

January 2016



# From the Director's Corner

Robert D. Youmans, Director



Directorate of Human Resources

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## Educational Institution Access to Department of Defense (DoD) Installations

**The following is an article entitled “Colleges love Soldiers, so take care” that was published in “The Fort Jackson Leader” on 13 August 2015 and written by Ms. Christine Schweickert, Fort Jackson Leader staff, regarding educational institution access to Department of Defense (DoD) installations:**

“Kids aren’t the only ones heading back to school. A couple thousand Fort Jackson Soldiers will start or resume college classes this fall.

But while schoolchildren have it easy – they go to the schools closest to home – Soldiers have a much broader selection, and they pay for their classes with federal dollars.

So, to potential colleges, a Soldier isn’t just a Soldier. He’s a steady income.

And that can lead to trouble.

“A lot of colleges, they want access to Soldiers because you’re going to get a lot of money out of them,” said Robert Youmans, director of human resources. Youmans is looking for a new education services officer to work with colleges that wish to come on post – the latest ESO retired in May.

“The colleges know the procedures,” Youmans said, but sometimes commanders trying to help their Soldiers “bring folks out and they are not vetted.” Soldiers see the college representatives and assume everything has gone through the proper vetting procedures when it hasn’t.

In April 2012, President Barack Obama signed an executive order aimed at protecting Soldiers from so-called diploma mills – colleges that hand out worthless degrees – and other schools that take more and money for more and more classes that never result in degrees.

“I’ve heard the stories,” Obama said in a speech at Fort Stewart, Georgia. “They harass you into making a quick decision with all those calls and emails. And if they can’t get you online, they show up on post.”

Obama promised to “bring an end to the aggressive — and sometimes dishonest — recruiting” by increasing oversight, strengthening the rules about who can come onto post to talk to Service members, and making it easier to file complaints.



## From the Director's Corner



### Director's Corner Continues:

Just last week, the Department of Defense confirmed that it was investigating recruitment practices by the University of Phoenix, the country's largest recipient of GI Bill money. It also canceled its contract allowing the university to offer classes to Soldiers posted to Europe.

Only four colleges and universities offer classes on Fort Jackson – Claflin University, Midlands Technical College, Webster University and the University of South Carolina, which has offered classes on post for 40 years.

Colleges who want to recruit Soldiers must sign a Voluntary Education Partnership agreement that pledges they will provide “meaningful information” on the cost and quality of the school, “abusive and deceptive recruiting practices” and provide “high-quality academic and student support services.”

The number of colleges that serve a post depends on Soldiers' demands. Since Fort Jackson is a TRADOC post – most Soldiers on post aren't permanent party – the demand for college classes is lower. Figures show that Fort Jackson had 1,800 Soldiers taking courses in the second quarter of 2015.

Other colleges offer online courses that Soldiers can take anywhere. Finding the right program at the right college for the right cost can be difficult and time consuming. That's where the post's education counselors come in.

“If you log on (to a college website) and the first thing you see is a person in a headset saying, ‘Hi there. I'm Karen, and I'm ready to talk to you,’” you probably are looking at the wrong school, said Carmen Alexander, a counselor at the post's Army Education Center.

When you're researching, you want to see whether a college has the proper accreditation, a program that meets your requirements and tuition costs that won't suck your Army education funds dry, Alexander said.

That's where she and her colleagues come in. They've been doing this kind of research for a while and can answer Soldier-specific questions that even GoArmyEd.com may not be able to answer.

“We can't promote any one school – or not promote any one school – but we can definitely help them research” which college to choose, she said.

Soldiers who try to research on their own often don't know what to look for – accreditation, cost and a point of contact of whom to ask questions and find themselves stuck in an endless morass of information.

Even if a Soldier has had counseling and later become stuck, “they're always welcome back.”

“We won't make the decision for you,” Alexander said, “but we'll help you make the best decision.”

Commanders, Soldiers and others with questions about college or the Voluntary Education Partnership requirement that allows college recruitment on post may call the Army Education Center at 751-5341.



## Information/Announcements



**Adjutant General (AG)/Military Personnel Division (MPD)**  
**751-7115, or email: [lonnie.t.stinson.civ@mail.mil](mailto:lonnie.t.stinson.civ@mail.mil)**

**POC: Mr. Lonnie Stinson, phone:**

**New Transition Center Unit Identification Code (UIC).** The Installation Management Command has approved a new Unit Identification Code (UIC) for Soldiers transitioning out of the Army thru Fort Jackson, SC. Therefore, units are now required to submit an eMILPO departure transaction departing Soldiers from their unit UIC to the new Transition Center UIC on the date prior to the date the Soldier will transition from the Regular Army. Army Regulation (AR) 600-8-6, Personnel Accounting and Strength Reporting, paragraph 1-24, states in part, “Units account for Soldiers from their initial arrival date or specified reporting date in orders (whichever is earlier), to actual departure date, date DFR (Dropped From Rolls), date DFS (Dropped From Strength), date of separation from active duty, or the date of death. Units account for Soldiers being assigned to a transition center for transition processing (separation, transfer, discharge, retirement, or relief from active duty) until the reporting date specified in transition orders. For Soldiers who will transition from active duty at their current duty station, the reporting date in the reassignment orders assigning them to the transition center must be the date the Soldier will transition from the Regular Army. The losing unit will not submit an eMILPO departure transaction transferring accountability to the transition center until the date prior to the date the Soldier will transition from the Regular Army. This process must be followed even though the Soldier has departed on permissive temporary duty, excess leave, or transition leave. The purpose of this reporting date in the reassignment orders is for transfer of accountability from the losing unit to the transition center. The Soldier is not required to return to the transition center on this date. The departure date in the eMILPO departure transaction must be the date prior to the Soldier’s transition date and the reporting date must be the date the Soldiers will transition from the Regular Army.” AR 600-8-6 further states that, “Transition centers account for Soldiers from the actual report date reflected in reassignment orders until the day after the date of transfer, separation, discharge, or retirement from active duty.”

For more information, please contact Ms. Charmaine Gumbs, Transition Center Supervisor, at phone: 751-4418 or email: [charmaine.c.gumbs.civ@mail.mil](mailto:charmaine.c.gumbs.civ@mail.mil).





## Information/Announcements



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

**POC: Ms. Mary Jo Behney, phone:**

### **Safety Information. Remember---Always Think SAFETY!**

Woodburning and gas fireplaces are designed to safely provide years of comfort, warmth and relaxation. To ensure they can do their job, fireplaces require maintenance and proper operation. Before lighting the first fire of the season, there are a few important fireplace safety tips to remember.

### **Woodburning Fireplace Safety and Maintenance Tips**

#### **Preventive Maintenance.**

- Have the chimney inspected annually, and cleaned as necessary, by a professional chimney sweep to ensure it's clear of obstructions and creosote.
- Have a cap installed at the top of the chimney to avoid the possibility that debris or animals can block the chimney.
- Install both a smoke and carbon monoxide detector.
- Keep a fire extinguisher on hand.
- Make sure the area around the fireplace is clear of furniture, books, newspapers and other potentially flammable materials. (Two feet away is a good rule.)



#### **Lighting Fire.**

- Clean out ashes from previous fires. Open the damper.
- Use a fireplace grate.
- Keep glass doors open during the fire.
- Use fireplace tools to tend the fire.
- Build a safe fire.
- Always close the firescreen when in use.



#### **Using Common Sense.**

- Never burn garbage, rolled newspapers, charcoal or plastic in the fireplace.
- Never use gasoline or any liquid accelerant to help start a fire.
- Keep small children and pets away from the fireplace.
- Never leave a fire unattended.
- Don't close the damper until the embers have completely stopped burning.
- Make sure the fire is completely out before going to bed or leaving the house.
- When cleaning the fireplace, store ashes in a non-combustible container with a tightly fitting lid and place the container away from the house.
- Never burn a Christmas tree in the fireplace.





## Information/Announcements



**Alcohol and Substance Abuse Program (ASAP)**  
**751-7938 or email: [ernestine.richardson.civ@mail.mil](mailto:ernestine.richardson.civ@mail.mil)**

**POC: Ms. Ernestine Richardson, phone:**

**Substance Abuse Awareness Training. REMINDER-** In accordance with AR 600-85, para 9-12b, the unit commander/supervisor is responsible for providing a minimum of four hours of alcohol and drug awareness training for military personnel and a minimum of 2 hours of training for Civilian employees annually. Prevention education is an effective tool in preventing substance abuse and related problems. Commanders and supervisors can contact the Army Substance Abuse Program Prevention Coordinator, Ms. Sandra Barnes, at 751-4785 for assistance in meeting the mandatory training requirement.





## Information/Announcements



**Personnel Services/Processing Work Center (PSPWC)**

**POC: Ms. Janice Spain, phone:**

**751-2753, or email: [janice.j.spain.civ@mail.mil](mailto:janice.j.spain.civ@mail.mil)**

**Dependency Determination Processing Procedures for Illegitimate Children of Male Sponsors when there is no Court Order and the Parents have not Married.** A birth certificate alone does not satisfy documentation requirements for an illegitimate child of a male member.

A male member must present:

- a court order that establishes paternity and the child's birth certificate, or
- an approved dependency determination packet (DD Form 137-4), or
- a voluntary acknowledgement of paternity per USD P&R Memorandum, 28 Jan 08, Determinations of Dependency for Health Care Benefits for Out-of-Wedlock Children.

Dependency determination processing is not authorized when the child does not reside in the sponsor's household or one maintained or provided by the sponsor, regardless the amount of financial support.

A male member receiving Basic Allowance for Housing solely for child support (BAH-diff) does not automatically entitle the child to an ID card since the member may or may not be providing over fifty percent of the child's support. To determine if the member is providing over fifty percent of the child's support, the Verification Official (VO) must be provided with an approved dependency determination from DFAS-DE based on the DD Form 137-4, Dependency Statement-Child Born Out of Wedlock, Under Age 21 and the child's birth certificate. The DD Form 137-4 must be reviewed specifically for the purpose of determining whether or not the sponsor is providing over 50% support.

Additionally, a determination of paternity is required at the time of a sponsor's death if no previous court order or voluntary acknowledgement of paternity was present in establishing the parent/child relationship.

**NOTE:** The ID Card Section does not determine dependency eligibility. The approving authority for dependency determination is the Defense Finance & Accounting Service – Denver (DFAS-DE) based on the DD Form 137-4, Dependency Statement-Child Born Out of Wedlock, Under Age 21 and the child's birth certificate. The DD Form 137-4 must be reviewed specifically for the purpose of determining whether or not the sponsor is providing over fifty percent of the child's support.



## Information/Announcements



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

**POC: Ms. Mary Armstead, phone:**

**Army Records Information Management System (ARIMS) Office Records Lists (ORLs).** Records Coordinators are reminded that IAW AR 25-400-2, beginning each calendar year, ORLs must be created for their organizations on the ARIMS website.

**Records Holding Area.** The Fort Jackson Records Holding Area (RHA) is located at 4220 Sumter Road. The RHA provides efficient records management for your inactive hard copy records. The records will be maintained until the files are either eligible for destruction or retired to a Federal Records Center. The RHA personnel also provide access to the organization records when needed for official business use. If your organization currently has boxes that need to be transferred to the RHA, the Transmittal List (SF 135 and SF 135a) will be prepared in duplicate and forwarded to the DHR, Attn: ASD, Records Manager, for review and approval prior to bringing your records to the RHA. Records Management Coordinators will ensure that the specific year of files (i.e., calendar year (cy) and/or fiscal year (fy)); disposal authority; and disposal date are indicated on the SF 135 and SF 135a. Prior to the destruction of any Army records, the Installation Records Manager is required to review all records scheduled for destruction and certify that the records to be destroyed do not fall under any of the current records freezes. Only after this certification can any Army records be destroyed. To schedule a review of your records that are ready for destruction or for more information, please contact Ms. Armstead as indicated above.

**Personally Identifiable Information (PII).** Access to and disclosure of PII, such as SSN, date of birth, home address, home telephone number, etc., should be strictly limited to individuals with an official need to know. We need to be constantly aware of the nature and importance of PII, collect only what we absolutely need, safeguard, and dispose of PII properly. Just as we do not tolerate loss of classified information, we cannot tolerate the loss of PII. Any misuse or unauthorized disclosure of PII may result in both civil and criminal penalties. The PII breaches continue to occur, normally by innocent actions due to lack of awareness or training. The PII breaches can affect everyone -- and can have serious personal, financial, and professional implications. Every employee is a key to preventing the lost of PII.

**Official Business Mail Center: Correct Official Mail Address Formats.** Official business mail must be properly prepared and addressed in accordance with AR 25-51, Official Mail and Distribution Management. All addresses will be typed. Below are examples of the proper method of addressing mail and envelopes for dispatch through USPS mail channels. Mail not properly addressed will not be processed.



## Information/Announcements



### ASD continues:

#### **Return Address Formats:**

COMMANDER  
CO C 2/15TH INF REGT 199TH INF BDE  
5509 SAINT STREET  
FORT JACKSON, SC 29207-5012  
OFFICIAL BUSINESS

Or

US ARMY INSTALLATION MANAGEMENT COMMAND  
2405 GUN SHED ROAD  
FORT SAM HOUSTON, TX 78234-1223  
OFFICIAL BUSINESS

Place the complete return address in the upper left corner of all labels and envelopes. Use office symbols of addressees to ensure proper distribution of mail.



#### **To Address Formats:**

CHIEF OF CHAPLAINS  
2700 ARMY PENTAGON  
WASHINGTON DC 20310-2700

Or

MR THOMAS CLARK  
209 BACON DRIVE  
SAN FRANCISCO, CA 08139

Or

SALES DEPARTMENT MANAGER  
ABC ELECTRONICS  
123 N OAK STREET  
PARIS, IL 61944-1230



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For more information, please contact Ms. Mary Armstead as indicated above.



## Information/Announcements



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

**POC: Ms. Andrea D. Payne, phone:**

**Accountability for Transition Processing.** In accordance with Army Regulation 600-8-6, Personnel Accounting and Strength Reporting, dated 1 April 2015, Paragraph 1-24e, "Units account for Soldiers being assigned to a transition center for transition processing (separation, transfer, discharge, retirement, or relief from active duty) until the reporting date specified in transition orders. The losing unit will not submit an eMILPO departure transaction transferring accountability to the transition center until the date prior to the date the Soldier will transition from the Regular Army. This process must be followed even though the Soldier has departed on permissive temporary duty, excess leave, or transition leave. The purpose of this reporting date in the reassignment orders is for transfer of accountability from the losing unit to the transition center. The Soldier is not required to return to the transition center on this date. The departure date in the eMILPO departure transaction must be the date prior to the Soldier's transition date and the reporting date must be the date the Soldiers will transition from the Regular."

For more information, please contact Ms. Charmaine Gumbs at 751-4418 or email: [charmaine.c.gumbs.civ@mail.mil](mailto:charmaine.c.gumbs.civ@mail.mil).

**Casualty Assistance Center Offers CAO/CNO Training Program.** The Department of the Army Casualty Mortuary Affairs Operations Center (CMAOC) implemented a standardized mandatory three-day Casualty Assistance Officer and Casualty Notification Officer training program. The training program provides Soldiers an idea of what they are expected to do while serving as a CAO or CNO. The training is required before Soldiers are allowed to serve as a CAO or CNO. Upon completion of the training, the Soldiers are certified and receive a certificate of completion. Certification is valid for 12 months. Recertification can be accomplished through the casualty officer interactive refresher training on the CMAOC website, which will renew the certification for an additional 12-month period. The mandatory three-day training is conducted by the Fort Jackson Casualty Assistance Center once a month during the months of February through November. Enlisted Soldiers must be a SFC or above, warrant officers a minimum of CW2, and officers a CPT or above. To schedule Soldiers for CAO or CNO training, contact Mr. Crandall at (803) 751-9900, [jerry.l.crandall.civ@mail.mil](mailto:jerry.l.crandall.civ@mail.mil). To take the casualty officer interactive refresher training online, visit the CMAOC website at <https://www.hrc.army.mil/TAGD/CMAOC>.

For more information, please contact Mr. Jerry Crandall or Ms. Andrea Payne 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](mailto:carolyn.b.andrews.civ@mail.mil)**

**Soldier for Life: Transition Assistance Program.** The Soldier for Life: Transition Assistance Program (SFL: TAP) is essential to the successful preparation of our Soldiers and their Family Members into the Civilian sector. Below are 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 Soldier for Life: Transition Assistance Program
- ensure that you are receiving Commanders' Report and notify the SFL-TAP Staff concerning changes in Commanders and unit representatives
- 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 and
- include SFL-TAP briefings as part of your unit's leadership professional training.

**Reminder:** Commanders and their designees should use the Commander's Dynamic Reporting Tool to effectively manage their Soldiers' transitioning activities and compliance. Reports can be accessed at <https://www.acapcenter.army.mil>. For more information or assistance, contact the SFL-TAP Center at 751-1723.





## Information/Announcements



**Total Army Sponsorship Program Liaison**  
**751-7782, or email: [latasha.m.hunter.mil@mail.mil](mailto:latasha.m.hunter.mil@mail.mil)**

**POC: MSG Latasha Hunter, phone:**

**Army Career Tracker (ACT).** The Vice Chief of Staff of the Army (VCSA) has approved the Army-wide implementation of the Army Career Tracker (ACT) sponsorship module as the enterprise solution for sponsorship.

All Soldiers in grades E1-O6 are required to have a sponsor. All Soldiers out-processing will provide in/out-processing with a completed DA Form 5434 or a DA Form 4187 signed by their brigade commander authorizing them to pickup their installation clearance papers without having an assigned sponsor. This process will provide the commanders statistical data during their Organizational Inspection Program. This process will also provide the TASP liaisons the ability to submit the most accurate and updated sponsorship information for Soldiers PCSing without sponsors.

Brigade S1s should initiate a monthly ACT Commander's report with all Soldiers on assignment instructions. Commander's should validate the report IAW EXORD 161-15.

Soldiers may access ACT at: <https://actnow.army.mil> or AKO. Please go to the ACT website and complete your sponsorship form (DA Form 5434). Upon notification of assignment, you will have 15 days to complete sections 1, 2, 4 and 5 of the DA Form 5434 in ACT. After you have completed all sections, please digitally sign and save your form.

The sponsorship program can be very effective with the support of the commanders to ensure all Soldiers are completing their DA Form 5434 in a timely manner.





## Information/Announcements



**Trainee/Student Processing Work Center (TSPWC)**  
**751-4422, or email: [dorothy.l.roberts6.civ@mail.mil](mailto:dorothy.l.roberts6.civ@mail.mil)**

**POC: Ms. Dorothy Roberts, phone:**

**SGLV/DD Form 93 Updates for IET Soldiers.** If a Soldier got married during Victory Block Leave, please ensure they enroll their Family Members in DEERS prior to reporting to Room 124 to update their SGLV/DD Form 93. Unit representatives do not have to wait for Soldier(s) once they arrive at Room 124, if they leave a contact number. The customer service representative will call the unit representative when the Soldier is ready for pick-up.

For more information, please contact Ms. Roberts as indicated above, Mr. Carl Morrow at 751-4113 or email: [carl.m.morrow.civ@mail.mil](mailto:carl.m.morrow.civ@mail.mil), or Ms. Marian McDaniel at 751-4416 or email: [marian.e.mcdaniel.civ@mail.mil](mailto:marian.e.mcdaniel.civ@mail.mil).

**The Married Army Couples Program (MACP).** The MACP provides service members, who are married to active duty members, the opportunity to establish a joint domicile while fulfilling the Army's mission.

In accordance with AR 614-200, Section IV, enrollment in the MACP does not guarantee reassignment together, but does ensure that both Soldiers will be automatically considered for future joint-domicile assignments. Soldiers should submit a DA Form 4187 requesting enrollment in the MACP, with a copy of their marriage certificate to their Battalion S-1.

Soldiers married to a member of another branch of the U.S. military (Air Force, Navy, etc.) are not eligible to enroll in the MACP for automatic joint domicile consideration. However, a Soldier may request reassignment to join their spouse by submitting a DA Form 4187 to their Battalion S-1. The Army's intent is to the maximum extent possible extend the courtesy of the MACP to the other services and accommodate joint domicile whenever possible with the needs of the Army being the final, determining factor.

For more information, please contact Ms. Roberts as indicated above or Mr. Carl Morrow at 751-4113 or email: [carl.m.morrow.civ@mail.mil](mailto:carl.m.morrow.civ@mail.mil).





## Information/Announcements



**Soldier for Life: Retirement Services Office (SFL-RSO)      POC: Mr. Gregory Fountain, phone: 751-6715, or email: [gregory.l.fountain3.civ@mail.mil](mailto:gregory.l.fountain3.civ@mail.mil)**

**Changing Survivor Benefit Plan (SBP) from Former Spouse to Spouse.** On 25 November 2015, Congress enacted into law a provision that allows military retirees to now elect spouse SBP after the death of the former spouse under the following circumstances: Military retirees remarried at the death of a former spouse have one year from the former spouse's death to notify the Defense Finance and Accounting Service (DFAS) they are electing spouse SBP coverage. Military retirees who were not married at the death of the former spouse have one year from the date of their first marriage, after the former spouse's death, to notify DFAS they are electing spouse SBP coverage. Married military retirees whose former spouse died prior to the enactment of this law have until 25 November 2016, one year from the law's enactment, to notify DFAS they are electing spouse SBP coverage. All requests for spouse SBP coverage after the former spouse's death must be made in writing, signed by the military retiree, and submitted to DFAS within the above applicable time frames. Copies of the former spouse's death certificate, if not previously provided to DFAS, and the marriage certificate for the new spouse must be enclosed with the request for spouse SBP coverage. For more information on SBP, go to <https://soldierforlife.army.mil/retirement/sbp>.

**Army Continuing Education Services (ACES)      POC: Ms. Veronica Fields, phone: 751-7209, or email: [veronica.l.fields-cox.civ@mail.mil](mailto:veronica.l.fields-cox.civ@mail.mil)**

**Army Education Center Offers General Technical (GT) Improvement Classes.** Are you on target for meeting your military career goals? Is your GT Score 110 or above? Are you prepared to take the Armed Forces Classification Test (AFCT) to raise your GT score? If you answered "no" to any of these questions, you are a great candidate for the on-post Collegiate & Career Readiness Enhancement (C2RE) program; formerly known as the Basic Skills Education Program (BSEP) or Functional Academic Skills Training (FAST).

This intensive on-duty program helps Soldiers improve their functional reading, math and test-taking skills which supports their military and civilian careers. To qualify for the C2RE program, Soldiers must have their commander's approval to participate in the program, an enrollment form, and the Test of Adult Basic Education (TABE) scores dated within the last six months. The classes are limited to 15 students and seats are confirmed on a first come, first serve basis. The next available class is scheduled for 5-29 April 2016. The completed enrollment form and test scores must be submitted to the Army Continuing Education Services (ACES), Room A-100, 4600 Strom Thurmond Boulevard, no later than 14 March 2016. For more information, please call ACES at (803) 751-5341.



## Information/Announcements



**Personnel Strength Management Work Center (PSMWC) POC: Ms. Mary Jo Behney, phone: 751-7535, or email: [mary.j.behney.civ@mail.mil](mailto:mary.j.behney.civ@mail.mil)**

**Requirements to PCS to Italy.** Italy has had an influx of dependents arriving in Italy without no-fee official passports and VISAs, and this situation is causing problems. As per the Foreign Clearance Guide, these individuals **MUST** return to the US - at their own expense - to obtain the necessary documents. We realize that Soldiers do not always read their orders, but there have been instances when Soldiers and/or Family Members were misinformed that they could apply for VISAs after arriving in country. We ask for your assistance to ensure that those PCSing to Italy are informed that they **MUST** have their no-fee passports and VISAs **PRIOR** to travel.

For more information, please contact your servicing Human Resourcing Assistant or Mr. Eusley Jones at 751-1303 or [eusley.b.jones.civ@mail.mil](mailto:eusley.b.jones.civ@mail.mil).





## Directory



**Director:** Administration and Budget

Robert Youmans 751-3607 [robert.d.youmans.civ@mail.mil](mailto: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](mailto: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](mailto:mary.j.behney.civ@mail.mil)

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

Gregory Fountain 751-5852 [gregory.l.fountain3.civ@mail.mil](mailto: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](mailto: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

Mary Jo Behney 751-7535 [mary.j.behney.civ@mail.mil](mailto:mary.j.behney.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](mailto: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](mailto: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](mailto: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](mailto: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

Veronica Fields 751-6062 [veronica.l.fields-cox.civ@mail.mil](mailto:veronica.l.fields-cox.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](mailto:ernestine.richardson.civ@mail.mil)