADOC IA Branch standard tasking timelines are shown in Table 4-2.

**Table 4-2
TRADOC Standard Tasking Timeline**

Tasking HQ	Tasked to HQ	Minimum days to start date	Authority for short notice
TRADOC	Subordinate/DCS	165 days	Deputy Commanding General/ Chief of Staff, TRADOC
Subordinate/DCS	BDE/School/ Activity	135 days	Subordinate Commanders/DCS (Center Chief of Staff (CofS)/DCS)
BDE/School/ Activity	BN/ Directorate	105 days	BDE Commander/Assistant Commandant
BN/Directorate	Company/ Division	75 days	BN Commander/Director
Company/Division	Soldier	45 days	Company Commander

- b. TRADOC tasking timeline for tests and experimentation exercise standard. Staffs and TRADOC units must submit requirements to TRADOC IA Branch NLT 120 days prior to start date (see Table 4-3).

**Table 4-3
TRADOC Tests and Experimentation Exercises Tasking Timeline**

Tasking HQ	Tasked HQ	Minimum days to start date	Authority for short notice
TRADOC	Subordinate/DCS	105 days	Deputy Commanding General/ Chief of Staff, TRADOC
Subordinate/DCS	BDE/School/ Activity	90 days	Subordinate Commanders/DCS (Center CofS/DCS)
BDE/School/ Activity	BN/Directorate	75 days	BDE Commander/Assistant Commandant
BN/Directorate	Company/ Division	60 days	BN Commander/Director
Company/Division	Soldier	45 days	Company Commander

4-3. Requirement submission. IA requests may be sourced internally by TRADOC or externally by other Army commands.

a. Requests for TRADOC IA assets. Requesting organizations must submit a complete request for personnel requirements to TRADOC IA Branch NLT 180 days from the requested tasking start date. The CONUS Replacement Center (CRC) report date or the first date of travel (date of departure from Soldier’s home station) will serve as the tasking start date.

(1) Requests will include a funding source and provide who, what, where, when, and why mission support is required (see [App C](#) for Personnel Service Request (PSR) format).

(2) Requests will include a summary of coordination for IA support conducted by the requesting organization.

(3) Requests must have, at a minimum, colonel (O6) or general schedule (GS) equivalent authorization and demonstrate concurrence through the G3/5/7 Operations.

b. Requests for non-TRADOC IA assets. Same as requests for TRADOC IA assets; however, staff through TRADOC Operations to HQDA G3/5/7 NLT 230 days prior to tasking start date.

4-4. Late requirement submission. Per HQDA policy, except for requirements ISO unanticipated operational requirements, the VCSA must approve short notice taskings to Army commands. TRADOC has established a parallel policy: late requirements (per para [4-2a](#) and [b](#)) must include a memorandum with explanation for late request and GO/senior executive service (SES) signature. TRADOC IA Branch will not process late requests without GO/SES signature. Colonels/GS-15s may not sign in lieu of a GO/SES.

4-5. Subordinate analysis and tasking.

a. TRADOC IA Branch conducts extensive personnel analysis to determine which staff element or subordinate element is best suited to fill. TRADOC IA Branch identifies the assigned

strength for a specific MOS/grade combination, subtracts IAs currently tasked, and compares the result to total authorized personnel for that MOS/grade. Many other factors are then considered, to include population distribution across TRADOC, current manning levels (assigned versus authorized), projected tasking load for the tasking time frame, total pending taskings, other OPEX at subordinate locations, and unique qualification requirements (i.e., clearance and language skills). Figure 4-1 displays the TRADOC IA Tasking Process for external, internal, and HRC by-name fill requirements.

b. Not all Soldier populations are considered eligible for IA requirements. Brigade (BDE) or battalion (BN) S3s, BN executive officers (XO), commanders, first sergeants (1SG), Command Sergeants Major (CSM), DS, chaplains, recruiters, directed military overhires, IG, professors of military science, and JAG personnel may be exempt from IA tasking support. TRADOC IA Branch typically extracts these Soldier populations from the personnel analysis, unless an IA requirement requests a key Soldier skill (i.e. female DS to support Cadet Command summer camp).

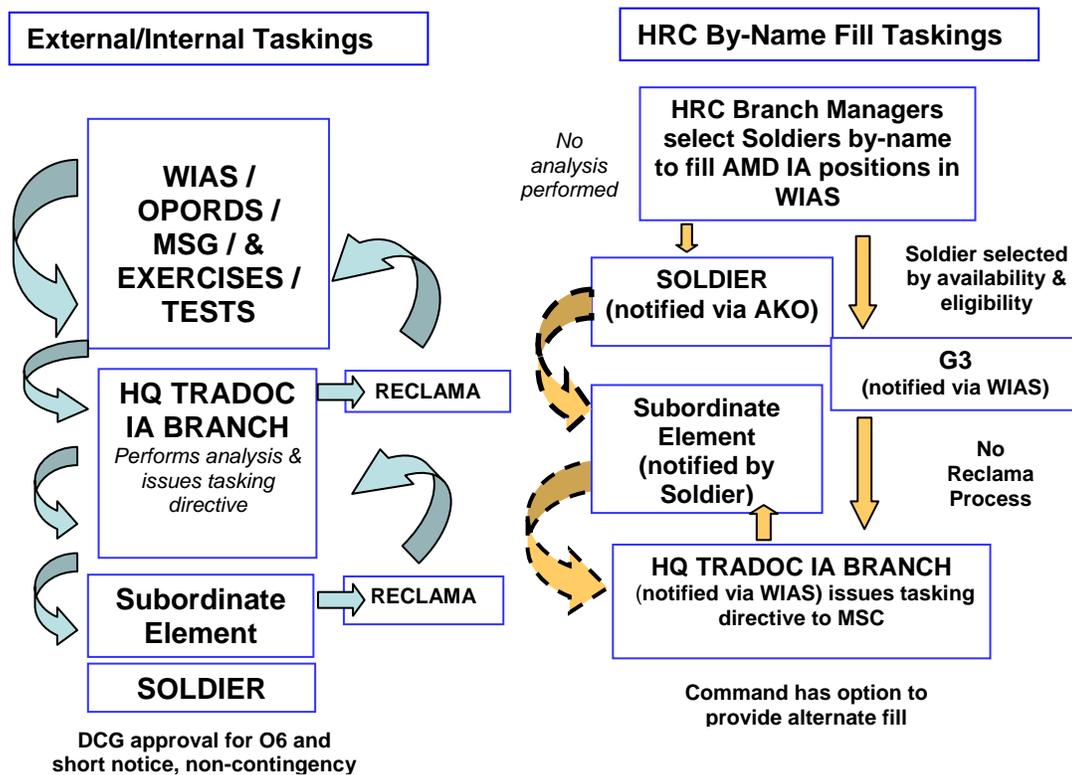


Figure 4-1. IA Tasking Process

4-6. TRADOC tasking directive. Once TRADOC IA Branch identifies a staff element or subordinate element to support a requirement, TRADOC IA Branch prepares and issues a TRADOC tasking directive. TRADOC tasking directives have multiple suspenses, to include (but not limited to) acknowledgement of receipt, standard name line/reclama submission to TRADOC IA Branch, and CRC reservations for the selected IA. TRADOC tasking directives also contain additional orders, mission, and deployment information to assist the tasked organization/IA. Direct coordination between the IA and the unit requiring support is normally encouraged. OPEX and HRC/DA G3/5/7 POC information is included in the TRADOC tasking directive.

4-7. Standard Name Line (SNL) submission.

a. TRADOC IA Branch will accept SNL information only from established HQ TRADOC staff element and subordinate element POCs, not the IA selected to source the requirement or an IA's parent unit. POCs must submit the complete digitally encrypted SNL Form 614-11 (with Privacy Act Notice) via email to TRADOC IA Branch NLT the suspense date issued in the TRADOC tasking directive. An example of SNL Form 614-11 is attached to each TRADOC tasking directive.

b. If an IA has been nominated by HRC (by-name fill), the tasked staff element or subordinate element POC will provide SNL information IAW the TRADOC tasking directive. This process confirms the Soldier is truly deployable and can support the tasking requirement. Established POCs at staff elements and subordinate elements may negotiate with TRADOC IA Branch to send an alternate IA to source, as long as the alternate IA meets the parameters of the requirement and HRC concurs with the change.

c. Requests for MOS, clearance, and/or grade change must be coordinated and approved prior to SNL submission.

d. SNL changes. Established HQ TRADOC staff element and subordinate element POCs may swap IA SNLs up to 30 days prior to CRC report date. SNL changes should be kept to a minimum to minimize Soldier turbulence and avoid additional predeployment planning at installation level (orders changes, Soldier readiness processing, etc.), as well as additional processing required at TRADOC/HQDA. SNL changes for short-notice tasking requirements (45 days or less from start date) will be accepted NLT 16 days prior to CRC report date. TRADOC IA Branch will accept late SNL changes only if unforeseen circumstances arise, i.e., an IA may be pending new Uniform Code of Military Justice action or become medically nondeployable.

4-8. Continental United States (CONUS) Replacement Center (CRC) report date change requests. Established staff elements and subordinate element POCs may submit CRC report date change requests to TRADOC IA Branch. Requests should include reason for the change as well as a new CRC report date. CRC report date changes are processed by exception and may or may not be approved. If an IA deploys later than his/her tasked CRC report date, the current fill may be forced to remain on station beyond his/her redeployment date.

4-9. CRC reservations. Subordinate elements or designated office/personnel at no lower than BN level will coordinate CRC reservations through the HRC, Transportations Plans and Operations Branch NLT the suspense date issued in the TRADOC tasking directive. HRC will confirm the CRC reservation to the caller.

4-10. Volunteers. Volunteers for requirements not yet issued to a subordinate unit must receive chain of command approval. Chain of command approval can be demonstrated via email or memorandum from a senior member of the Soldier's rating chain. Once a volunteer agrees to support a requirement and the Soldier's chain of command approves, a tasking directive is issued and the IA's command assumes responsibility for sourcing the requirement, even if the IA

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becomes nondeployable or chooses not to support. No reclama process exists once an IA volunteers for a TRADOC tasking. If a volunteer can no longer support a requirement, the command that the volunteer is assigned to must submit an alternate SNL that meets the parameters of the original tasking.

4-11. Extensions.

a. IA extensions occur when an IA remains sourced against a requirement beyond the requirements expected end date. Extension requests are subject to concurrence of the tasked staff element or subordinate element, parent command, and HRC/Adjutant General (AG). Upon receipt of an IA extension request, TRADOC IA Branch will request concurrence or nonconcurrence from the IA's command/unit. TRADOC IA Branch will consider the subordinate unit's recommendation, WIAS data, follow-on rotation unit data, and any other information relevant to the extension to build a concurrence/nonconcurrence statement for the requesting command.

b. Voluntary Extensions. IAs may request a voluntary extension. Submit extensions no less than 60 days before the current rotation's expected end date. When feasible, supported commands will submit a voluntary extension request via WIAS on behalf of the IA. Requests for extensions that cannot be submitted via WIAS will be submitted via DA Form 4187 (Personnel Action). A DA Form 4187 should be addressed through the combatant command to TRADOC IA Branch and the owning subordinate unit. At a minimum, the DA Form 4187 should provide the number of days the IA would like to extend, original temporary change of station (TCS) start date, original TCS end date, anticipated return date pending extension approval, and extension justification. TRADOC IA Branch forwards unit/command recommendations to TRADOC DCSPIL, AG for final approval or disapproval at HRC. TRADOC DCSPIL, AG notifies TRADOC IA Branch if HRC has approved/disapproved the extension request, and TRADOC IA Branch notifies the owning unit/command of the final decision.

c. Involuntary Extensions. Per Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 1301.01C, enclosure A, paragraph 4d, combatant commands have the authority to request involuntary extension of IAs, to preclude a "gap" or prevent a "mission showstopper." Involuntary extensions do not require approval from HRC, the owning Army command, Army service component command, direct reporting unit, or the Soldier's unit. Combatant commanders must notify the IA's parent command if an IA is involuntarily extended. Staff elements or subordinate elements must notify TRADOC IA Branch upon receipt of any notification that an IA is involuntarily extended and upon an IA's return to home station. Involuntary extensions are submitted to TRADOC IA Branch via WIAS, message traffic, and/or DA Form 4187. TRADOC tracks IAs held beyond their normal return date as holdovers. TRADOC IA Branch usually non-concurs with involuntary IA extensions and will work with HQDA DCS, G-3 for release of most holdovers.

d. Amendments to TCS orders for deployed IAs. IAW the Army G1 Personnel and Policy Guidance, chapter 3, it is the responsibility of the Personnel Support Battalion supporting an IA to ensure a Soldier's TCS orders are amended to capture the number of days an IA is extended. The IA's home station responsible for preparing the original TCS orders may amend orders at the request of the servicing MPD/PSB.

4-12. Swaps.

a. Tasking swaps (from one subordinate element to another) require CofS emails from both units agreeing to the swap. Once TRADOC IA Branch receives both emails, TRADOC IA Branch issues a tasking directive change message relieving the currently deployed subordinate element and tasking the new subordinate element.

b. In the event that the IA currently deployed must return home, the combatant commander may accept a gap between IAs. If a combatant commander does not accept a gap, the currently tasked staff element or subordinate element remains responsible for the fill and is responsible for coordinating with TRADOC IA Branch for a replacement IA SNL, replacement IA CRC report date, and the projected return date for the IA currently deployed.

4-13. Reclamas.

a. TRADOC IA Branch will accept reclamas from established staff element and subordinate element POCs. Reclamas received from units lower than those tasked by TRADOC IA Branch will not be processed. (For example, TRADOC IA Branch will not process BDE level reclamas.)

b. Complete reclamas address the total TRADOC population of the tasked MOS and grade assigned to a subordinate element. Subordinate elements must provide a thorough explanation describing why a requirement cannot be supported and identify nonavailability of qualified Soldiers by name. Only TRADOC assets, per Enlisted Distribution and Assignment System, Total Officer Personnel Management Information System, Total Army Personnel Data Base, or similar HQDA personnel databases should be addressed. TRADOC reclamas should not include FORSCOM or Installation Management Command personnel. Possible reasons for nonsupport include:

- (1) Permanent change of station (PCS).
- (2) Expiration term of service (ETS).
- (3) Retirement during temporary duty/temporary change of station (TDY/TCS) period.
- (4) Scheduled school attendance during TDY/TCS period.
- (5) Critical number of personnel assigned to a special population (i.e., DS, BN/BDE S3, BN XO, CSM, 1SG, Commanders, or IG).
- (6) Medical conditions other than P1 or P2 profile (state actual condition, and if the situation is temporary, state when the condition is expected to return to normal).

c. Incomplete reclamas will not be accepted and will be returned upon receipt.

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Appendix A References

Section I Required Publications

None

Section II Related Publications

AR 12-7
Security Assistance Teams

CJCSI 1301.01C
Individual Augmentation Procedures

DA Pam 500-5-1
Individual Augmentation Management (Pamphlet is listed on Army Publishing Directorate's homepage but linked through the Army Knowledge Online (AKO) web site. Access requires AKO password.)

AR 12-15
Joint Security Assistance Training (JSAT)

AR 55-46
Travel Overseas

AR 73-1
Test and Evaluation Policy

AR 350-28
Army Exercises

AR 350-50
Combat Training Center Program

AR 600-8-101
Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing)

AR 600-8-105
Military Orders

AR 611-6
Army Linguist Management

AR 614-5
Stabilization of Tours

AR 614-8
Selection of Active Duty Personnel to Serve on Headquarters, Department of the Army Selection Boards

AR 614-11
Temporary Duty (TDY)

AR 614-200
Enlisted Assignments and Utilization Management

DA Pam 73-1
Test and Evaluation in Support of Systems Acquisition

FORSCOM Reg 350-12
Procedures for Tasking and Support from Active Component Installations and Units

Joint Pub 1-02
Department of Defense Dictionary of Military and Associated Terms

TRADOC Reg 10-5
Organization and Functions, U.S. Army Training and Doctrine Command

TRADOC Reg 10-5-1
Organization and Functions, Headquarters, U.S. Army Training and Doctrine Command

TRADOC Reg 10-5-2
Organization and Functions, Futures Center (now Army Capabilities Integration Center)

TRADOC Reg 10-5-4
Organization and Functions. U.S. Army Combined Arms Center

TRADOC Reg 350-50-3
Battle Command Training Program

Section III

Referenced Forms

DA Form 4187
Personnel Action

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

Appendix B

Worldwide Individual Augmentation System (WIAS) Operation/Exercise (OPEX) Codes

B-1. Current WIAS OPEX codes. Figure B-1 lists current WIAS OPEX codes. OPEX codes are subject to change as mission requirements decrease and new operations develop.

OPEX	DESCRIPTION
3MNF	MNFI FILL BY 3A
ACC	CENTAF OPERATIONS (CENTCOM)
CALL	CENTER FOR ARMY LESSONS LEARNED
CCHQ	CENTCOM HEADQUARTERS
CECW	U.S. ARMY CORPS OF ENGINEERS (USACE) CIVIL EMERGENCY OPERATIONS IN THE UNITED STATES
CFCA	COMBINED FORCES COMMAND - AFGHANISTAN
CITF	CRIM. INVESTIGATION TASK FORCE
CJIC	COLUMBIAN JOINT INTEL CTR
CMTT	COALITION MIL TRAINING TEAM
CPAI	COALITION PROVISIONAL AUTH
CTFA	CTF-FA (ISO SFOR)
DOGB	DETAINEE OPERATIONS GTMO
EUHQ	EUCOM HEADQUARTERS
FURY	JOINT TASK FORCE 519
HOA	CJTF HORN OF AFRICA (MARCENT)
IAGZ	IRAQI ASSISTANCE GROUP
JCCI	JOINT CONTRACTING COMMAND
JCPC	OPEX FOR JOINT CONTRACTING COMMAND AND PROJECT AND CONTRACTING OFFICE IRAQ
JIED	IMPROVISED EXPLOSIVE DEVICE TASK FORCE
JPAT	JPAT
JSOP	JSOTF-P
JTF7	JOINT TASK FORCE 7 (OIF)
JTFB	JTF-BRAVO
JTTR	JOINT THEATER TRAUMA REGISTRY
KATR	JTF KATRINA
LCC	ARCENT-3ARMY/CFLCC (FWD)
MNCI	MULTI-NATIONAL CORPS - IRAQ
MNFI	MULTI-NATIONAL FORCE - IRAQ
MNTC	MULTINATIONAL TRANSITIONAL SECURITY COMMAND-IRAQ
NCCS	NORTHCOM CIVIL SUPPORT
OARD	OFFICE FOR THE ADMINISTRATIVE REVIEW OF THE DETENTION OF ENEMY COMBATANTS
OEFA	OPERATIONS ISO CJTF-180
OISG	OPERATION IRAQ SURVEY GROUP
OJF-	OPERATION JOINT FORGE
OJG	OPERATION JOINT GUARD
OPSA	OPERATIONS IN SOUTH AMERICA
PCOI	PROJECT AND CONTRACTING OFFICE IRAQ
PERS	IA AUGMENTATION TO 1ST PERSCOM
R450	RFF 450 - IRAQI TRAINING TEAMS
R510	REQUEST FOR FORCES ISO IRAQI TRAINING TEAMS
SOCC	SOCCENT OPERATIONS
T121	TASK FORCE 121
T134	DETAINEE OPERATIONS FOR MNF-I

T515	TASK FORCE TORCH 5/15
TFHD	TASK FORCE HOMELAND DEFENSE
UFLS	ULCHI FOCUS LENS
UMMK	UNMIK (MILITARY OBSERVER)
UNKM	UNIKOM (IRAQ/KUWAIT)
UNME	UNMEE (ETHIOPIA/ERITREA)
UNML	UNMIL (LIBERIA)
UNMN	MINURSO (MILITARY OBSERVER)
UNTA	UNTAET (MILITARY OBSERVER)
UNTS	UNTSO (JERUSALEM)
WIAS	HQDA MESSAGE DIRECTED FILL
WNBG	14TH ENGINEER BATTALION

Figure B-1. Current WIAS OPEX Codes

**Appendix C
Personnel Support Requests (PSR)**

C-1. Required information. A PSR must include all information required to send an IA TCS or TDY:

a. Justification. Provide justification for personnel requirements (include reason requesting element cannot fill). If notification to TRADOC IA Branch is untimely per TRADOC or DA standards (see para 4-2a), the GO/SES letter of lateness must include the reason for lateness (see para 4-4). Note: If the requirement supports OEF or OIF, normal timeline standards do not apply. If an Army-level tasking message exists for the requirement, state date time group (DTG) of message and paragraph and line number for the requirement.

b. Purpose of mission/support. State the purpose, starting with a verb (for example, “to train,” “to augment,” “to provide test results,” etc.; not “to complete a roster”).

c. Individual Augmentees:

(1) State MOS or functional area (FA) requirements. If any MOS can fill the requirement, state “IMM” for enlisted Soldiers or “01A” for officers. Use current MOS/FA identifiers.

(2) State grade. TRADOC IA Branch will assume one grade higher or lower than stated grade is acceptable, unless the PSR states “No downgrade acceptable; must fill with grade as stated.” State whether a promotable grade can support the next higher grade.

(3) Indicate requirements (if any) that civilians can fill and list GS grade and series.

d. Minimum security clearance. If security clearance is required, provide the security manager POC name, phone number, and fax number of unit requesting support.

e. Statement of duties. State IA mission duties.

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f. Any additional requirements. Note: The more restrictive a requirement, the smaller the population available and the greater risk the position will remain unfilled.

(1) Skills/expertise.

(2) Driver's license.

(3) Other: gender preference, CGSC qualification, branch qualification, etc.

g. Mission uniform.

h. Equipment. Indicate equipment required for mission. Keep in mind: TRADOC is a table of distribution and allowances organization and TA-50 type equipment availability is limited. Long duration taskings may require Army Physical Fitness Test card and a copy of the Soldier's last Noncommissioned Officer (NCO) Evaluation Report/Officer Evaluation Report.

i. Date and time. Include start and end dates and if applicable, time period of support.

j. Report location and POC. Include room, building, and installation/location (for all parts of mission, if multiple locations).

k. Type of orders. Indicate if the IA should travel via TDY or TCS orders.

l. Funding information. Include fund cite POC with name, phone number (DSN and commercial), and email address.

m. Coordination. Indicate any coordination conducted prior to tasking. Include all requirements coordinated prior to PSR submission, as well as POC, installation, and major command information. This section should only reflect requirements the unit agreed to support. Do not include phone calls or other communication during requirement discussion. If no coordination has taken place, state "none."

n. Special instructions. Include any predeployment training requirements, transportation requirements (i.e., rental car authorization, availability of transportation from airport and in/around location), billeting (for example, who arranges billeting, availability of on-post billeting, cost (if any) to the Soldier), any special medical requirements, passport and/or visa requirements, and country clearance requirements.

o. Point of contact. State POC requesting support (to include name, phone number (DSN and commercial) and email address) and POC where support will be provided (if different than POC requesting support).

p. Additional information. Provide any additional instructions that would assist the IA in preparing for and performing the mission.

C-2. WIAS tasking . Figure C-1 shows an example of a WIAS tasking.

Summary Data Page
 Control #:SU-JTFB-00204-10
 OPEX Name: JTFB - JTF-BRAVO
 Sub OPEX Name: NONE
 Mission Type: MATURE CONTINGENCY
 AMD Number: JTFB V.2001
 AMD Position: A004-02
 IA Type: ENLISTED
 Grade Range: E4/E6
 Primary MOS/AOC/OCC Series: 56M - CHAPLAIN ASSISTANT
 Alternate MOS/AOC/OCC Series: NONE
 Duty Title: CHAPEL NCO
 Minimum Security Clearance: S
 Assigned CRC/IDS: CB01 - CRC BENNING
 Assigned CRC/IDS Report Date: 2006.10.24
 LAD: 2006.11.07
 Tour Length: 179
 Calculated Loss Date: 2005.05.05
 RC/ORC: JA1E - SU ORC BASELINE
 Geographic Location: HO - HONDURAS
 Geographic Location Description: VXQC - SOTO CANO
 ASI #1: NONE
 ASI #2: NONE
 ASI #3: NONE
 Gender Preference: NONE
 Gender Justification: Not required if NONE
 Language Rqmt: NONE
 Rqmt Generated By: JNT CMD
 Recurring Rqmt: YES
 Army CC Justification: Not required if JNT CMD
 Civ Personnel POC: N/A
 Civ POC Contact Info: N/A
 Ref Msg DTG: None
 Ref Msg Para #: None
 Ref Msg Line #: None
 BSR Sequence #:
 Duty Description: NONE
 Special Training Rqmts: Spanish proficiency desired
 Weapons Rqmt: NONE
 Equipment Rqmt: Must be 9MM qualified prior to deployment.
 Passport Required: YES
 Visa Required: NO
 Other Special Rqmts: Military driver license required. No downward substitution of grade.
 Messing Available: YES
 Lodging Available: YES
 Reporting Instructions: NONE
 Fund Cite: J8@JTF-B DSN:449-4876(Fax)/4155(Voice)
 Builder Staff Note: NONE

Figure C-1. WIAS Tasking Example

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C-3. Tasking to TRADOC ISO MTT. Figure C-2 is an example of a SATMO MTT tasking in message format.

P 082259Z JAN 04
FM CDRSATMO FORT BRAGG NC//A0JK-SA//
TO CDRTRADOC FT MONROE VA//ATSC-IA BRANCH//
INFO DA WASHINGTON DC//SAAL-ZN-NI/NP//
CDRSATMO FT BRAGG NC//AOJK-SA//
CDRUSASAC ALEXANDRIA VA//AMSAC-MM//
COMUSARCENT-CDRUSATHIRD FT MCPHERSON GA//AFRD-GE//
DIRSATFA FT MONROE VA//ATFA-R/ATFA-P//
CDRUSASOC FT BRAGG NC//AOOP-AS//
CDRUSAJFKSPWAR CENSCH FT BRAGG NC//AOJK-OP//
USCENTCOM MACDILL AFB FL//CC/J1//
USCENTCOM MACDILL AFB FL//CC/J5E//
BT
UNCLAS
MSGID/GENADMIN/USASATMO//
SUBJ/REQ FOR PERSONNEL FOR RECRUITER MTT TO AFGHANISTAN
/M-006-04, AF-B-BAM//
POC/TOM MCCOLLUM/MAJ, SAT MGR/USASATMO/LOC:FORT BRAGG, NC
/TEL: 910-432-9108 EXT 109/TEL: DSN 239-9108
/EMAIL: FAX 910-432-3695,7833/EMAIL:MCCOLLUMT@BRAGG.ARMY.MIL//
RMKS/
1. REFERENCES: MSG, AMEMBASSY KABUL, 310943Z DEC 03, SUBJ OMC-A
REQUEST FOR RECRUITING MOBILE TRAINING TEAM (MTT)
2. THIS MISSION FULFILLS US FOREIGN POLICY IN AFGHANISTAN AND THE
CENTCOM COMMANDER'S THEATER COOPERATION STRATEGY. THIS MISSION IS IN SUPPORT OF
OPERATION ENDURING FREEDOM.
A. IF YOUR COMMAND CANNOT PROVIDE THE REQUIRED PERSONNEL FOR THE SPECIFIED DATES,
BUT CAN DO SO LATER, CONTACT USASATMO IMMEDIATELY FOR CONSIDERATION OF ALTERNATE
DEPLOYMENT DATES. IF YOUR COMMAND IS UNABLE TO SUPPORT THE REQUIREMENT AT ALL, AR
12-7 PARAGRAPH 1-4T(4) REQUIRES THAT A GENERAL OFFICER APPROVE THE NON-SUPPORT
RESPONSE.
B. REQUEST YOU PROVIDE USASATMO THE SNL AND PHONE NUMBER OF
NOMINEES TO FULL SUBJ SAT NLT: 23 JAN 04.
3. SUPPORTING DATA FOLLOWS.
A. TITLE: RECRUITING MTT MTT 3-04
B. DURATION: 90 DAYS.
C. DESIRED IN-CTRY DATE: 8 MAR 2004
D. PREDEPLOYMENT TDY:
(1) PERSONNEL WILL BE REQUIRED TO ATTEND SECURITY ASSISTANCE
TEAM TRAINING AND ORIENTATION COURSE (SATTOC) (CRSE # 08-2004) A
FIVE DAY COURSE AT FORT BRAGG, NC FROM 23-27 FEB.
(2) PERSONNEL WILL CONDUCT CRC TRAINING AT FORT KNOX, KY, 1-5
MAR 2004 FOLLOWING SATTOC TRAINING.
(3) SATMO WILL ISSUE DD FORM 1610 FOR THIS MISSION.
E. TRAINING LOCATION: TEAM WILL WORK PRIMARILY ON THE OMC-A KABUL COMPOUND, AND
OTHER SITES WILL BE VISITED AS REQUIRED TO INCLUDE AFGHAN MINISTRIES AND LOCATIONS
RELATED TO RECRUITING THROUGHOUT AFGHANISTAN.F. MISSION: THE RECRUITING MTT, IN
CONJUNCTION WITH OMC-A, WILL
CONDUCT CLASS PREPARATION AND COORDINATION, LEAD REHEARSALS WITH AFGHAN
NATIONAL ARMY (ANA) OFFICERS, CONDUCT TEN-DAY CLASSES, PROVIDE GUIDANCE TO

PROVINCIAL NATIONAL ARMY VOLUNTEER CENTERS (NAVC), DEVELOP CRITICAL POLICIES, PLANS, AND PROCEDURES FOR THE AFGHAN RECRUITING COMMAND, AND DEVELOP PLANS FOR THE FOLLOW-ON ACADEMY.

G. TRAINING GOAL: THE CORNERSTONE OF DEVELOPING THE AFGHAN NATIONAL ARMY (ANA) IS RECRUITING. CURRENTLY, THE MINISTRY OF DEFENSE IS RECRUITING AT 80-85% OF THE REQUIRED MISSION AND HAS BEEN FORCED TO DELAY TRAINING START DATES OR START TRAINING WITH INADEQUATE NUMBERS OF RECRUITS. THE ACCELERATED REQUIREMENTS TO FIELD A 750-SOLDIER KANDAK (BATTALIONS) EVERY THREE WEEKS IS PROJECTED TO FALL SHORT OF MISSION REQUIREMENTS BY 40% IN JUNE 2004. ALL RECRUITING INFRASTRUCTURE SYSTEMS TO NAVC, COMMUNICATION, TRANSPORTATION, AND MARKETING WILL BE IMPLEMENTED OVER THE NEXT SIX MONTHS. TRAINING OF RECRUITERS THEN BECOMES ESSENTIAL TO MEET THE INCREASED MISSION REQUIREMENT FOR NEXT YEAR. FURTHER, THE ANA RECRUITING SYSTEM NEEDS ASSISTANCE TO CLEARLY DEFINE OPERATIONAL AND REPORTING PROCEDURES. THE ESSENTIAL MISSION GOAL IS THE ESTABLISHMENT OF AN ENDURING INSTITUTION TO TRAINING RECRUITERS.

H. PERSONNEL TO BE TRAINED: APPROXIMATELY 100 RECRUITERS FROM THE AFGHANISTAN NATIONAL ARMY WILL BE TRAINED DURING THE 10-DAY ACADEMY. THERE WILL ALSO BE OPPORTUNITIES TO PROVIDE GUIDANCE TO MINISTRY OF DEFENSE OFFICIALS AND OTHERS TO INFLUENCE THE RECRUITING INFRASTRUCTURE OF AFGHANISTAN.

I. PERSONNEL:

(1) REQUEST TRADOC PROVIDE:

(A) ONE (1) O-4, MAJ, THAT HAS EXPERIENCE AS A RECRUITING BATTALION OPERATIONS OFFICER

(B) THREE E7/E8 THAT HAVE COMMANDED A LARGE PRODUCTION STATION COMMAND (LPSC).

(C) SKILLS: SELECTED TEAM MEMBERS COULD IDEALLY COME FROM THE ARMY RECRUITING AND RETENTION ORGANIZATION AT FT JACKSON, SOUTH CAROLINA.

4. HEALTH:

A. PERSONNEL MUST BE IN VERY GOOD PHYSICAL CONDITION AND BE ABLE TO WORK IN ADVERSE CLIMATE AND CONDITIONS. PERS WITH CHRONIC LUNG PROBLEMS, HIGH BLOOD PRESSURE, HEART PROBLEMS, OR KNOWN ALCOHOL OR DRUG PROBLEMS SHOULD NOT BE NOMINATED.

B. PERS MUST HAND-CARRY A CURRENT PHYSICAL AND A PANOGRAPHIC X-RAY.

C. ALL SHOTS AND IMMUNIZATIONS RQRD FOR TVL TO HOST CTRY IAW AR 40-452.

D. PERSONNEL MUST HAVE CURRENT HTLV ANTI-BODIES SCREENING WITHIN THE LAST 6 MONTHS AND BE CONFIRMED NEGATIVE.

E. PANOGRAPHIC DENTAL X-RAY ARE CURRENT AND DNA SAMPLE IS TAKEN AND ON RECORD AT HOME STATION.

F. PERSONNEL NEED TO DEPLOY WITH 110 DAYS PRESCRIPTION MEDICINES.

5. ADDITIONAL INFORMATION:

A. OMC-A WILL PROVIDE THE FOLLOWING:

(1) BILLETING AND MESS FACILITIES.

(2) FORCE PROTECTION

(3) INTERPRETERS

(4) IN-COUNTRY TRANSPORTATION

B. USASATMO WILL ISSUE:

(1) ONE LAPTOP COMPUTER WITH PRINTER, AND IN-FOCUS PROJECTOR.

UPON MISSION COMPLETION, EQUIPMENT WILL BE TURNED OVER TO ANA.

(2) ONE WEAPONS CASE FOR FOUR WEAPONS MEETING DOD COMMERCIAL SHIPMENT REQUIREMENTS.

C. UNIFORM AND CLOTHING: DUTY UNIFORM IN COUNTRY IS DCU. MILITARY MEMBERS WILL BRING COMBAT GEAR TA-50 (WEAPON, HELMET, BODY ARMOR, CANTEEN, LCE, ETC). IT IS MANDATORY TO DRAW WEAPON FROM CRC AND BODY ARMOR PRIOR TO ARRIVAL. TRAVEL WILL BE IN CIVILIAN CLOTHING ON COMMERCIAL AIRLINES, DCU ON MILITARY AIRCRAFT. OFF DUTY CLOTHES SHOULD BE CASUAL PANTS AND SHIRTS WITH COLLAR.

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D. LAUNDRY SERVICES ARE AVAILABLE.

E. AFGHANISTAN IS A CASH-BASED ECONOMY. CREDIT CARDS ARE NOT ACCEPTED. CHECK CASHING FACILITIES AVAILABLE WITH \$400 USD LIMIT PER MONTH.

F. PERSONNEL WILL BE REQUIRED TO HAVE OFFICIAL PASSPORTS AND VISA AT NO COST TO PERSONNEL.

G. PERSONNEL ARE REQUIRED TO HAVE AND WILL BE REIMBURSED FOR TOURIST PASSPORT.

H. SAT MBRS WILL BE REQUIRED TO HAVE A STANDARD ACCOUNT, QUASI-GENERIC US GOVT TRAVEL CREDIT CARD FOR TRAVEL EXPESSES INTO AND OUT OF COUNTRY. IF PERSONNEL DO NOT HAVE A STANDARD ACCOUNT OR A QUASI-GENERIC CARD (BUSINES CARD), SATMO WILL PROVIDE GUIDANCE ONCE SAT MBR SELECTED.

I. PERSONNEL MUST BE FAMILIAR WITH AND ADHERE TO ALL HOST NATION RELIGIOUS AND CUSTOM BEHAVIORAL EXPECTATIONS APPROPRIATE FOR GENDER. AFGHANISTAN IS AN ISLAMIC NATION WITH STRICT LAWS AND RULES BASED IN THE ISLAMIC CULTURE.

H. PERSONNEL WILL MAKE OWN TRAVEL, RENTAL CAR AND BILLETING ARRANGEMENTS FROM HOME STATION TO SATMO, FORT BRAGG, NC FOR SATTOC TRAINING. SATMO WILL ARRANGE TRAVEL TO FORT KNOX, KY FOR CRC, AFGHANISTAN VIA CHARTERED AIRLINES (PATRIOT EXPRESS) VIA BISHKEK, KYRGYZSTAN (GANCI AIR BASE) AND MILITARY AIRCRAFT TO BAGRAM AIR BASE, KABUL, AFGHANISTAN, RETURN TO FORT KNOX, KY TO RETURN WEAPONS AND TO HOME STATION.

6. ONCE YOU PROVIDE NOMINEES, USASATMO WILL FINALIZE THE SELECTION PROCESS AND PROVIDE UNITS THE GUIDANCE REQUIRED TO DEPLOY THEIR PERSONNEL ON THIS SECURITY ASSISTANCE MISSION.//

Figure C-2. SATMO Tasking ISO MTT Example

C-4. Personnel support request (PSR) for test/experiment. Figure C-3 is a PSR for ATEC.

UH-60 Blackhawk Helicopter (UH-60M LUT)
Personnel Support Request

1. Army Test and Evaluation Command, Park Center IV, 4501 Ford Avenue, Alexandria, VA 22302-1458.
Email: John.Smith@otc.army.mil (Test Officer).
2. Purpose: To conduct test on aviation systems.
3. Personnel Required: Five personnel.

a. LN AT0054	1	SME	153D	CW5/CW4
b. LN C00101		Instructor Pilot	153DF	CWO
c. LN C00201		Maint Test Pilot	153DG	CWO
d. LN C00401		Standardization Pilot	153DH	CWO
e. LN C00601		Pilot UH-60L	153DI	CWO
4. Security requirements: Secret
5. Duties: Will conduct test flights at all level of flight to include NOE and night flying

6. Additional Requirements: Qualifications – All pilots must qualify in the UH-60 to include day, night, and NVG RL1. Meet all APART requirements, prior to being assigned to the test and throughout test duration. Must be familiar with, and have working knowledge of, the Air Mission Planning Station (AMPS) and procedures for transferring data between AMPS and A/C via a PCMCIA programmable card.
 - a. C0010 and C0040 - must be Instrument Flight Examiners.
 - b. C0020 - must be Maintenance Examiner or UH-60 Maintenance Test Pilot.
7. Uniform: ABDU
8. Equipment: Test equipment as needed
9. Date and Time required: Testing will take place from 11 Sep to 18 Sep. The 10 and 19th are travel days. Meet at airfield at 0830.
10. Report Date: Multiple
 - a. Line AT0054: 8 Apr 04, 0800/Release Date: 26 Jun 04, 1600.
 - b. Lines C0010, 20,40, and 60: 10 May 04, 0800/Release Date: 27 Jun 04, 1600.
 - c. Location: Redstone Arsenal, AL.
11. Type of Orders – DD Form 1610.
12. Operational Test Command (OTC) will fund TDY. POC for fund cite information is Ms. Jane Jones (DSN 738-9880/email: Jane.Jones@otc.army.mil).
13. Coordination. OTC POC has coordinated with MAJ Joe and Testing Branch at Fort Rucker.
14. Special Instructions:
 - a. Any additional information will be provided in OTC administrative instructions.
 - b. Reference Outline Test Plan – UH-60 LUT (2004-LU-AVN-A1336), dated 3 Nov 03.
15. OTC POCs are CPT John Smith (DSN 738-1859/email: John.Smith@otc.army.mil) and Mr. George Jones (DSN 738-9090/email: George.Jones@otc.army.mil). USAIS POC is CW4 Jane Smith (DSN 558-1191/email: Jane.Smith@rucker.army.mil).
16. Additional Information: Request Justification – Personnel required to gather data and provide observations that will be used by the test community to document the NVG, crew battle tasks, adequacy of training and training materials, and performance of cockpit modifications. The LUT will provide data for a system assessment to support a MS C/LRIP decision.

Figure C-3. PSR for ATEC Example

Appendix D

Standard Name Line (SNL) Format (Form 614-11 w/Privacy Act Notice)

IA BRANCH TASKING/FILE NUMBER: OPEF21003
WIAS: CT-OPEF-01234-01
LINE NUMBER: 002-02
INSTALLATION: Fort Leonard Wood
RANK: SFC
MOS: 54B
SECURITY CLEARANCE: S
NAME: Jones, John J.
GENDER: M
SSN: 123-45-6789
DUTY PHONE (DSN): 676-0000
UNIT ADDRESS: USA CHEM SCH, 401 MANSCEN Loop, Suite 1041, Fort Leonard Wood,
MO 65473-8926
E-MAIL ADDRESS: jonesj@wood.army.mil

Privacy Act Notice

The Privacy Act of 1974 (5 USC 552a) requires that a federal agency provide the following information to each individual whom it asks to supply information:

1. Authority- The authority for collection of the requested information is contained in 5 USC Sections 1302 and 3301.
2. Purpose and Use- The principal purpose of information requested is for ready reference in accomplishing official administrative requirements for assigned personnel. Office clerical personnel in completing official forms, rosters, emergency notification, verifications, etc., pertaining to each individual concerned, will use the information provided on this form. The personal information that you provide will not be disclosed to anyone outside the agency without your consent unless authorized by the Privacy Act.
3. Effect of Non-Disclosure: Furnishing your social number or other requested information is voluntary. By providing your social security number, you are consenting to the uses identified above. Provision of your social security number and consent to its use is not required and, if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. However, failure to provide the requested information may hinder the timely completion of official job-related requirements.

Figure D-1. SNL Format (Form 614-11 w/Privacy Act Notice) Example

Glossary
Section I
Abbreviations

1SG	first sergeant
ADCSOPS	Assistant Deputy Chief of Staff for Operations
AG	Adjutant General
AKO	Army Knowledge Online
AMD	Army Manning Document
ARCENT	United States Army Central Command
ARCIC	Army Capabilities Integration Center
ATEC	Army Test and Evaluation Command
BDE	brigade
BN	battalion
CENTCOM	United States Central Command
CGSC	Command and General Staff College
CJCSI	Chairman Joint Chief of Staff Instruction
CONUS	continental United States
CofS	Chief of Staff
CRC	CONUS Replacement Center
CSA	Chief of Staff, Army
CSM	Command Sergeant Major
DA	Department of the Army
DCS	Deputy Chief of Staff
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DCSPIL	Deputy Chief of Staff for Personnel, Infrastructure, and Logistics
DOD	Department of Defense
DS	drill sergeant
DTG	date time group
EEO	Equal Employment Opportunity
EO	Equal Opportunity
EUCOM	United States European Command
FA	functional area
FORSCOM	United States Army Forces Command
FYTP	Five Year Test Program
GO	general officer
GS	general schedule
HQ	headquarters
HQDA	Headquarters, Department of the Army
HRC	Human Resources Command
IA	individual augmentation
IAPD	International Army Program Directorate
IAW	in accordance with
IG	Inspector General
ISO	in support of
ITCS	indeterminate temporary change of station

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JAG	Judge Advocate General
JMD	Joint Manning Document
LAD	latest arrival date
MOS	military occupational specialty
MTT	mobile training team
NCO	noncommissioned officer
NLT	not later than
OCONUS	outside continental United States
OEF	Operation Enduring Freedom
OIF	Operation Iraqi Freedom
OPEX	operation/exercise
OTP	outline test plan
POC	point of contact
PSR	Personnel Support Request
SAT	Security Assistance Team
SATMO	Security Assistance Training Management Organization
SES	Senior Executive Service
SME	subject matter expert
SNL	standard name line
SOCCENT	Special Operations Component, United States Central Command
T&E	test and evaluation
TCM	TRADOC Capabilities Manager
TCS	temporary change of station
TCT	Traveling Contact Teams
TDY	temporary duty
TRADOC	United States Army Training and Doctrine Command
TSARC	Test Schedule and Review Committee
USAAC	United States Army Accessions Command
USACC	United States Army Cadet Command
USAREC	United States Army Recruiting Command
VCSA	Vice Chief of Staff of the Army
WIAS	Worldwide Individual Augmentation System
XO	executive officer

Section II

Terms

Augmentee

Soldier or civilian reassigned as an individual on a TCS or TDY basis to temporarily fill a position that normally exceeds a deploying or deployed unit's authorized structure or as approved by HQDA.

Command

Refers to schools, unit, facility, or other activity, as well as actual command. An example is Cadet Command.

Contingency operation - As defined in 10 USC 101 (a)(13) a military operation designated by the Secretary of Defense in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or military operations during a war or national emergency declared by the President or Congress

CONUS Replacement Center (CRC)

Deployment and redeployment processing center, activated during a mobilization at a designated Army installation, to support and prepare non-unit personnel for overseas movement. The two CRC locations include: Fort Benning, GA and Fort Bliss, TX. TRADOC tasking directives and WIAS Summary Data Sheets state the CRC location for each requirement.

Latest arrival date (LAD)

Latest date an individual is required to be at the port of debarkation (OCONUS) for further processing. For CONUS taskings, LAD is the date IA is due at augmentation location.

Message

Refers to a communication composed in Message Text Format and transmitted electronically.

Reclama

A request to duly constituted authority to reconsider its decision or its proposed action (per Joint Pub 1-02).

Subordinate element

Refers to schools, commands, organizations, or individuals assigned to TRADOC. When TRADOC IA Branch tasks a subordinate unit, it tasks TRADOC personnel assigned to that location or TRADOC personnel over which TRADOC has control. An example of the latter are members of DLI-San Antonio who are assigned to TRADOC but do not have duty at a TRADOC center.

Temporary change of station (TCS)

Temporary reassignment of an individual Soldier or DOD civilian from permanent home station to CONUS/OCONUS contingency operations. Soldiers/civilians deployed in a TCS status continue to be counted against the aggregate strengths of the units to which they are permanently assigned and will return to permanent home station upon redeployment. TCS is similar to TDY; however, Soldiers' orders are cut via Format 401 (not DD Form 1610). Civilian TCS orders require DD Form 1610. Contact your local Adjutant General or Resource Management office to learn more about the differences between TDY and TCS. (For example, TCS authorizes storage of household goods and privately owned vehicles, while TDY does not.)

Indeterminate temporary change of station (ITCS)

Temporary reassignment of an IA deployed CONUS/OCONUS ISO of a contingency operation for a period of no less than 12 months. Soldiers placed on ITCS orders are authorized specific entitlements in accordance with Army's G1 Personnel and Policy Guidance. Soldiers should contact their local Military Personnel Office and Resource Manager for exact entitlements.

TRADOC Reg 500-2

TRADOC IA Branch

Refers to HQ, TRADOC, ADCSOPS, Central Tasking Office (IA Branch).

Validation

Requirement/IA request has been approved by installation or center G3 (O6 level or GS equivalent) verifying IA mission is required and cannot be sourced internally.

FOR THE COMMANDER:

OFFICIAL:

THOMAS F. METZ
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff



RANDALL L. MACKEY
Colonel, GS
Chief Information Officer