

# USAG Baden Wuerttemberg MPD Personnel Services

This document identifies the procedures for processing common personnel actions thru USAG Baden Wuerttemberg Military Personnel Division (MPD).

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# USAG Baden Wuerttemberg MPD Personnel Services

## Command Sponsorship

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**1. The USAG BW MPD processes command sponsorship requests for all Soldiers assigned to the Heidelberg and Mannheim communities.**

**2. References:**

- a. AR 614-30, Chapter 4-3
- b. Army in Europe Supplement 1 to AR 55-46
- c. DoDI 1315.18 Procedures for Military Personnel Assignments

**3. Definition:**

Command Sponsorship is a privilege granted by the Commander so that the Soldiers Family Members may accompany the Soldier. When a Soldier obtains orders for Out of the Continental United States (OCONUS), he/she will have either Accompanied (with) or Unaccompanied (without) dependent orders. In order for the Soldier to arrange for Family Members travel overseas at the Army's expense, they must be Command Sponsored. When family members are recognized as command sponsored, the Soldier is entitled to station allowances at the "with dependents" rate, may be authorized separate rations, and will be authorized family travel and shipment of household goods upon PCS from overseas command. Return transportation from Soldiers overseas command to CONUS for non-command sponsored family members will be at the Soldiers expense.

**4. Who may apply:**

- a. Soldier who elected to leave family members in the U.S. upon last PCS and would like to reunite with family.
- b. Soldier who acquired a family member prior to arrival in Germany but were not on PCS orders.
- c. Soldier who acquired a family member after arrival in Germany.
- d. Dual military couples who acquire or gave birth to a family member after arrival in Germany.
- e. Single Soldiers who acquired or gave birth to a family member after arrival in Germany.

**5. Who does not need to apply:**

- a. Soldiers who have children with their command sponsored spouse.
  - (1) Children born to a command sponsored spouse are command sponsored at birth.
  - (2) Orders are not necessary but may be requested by providing the MPD proof of spouses command sponsorship and birth certificate of child.

**6. Other command sponsorship requirements:**

- a. Sponsor must serve a 36-month tour (cannot be waived).
- b. Sponsor must have 12 months remaining on tour (can be waived by IMCOM-E).
- c. Family member must meet criteria to qualify as a dependent as indicated in Appendix A, Volume 1, Joint Federal Travel Regulation.
- d. Family member must be screened through the Exceptional Family Member Program (EFMP) and cleared to reside in the Soldiers community of assignment. Family members who have been placed in the primary physical custody (as defined by the Joint Federal Travel Regulations

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(JFTR), appendix A) of the Soldier because of a court order may be command-sponsored if they meet the definition of “dependent” in the JFTR, appendix A. The court order must have been issued by a court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States. The family member must have been placed in the Soldiers custody for at least 12 months. Custody granted for less than 12 months or seasonal custody (summer-school breaks, joint-custody visitation) will not qualify the family member for command sponsorship. Soldiers should be encouraged to pursue custody that will be effective throughout their tour outside the continental United States (OCONUS).

**NOTE:** An affidavit, power of attorney, or other document prepared by a military legal office or notary public is not acceptable for determining eligibility for command sponsorship or travel entitlements.

### 7. How to submit command sponsorship request:

- a. Refer to the USAG BW’s Command Sponsorship Checklist and Flow Chart.
- b. Soldier’s request starts with the unit S1.
- c. Unit S1 assists with preparation of DA Form 4187.
- d. Unit S1 will forward complete packet to the Company Commander for approval/disapproval.
- e. Complete packet will be forwarded to USAG BW MPD for processing.
- f. USAG BW MPD will issue command sponsorship orders and provide copies to the unit S1 and Soldier.
- g. Refer to the family travel orders section if command sponsored dependents are not currently residing with the sponsor.

### 8. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.

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## Command Sponsorship Checklist

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### **Required Documents:**

DA Form 4187:

- \_\_\_\_\_ Reason for the request (marriage, adoption, etc.)
- \_\_\_\_\_ Date of circumstances which caused the action to be initiated
- \_\_\_\_\_ Family Member(s) Name, Relationship and DOB
- \_\_\_\_\_ Date soldier and family member(s) arrived in command.
- \_\_\_\_\_ Physical address where Family Member currently resides
- \_\_\_\_\_ Service Member's Current DEROS and ETS dates
- \_\_\_\_\_ Type of tour SM is currently serving
- \_\_\_\_\_ Whether or not Soldier is on assignment instructions
- \_\_\_\_\_ Must be signed by Soldier (Block 9) and Company Commander (Block 13)

DA 5888 – EFMP Screening (Form Completed By Local Military Medical Facility):

- \_\_\_\_\_ Ensure section 8 is signed by authorized personnel services representative (BN S1) or MPD personnel before scheduling an EFMP screening
- \_\_\_\_\_ Blocks 7abcd and 9ab must have dependent information
- \_\_\_\_\_ Ensure Block 10 has been completed by Military EFMP official (Civilian Physician Not Acceptable)
- \_\_\_\_\_ Must have official EFMP stamp
- \_\_\_\_\_ Review Block 9a and 9b for Screening Results
  1. Block 9a checked: Not Warranted, No further Medical Documents
  2. Block 9b checked: Warranted, Add additional documents listed below

- \_\_\_\_\_ ERB/ORB – DEROS and ETS dates must be on records brief
- \_\_\_\_\_ Marriage Certificate for Spouses and Birth Certificates for Children
- \_\_\_\_\_ Orders bringing Soldier to Germany plus all amendments and changes

### **Additional Documents As Applicable:**

If Soldier has a (DA 5888 Block 9b Checked) Warranted EFMP:

- \_\_\_\_\_ DD 2792 with Pages 1-8, DD 2792-1 with Pages 1-2 (Provided by Military EFMP official)

If Soldier has Custody or Adopted Child:

- \_\_\_\_\_ Custody Paperwork – Must have full custody and must be for at least 12 months. Court order must be issued by the United States, Puerto Rico or a possession of the United States.
- \_\_\_\_\_ Adoption Paperwork

If Soldier does not meet service requirements: (Must complete accompanied 3 year tour and have 12 months remaining in country)

- \_\_\_\_\_ Reenlistment or Extension Contracts (See your Unit's Career Counselor)

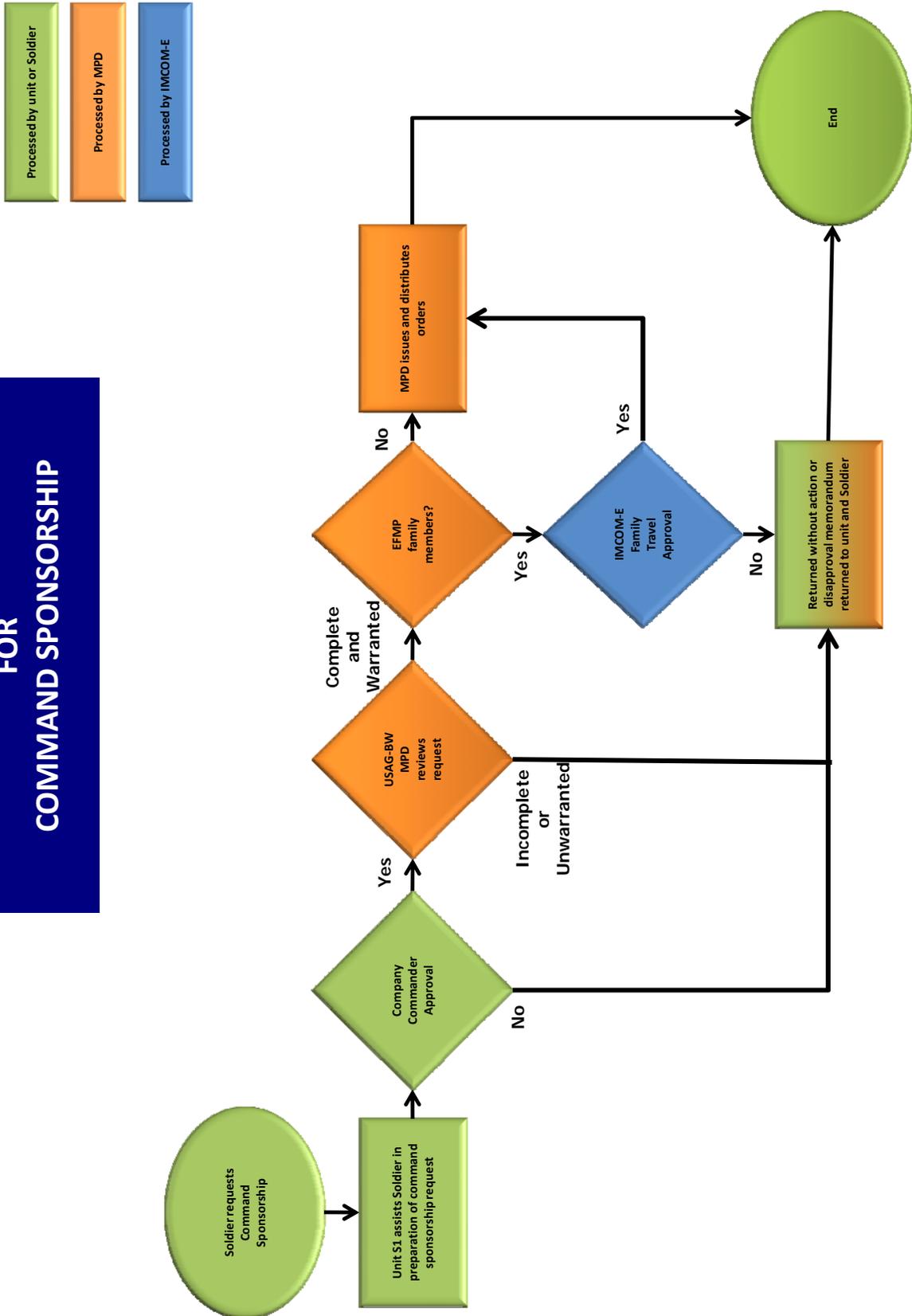
If Dependents are Citizens of a Country Designated as VISA-Restricted by Germany: (Countries are listed at <https://www.fcg.pentagon.mil/fcg.cfm>, navigate to Europe, Germany, Section I: General Entry Requirements, Paragraph A4d(4))

\_\_\_\_\_ SOFA Card – SOFA cards will not be issued until documentation is provided substantiating the individual's US permanent residence status or approval for US immigration. Visit the Passport Office for more details.

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## Command Sponsorship Flow Chart

### FLOW CHART FOR COMMAND SPONSORSHIP



# USAG Baden Wuerttemberg MPD Personnel Services

## Family Travel Orders

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**1. The USAG BW MPD processes family travel requests for all Soldiers assigned to the Heidelberg and Mannheim communities.**

**2. References:**

- a. AR 614-30, Chapter 4-3
- b. Army in Europe Supplement 1 to AR 55-46
- c. DoDI 1315.18 Procedures for Military Personnel Assignments

**3. Definition:**

Command sponsorship orders do not authorize family travel. Family travel orders are required to authorize movement of family members to the Soldiers permanent duty station (PDS) at government expense.

**4. Who may apply:**

- a. Soldier who arrived to Germany, authorized concurrent family travel and did not bring family members within 60 days of arrival.
- b. Soldier who arrived to Germany and was authorized deferred family travel.
- c. Soldier who received approved command sponsorship orders and their family members are not residing with the Soldier in Germany.

**5. Who does not need to apply:**

- a. Soldier who was authorized concurrent family travel and has not been in country for more than 59 days.
- b. Soldier who is residing with their command sponsor dependents in Germany.

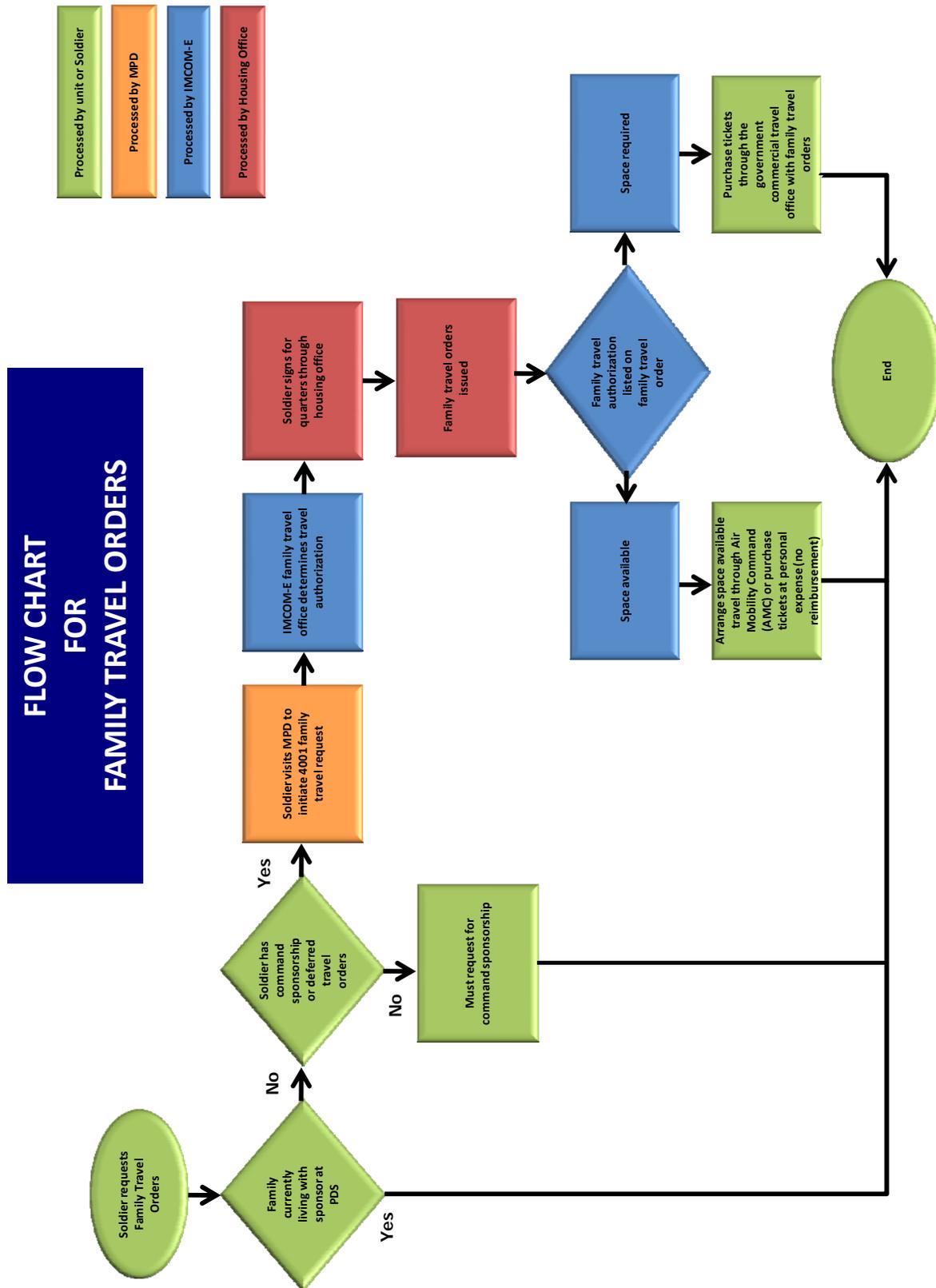
**6. How to submit for family travel orders:**

- a. Refer to the USAG BW's family travel orders Flow Chart.
- b. Soldier will schedule an appointment with the MPD or walk-in during scheduled open hours.
- c. Soldier will report to the MPD with family information (current address and phone number).
- d. MPD will initiate family travel request.
- e. MPD will refer the Soldier to the housing office.

**7. Submit request in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.**

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## Family Travel Order Flow Chart



# USAG Baden Wuerttemberg MPD Personnel Services

## Early Return of Dependents (ERD)

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**1. The USAG BW MPD processes ERD requests for all Soldiers assigned to the Heidelberg and Mannheim communities.**

**2. References:**

- a. Joint Federal Travel Regulation (JFTR), Volume 1, Chapter 5, Part J U5900
- b. AR 55-46, Section III, Chapter 5
- c. Army in Europe Supplement 1 to AR 55-46, Section I, Chapter 5
- d. AR 614-30, Chapter 4-3 (c)

**3. Definition:**

Early Return of Dependents (ERD) authorizes transportation of a service member's dependents and shipment of household goods at government expense to a designated place in the continental United States, Alaska, Hawaii, Puerto Rico, territory or possession of the United States, or if the dependents are foreign nationals, to a place in the country of their origin prior to the completion of the service member's overseas tour. ERD's may be approved for official or personal situations which have an adverse effect on the command and service member's performance in duty. The garrison commander will carefully evaluate each case and determine if the early return of family member(s) serves the best interest of the government, the Soldier and family member(s).

**4. Who may request:**

- a. An ERD may be requested via DA Form 4187 by a:
  - (1) Soldier
  - (2) Command
  - (3) Dependent (If Soldier is not available or declines to initiate the request)

**5. Circumstances warranting an ERD:**

- a. Official Situations: When a command-sponsored dependent becomes involved in an incident which:
  - (1) Is embarrassing to the U.S. Government.
  - (2) Is prejudicial to order, moral and discipline in the command.
  - (3) Dependent's safety can no longer be ensured.
- b. National Interest: Determined to be necessary for reasons by the Secretary concerned or higher authority, or directed by the foreign government concerned.
- c. Personal Situations:
  - (1) Essential medical treatment is not available on site.
  - (2) Death or illness of dependent caring for minor dependents occurs.
  - (3) Education or housing for dependents is inadequate.
  - (4) International situation concerning safety of dependents exists.

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- (5) Compelling personal reasons such as financial difficulties which adversely affect the Soldier's performance of duties.
- (6) Dependent gets orders from Selective Service Board.
- (7) There is a lack of employment for dependent children 18 years or older.
- (8) Other situations involving Soldier court-martial or prison term are found.

- d. Divorce or Annulment: ERD may be authorized for a former command sponsored dependent of a Soldier stationed in Heidelberg or Mannheim. An ERD for this reason is time restricted and must be completed within 1 year of final decree of divorce/annulment or 6 months after the Soldier (sponsor) PCS's, whichever occurs first.

**NOTE:** It must be determined that the family's problem or situation occurred after arrival to Germany and cannot be resolved in the overseas command. All available resources on and off post must be exhausted before an ERD request can be granted. ERD should be used only as a last resort. In each of the above circumstances, recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the Soldier's situation does not meet the criteria, the request will be denied.

### 6. Approval Authority:

- a. Garrison commander: ERD to CONUS location
- b. Assistant Secretary of the Army for Manpower and Reserve Affairs: ERD to OCONUS location

### 7. ERD's will not be authorized for the following:

- a. If the submitted situation does meet any of the circumstances listed above.
- b. To be used in lieu of a Soldiers family-care plan during deployment or temporary duty.
- c. If the Soldier is on assignment instructions or has been officially notified of PCS instructions.
- d. For personal desire or conveniences.

### 8. How to Submit an ERD Packet:

- a. Refer to the USAG BW's ERD checklist and flow chart.
- b. Soldier initiates request through unit S1.
- c. Unit S1 assists with preparation of DA Form 4187.
- d. Unit S1 will forward the complete packet through the Company Commander to the first O5 Commander for approval/disapproval.
- e. Complete packet will be forwarded to USAG BW MPD for processing.

9. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.

# USAG Baden Wuerttemberg MPD Personnel Services

## ERD to CONUS Locations Checklist

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Required Documents:

DA Form 4187

\_\_\_\_\_ Reason for request

- Circumstance must meet qualifications listed in the Joint Federal Travel Regulation (JFTR) Chapter 5 Part J, U5900-B1, U5900-C1, U5900-D2, & U5900-E1.
- ERD will not be used in place of a Soldier's Family-care plan during temporary duty (TDY) or deployment, IAW AE Supplement 1 to AR 55-46 Paragraph 5-9f.

\_\_\_\_\_ Current location of family members (Physical Address)

\_\_\_\_\_ Requested destination address (Physical Address)

\_\_\_\_\_ Dependent information (Name, Relationship, DOB, Passport #/Country of Issue)

\_\_\_\_\_ Whether or not Soldier is on assignment instructions

\_\_\_\_\_ Signed by the Soldier and Unit Commander

\_\_\_\_\_ DA Form 4187-1-R signed by a Commander with the minimum grade of O-5 within unit's chain of command

\_\_\_\_\_ Soldier's letter that includes this statement "I understand that approval of this ERD terminates command sponsorship and that my dependent(s) will not be allowed to return to my overseas place of duty at government expense during my current tour. I further understand that without command sponsored dependent(s), I am required to clear housing within 15 days of my dependent(s) departure from this command, update my BAH, COLA, DD 93 and SGLI. My dependent(s) and I have reached an agreement on the division and shipment of household goods. If I ship a POV at this time, I understand that I will not be authorized another shipment of POV at government expense during this tour."

\_\_\_\_\_ Proof of Command Sponsorship (PCS, Command Sponsorship Orders)

\_\_\_\_\_ Commander's Soldier and Family Assistance Checklist, AE Form 55-46A (Required if SM will face financial hardship as a result of the ERD for personal reasons) (Not required for Command Directed ERD)

### Optional Documents:

**(Include the documents below to support your justification. Lack of details to support your action may result in disapproval.)**

\_\_\_\_\_ Commander's letter which discusses the situation for the requested action. The Soldier's command must demonstrate an inability to solve the problem with local resources. Commander's letter should match the reason listed in the DA 4187.

\_\_\_\_\_ Chaplain's letter

\_\_\_\_\_ Letter from other professional (Attorney, Doctor, College admissions, etc., discussing the current situation)

\_\_\_\_\_ Copies of passports for dependents involved. Photo and passport number must be legible.

# USAG Baden Wuerttemberg MPD Personnel Services

## ERD to OCONUS Locations Checklist

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Required Documents:

DA Form 4187

\_\_\_\_\_ Reason for request

- Circumstance must meet qualifications listed in the Joint Federal Travel Regulation (JFTR) Chapter 5 Part J, U5900-B1, U5900-C1, U5900-D2, & U5900-E1.
- ERD will not be used in place of a Soldier's Family-care plan during temporary duty (TDY) or deployment, IAW AE Supplement 1 to AR 55-46 Paragraph 5-9f.
- Clearly define the compelling situation.

\_\_\_\_\_ Current location of family members (Physical Address)

\_\_\_\_\_ Requested destination address (Physical Address)

\_\_\_\_\_ Dependent information (Name, Relationship, DOB, Passport #/Country of Issue)

\_\_\_\_\_ Whether or not Soldier is on assignment instructions

\_\_\_\_\_ Signed by the Soldier and Unit Commander

\_\_\_\_\_ DA Form 4187-1-R signed by a Commander with the minimum grade of O-5 within unit's chain of command

\_\_\_\_\_ Soldier and Spouse statement acknowledging that both are aware that:

- The family will not be covered by, and will not enjoy any protection under, the Status of Forces Agreement (SOFA)
- Importation of household goods (HHG), unaccompanied baggage and POV may be subject to significant, and expensive, host nation customs clearance charges.
- The family must travel on personally procured passports and comply with the entry and residency requirements of the host nation. No-Fee passports will not be procured nor used for this type of travel.
- DODEA schools may be severely restricted to non-command sponsored family members.

\_\_\_\_\_ Copy of all orders and amendments associated with the assignment overseas

\_\_\_\_\_ Supporting Documentation: Written and signed statements from individuals having first-hand knowledge of the Soldier's or family's situation (Physicians, Psychologists, Clergy, Social Workers, Educational Professionals, Attorneys, etc)

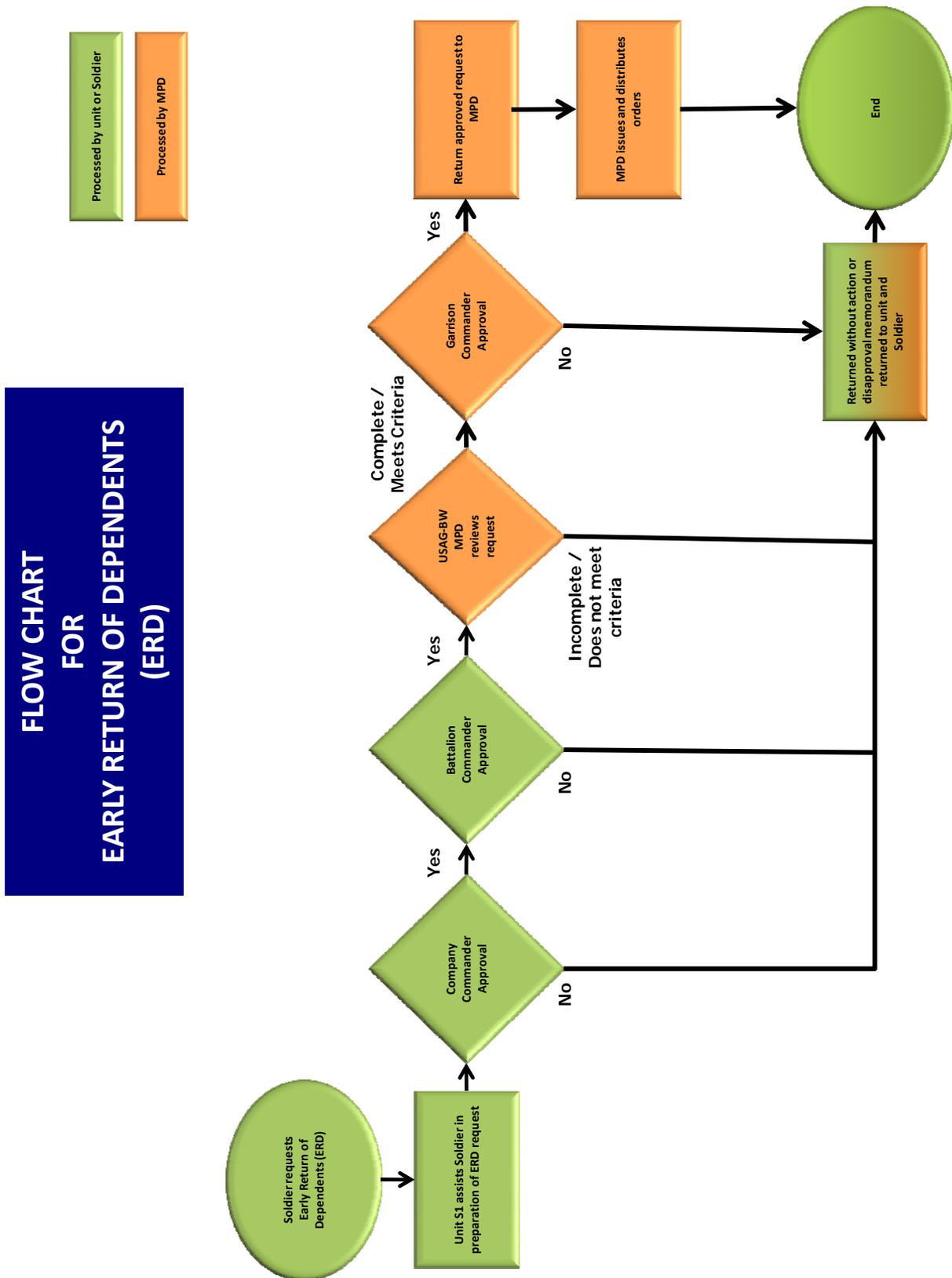
### \*\*\*NOTE\*\*\*

IAW Milper Message 07-349, Requests for movement of family members to a designated location overseas will be sent thru HQ U.S. Army Human Resources Command thru HQ DA G-1 to the Assistant Secretary of the Army for Manpower and Reserve Affairs.

The staffing process is involved, time consuming and requires reviews by the Judge Advocate General of the Army, the Office of General Counsel and action by HQ USAHRC, DA G-1 before the request is presented to the Assistant Secretary of the Army for Manpower and Reserve Affairs. It is strongly recommended that requests of this nature be forwarded as early as possible.

# USAG Baden Wuerttemberg MPD Personnel Services

## ERD Flow Chart



# USAG Baden Wuerttemberg MPD Personnel Services

## Married Army Couples Program (MACP)

---

**1. The USAG BW MPD processes MACP requests for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**

**2. References:**

AR 614-200

**3. Definition:**

The Married Army Couples Program (MACP) is for Soldiers who are married to another member of the U.S. military services. Married Army couples desiring joint domicile (JD) assignment to establish a common household (50-mile radius or one hour driving time of each other) must request such assignment by enrolling in the MACP. Enrollment guarantees JD assignment consideration as long as the couple remains enrolled in the MACP, however, it does not guarantee that the couple will be assigned together at the same location and/or at the same time.

**4. Requirements:**

- a. Application for enrollment must be submitted not later than 30 days from date of marriage. Must provide marriage certificate with request.
- b. Only one Soldier needs to request enrollment/disenrollment in the MACP when both Soldiers are serviced by the USAG BW MPD.
- c. Both Soldiers need to request enrollment/disenrollment in the MACP when both Soldiers are serviced by different MPDs. The Soldier not serviced by the USAG BW MPD must submit his/her request to the Soldier's BCT/BDE S-1.

**5. How to request for enrollment and disenrollment:**

- a. Soldier initiates request through unit S1.
- b. Unit S1 assists with preparation of DA Form 4187 and enclose supporting documents.
  - (1) The DA Form 4187 will have the following information in the remarks section:
    - (a) Spouse's Name
    - (b) Spouse's Rank
    - (c) Spouse's PMOS/Branch (Officers)
    - (d) Spouse's SSN
    - (e) Spouse's Unit of Assignment
    - (f) Spouse's Signature
- c. Unit S1 will route through Soldier chain of command for approval.
- d. Approved DA Form 4187 request with supporting documentation will be forwarded to the USAG BW MPD.
- e. USAG BW MPD will input MACP transaction and return enrollment/disenrollment memorandum to Soldier and unit S1.

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6. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.

# USAG Baden Wuerttemberg MPD Personnel Services

## Soldier Name Changes

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**1. The USAG BW MPD processes Soldier name change requests for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**

**2. References:**

AR 600-8-104

**3. Definition:**

Soldier may change their name in the Army system when their legal name has changed or when a correction needs to be made.

**4. Requirements:**

- a. Request must be made on a DA Form 4187.
- b. Request must be made through the Soldier's parent unit/MPD; including Soldiers who are attached outside of his/her parent unit.

**5. How to request:**

- a. Soldier initiates request through unit S1.
- b. Unit S1 assists with preparation of DA Form 4187 and encloses supporting documents.
  - (1) The DA Form 4187 will have the following information in the remarks section:
    - (a) Reason For Request (i.e. marriage, divorce, spelling error)
    - (b) Current Full Name
    - (c) New Full Name
- c. Unit S1 will route through Soldier chain of command for approval
- d. Approved DA Form 4187 request with supporting documentation will be forwarded to the USAG BW MPD.
- e. USAG BW MPD will input name change transaction and return approval memorandum to Soldier and unit S1.

**6. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.**

# USAG Baden Wuerttemberg MPD Personnel Services

## Foreign Language Proficiency Bonus (FLPB)

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**1. The USAG BW MPD processes FLPB requests for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**

**2. References:**

AR 11-6

**3. Definition:**

FLPB is a monthly monetary bonus paid to Soldiers who maintain the required proficiency in designated foreign language(s) listed in AR 11-6 Table 6-3 in accordance with the Army's needs.

**4. Requirements (Active Duty):**

- a. Must be entitled to basic pay.
- b. Enlisted - Must have completed advanced individual training, awarded an MOS and has been arrived at first duty station.
- c. Officer – Must have completed officer/warrant officer basic course or is branch qualified and has been arrived at first duty station.
- d. Must be certified proficient within the past 12 months in the foreign language.
- e. If the foreign language tests are administered on two separate days, all testing must be completed within 30 days for the test to be valid.
- f. The foreign language tested must be on an approved DOD language list.

**5. Who may apply:**

- a. Soldiers who are proficient in a foreign language listed in AR 11-6 table 6-3.
- b. Soldiers who are in a language dependent MOS/specialty or career management field.
- c. Soldiers who are assigned to a language-coded billet, designated with a specific language.

**6. How to request:**

- a. Soldier must submit a DA Form 4187 through their chain of command to schedule testing with the local education center.
- b. Test results are forwarded to the USAG BW MPD for processing.
- c. USAG BW MPD will review and verify eligibility.
- d. USAG BW MPD will issue FLPB orders and provide copies to the unit S1 and Soldier.
- e. Unit S1 or Soldier will submit orders to the local finance office to initiate FLPB pay.

**7. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.**

# USAG Baden Wuerttemberg MPD Personnel Services

## Army Good Conduct Medals (AGCM)

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**1. The USAG BW MPD processes AGCM requests for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**

**2. References:**

AR 600-8-22

**3. Definition:**

U.S. Military award given on a selective basis to each enlisted Soldier who distinguishes himself or herself from among his or her fellow Soldiers by their exemplary conduct, efficiency, and fidelity throughout a specified period of continuous enlisted active Federal military service. There is no right or entitlement to the medal until the immediate commander has approved the award and the award has been announced in permanent orders.

**4. Award approval authority:**

Unit commanders are authorized to award the AGCM to enlisted personnel serving under their command jurisdiction who meet the established criteria. The immediate unit commander's decision to award the AGCM will be based on his/her personal knowledge and of the individual's official records for periods of service under previous commander during the period for which the award is to be made.

**5. Basic steps for processing the AGCM:**

- a. Soldier becomes eligible for consideration for the AGCM.
- b. Unit S1 generates AAA-199 using eMILPO. Should be generated during the first week of every month.
- c. Unit S1 verifies and ensures that all Soldiers on the roster are currently in the unit.
- d. Unit Commander reviews the roster and indicates "YES" for approval or "NO" for disapproval and returns annotated roster to unit S1.
- e. Unit S1 reviews roster to ensure all processing actions have been accomplished then forward AAA-199, any disqualification memorandums and individual statements to the USAG BW MPD.
- f. USAG BW MPD will ensure data input into eMILPO using completed AAA-199 after screening the Soldiers record (done to determine correct periods of qualification).
- g. USAG BW MPD will issue orders then distribute copies to the Soldier, unit S1 and OMPF.
- h. Unit S1 will prepare and distribute AGCM certificates as appropriate.

**6. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.**

# USAG Baden Wuerttemberg MPD Personnel Services

## Foreign Decorations and Badges

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**1. The USAG BW MPD processes wear and acceptance of foreign decorations requests for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**

**2. References:**

AR 600-8-22

**3. Eligibility requirements:**

Individual foreign decorations may be accepted if awarded in recognition of meeting the criteria, as established by the foreign government concerned, for the specific award. Only those decorations that are awarded in recognition of military activities and by the military department of the host country are authorized for acceptance and permanent wear. Individual decorations that do not meet these criteria may be authorized for acceptance but not for wear and will not be entered in the official military records of the recipient. Of particular importance are the criteria established by the military department of the host country; for example, if a particular decoration is authorized for award only to enlisted personnel of host country then badge may be accepted and worn by U.S. Army enlisted personnel.

**4. Award approval authority:**

- a. Commanders serving in the rank of brigadier general or higher and colonel level commanders who exercise general court-martial authority are delegated authority to approve the acceptance, retention, and permanent wear of foreign decorations and badges listed in appendix D. This authority has been further delegated to the USAG BW Commander.
- b. Requests for any individual foreign decoration and badges not listed in Appendix E will be forwarded to USA HRC, ATTN: AHRC-PDO-PA, 1600 Spearhead Division Avenue, Fort Knox, KY 40122, for approval.

**5. How to request acceptance, retention and permanent wear:**

- a. Soldier provides orders, citations or other original copies of the foreign elements that awarded the decoration or badge.
- b. Unit S1 assists with preparation of DA Form 4187 requesting acceptance, retention and permanent wear of foreign decoration and badge. Encloses supporting documents.
- c. Unit S1 forwards request through chain of command to the USAG BW MPD.
- d. USAG BW MPD will verify eligibility in accordance with AR 600-8-22 Appendix D.
- e. USAG BW MPD will issue acceptance memorandum and return to the unit S1, Soldier and OMPF

**6. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.**

# USAG Baden Wuerttemberg MPD Personnel Services

## Change of Tours

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- 1. The USAG BW MPD processes Change of Tour requests for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**
- 2. References:**
  - a. AR 55-46
  - b. AE Supplement 1 to AR 55-46
  - c. AR 614-30
  - d. Joint Federal Travel Regulation (JFTR), Volume 1
- 3. Change of tour from unaccompanied to accompanied:**
  - a. Applies to:
    - (1) Soldier who has elected and was approved an unaccompanied tour, then wishes to reunite family after arrival to their permanent duty station in Germany. Soldier must request command sponsorship. USAG BW MPD will change tour to accompanied upon approval of command sponsorship.
    - (2) Initial term Soldiers on an unaccompanied tour who acquire family members during their overseas tour in Germany. Soldier must request command sponsorship. USAG BW MPD will change tour to accompanied upon approval of command sponsorship.
    - (3) Soldier who marries another military member residing in Germany. Soldiers will keep original tour length unless they extend voluntarily. Soldier must request an FSTE thru their chain of command.
    - (4) An unaccompanied officer or career enlisted Soldier who becomes divorced while serving in Germany will have their tour changed to accompanied and have their DEROS prorated. The tour will not be changed if the Soldier continues to have legal custody and or financial responsibility for family members. The Soldier's overseas ACOM/ASCC/DRU is the approving authority for this paragraph.
  - b. Soldiers who already moved family members to a designated place at government expense are not authorized a second move at government expense, unless the Soldier obtains an approved IPCOT.
  - c. Career Soldier is defined as an enlisted Soldier on a second or subsequent enlistment contract or an officer in the grade of O3 and above, a warrant officer or a limited-duty officer.
- 4. Change of tour from accompanied to unaccompanied:**
  - a. Applies to:
    - (1) Soldier who has elected an accompanied tour but whose eligible family members fail to travel at government expense or to become command sponsored may request the overseas command to convert the accompanied tour to an unaccompanied tour.
    - (2) Soldier with command sponsored dependents may request a change of tour from accompanied to unaccompanied, if the government did not pay for the OCONUS transportation of family members.

## USAG Baden Wuerttemberg MPD Personnel Services

- (3) Soldier whose family members were evacuated to a safe haven or designated place and do not rejoin with the Soldier. Must be in accordance with JFTR U6005.
  - (4) Soldier whose family members were returned to CONUS due to an alert notice or permanent duty station has changed to a dependent restricted tour. Must be in accordance with JFTR U5240-B and U5240-D2.
  - (5) An officer or career enlisted Soldier who marries while serving in Germany may request a change to the unaccompanied tour and have DEROS prorated, provided that the spouse is not command sponsored. The request will not be approved if the prorated date is calculated to be 6 months or fewer after the date of marriage.
- b. Request must be made within 12 months after arrival in Germany to have tour converted and not prorated.
  - c. If command sponsorship is forfeited, entitlement to government paid transportation for family members is lost. Overpayment of any station allowances at the accompanied rate after the tour has been changed will be recouped.
  - d. A Soldier who has accepted government housing or OCONUS housing allowance while waiting for government housing will not be authorized a change of tour.
  - e. An early return of dependents (ERD) does not change tour length.

### 5. Approving authority:

- a. Enlisted Soldiers:
  - (1) The approval authority for change of tour from unaccompanied to accompanied is the garrison commander with the exception of paragraph 3a(4).
  - (2) The approval authority for change of tour from accompanied to unaccompanied is the Soldier's overseas ACOM/ASCC/DRU.
- b. Officers:
  - (1) Chaplains: HQDA Chief of Chaplains
  - (2) JAG officers: HQDA Judge Advocate General
  - (3) All other officers: Commander, HRC

### 6. How to submit change of tour request:

- a. Soldier initiates request with the unit S1.
- b. Unit S1 assists with preparation of DA Form 4187.
- c. Unit S1 will forward enlisted Soldiers request thru the Company to ACOM/ASCC/DRU for approval/disapproval.
- d. Unit S1 will forward officers request thru the Company to HQDA/HRC for approval/disapproval.

# USAG Baden Wuerttemberg MPD Personnel Services

## Military Records and Military Personnel Files (MPF)

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1. **The USAG BW MPD will create and maintain MPF's for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will update their records with their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**
2. **References:**
  - a. AR 600-8-104
  - b. eMILPO Functional Guidance
3. **MPF consists of:**
  - a. Enlisted/Officer Records Brief.
  - b. Record of Emergency Data (DD Form 93).
  - c. Servicemember's Group Life Insurance (SGLV 8286).
  - d. Enlistment/Reenlistment Documents (Every DD Form 4 packet with allied documents).
  - e. PCS orders bringing Soldier to Germany and the Heidelberg/Mannheim communities (USAG BW MPD requirement).
4. **MPF Maintenance Unit Responsibilities (Monthly):**
  - a. Unit S1 prints the AAA-162 report from eMILPO (Electronic Military Personnel Office).
  - b. Unit S1 reviews the AAA-162 report and ensures all Soldiers assigned and attached are listed; make appropriate corrections/eMILPO transactions.
  - c. Unit Commander will sign and validate the AAA-162 report.
  - d. Unit S1 will forward the AAA-162 report to the USAG BW MPD.
5. **MPF Maintenance MPD Responsibilities:**
  - a. MPD will reconcile MPF's with AAA-162 provided by and validated by unit commander.
  - b. MPD will forward to the unit S1 a list Soldiers who are missing MPF's or MPF documents.
  - c. Unit S1 will send Soldiers to the MPD with supporting documents.
  - d. MPD will update MPF accordingly.
6. **Soldier Responsibilities:**
  - a. Keep MPF and military records updated. Schedule appointments with MPD records section.
  - b. All incoming Non-PSDR Soldiers will in-process the MPD records section.
  - c. All departing Non-PSDR Soldiers will out-process the MPD records section.
7. **Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Room 180. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-6220/6300 or CIV: 06221-57-6220/6300.**

# USAG Baden Wuerttemberg MPD Personnel Services

The following services are performed by the USAG BW MPD records section for all Non-PSDR Soldiers/units. Schedule appointments by calling DSN: 370-6220/6300. The records section is located at the Community Support Center, Bldg 3850, Room 180. Upon reporting for appointment, the Soldier must sign-in using the FACTS automated system.

## Records Brief Updates (ERB/ORB)

Any Soldier assigned to a Non-PSDR unit located in the Heidelberg and Mannheim communities may update their records brief at the USAG BW MPD records section. Soldier must provide all supporting documents.

## Emergency Data and Servicemember's Group Life Insurance (DD Form 93 and SGLI)

Any Soldier assigned to a Non-PSDR unit located in the Heidelberg and Mannheim communities may update their DD Form 93 and SGLI at the USAG BW MPD records section. Soldier must have names, phone numbers and physical addresses of personnel listed on the DD Form 93/SGLI Form.

## Family Servicemember's Group Life Insurance (FSGLI)

Any Soldier assigned to a Non-PSDR unit located in the Heidelberg and Mannheim communities may update their FSGLI at the USAG BW MPD records section. When increasing or reinstating FSGLI coverage, the Soldiers spouse must sign the FSGLI form.

## Statement of Service - For Computation of Length of Service (DA Form 1506)

Any Soldier assigned to a Non-PSDR unit located in the Heidelberg and Mannheim communities may complete a statement of service (DA Form 1506) at the USAG BW MPD records section. Soldier must bring all supporting documents identifying credible service.

## Upload documents to OMPF

Any Soldier assigned to a Non-PSDR unit located in the Heidelberg and Mannheim communities may send documents to their OMPF through the USAG BW MPD records section. Soldier must bring the original documents. The MPD records custodian will make copies of the original and upload authorized documents into the Soldiers OMPF.

# USAG Baden Wuerttemberg MPD Personnel Services

## Identification Tags (Dog Tags)

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Unit S1's and individual Soldiers can make ID tags at the USAG BW MPD. The USAG BW MPD does not provide ID tags or ID tag chains. These items are available at the Military Clothing and Sales store located in the same building. Individuals making ID tags (unit representative or Soldier) must have the Soldiers information (full name, SSN, blood type, religious preference). Walk-ins during normal operating hours are allowed, however appointments are encouraged. PSDR units should be equipped to provide ID tags, however, the USAG BW MPD will provide this service on a space-available basis. Under no circumstances will the USAG BW MPD loan out it's embossing machine.

## OCS Boards

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When OCS boards are announced by HRC, the USAG BW MPD will schedule local structured interviews (local boards) for interested candidates. The MPD will announce local structured interviews by means of email, news articles, AFN and command information channels. All other OCS information can be located at the HRC OCS website below:

<https://www.hrc.army.mil/site/protect/branches/officer/operations/accessions/ocs/index.htm>

## Student Travel

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Installation Management Command-Europe (IMCOM-E) family travel office is responsible for the student travel program. Soldier must request government funded travel for their qualified college student via <https://www.updb.hqusareur.army.mil/Portal/Default.asp>. Access to this website is restricted to a .mil domain. To obtain more information regarding this program, direct all questions to the IMCOM-E family travel office at DSN 379-6343/7614, CIV 06202-80-6343/6476 or by email at [family-travel@eur.army.mil](mailto:family-travel@eur.army.mil).

# USAG Baden Wuerttemberg MPD Personnel Services

## Promotions

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1. **The USAG BW MPD processes promotion orders for Soldiers assigned to Heidelberg and Mannheim Non-PSDR units. Soldiers assigned to PSDR units will submit their requests to their BCT/BDE S1. PSDR BCT/BDE S1s may consult with the USAG BW MPD for assistance.**
2. **References:**
  - a. AR 600-8-19: Promotion and Reductions, dated 30 April 2010
  - b. AR 600-8-2: Suspension of Favorable Personnel Actions (FLAGS)
  - c. AR 600-8-29: Officer Promotions
  - d. AR 600-9: The Army Weight Control Program
3. **C10 Rosters (Monthly):**
  - a. MPD receives the C10 roster on or about the 20<sup>th</sup> of each month and forward it to the Non-PDSR unit S1s.
  - b. Unit S1s will have individual Soldiers verify their promotion points for accuracy and initial next to the points if no discrepancies are found.
  - c. Unit S1s will have five working days to review and annotate any discrepancies and return it back to the MPD.
4. **Promotion Orders Processing (Monthly):**
  - a. MPD will receive a promotion selection By Name List from HRC on or about the 20<sup>th</sup> of each month for Non-PSDR units.
  - b. MPD will verify the By Name List for accuracy and request a valid PT and weapons card from the Soldiers S1.
  - c. MPD will identify 10% of the Soldiers for audit and request promotion packets from the Soldiers unit S1.
  - d. MPD will issue promotion orders and forward to the Soldier's unit S1 prior to the last working day of the month and before the first day of the promotion date.
  - e. MPD will enter promotion action in EDAS on the effective date of promotion.
  - f. MPD will forward the promotion orders to Soldiers OMPF.
5. **Automatic Integration List:**
  - a. How placed on the automatic integration list:
    - (1) Each month, Active Army SPCs and CPLs in all MOS who have 46 months TIS (to become eligible for promotion at 48 months); 10 months TIG (to become eligible for promotion at 12 months) and SGTs who have 82 months TIS (to become eligible for promotion at 84 months); 10 months TIG (to become eligible for promotion at 12 months) will be automatically integrated onto the promotion standing list with a minimum of 350 points for Sergeant and 450 points for Staff Sergeant.
  - b. How to deny placement into the automatic integration list:

## USAG Baden Wuerttemberg MPD Personnel Services

- (1) If the unit commander determines that the integration is to be denied, he/she will submit a memorandum to the USAG BW MPD to deny list integration prior to the 15<sup>th</sup> of the month.
- (2) Failure to deny integration by the 15<sup>th</sup> of the month will result in the Soldier being integrated onto the promotion standing list.
- (3) Soldiers that are integrated will not have a DA Form 3355, must have a current APFT and weapons qualification or exception and will receive 350 or 450 points only. No re-computations are allowed.

c. How to remove a Soldier from the automatic integration list:

- (1) Commander, when applicable, request removal of Soldier from the recommended list.
- (2) Unit S1 receives request, verifies conditions for removal have been met, and determine need to conduct board.
- (3) MPD receives approved removal documentation from promotion authority as applicable.
- (4) MPD submit applicable transactions(s) to remove Soldier from the recommended list and, if applicable, the by-name list.
- (5) MPD provide a copy of approved removal documentation to Unit S1.
- (6) Unit S1 files copy with recommended list.
- (7) Unit S1 notifies Soldier of action, in writing, no later than 5 duty days after receipt of removal document.
- (8) Unit S1 reviews the next recommended list to ensure it does not reflect the Soldiers name.

d. How to reinstate placement onto the automatic integration list after the Soldier has been removed:

- (1) A Soldier promoted in error from a recommended list will, if otherwise qualified, be reinstated to the list at the same time the order is revoked and treated as if never promoted.
- (2) A Soldier removed from the list and later completely exonerated from the reason that caused the removal will be reinstated. To be completely exonerated, the action that caused the initial removal must have been erroneous or should not have been imposed so that the Soldier is free of any wrong doing.

### 6. Exception to Policy (ETP) Promotions:

- a. Exception to Policy (ETP) requests are considered on a case by case basis and are not intended to set a precedence or pattern on what will or will not be favorably considered in the future. All ETP requests must be fully justified with a clear and explicit explanation of the error or injustice. Be as specific as possible in the request and always use the correct format (IAW AR 25-50). The MPD Promotions Work Center should continue to process promotion actions on all soldiers pending an ETP decision.

- (1) A complete legible copy of the Soldiers promotion packet, to include all DA Form 3355's, Soldiers signed memorandum of responsibility, all source documents to support all points awarded, and any substantiating documentation must be included with the request. All supporting source documents must be screened for validity and legibility. Pay close attention to the dates on all documents and the accuracy of transcription from source documents to the promotion worksheet (DA Form 3355). At a minimum (not all-inclusive), the following source documents must be included with all ETP requests:

## USAG Baden Wuerttemberg MPD Personnel Services

- (a) Commander's memorandum (minimum grade of O-6) giving a clear and explicit explanation of the error or injustice.
  - (b) DA Form 3355s (original through current) and all requests for reevaluations/points adjustments.
  - (c) Approved promotion board proceedings.
  - (d) APFT & weapons card.
  - (e) Award orders (DA form 638) or award certificate.
  - (f) DA Form 1059, DA Form 87, ACCP completion notices.
  - (g) Official or individual copy of transcript(s) or machine generated grade reports.
  - (h) EDAS C-10 (Recommended List) with current points and date reflected on report.
  - (i) Memorandum of Responsibility.
- b. All ETP requests identified as missing required source documents, will be returned immediately (in writing) to the commander who endorsed the request. This is referred to as "RWA" (returned without action).

NOTE: All Soldiers need to log on to their "Self Service" DA Form 3355 on [https://www.erec.army.mil/new\\_da3355/ako\\_login.htm](https://www.erec.army.mil/new_da3355/ako_login.htm) and complete all updates as needed. Soldiers will still have to go to their unit S1 to ensure all updates are valid. Any issues can be resolved through the Soldier's unit S1.

### **7. Senior Enlisted and Officer Promotion Orders:**

If unit doesn't have capabilities to download the Department of the Army Special Orders (DASO) then the MPD will forward copies to the unit S1 upon request.

- 8. Submit request electronically by email to [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil) or, in person at the Community Support Center, Bldg 3850, Rm 231B. Refer to the MPD hours of operation. Office phone numbers are DSN: 370-8057/8915/7725 or CIV: 06221-57-8057/8915/7725.**

# USAG Baden Wuerttemberg MPD Personnel Services

## Contact Information

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USAG Baden Wuerttemberg Military Personnel Division  
Heidelberg Community Support Center Building 3850 Room 231B  
DSN: 314-370-8057/8915/7725  
COMM: 49-6221-57-8057/8915/7725  
Email: [usaghd.mpd.pss@eur.army.mil](mailto:usaghd.mpd.pss@eur.army.mil)  
Website: [http://www.bw.eur.army.mil/DHR/DHR\\_milpo.html](http://www.bw.eur.army.mil/DHR/DHR_milpo.html)

USAG Baden Wuerttemberg MPD Records Section  
Heidelberg Community Support Center Building 3850 Room 180  
DSN: 314-370-6220/6300  
COMM: 49-6221-57-6220/6300

Mailing Address:  
Commander  
USAG Baden Wuerttemberg  
ATTN: Military Personnel Division  
Unit 29237  
APO AE 09014-9237

Street Address:  
Czernyring 14 Geb. 3850  
69115, Heidelberg  
Germany

Community Support Center Front Gate GPS Coordinates:  
Degrees: N 49.40194 E 8.67279

## Hours of Operation

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USAG Baden Wuerttemberg Military Personnel Division  
Monday, Tuesday, Wednesday, Friday 0800-1600 (Closed for lunch 1145-1300)  
Thursday 0800-1145 (Closed Thursday Afternoon)  
Closed on Federal Holidays

USAG Baden Wuerttemberg MPD Records  
Monday through Friday 0800-1600 (Closed for lunch 1200-1300)  
Closed on Federal Holidays