

April 2015



From the Director's Corner

Robert D. Youmans, Director



Directorate of Human Resources

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Soldier for Life: Transition Assistance Program (SFL-TAP) Update

This article provides an update on the Army's Soldier for Life: Transition Assistance Program (SFL-TAP) and how beneficial this program has been to separating and retiring Soldiers, their Family Members, and reducing Army's budget. As you may recall, effective 21 Nov 12, the Veterans Opportunity to Work Act mandated full participation in the Army's transition program for all separating Soldiers. Participation has been a key to success. In addition to being highly effective, the SFL-TAP is efficient and has generated significant cost-savings to the government. The program has reduced the amount of money our Army pays toward unemployment compensation. In 2012, the Army spent more than \$500 million per year on unemployment compensation. In 2014, that amount was reduced to \$323.6 million; resulting in a significant savings of \$176.4 million. As a result of these savings, the program generates funding to help sustain its operation and perhaps the operations of other vital programs. These savings also serve as a testament of the positive benefits of the program and reinforce the critical need for continued leader support of this initiative. Continued leader support and Soldier education on the requirements of the SFL-TAP process will ensure lasting success. As this program has evolved, it now includes attending pre-separation briefings 12 months prior to separation, developing an Individual Transition Plan, participation in the Department of Labor Workshop, attending Veterans Affairs Benefit's briefings, developing a resume of choice, and completing Career Readiness Standards to ensure Soldiers are prepared for a successful transition. In addition, the SFL-TAP is a holistic approach to the military life cycle/career of Soldiers. A major objective of the program is to instill in Soldiers the mindset that they are a "Soldier for Life" and "Once a Soldier, always a Soldier." Our Army adopted the Soldier life cycle model to ensure life-long success consisting of four phases: "Start Strong", "Serve Strong", "Reintegrate Strong", and "Remain Strong." The "Start Strong" phase begins with the Army recruiting the best and most qualified applicants. More stringent recruiting and selection procedures are utilized to select and retain the best talent.



From the Director's Corner



Director's Corner Continues:

The “Serve Strong” phase entails Soldiers receiving relevant training in a variety of military occupation specialties establishing viable career options directly related to civilian occupations. While serving proudly in the Army, Soldiers acquire the skills and experience that will allow them to compete in a highly competitive workforce. The “Reintegrate Strong” phase provides comprehensive training in the entire job search process to ensure Soldiers are career-ready upon completion of the program. The SFL-TAP offers a systematic process that prepares and empowers Soldiers to make informed career decisions. Soldiers will connect with sources of employment, community and state agencies, educational institutions, businesses, and veteran service organizations to leverage and take full advantage of their resources. The final phase is “Remain Strong”. Our Army’s goal is to establish networks to ensure that transitioning Soldiers have meaningful employment as they return and continue to contribute to their communities.

For more information regarding SFL-TAP, contact the Fort Jackson Transition Services Manager, Ms. Carolyn Andrews, at phone: (803) 751-1723. Transition Counselors are also available in the SFL-TAP Center at (803) 751-4109 or appointments may be scheduled on the SFL-TAP website at: <https://www.sfl-tap.army.mil>.

Adjutant General (AG)/Military Personnel Division (MPD) POC: Mr. Lonnie Stinson, phone: 751-7115, or email: lonnie.t.stinson.civ@mail.mil

Semi-Annual Directorate of Human Resources (DHR) Conference. The United States Army Garrison (USAG) will conduct a Semi-Annual DHR Conference on 12 May 15 from 1300-1600 in Room 212, 5450 Strom Thurmond Boulevard, to provide critical human resources information and updates.

This conference ensures the synchronization of all human resources services on Fort Jackson in accordance with Field Manual (FM) 1-0, Human Resources (HR) Support. Critical HR information and updates to maintain the efficiency and effectiveness of the HR support system in providing services to Permanent Party Soldiers and processing for all Initial Military Training (IMT) Soldiers will be provided.

The DHR will provide critical information and updates regarding the Privacy Act; Personally Identifiable Information (PII); Publication Accounts; Unit Mail Room Operations; Testing Services; Tuition Assistance (TA) Policies; GoArmyEd; Veterans Affairs (VA) Benefits (GI Bill Guidelines); Army Substance Abuse Program Referral Process, Prevention, and Education; Science, Mathematics, and Research for Transformation (SMART) Testing; Identification (ID) Cards; Real-Time Automated Personnel Identification Systems (RAPIDS) Self Help; Installation In/Out-Processing and the Installation Support Module (ISM); Army Records Audit Readiness; Basic Combat Training (BCT) Out-Processing; Civilian Acquired Skills Program (CASP) Soldier; Limited MOS Training Starts (Hard-Starts); Advanced



From the Director's Corner



AG continues:

Individual Training (AIT) In/Out-Processing; Expiration Term of Service (ETS); Initial Military Training (IMT) Release From Active Duty (REFRAD); IMT Separations; Split Option Out-Processing; Orders Processing; Personnel Actions Processing; Retirement Processing; and Soldier For Life: Transition Assistance Program (SFL-TAP) Policy, Timelines, Requirements, and Commanders' Report. The Defense Military Pay Office (DMPO) and Reserve Component Liaison will also provide critical information.

Adjutants, Personnel Sergeants, Training NCOs, and S3s from all brigades and units are encouraged to attend. The conference is also open to Executive Officers and others desiring to attend.

Adjutant General (AG) Project Manager
751-7535, or email: mary.j.behney.civ@mail.mil

POC: Ms. Mary Jo Behney, phone:

Safety Information. Remember---Always Think SAFETY!

Driving Distractions. Distractions are the leading cause of motor vehicle crashes and the number one distraction is cell phones. The use of a cell phone while driving is a very high-risk behavior with significant impact on society. More than 50 peer-reviewed scientific studies have identified the risks associated with cell phone use while driving.

- Approximately 81% of the public admitted to talking on a cell phone while driving.
- An estimate of 12% of drivers at any point during the day are talking on cell phones while driving.
- Drivers who use cell phones are four times more likely to be involved in a crash.
- Talking to a passenger while driving is significantly safer than talking on a cell phone. Passengers, unlike cell phone conversations, can make the driver aware of changing road conditions they might not see and can stop the conversation if traffic conditions warrant.



As a responsible driver or passenger, you can greatly reduce your risk by taking control of the situation. Research shows the leading cause of young driver accidents involve one or a combination of the following factors:

- Lack of awareness to the consequences of risk-taking behavior.
- Inexperience with complexities of driving.
- Peers in vehicle with the youthful driver.
- Driving as a social activity.
- Impaired driving due to road conditions, including driving at night.
- Speeding.
- Driving under the influence of alcohol or drugs.





Information/Announcements



Alcohol and Substance Abuse Program (ASAP)

POC: Ms. Ernestine Richardson, phone:

751-7938 or email: ernestine.richardson.civ@mail.mil

Economic Impact of Completed Suicides. Suicide has a dramatic impact on the workplace in both human and financial terms, whether it is a Soldier, an employee, Family Member, or friend. The data is overwhelming. According to a study published on the American Foundation of Suicide Prevention (AFSP) webpage, the economic cost of suicide death in the U.S. was estimated in 2010 to be more than \$44 billion annually. With the burden of suicide falling most heavily on adults of working age, the cost to the economy results almost exclusively from lost wages and work productivity. The World Health Organization (WHO) raised concerns about how this would impact global health, calling for action to monitor and protect health, particularly in the poor and vulnerable.

Suicide Attempts. No complete count is kept of suicide attempts in the U.S.; however, the Center for Disease Control (CDC) gathers data each year from hospitals on non-fatal injuries resulting from self-harm behavior. In 2013, the most recent year for which data is available, 494,169 people visited a hospital for injuries due to self-harm behavior, suggesting that approximately 12 people harm themselves (not necessarily intending to take their lives) for every reported death by suicide. Together, those harming themselves made an estimated total of more than 650,000 hospital visits associated to injuries sustained in one or more separate incidents of self-harm behavior. Because of the way these data are collected, they are not able to differentiate intentional suicide attempts from non-intentional self-harm behaviors. But they know that many suicide attempts go unreported or untreated, and surveys suggest that at least one million people in the U.S. each year engage in intentionally inflicted self-harm. What can we do?

Take Action. A strong leader or supervisor defends those serving under his or her command/organization and takes action if someone is at risk. If concern is raised about a service member or employee, remember the following:

- Take any discussion of suicidal ideation seriously, no matter how informally they are expressed
- Actively listen for particulars about what, where and when the warrior/employee may be planning to kill himself or herself
- Stay with the service member/employee and remain calm and safe – do not use force
- Eliminate any objects or tools that pose a danger to the person
- Express concern to the person about his/her safety
- Demonstrate the service member/employee that help is available by escorting him/her to appropriate professional help

At Fort Jackson, we take suicide prevention as a serious matter...



Information/Announcements



ASAP continues:

For more information, contact Dr. Rodriguez, Suicide Prevention Program Manager, at (803) 751-7294 or visit the following websites:

- Air Force Suicide Prevention Program
- Army Suicide Prevention
- Centers for Disease Control and Prevention Suicide Prevention Information
- DoD/VA Suicide Outreach
- Marine Corps Suicide Prevention Program
- Navy Suicide Prevention
- Suicide Prevention
- Wingman Project
- You Are Not Alone: Suicide Prevention Tools for Warriors

References: Retrieved from <http://www.afsp.org/understanding-suicide/facts-and-figures> and <http://www.realwarriors.net/active/leaders/unitcohesion.php>.

Army Continuing Education Services (ACES)
751-7209, or email: brenda.g.johnson.civ@mail.mil

POC: Ms. Brenda Johnson, phone:

Soldier for Life Higher Education Track “Accessing Higher Education”. The Army Continuing Education System joined forces with the Soldier for Life: Transition Assistance Program team to provide Military Transition Education comprehensive services to transitioning Soldiers in support of the Veterans Opportunity to Work (VOW) Act of 2011. The Fort Jackson Higher Education (HE) Transition Track Guidance Counselor provides assistance with goal establishment, education plan development, capability and/or needs assessment interpretation, school admissions applications, and eligibility determination of education benefits for transitioning Soldiers. Support is also provided through various methods which include one-on-one counseling and group sessions, virtual counseling sessions (telephonic and electronic), and through a monthly two-day HE Track class.

The HE Track classes are two-day events, eight hours per day. The purpose of the two-day classes is to help Soldiers determine their career, personal, and academic goals. Guidance in determining institution factors that contribute to the selection of a higher education institution, information about funding factors for selection of higher education institutions, and facts about admission requirements.



Information/Announcements



ACES continues:

The HE Track classes and follow-on counseling sessions help the Soldier with the following:

- Determining if and how the Soldier can transfer recommended military credits
- Choosing a degree program
- Effectively using the Service Members Opportunity Colleges (SOC) Consortium
- Understanding factors that impact an institution's graduation and retention rates
- Understanding the importance of accreditation
- Searching databases of accredited postsecondary institutions and programs
- Understanding the culture of colleges and universities and methods to explore college cultures (i.e. campus tours, open houses, orientations, etc.)
- Understanding the basic organizational structures of higher education institutions
- Understanding the benefits and challenges of various methods of instructional delivery, such as classroom instruction (traditional), online (eLearning), hybrid or blended (combination of classroom and online), and guided independent study
- Selecting institutions that offer flexibility for special circumstances concerning National Guard and Reserve mobilizations
- Identifying types of veteran support at higher learning institutions and how to research institutions providing those veteran support services
- Understanding education benefits programs and eligibility, funding options, and the cost of a degree program

For additional information concerning the Fort Jackson's HE Track, please contact Ms. Chante' Burnell, HE Track Guidance Counselor, at 4600 Strom Thurmond Blvd., at (803) 751-4714 or email chante.k.burnell.ctr@mail.mil.

Administrative Services Division (ASD)
751-5335, or email: mary.a.armstead.civ@mail.mil

POC: Ms. Mary Armstead, phone:

Army Migration to Adobe Fillable Forms. Effective 1 Oct 14, the new Army forms solution is Adobe Portable Document Format (.pdf). All Department of the Army (DA) forms are available in fillable Adobe (.pdf). Full functionality of the DA fillable Adobe (.pdf) forms require either Adobe Acrobat 10 or higher or Adobe Reader 10 or higher. The new fillable Adobe (.pdf) forms (identified with "PDF-F" in the format column on the Army Publishing Directorate (APD) website (www.apd.army.mil) will replace both the Lotus Forms (.xfl) format and the non-fillable Adobe (.pdf) forms that are currently available.



Information/Announcements



ASD continues:

As of 1 Oct 14, APD will design and publish only DA fillable (.pdf) forms. The APD will continue to host existing International Business Machines (IBM) Lotus (.xfl) forms on the APD website until 1 Apr 15. Any changes required to a DA Form will only be made to the fillable (.pdf) version, and the (.xfl) format version will be removed at that time. The myForms Portal (<https://myforms.ecms.army.mil/wps/myportal>) will not function with the fillable Adobe (.pdf) forms. Army users should use the fillable Adobe (.pdf) forms located on the APD website and refrain from using the myForms Portal.

In order to view historical forms created in IBM Lotus (.xfl), organizations will need to immediately save to non-fillable Adobe (.pdf) files. This must be done before the IBM Lotus software is removed from organizational computer systems which is scheduled to happen on 1 Oct 15. Instructions on how to save forms to non-fillable Adobe (.pdf) are located at <http://www.apd.army.mil/Steps> for converting Lotus Form to Adobe (.pdf). Do not wait, start now to convert your time and attendance records, counseling forms, or any other historic forms you have saved in the (.xfl) format. Remember, you will not be able to view these forms after 1 Oct 15.

The following are steps for saving a Filled Lotus Form (XFL) to a Non-fillable Adobe PDF file:

- Open the Lotus Form that will be saved to Adobe (.pdf).
- Click on the print button in the Lotus Form.
- Select the “Adobe PDF” option from the print window.
- For those that do not have the ability to print to PDF, recommend printing to paper. If needed electronically, the paper version can be scanned.
- When prompted to save the file, save it to a location that is easily accessible (e.g., the desktop).
- Once saved, a copy of the non-fillable Adobe (.pdf) will appear.

The point of contact for this action is Ms. Mary Armstead as indicated above.

Standard Street Address (SSA) and Zip+4. In May 10, the USPS began using a Delivery Bar Code Sorter (DBCS), Bar Code System (high-speed electronic scanning equipment) to sort mail destined for Fort Jackson. To ensure mail is delivered promptly, units/activities were assigned a designated SSA and Zip+4 as their official mailing address.

There is an ongoing problem with the mail being addressed incorrectly; therefore, it can't be sorted and delivered to Fort Jackson in a timely manner. In order to move towards uniformity in mailing address standards, units/activities are directed to comply with the following: use street addresses on all official correspondence, use correct address when addressing outgoing mail, and inform your Soldiers-in-Training to use the provided format when sending their address home to their loved ones.



Information/Announcements



ASD continues:

The following is a sample address format:

OFFICE NAME	-	PVT JOHN DOE
OPTIONAL LINE	-	165TH INFANTRY BRIGADE
DOD ACTIVITY	-	1-34TH INFANTRY REGIMENT
DELIVERY ADDRESS	-	5500 MAGRUDER AVENUE
CITY STATE ZIP+4	-	FORT JACKSON SC 29207-6818

*Note: If any brigade, battalion, or agency has moved to a new location, contact the Official Mail and Distribution Center immediately to have your address updated with the United States Postal Service.

For further information, contact Mr. Bobby Marsh at 751-4585, or email: bobby.marsh.civ@mail.mil or Ms. Mary Armstead as indicated above.

Mail Clerk and Mail Orderly Training Schedule. The following are times, dates, and locations for the Mail Clerk and Mail Orderly Training:

- Mail Orderly Training:
 - 8 Apr 15, 0900, at 1/61st IN Regt Classroom, located at 11901 Golden Arrow Rd.
 - 20 May 15, 0900, at 1/61st IN Regt Classroom, located at 11901 Golden Arrow Rd.
 - 3 Jun 15, 0900, at 1/61st IN Regt Classroom, located at 11901 Golden Arrow Rd.
- Mail Clerk Training:
 - 5 May 15, 0900, at the Education Center, located at 4600 Strom Thurmond Blvd.
 - 4 Aug 15, 0900, at the Education Center, located at 4600 Strom Thurmond Blvd.

Registration Process and Required Documents. The following documents are required to be turned into the Installation Postal Officer located at 4400 Greene Ave. not later than the Thursday prior to the scheduled training date:

- Three signed original DD Forms 285 in typed format (NO HAND WRITTEN); use only the last four of the SSN.
- A clearance verification form signed by the Commander or their appointing official (NOT REQUIRED FOR DRILL SERGEANTS).

For further information, contact Mr. Bobby Marsh at 751-4585, or email: bobby.marsh.civ@mail.mil or Ms. Mary Armstead as indicated above.



Information/Announcements



Soldier for Life: Transition Assistance Program (SFL-TAP): **Ms. Carolyn Andrews, phone: 751-1723, or email: carolyn.b.andrews.civ@mail.mil**

Soldier for Life: Transition Assistance Program (SFL-TAP). The SFL-TAP is essential to the successful preparation for our Soldiers and their Family Members into the civilian sector. A few points to ensure that the organization has a viable program to implement procedures that allow Soldiers to begin the transition process in a timely and effective manner are to:

- Designate a unit focal advisor to synchronize unit efforts with SFL-TAP
- Ensure Soldiers complete Veteran Opportunity to Work (VOW) ACT and Career Readiness Standards
- Encourage Soldiers to participate early and often
- Periodically monitor the Soldiers' progress utilizing the DD Form 2958 (Service Member's Career Readiness Standards/Individual Transition Plan Checklist)
- Run monthly 12-18 month loss rosters to identify eligible Soldiers
- Include SFL-TAP briefings as part of your unit's leadership professional training.

Hiring Our Heroes Hiring Event. Fort Jackson will be co-hosting a "Hiring Our Heroes" Hiring Event on 16 Jun 15 at the Solomon Center from 1000-1300. All participating employers must have at least five employment opportunities to participate. This is a free event and open to active duty military members, guard/reserve members, veterans and military veterans' spouses. The point of contact for this event is Ms. Carolyn Andrews as indicated above.





Information/Announcements



Total Army Sponsorship Program Liaison
751-7117, or email: baron.r.hill3.mil@mail.mil

POC: MSG Baron Hill, phone:

Army Career Tracker (ACT). The process for submitting requests for sponsorship through the ACT program has been postponed until members of various Army Commands (ACOM) finalize the new sponsorship process. All Army installations should continue to utilize the DA Forms 5434 until the program is fully implemented.

Sponsorship Information Reporting. Some installations do not consistently utilize the DA Forms 5434 to request sponsorship for their departing Soldiers. Since not all losing installations submit DA Forms 5434, Fort Jackson decided to utilize the Gains Roster to annotate the sponsorship information. This initiative provides the gaining units with the necessary information to assign sponsors for their incoming personnel. With the continuous use of the Gains Roster, the sponsorship information reported by the Total Army Sponsorship Program (TASP) liaisons will be accurate. The TASP liaisons consolidate information obtained from the data received from the DA Forms 5434, Gains Rosters, and ACT program as it continues to be implemented. To ensure the most accurate sponsorship information is reported, the Gains Rosters should be updated and submitted at least monthly to the unit's ACOM G1 and the TASP liaisons. Once the information is received, the TASP liaisons will update the tracker to reflect the received information. This process will enable the TASP liaisons the ability to submit the most accurate and updated sponsorship information.

Soldier for Life: Retirement Services Office (SFL-RSO)
751-6715, or email: gregory.l.fountain3.civ@mail.mil

POC: Mr. Gregory Fountain, phone:

Retiree Appreciation Days (RAD). Fort Jackson will conduct the annual Retiree Appreciation Days (RAD) during the period of 13-16 May 15. The RAD will be held at various locations on Fort Jackson to honor and recognize military retirees and provide updated information on benefits and services.

The theme for this year's RAD is "In Commemoration of the 50th Anniversary of the Vietnam War". On Wednesday, 13 May 15, retirees will be recognized and participate in the Pass In Review during the 165th IN Bde's Basic Combat Training Graduation. The guest speaker is COL (R) William P. Collier. COL (R) Collier served his country as a career Army officer in the field artillery for thirty years, with two combat tours in Vietnam.

On Thursday, 14 May 15, Victory Bingo will be held at 1400 and Silver Dollar Days Bowling at 1800. The Annual Retiree Golf Tournament will be held at the Fort Jackson Golf Club on Friday, 15 May 15, at 0900. The Annual Retiree Expo will be conducted in the Fort Jackson Solomon Center on Saturday, 16 May 15, from 0900 to 1300. During the Expo, retirees will receive updated information on benefits and services available to military retirees through Fort Jackson agencies, the Veteran's Administration (VA), Army and Air Force Exchange Service (AAFES), the Fort Jackson National Cemetery, and several civilian agencies. For more information about the RAD, contact Mr. Fountain as indicated above.



Information/Announcements



Trainee/Student Processing Work Center (TSPWC) **POC: Ms. Dorothy Roberts, phone: 751-4422, or email: dorothy.l.roberts6.civ@mail.mil**

Reclassification of Active Component (AC) Soldiers Failing to Complete Advanced Individual Training (AIT). Soldiers who fail to complete AIT or pending administrative release from the course are required to be processed for a new Military Occupational Specialty (MOS) IAW the needs of the Army. The reclassification branch of the U.S. Army Human Resources Command (HRC) is the reclassification authority for the Army and will manage the Army Training Requirements and Resources System (ATRRS) to identify a priority MOS for all AIT failures.

The procedures apply only to AC Soldiers who fail to meet academic course standards or MOS qualifications IAW DA Pam 611-21. Soldiers released for misconduct or disciplinary reasons can be considered for elimination under the applicable chapter of AR 635-200.

For AIT Soldiers on Fort Jackson, the Trainee/Student Processing Work Center (TSPWC) will take the following actions when a Soldier fails to complete AIT and is released from training:

- Use the “TS” function in ATRRS to verify qualification and process the Soldier for a training in a new MOS.
- Use the “TS” function to make the Soldier’s reservation for available MOS courses. If no MOS options are displayed, contact HRC, IET Branch.
- If an exception to policy is warranted, the TSPWC will contact HRC. This is only for Soldiers who could not be retrained via the “TS” function and merit an exception (i.e., Soldier possesses a Top Secret clearance). The HRC, IET Branch, will evaluate the Soldier’s qualifications against Army priority training vacancies and schedule the Soldier in ATRRS for MOS training, if available.

Soldiers who enlist for Airborne training as a part of their enlistment contract will be processed through HRC Airborne Team.

When a Soldier is denied reclassification, commanders will initiate separation IAW AR 635-200, Chapter 11 or 13, and TRADOC Regulation 350-6, paragraph 4-13. Soldiers are considered denied reclassification by HRC when:

- Soldier could not be retained via the “TS” function in ATRRS by TSPWC.
- Soldier’s request for an exception to policy is disapproved by HRC.



Information/Announcements



TSPWC continues:

Once the Soldier is scheduled in ATRRS for a new MOS, the Soldier will be processed for movement to the next training location, if required.

For more information, please contact Ms. Roberts as indicated above or Mr. Carl Morrow at 751-4416, or email: carl.morrow.civ@mail.mil.

Personnel Operations Work Center (POWC)
751-5763, or email: andrea.d.payne3.civ@mail.mil

POC: Ms. Andrea D. Payne, phone:

Summer Surge Transition Services. In preparation for Summer Surge, please note the following:

- Expiration Term of Service
 - Contact POWC for orders processing not later than 90 days from ETS date
 - Complete Separation Inquiry Form (FJ Form 635-1)
 - Provide DA Form 31 (if applicable) and Commander's Leave Certification Statement
 - Upon publication of orders, a DD Form 214 worksheet will be completed and final DD Form 214 will be received one day prior to commencement of leave, or on ETS date if no leave will be taken
- IMT Separations
 - Discharge packets must be submitted to the Transition Center, Room 211, not later than 1030 daily
 - Separation processing time is five (5) business days
 - Transition out-processing briefings are conducted daily at 0800
 - Expeditious processing time for emergencies are 24-48 hours
 - All briefings will take place at the Strom Thurmond Building, Room 212

For more information, please contact Ms. Gumbs, Transition Section Supervisor, at 751-4418 or email: charmaine.c.gumbs.civ@mail.mil.

Casualty Assistance Center (CAC) Casualty Notification Officer/Casualty Assistance Officer (CNO/CAO) Training Program Extended. The Chief of Staff of the Army has directed that the CNO/CAO course be extended from two days to three days. The additional training time will allow IMCOM trainers to fully cover the curriculum and incorporate active duty survivor specific training.

For more information, please contact Mr. Jerry Crandall at 751-9900 or email: jerry.l.crandall.civ@mail.mil or Ms. Andrea Payne as indicated above.



Information/Announcements



Personnel Strength Management Work Center (PSMWC) **POC: Ms. Twyla Perkins, phone: 751-5578, or email: twyla.y.perkins.civ@mail.mil**

Command Sponsorship: Sex Offender Declaration. IAW AR 614-30, paragraph 3-5a(5), Soldiers must declare in writing whether or not they have Family Members who are registered sex offenders for an offense covered by 42 USC 16911, which states, “Command sponsorship will not be granted to a dependent who is a registered sex offender. Command sponsorship is to be revoked for a dependent who becomes a registered sex offender while accompanying his or her sponsor during an overseas assignment and the dependent will be processed for early return of dependents (EROD)”. This is a requirement for processing all command sponsorship requests. Therefore, Soldiers will declare in writing whether or not they have Family Members with qualifying convictions, by preparing a memorandum addressed to the Command Sponsorship Liaison to their permanent change of station (PCS) area of the future assignment. This memorandum will be forwarded with the command sponsorship request during reassignment processing with the orders issuance authority, the Personnel Strength Management Work Center (PSMWC), Reassignments Section.

Point of contact for this information is Ms. Twyla Y. Perkins as indicated above.

Personnel Services/Processing Work Center (PSPWC) **POC: Ms. Janice Spain, phone: 751-2753, or email: janice.j.spain.civ@mail.mil**

DD Forms 93 and SGLV. The Army Casualty Program depends upon the DD Form 93 (Record of Emergency Data) to have accurate, up-to-date information. This extremely important form designates beneficiaries for certain benefits in the event of a Soldier’s death. It is a guide for the disposition of a Soldier’s pay and allowances if captured, missing, or interned. It also indicates the name and address of the persons the Soldier desires to be notified in case of emergency or death. The DD Form 93 for all Active Army Soldiers is stored on the eMILPO database and available for retrieval with authorized access. The DD Form 93 is extremely important because when completed, it becomes an official and legal document that designates the beneficiaries of certain benefits in the event the Soldier is in a missing status or deceased; it also provides the name and address of the persons to be notified in case of an emergency, sickness, or death. Data collected on the DD Form 93 is used only for official purposes.

The Review and Update of DD Form 93. Soldiers will review the DD Form 93 annually, during out-processing for permanent change of station (PCS) reassignments and separations, in-processing to new duty stations, completion of record audits, and in conjunction with the Soldier Readiness Program (SRP). Soldiers are required to update DD Form 93 by presenting evidence of marriage, divorce, birth



Information/Announcements



PSPWC continues:

of a Family Member, adoption of a Family Member, or any other significant change. It must be stressed that the next of kin (NOK) information must be complete and accurate. It is particularly important that all addresses and phone numbers be as complete as possible. Individual addresses should always include at minimum: street address, city, state/country, and zip code/APO/FPO.

Service-Members' Group Life Insurance (SGLI Form 8286). The SGLI is a program of low cost group life insurance for Soldiers on active duty, ready reservists, members of the National Guard, cadets and midshipmen of the four service academies, and members of the Reserve Officer Training Corps. The SGLI is a term life insurance and does not pay dividends. There are no loans, cash, paid-up, extended insurance values, and any provision for waiver of premiums or benefits because of total disability, accidents and so forth, except for disability. Soldiers are automatically insured under SGLI for the maximum \$400,000 unless they elect in writing for coverage of a lesser amount, or not to be covered at all. Soldiers may purchase lesser amounts in increments of \$50,000. Eligible Soldiers apply for SGLI coverage and designate beneficiaries with SGLI Form 8286. Soldiers will ensure that the amount of insurance coverage and beneficiary designations on their SGLI Forms 8286 remain current and must promptly update their SGLI Form 8286 when there is a change in election to increase or decrease coverage, election not to have coverage, change or addition to beneficiaries, and any legal name change.

Termination of Coverage. A Soldier's coverage will terminate when it is determined they are Absent Without Leave (AWOL) for 31 consecutive days. Under a court-martial sentence, coverage will terminate at the end of the 31st day of continuous confinement. An arrest or confinement by military authorities does not terminate SGLI coverage, except as stated above. However, SGLI coverage terminates at the end of the 31st day of civilian confinement when a Soldier is confined under a sentence adjudged by a civilian court.

Forfeiture of Coverage. A Soldier will forfeit all rights to SGLI if they are found guilty of mutiny, treason, spying, or desertion; conscientious objection refusing to perform service in, or wear the uniform of the Armed Forces of the United States; for death inflicted as a lawful punishment for crime; or for military offenses. The SGLI is payable for death inflicted by an enemy of the United States.

For more information, point of contact is Ms. Janice Spain as indicated above.





Directory



Director: Administration and Budget

Robert Youmans 751-3607 robert.d.youmans.civ@mail.mil

AG/MPD: Military Personnel Actions; Quality Assurance Evaluations; Interactive Customer Evaluation; Corporate Assessment Surveys; DHR Quarterly Executive Review; Special Projects

Lonnie Stinson 751-7115 lonnie.t.stinson.civ@mail.mil

AG Project Manager: Military Personnel Division/Adjutant General Division Requirements

Mary Jo Behney 751-7535 mary.j.behney.civ@mail.mil

SFL-RSO: Retirement Applications; Orders; Survivor Benefit Counseling

Gregory Fountain 751-5852 gregory.l.fountain3.civ@mail.mil

POWC: Casualty Affairs; Line of Duty; Officer Procurement; Separations; Transition; Release from Active Duty/Discharges (IET)

Andrea Payne 751-5763 andrea.d.payne3.civ@mail.mil

PSMWC: Assignments; Strength Management; Drill Sergeant Management; Reclassifications; Special Duty Pay; Promotions; Reassignments; Temporary Change of Station Orders; Compassionate Reassignments

Twyla Perkins 751-5578 twyla.y.perkins.civ@mail.mil

PSPWC: Identification Cards; Name Changes; Personnel Records; In/Out-Processing; Statements of Service; Distribution; Congressional Inquires; Garrison Military Awards

Janice Spain 751-2753 janice.j.spain.civ@mail.mil

TSPWC: Trainee/Student Records; In/Out-Processing; Reassignment; Army Training Requirement and Resource System; Data Entry; MOS Orders; Hometown Recruiting Assistance Program; Name Changes; Compassionate Reassignments; Assignment Exchange

Dorothy Roberts 751-4422 dorothy.l.roberts6.civ@mail.mil

ASD: Freedom of Information Act/Privacy Act Requests; Army Records Information System; Forms and Publications Manager; Military Mail Operations; Correspondence Distribution; Postal Inspections; U. S.

Postal Service Liaison
Mary Armstead 751-5335 mary.a.armstead.civ@mail.mil

SFL-TAP: Transition Services; Job Assistance; Small Business Seminars; Veterans Benefits Briefings; Federal Employment Seminars

Carolyn Andrews 751-6062 carolyn.b.andrews.civ@mail.mil

ACES: Educational Counseling; Basic Skills Education Program Instruction; Tuition Assistance; On-Post College Enrollment; Computer Labs; Digital Training Facilities

Brenda Johnson 751-7209 brenda.g.johnson.civ@mail.mil

ASAP: Prevention Education; Biochemical Testing; Employee Assistance Program; Risk Reduction Program; ASAP Clinical Suicide Prevention Program

Ernestine Richardson 751-7938 ernestine.richardson.civ@mail.mil