

Army Regulation 614-5

Assignments, Details, and Transfers

Stabilization of Tours

**Headquarters
Department of the Army
Washington, DC
1 April 1983**

Unclassified

SUMMARY of CHANGE

AR 614-5

Stabilization of Tours

Effective 1 May 1983

Assignments, Details, and Transfers

Stabilization of Tours

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

History.

Summary. This revision updates stabilization policies that directly affect the soldier. It establishes a 12-month on-station stabilization for all personnel, clarifies stabilization for certain training schools, and establishes stabilization for New Manning System (Cohesive Operations Readiness Training (COHORT)) units.

Applicability.

a. This regulation applies to Active Army organizations and military personnel (except general officers) in the continental United States. (Tour lengths overseas are prescribed by AR 614-30.)

b. This regulation does not apply to—
(1) The Army National Guard (ARNG) and the US Army Reserve (USAR). Statutory tours of ARNG and USAR members are covered in AR 135-18.

(2) Periods of full mobilization. (see para 1-6.)

(3) Members of the Organizational Effectiveness Program. (See AR 5-15.)

Proponent and exception authority. Not applicable

Impact on New Manning System. This regulation has a direct impact on the New Manning System (NMS). It prescribes guidelines for stabilizing personnel in COHORT/NMS units before and during their tenure in such units. (See table 2-1, rule 66.)

Army management control process. **Supplementation.** Supplementation of this regulation is prohibited unless prior approval

is obtained from HQDA (DAPE-MPD), WASH DC 20310.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPD), WASH DC 20310.

Distribution.

To be distributed in accordance with DA Form 12-9A requirements for AR, Assignments, Details, and Transfers: Active Army, A; USAR, D; ARNG, none.

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*This regulation supersedes AR 614-5, 15 February 1982.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation prescribes—

- a. Stabilized periods for—
 - (1) Selected units, agencies, and activities.
 - (2) Special category personnel.
 - (3) Selected tables of organization and equipment (TOE) and tables of distribution and allowances (TDA) positions.
- b. Procedures to be used by commanders to request stabilization for—
 - (1) Selected individual personnel within their organizations.
 - (2) Approved positions within a unit.
 - (3) Units.

1-2. References

Related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. *Deputy Chief of Staff for Personnel (DCSPER)*. The DCSPER—

- (1) Is responsible for all matters concerning stabilization policy.
 - (2) Will keep the list of stabilized positions.
- b. *Commanding General, US Army Military Personnel Center (CG, MILPERCEN)*. The CG, MILPERCEN will—
- (1) Control operations requirements of individual service member stabilization.
 - (2) Exercise approving authority for service members assigned to stabilized positions.

c. *Commanders of major Army commands (MACOMS)*. MACOM commanders will recommend approval of all position stabilization.

d. *Local activity and unit commanders*. These commanders will—

- (1) Update all field automated data base system codes.
- (2) Control the assignment of service members into and out of stabilized organizations and positions, under this regulation.
- (3) Notify HQDA (DAPE-MPD-PO) when position or organization stabilizations are no longer required.
- (4) Obtain clearance from the appropriate agency listed in appendix B before assigning a person to a position vacancy for which stabilization is authorized. Prior clearance must be obtained even if no permanent change of station (PCS) is involved (see para 2-4).
- (5) Report assignment eligibility and availability (AEA) codes (see AR 614-200, chap 2) to their local Military Personnel Office (MILPO) for all stabilized enlisted personnel.
- (6) Insure that the AEA code of an enlisted member whose stabilization has been terminated is updated to reflect the appropriate AEA code when—
 - (a) The enlisted member is removed from stabilized status.
 - (b) The need for stabilization ceases before the stabilization termination date.
- (7) Notify HQDA (DAPC-OPD-M) to insure that the date available for assignment is adjusted accordingly by the Career Management Division when—
 - (a) An officer is removed for stabilized status.
 - (b) The need for stabilization ceases before the stabilization termination date.
- (8) Take action to report the AEA code and stabilization termination date through the Standard Installation/Division Personnel System (SIDPERS) to update the enlisted master file (EMF). This must be done within 10 days, at the installation level, upon HQDA approval.

1-5. Concept of operations

a. Stabilized tours involve the two basic principles discussed below.

(1) The Army strives to minimize personnel turbulence by eliminating PCS not made necessary by valid military requirements or law.

(2) The Army recognizes that stabilized tours for some duty positions are necessary when the following are required:

- (a) Unusual continuity of effort.
 - (b) Specialized training and experience.
- b. When stabilization conflicts with the concept of equity in fulfilling assignment requirements, equity will prevail. This concept will be in effect as long as the needs of the Service are met.

1-6. Mobilization

Continued stabilization will be extended to selected individuals or categories of soldiers upon mobilization. These policies will be announced at the appropriate time.

1-7. Retention

The current normal tour objective is to retain people at their assigned installations as long as possible. Normal tours vary depending on specialty or military occupational specialty (MOS), and grade requirements. (Para 2-12 covers personnel who are excess to installation requirements.)

Chapter 2 Policy and procedures

Section I Policy

2-1. General

All soldiers will be stabilized for 12 months on their arrival at an installation; exceptions will be soldiers reenlisting for options, or for compassionate reasons.

2-2. Assignment

a. Assignment of personnel to positions requiring stabilization usually will be made by HQDA-directed assignment instructions. Normally, selection of enlisted members will be made by using the Centralized Assignment of Personnel System (CAP III).

b. Only soldiers in authorized positions may be stabilized. Over strength or excess personnel (or personnel not working in their primary MOS (PMOS)) may not be stabilized.

2-3. Reassignment

a. Personnel assigned to organizations or positions for which stabilized tours have been approved by HQDA normally will not be reassigned before completion of the stabilized tour. However, this does not prevent reassignment for the reasons listed below.

- (1) Job stress.
 - (2) Reenlistment.
 - (3) Relief for cause.
 - (4) Denominational realignment (in the case of chaplains).
 - (5) School selection.
 - (6) Time limitations specified by law.
- b. Stabilized personnel will not be reassigned just because they complete a stabilized period.
- c. Persons on stabilized tours will not be reassigned before completion of the tour; exceptions are if they—

- (1) Have been granted HQDA approval of a request for compassionate reassignment.
- (2) Become disqualified to serve in the assignment; or are relieved for cause from the assignment.
- (3) Are selected by HQDA to fill a higher-priority requirement. Special policy relating to the optimum stabilized tours of officers in command positions is outlined in AR 600-20. This higher-priority requirement could be any of the following:
 - (a) A command position (such as Troop Command, District Engineer, or Logistics Command).
 - (b) A full-time manning position.

(c) A Special Management Command.

(d) When HQDA has determined that reassignment is in the best interest of the Service or the individual.

(4) (4) Become surplus to the needs of the organization (see para 2-12).

(5) Are discharged and reenlist under a reenlistment option. (Enlisted members are covered in AR 601-280).

(6) Are selected to attend Senior Service School, Command and General Staff (CGSC), or an equivalent institute.

(7) Are selected for grades O6 or E9; or are promoted to grades O6 or E9.

2-4. Disapproval of requests for stabilization

Requests for stabilization normally will not be approved when—

a. The approval would result in the stabilization of an MOS, specialty, or grade that would erode overseas replacement capabilities.

b. An enlisted soldier's PMOS is a space imbalanced MOS.

c. The installation is overstrength in the enlisted soldier's grade, substitutable grades, and MOS.

d. The officer distribution plan for the installation is exceeded by on-hand strength in the specialty of the position or individual to be stabilized.

e. A service member is not working in the member's PMOS or specialty.

f. A service member is not in an authorized position.

g. The CONUS tour length for the grade and MOS or specialty is more than 36 months.

2-5. Statutory limitations

This regulation is not to be construed as authority for extending stabilized tours limited by statutes (such as sec 143, title 10, United States Code).

2-6. Compassionate and exchange reassignments

Except as outlined in a below, stabilization is not authorized for persons who are assigned to an installation or activity on a compassionate or exchange assignment (see AR 614-200, chap 3).

a. Soldiers reassigned to a stabilized organization or position because of a compassionate reassignment will be awarded an AEA code of "S" by HQDA (DAPC-EPA-C). At the termination of the compassionate stabilization, if the soldier has been used in an authorized position, grade, and MOS, the soldier may be stabilized for the organization or position stabilization. Termination date of the stabilization will be computed from the soldier's arrival at the organization, not at the date compassionate stabilization was terminated.

b. Individuals reassigned to a stabilized organization or position because of an exchange assignment will remain available for worldwide assignment.

2-7. Organizations and personnel approval for stabilization

a. The only organizational and special category personnel who are approved for stabilization are listed in tables 2-1 and 2-2. These individuals will be stabilized (para 1-4d(8)) within 10 days of assignment to the organization; otherwise, HQDA approval is required, from the appropriate agency at appendix B, before the soldier is stabilized.

b. Tables 2-1 and 2-2 will be updated as organizational or special category personnel (by specialty or MOS) are approved for stabilization or deleted from stabilization.

2-8. Promotion

The length of a stabilized tour will not be readjusted when the person is promoted. A promotion will not be the sole reason for reassignment before tour completion for the following:

a. Officers through the grade of O5.

b. Enlisted members through the grade of E8.

Section II Procedures

2-9. Extension of stabilization

Requests for extension of stabilized tours (organizations or selected positions) will be submitted as individual requests (under para 3-10). Requests for extension of stabilized status rarely will be approved; these requests will be considered only if the individuals meet the criteria of chapter 3, section III, and have not been issued assignment instructions. In addition to requirements in chapter 3, section III, requests for extensions will—

a. Include—

(1) Complete justification

(2) Impact statement if the request is disapproved.

b. Include a copy of initial letter approval for—

(1) Position stabilization.

(2) Individual stabilization.

(3) Organizational item number shown in table 2-1 or special category personnel in table 2-2.

c. Be forwarded not earlier than 15 months and not later than 10 months before termination of current stabilization.

d. Be submitted—

(1) For a minimum period of 6 months and maximum of 12 months.

(2) One time only.

2-10. Termination

a. Stabilized tours will be terminated when HQDA determines such action is in the best interest of the Army. Tours may be terminated by HQDA (under para 2-2) or when such action is—

(1) In the best interest of the soldier.

(2) Compatible with the military mission.

b. Stabilization will be terminated when either of the following occurs:

(1) The normal CONUS tour for personnel in the specific grade and MOS is reduced to 12 months.

(2) The CONUS sustaining base cannot support overseas requirements.

2-11. Computing stabilized tours

Stabilized tour lengths will be computed for the initial duty reporting date to the installation, or to the organization, whichever comes first. Exceptions will be handled on a case-by-case basis. Requests for exceptions will be forwarded to the appropriate addresses in appendix B; the requests will include the information required in paragraph 3-11e.

a. Authorized exceptions are discussed below.

1. When the initial assignment is to a school or course of instruction in excess of 20 weeks; and when the follow-on assignment is to a stabilized organization or position at the same installation. Stabilization will begin on the date assigned to the organization or position.

2. When HQDA has approved an assignment from a nonstabilized position on an installation to a stabilized one at the same place; stabilization will begin on the date assigned to the stabilized position. (See para 2-18 for first sergeants (1SG).) This information will be clearly specified when the request is forwarded; the request will include copies of the DA approval of assignment and the position stabilized.

b. Stabilization length will be computed from the initial duty reporting date as discussed below.

(1) When the initial assignment is to a stabilized organization or position; and when the follow-on assignment is to another stabilized position at the same installation.

(2) When total stabilized period for (1) above will exceed 36 months. Personnel reassigned to another stabilized organization or position not on the same installation will be stabilized for the period prescribed in table 2-1 or 2-2. An example would be reassignment from the Army Staff to a field operating agency (FOA).

2-12. Reporting and recording stabilized tours for enlisted members

a. The local MILPO will update the EMF for all stabilized enlisted personnel by SIDPERS input. The MILPO also will enter item 34 on DA Form 2 (Personnel Qualification Record—Part I). (See AR 640-2-1 and DA Pam 600-8-2, procedure 2-6.) On termination of stabilization the soldier's AEA status will be updated by a SIDPERS transaction (under para 1-4d(6)).

b. Stabilization for enlisted members assigned to Presidential support activities is outlined in AR 614-200, chapter 8.

2-13. Excess personnel

Persons who are assigned to a stabilized organization, position, or special category and declared excess will be handled in either of the two ways described below.

a. Reassigned to a nonstabilized unit or position at the same installation.

b. Reported as surplus under AR 614-200, chapter 2, section VII, for enlisted personnel, and AR 614-101 for officers.

2-14. MACOM commanders' approval authority

Request for organization and position stabilization will be sent through the organization and position stabilization will be sent through the MACOM commander to HQDA (DAPE-MPD-PO), WASH DC 20310, for approval. MACOM commanders may disapprove requests for organizations, position, and individual stabilization without referral to HQDA.

2-15. Movement from stabilized positions

Prior HQDA approval is required for an individual to be considered for movement from a nonstabilized to a stabilized position, or from one stabilized position to another. Requests will be forwarded to the appropriate addresses in appendix B.

2-16. Oversea service

To insure that all personnel serve a fair share of oversea service, recent oversea returnees will be assigned to stabilized positions when possible.

a. Assignments to positions requiring stabilized tour lengths normally will be made from personnel in either of the following categories:

(1) Personnel who are returning from overseas tours.

(2) Personnel whose date of return from oversea service is so recent that they are unlikely to be due for reassignment within the period of stabilization.

b. A stabilization request will not be submitted if a Service member already has been issued assignment instructions.

2-17. Reenlistment

Enlisted members in stabilized assignments who reenlist to fill their own vacancies will complete their original stabilized tours.

2-18. 1SG positions

a. Soldiers assigned to 1SG positions by local commanders will be stabilized by the local MILPO (under AR 614-200, chap 8, sec IX), provided the provisions of this regulation are met.

b. If the soldier is assigned to CONUS, AEA code "V" will be awarded; this assignment will be reported immediately under AR 614-200, chapter 2, by the local commander (para 1-4d(8)).

c. Internal reassignments to 1SG positions, back-to-back stabilization or repetitive 1SG assignments, and message notification to HQDA are covered in AR 614-200, paragraph 8-66. All back-to-back stabilized tours must receive prior HQDA approval.

2-19. COHORT/NMS unit positions

If the soldier is assigned to a COHORT/NMS unit AEA code "R" will be awarded; this assignment will be reported immediately under AR 614-200, chapter 2, by the local commander (para 1-4d(8)).

**Table 2-1
Stabilized tour lengths of organizations**

Note:
Personnel initially assigned to any authorized positions listed below will have an initial stabilized tour for the period shown. Persons whose PMOS or Career Progression MOS are in excess of unit authorization will not be stabilized. (See para 2-6a)

	Units, agencies, activities, and unit identification code (UIC)	Commissioned Officers	Stabilized tour lengths (in months)		Remarks
			Warrant Officers	Enlisted	
1.	Presidential support activities and the White House Communications Agency (W068AA)	48	48	Indefinite	
2.	Offices of the Departments of Secretaries of the President's Cabinet, other than DOD	36	36	24	
3.	Offices, agencies, commissions, and committees of the Congress	36	36	24	
4.	Offices of DOD Washington Headquarters Services (4B2AAA) Offices of the Secretary of Defense (1B3AA) Defense Nuclear Agency (W1ACAA) Defense Communications Agency Defense Intelligence Agency (W00TAA) Defense Logistics Agency (DLA) (W1AIAA) (see item 39) Defense Investigative Service (W3TNAAA) Defense Mapping Agency (W3NRAAA) Uniformed Services University of Health Sciences (W364AA)	36	36	36	
5.	National Security Agency	36	36	36	
6.	National Emergency Airborne Command Post	36	36	36	
7.	National Military Command Center teams, and MOLINK branch	24	24	24	
8.	Army elements of National Aeronautics and Space Administration and Nuclear Regulatory Commission (W1CXAA)	36	36	36	
9.	United Nations Truce Supervision Organization				

Table 2-1
Stabilized tour lengths of organizations—Continued

Note:
 Personnel initially assigned to any authorized positions listed below will have an initial stabilized tour for the period shown. Persons whose PMOS or Career Progression MOS are in excess of unit authorization will not be stabilized. (See para 2-6a)

	Units, agencies, activities, and unit identification code (UIC)	Commissioned Officers	Stabilized tour lengths (in months)		Remarks
			Warrant Officers	Enlisted	
10.	Offices of the Secretary of the Army and the Secretaries of the other Services, Washington, DC	36	36	36	
11.	Organization of the Joint Chiefs of Staff (W1B6AA)	36	36	36	
12.	Army elements of combined, joint, unified, or allied HQ and task forces in CONUS	36	36	36	
13.	US Navy support for Antarctica	24	24	24	
14.	Army elements of the following: National War College; Industrial College of the Armed Forces; National Defense University; Navy and Air Force colleges and schools; Armed Forces Staff College; Inter-American Defense College; Defense Language Institute; Defense Information School; Defense Systems Management College; Defense Institute of Security Assistance Management; Armed Forces Institute of Pathology; The Army War College; and the CGSC (WZPZAA)	36	36	36	
15.	Defense Equal Opportunity Management Institute, Patrick Air Force Base (AFB), FL (W3JEAA)	36	Not applicable (NA)	36	
16.	Army elements of the US Naval Academy and the US Air Force Academy	36	36	24	
17.	US Military Academy (USMA) units, activities, and staff (W1FBAA), and faculty and cadre of the USMA Prep School (W1E5AA)	36	36	24	
18.	Offices of the Army Staff and the Pentagon (see AR 10-5, chap 2)	36	36	24	2,3
19.	Ballistic Missile Defense (BMD) organization: —BMD Program Office, Alexandria, VA (W2ZAAA) —BDM Systems Command, Redstone Arsenal, AL (W2Y5AA) —BDM Advanced Technology Center, Huntsville, AL (W2Z4AA)	36	36	36	
20.	1st Battalion (Reinforced), 3rd Infantry (The Old Guard), Ft. Myer, VA (WA4AAA)	24	24	36	4
21.	US Army Band (WCTPAA), Ft. Myers; US Army Field Band, Ft. Meade, MD (WCTSAA); and USMA Band (WCTRAA), West Point, NY	Indef	Indef	Indef	5
22.	The Adjutant General's Office (WOOBAA) The Adjutant General Center (W3XYAA) US Army Reserve Components Personnel and Administration Center (WONJAA)	36 36 36	NA 36 36	NA 24 24	6
	Military Postal Service (W4FXAA)	36	36	36	
	Armed Forces Courier Service (WONCAA) (CONUS)	36	36	36	
23.	Army CONUS elements of the Army and Air Force Exchange Service	36	24	36	
24.	MILPERCEN and subordinate agencies (W3VSAA)	36	36	24	3
25.	Agencies of the Office of the Deputy Chief for Logistics, the Office of the Assistant Chief of Staff for Intelligence, and the Office of the Chief of Public Affairs (OCPA)	24	24	36	

Table 2-1
Stabilized tour lengths of organizations—Continued

Note:
 Personnel initially assigned to any authorized positions listed below will have an initial stabilized tour for the period shown. Persons whose PMOS or Career Progression MOS are in excess of unit authorization will not be stabilized. (See para 2-6a)

	Units, agencies, activities, and unit identification code (UIC)	Stabilized tour lengths (in months)		Remarks	
		Commissioned Officers	Warrant Officers		Enlisted
26.	Deputy Chief of Staff for Research, Development, and Acquisition Field Operating Activity (W384AAH)	36	24	24	
27.	HQ US Army Materiel Development and Readiness Command (DARCOM); US Army Training and Doctrine Command (TRADOC); US Army Forces Command (FORSCOM); US Army Health Services Command (HSC); Military Traffic Management Command (MTMC); CONUS Armies; XVIII Corps; US Army Military District of Washington; US Army Communications Command (USACC)	36	24	24	
28.	HQ, US Army Criminal Investigation Command (USACIDC)	36	36	36	
	USACIDC regions and field offices	24	24	24	
29.	HQ, US Army Intelligence and Security Command (INSCOM) (WOOYAA)	36	24	26	6
	—Intelligence and Threat Analysis Center	NA	NA	36	
	—INSCOM CONUS Military Intelligence Group	36	24	36	
	—Special Security Group	24	24	36	
	—Administrative and Audio-visual Support Activity (W4DKAA)	36	NA	24	
	—Engineering and Maintenance Assistance Activity, Arlington Hall Station, VA (W36SAA)	NA	NA	24	
30.	Staff and faculty at US Army service schools	36	36	NA	
31.	Foreign liaison officers at US Army service schools	24	NA	NA	
32.	Reserve Officers' Training Corps instructor groups	36	NA	36	
33.	Army element at the Naval School of Music (W1MUAA)	24	24	26	
34.	Army Readiness and Mobilization regions and groups	36	24	36	
35.	The US Army Parachute Team, Ft. Bragg, NC (WO27AA)	36	36	36	7
36.	The US Army Marksmanship Training Unit, Ft. Benning, GA (W1DQAA)	36	36	36	7
37.	The US Army Field Artillery Missile Systems Evaluation Group (W2NZAA)	24	24	24	
38.	DARCOM project and product Project Manager and staff	36	36	24	
39.	DLA Army elements:	36	36	36	
	—HQ, Cameron Station, Alexandria, VA (DFW1A1AAOO)				
	—Defense Construction Supply Center, Columbus, OH (DFW1A7AA)				
	—Defense Electronics Supply Center, Dayton, OH (DFW1BDAA)				
	—Defense Fuel Supply Center, Alexandria, VA (DFW1A3AA)				
	—Defense General Supply Center, Richmond, VA (DFW1A9AA)				
	—Defense Industrial Supply Center, Philadelphia, PA (DFW1BEAA)				
	—Defense Depots, Mechanicsburg, PA (DFW1BGAA)				
	—Memphis, TN (DFW1BJAA)				
	—Ogden, UT (DFW0DNAA)				
	—Tracy, CA (DFW1BFAA)				
	—DLA Administrative Support Center, Alexandria, VA (DFW1AZAA)				
	—Defense Logistics Service Center, Battle Creek, MI (DFW1BCAA)				

Table 2-1
Stabilized tour lengths of organizations—Continued

	Units, agencies, activities, and unit identification code (UIC)	Commissioned Officers	Stabilized tour lengths (in months)		Remarks
			Warrant Officers	Enlisted	
	—DLA Systems Automation Center, Columbus, OH (DFW1BKAA)				
	—Defense Property Disposal Service, Battle Creek, MI (DFW3VUAA)				
	—Defense Contract Administration, Service Regions;				
	Marietta, GA (DFW1WLAA)				
	Boston, MA (DFW1Q8AA)				
	Chicago, IL (DFW1WKAA)				
	Cleveland, OH (DFW1Q9AA)				
	Dallas, TX (DFW1PMAA)				
	Los Angeles, CA (DFWW1W)				
	New York, NY (DFWW1WVAA)				
	Philadelphia, PA (DFW1BLAA)				
	St. Louis, MO (DFW1WMAA)				
40.	DARCOM Research, Development, and Evaluation Labs;	24	24	36	
	—Maintenance and Mechanics Research Center, Watertown, MA (XJW2HMAA)				
	—US Army Human Engineering Lab, Aberdeen Proving Ground (APG), MD (XJW3Q5AA)				
	—US Army Electronics Warfare Laboratory, Ft. Monmouth, NJ (W1N1AA)	36	36	36	
41.	HQ, US Army Test and Evaluation Command, test and evaluation functions at:	36	36	24	
	—HQ, US Army Test Command, APG, MD (XMW0JEAA)				
	—Aberdeen, MD (XMW0WRAA)				
	—White Sands, NM (XMW04WAA)				
	—Madison, IN (XMW04ZAA)				
	—Dugway, UT (XMW30MAA)				
	—Ft. Rucker, AL (XMW376AA)				
	—Ft. Huachuca, AZ (Proving Ground (W04YAA) Digital Communication System Test Company (W40CQAA)				
42.	Security personnel at nuclear reactors:	24	24	24	8,9
	—523rd Military Policy (MP) Company, Aberdeen, MD (XMWCYLAA)				
	—259th MP Company, White Sands, NM (XMWC4LAA)				8,9
	—295th MP Company, Romulus, NY (XWW0M6AA)				8,9
	—980th MP Company, Sierra Army Depot, Herlong, Ca (XVW0MJAA)				8,9
43.	US Army Logistics Evaluation Agency, New Cumberland, PA (W2VNAA)	36	36	36	
44.	US Army Operational Test and Evaluation Agency, Falls Church, VA, (W3Q2AA)	36	36	36	
45.	US Army Concepts Analysis Agency, Bethesda, MD (W3WCAA)	36	36	24	3
46.	US Army Communications Command Pentagon Telecommunications Center (W0PLAA)	36	36	24	
47.	US Army Signal Warfare Laboratory, Vint Hill Farms Station Warrenton, VA	36	36	36	
48.	US Army Safety Center, Ft. Rucker, AL (W0J7AA)	36	36	24	
49.	US Army Nuclear and Chemical Agency, Alexandria, VA (W0J5AA)	36	36	36	
50.	US Army Recruiting Command (USAREC), Ft. Sheridan, IL	36	36	36	10,11

Table 2-1
Stabilized tour lengths of organizations—Continued

Note:
 Personnel initially assigned to any authorized positions listed below will have an initial stabilized tour for the period shown. Persons whose PMOS or Career Progression MOS are in excess of unit authorization will not be stabilized. (See para 2-6a)

	Units, agencies, activities, and unit identification code (UIC)	Commissioned Officers	Stabilized tour lengths (in months)		Remarks
			Warrant Officers	Enlisted	
51.	US Military Enlistment Processing Command, Ft. Sheridan, IL (W37NAA)	36	NA	24	
52.	Military Enlistment Processing Stations (MEPS)	36	24	24	
53.	US Army Medical Research and Development Command (USAMRDC) —HQ, USAMRDC, Ft. Detrick, MD (W03JAA) —Walter Reed Army Institute of Research, Washington, DC (W03KAA) —US Army Research Institute of Environmental Medicine, Natick, MA (W03WAA) —US Army Aeromedical Research Laboratory, Ft. Rucker, AL (W03YAA) —US Army Medical Bioengineering Research and Development Lab, Ft. Detrick, MD (W3TDAA) —US Army Institute of Dental Research, Washington, DC (W03XAA) —US Army Medical Research of Infectious Disease Lab, Ft. Detrick, MD (W03K02) —Letterman Army Institute of Research, Presidio of San Francisco, CA (W259AA) —US Army Institute of Surgical Research, Ft. Sam Houston, TX (W035AA) —US Army Medical Research Institute of Chemical Defense, Edgewood, APG, MD (W4D7AA)	NA	NA	36	12
54.	MP units: —572nd MP Company, Ft. Ritchie, MD (WCUVAA) —561st MP Company, Ft. Myer, VA (WCUMAA) —241st MP Company, Ft. Monmouth, NJ (WC53AA)	24 24 24	24 24 24	24 24 18	
55.	US Army Technical Escort Unit, APG, MD (W38NAA)	NA	NA	24	
56.	Chaplains assigned to the Alcohol and Drug Abuse Prevention and Control Program (W4DSAA)	24	NA	NA	
57.	US Army Finance and Accounting Center, Ft. Benjamin Harrison, IN (W0NRAA)	36	NA	24	
58.	Test and evaluation activities and boards of TRADOC at: —Combat Development and Experimentation Command (CDEC), Ft. Ord, CA: HQ Company, CDEC (W0HIAA) HQ and HQ Company (HHC), Instrumentation Command (W3WHAA) —Experimentation Support Command: HHC (W4BHAA) Maintenance Company (W3WKAA) Armor Company (W3WRAA) Engineer Company (W3WNAA) —Combined Arms Test Activity, Ft. Hood, TX (W27RAA) —Analytical and Analysis Agency, White Sands, NM (W2Y6AA) —US Army Infantry Board, Ft. Benning, GA (W04UAA) —US Army Airborne Board, Ft. Bragg, NC (W04PAA)	24	24	24	

Table 2-1
Stabilized tour lengths of organizations—Continued

Note:
 Personnel initially assigned to any authorized positions listed below will have an initial stabilized tour for the period shown. Persons whose PMOS or Career Progression MOS are in excess of unit authorization will not be stabilized. (See para 2-6a)

Units, agencies, activities, and unit identification code (UIC)	Commissioned Officers	Stabilized tour lengths (in months)		Remarks
		Warrant Officers	Enlisted	
—US Army Communications and Electronics Board, Ft. Gordon, GA (W4VSAA)				
—US Army Intelligence and Security Board, Ft. Huachuca, AZ (W4ABAA)				
—US Army Air Defense Board, Ft. Bliss, TX (W1RDDAA)				
—US Army Armor and Engineer Board, Ft. Knox, KY (W04RAA)				
—Combined Arms Combat Development Activity, Ft. Leavenworth, KS (W3XUAA)				
—US Army Field Artillery Board, Ft. Sill, OK (W04SAA)				
—US Army Aviation Board, Ft. Rucker, AL (W38SAA)				
59. Joint Personnel Property Office, Cameron Station, Alexandria, VA (W1MHAA)	NA	NA	24	
60. Ranger Battalions: —Ft. Lewis, WA (WH3MAA) —Ft. Stewart, GA (WH3LAA)	24	24	24	
61. Army personnel assigned to the DOD Medical Examination Review Board	48	NA	48	
62. US Army Logistics Center, Ft. Lee, VA (W3XTAA)	24	24	24	
63. US Army Separation and Transfer Points	NA	NA	24	
64. HQDA Public Affairs elements: —OCPA and OCPA branches in New York, Los Angeles, and Chicago —Command Information Unit —Army element of Hometown News Center, Kansas City, MO (W06PAA)	36	NA	36	
65. MTMC Air Traffic Coordinating Offices: —McGuire AFB, NJ —Charleston, AFB, SC —Travis AFB, CA —Los Angeles, CA —St. Louis, MO —San Francisco, CA —Seattle, WA	NA	NA	24	
66. COHORT/NMS units				13
67. New equipment training (NET) units				14

Table 2-1
Stabilized tour lengths of organizations—Continued

Note:
 Personnel initially assigned to any authorized positions listed below will have an initial stabilized tour for the period shown. Persons whose PMOS or Career Progression MOS are in excess of unit authorization will not be stabilized. (See para 2-6a)

Units, agencies, activities, and unit identification code (UIC)	Commissioned Officers	Stabilized tour lengths (in months)		Remarks
		Warrant Officers	Enlisted	

- Notes:
1. Period of stabilization is governed by United Nations policy.
 2. Reassignment for officers is mandatory after 4 years (10 USC 3031 (d)).
 3. Enlisted personnel in grades E8 and E9 serving as action officers are stabilized for 36 months.
 4. All enlisted members assigned to HHC, US Army Garrison, Ft. Meyer, VA, attached to the 1st Battalion, 3rd Infantry, are stabilized for 36 months.
 5. Indefinite stabilized tours do not apply to company grade officers assigned to these activities.
 6. Excludes personnel in positions requiring grades E7 and E8 in MOS 76 series.
 7. Extensions for enlisted personnel actually participating in competitive events in 2-year increments up to a total of 8 years may be approved. Personnel assigned to gunsmith and machinist positions in the Custom Gun Shop, US Army Marksmanship Training Unit, may receive a 2-year extension of stabilization for a total of 5 years; excluded are administrative and support personnel.
 8. Stabilization applies only to those personnel performing physical security duties for the Personnel Reliability Program.
 9. Stabilization period for first-term enlisted personnel performing physical security duties is 14 months.
 10. Commanders at Regional Recruiting Command, District Recruiting Command, and Support Centers have a minimum 24-months stabilization with an opportunity for extension.
 11. For recruiters, either the initial 36 months of their service in USAREC or periods of approved extension, including stabilization following DA approval of lateral transfers, will be included.
 12. Stabilization applies only to those personnel directly involved in medical research. It does not include administrative and support personnel.
 13. Stabilization of members of COHORT/NMS units will be from up to 150 days before the unit is formed until the unit completes its oversea tour.
 14. Members of units scheduled to undergo NET may be stabilized for NET minus 30 days through completion of NET plus 60 days. Crew members and maintenance personnel of units undergoing NET directly related to the M1, M2, and M3 systems may be stabilized for NET minus 60 days through completion of NET plus 90 days.

Table 2-2
Stabilized tour lengths of special category personnel

Note:
 Special category personnel initially assigned to an authorized position will have an initial stabilized tour for the period shown in this table. Persons whose PMOS are in excess of unit authorization will not be stabilized. (See para 2-7.)

Category	Stabilized tour lengths (in months)			Remarks
	Commissioned Officers	Warrant Officers	Enlisted	
1. Drill sergeants, sergeants major, and 1SG	NA	NA	24	1
2. Command sergeants major	NA	NA	30	
3. Site R personnel, Ft. Ritchie, MD	36	36	36	
4. Full-time manning personnel	36	36	36	
5. USACC Army Radar Approach Control personnel	NA	NA	24	
6. Automatic Digital Network maintenance switching personnel	NA	NA	24	
at:				
—Ft. Gordon, GA				
—Ft. Detrick, MD				
7. Air ambulance aid personnel (MOS 91B) assigned to the Military Assistance Safety and Traffic Program	NA	NA	36	
8. CONUS Noncommissioned Officer Academy cadre (excluding administrative and support personnel)	NA	NA	24	
9. Drug and Alcohol Abuse Residential Rehabilitation Treatment Program personnel	12	12	12	2
10. MP (MOS 95B) acquiring additional skill identifiers (ASI) of A9, P7, Z6, and V5	NA	NA	12	3
11. Enlisted aides on the personal staffs of general officers	NA	NA	24	4

Notes:

- Drill sergeants (duty MOS (DMOS) with skill qualifications identifier (SQI) 'X') may volunteer (on a one-time basis) up to a 1-year extension (maximum of 36 months) contingent on a favorable recommendation for approval by the soldier's commander and prior approval from HQDA (DAPC-EPH-S).
- Installation Alcohol and Drug Control Office will provide the effective date of stabilization (date of enrollment in the residential phase) for the MILPO servicing enlisted members, and MILPERCEN, Office of The Judge Advocate General, Office of The Surgeon General, and Office of the Chief of Chaplains, for officers. If the Service member is authorized stabilization for other reasons (such as organization or selected position), the stabilization with the latest termination date will be overriding. Servicing MILPO will use AEA code of 'A' for enlisted stabilization action. Personnel in this category may be stabilized if in excess to unit authorization.
- Names of personnel being considered for ASI-producing courses will be coordinated with MILPERCEN (DAPC-EPL-M) before selection into course. The 12-month stabilization begins on the date the soldier starts the class, and will be finalized upon forwarding of a copy of graduation certificate, within 15 days of graduation, to MILPERCEN (DAPC-EPH-S).
- The stabilization will be extended in 12-month increments as long as the soldier remains assigned to the staff of the general officer. A soldier assigned as an enlisted aide will not be reassigned without concurrence of the general officer and MILPERCEN (DAPC-EPZ-E).

Chapter 3 Stabilization for Entire Organizations, Special Category Personnel, Positions, and Individuals

Section I Stabilization for Entire Organizations and Special Category Personnel

3-1. General

This section contains additional procedures for establishing stabilization for entire organizations and special category personnel; this section also outlines policy to control these stabilizations. Positions, individuals, and special category personnel and activities in an organization may be included.

3-2. Deploying units

Persons assigned to deploying units automatically are exempt from reassignment. Requests to stabilize individuals assigned to these units are not required. If deployment is canceled or postponed beyond 1 year, the exempted status will be terminated.

3-3. Request for stabilization

Request to stabilize organizations or special category personnel will be sent through command channels to HQDA (DAPE-MPD), WASH DC 20310, for approval.

a. The request will include the following information:

(1) Number of officers, warrant officers, and enlisted members authorized and assigned by specialty or MOS and grade.

(2) Special skill identifier for officers, and ASI and special skill identifier for enlisted members for (1) above.

(3) Specific UICs.

(4) Specific period for which stabilization is required.

(5) Complete justification, including an impact statement if the request is disapproved.

(6) Listing by UIC, paragraph and line number, and date of approval of position, organization, and special category stabilizations that already have been approved or are pending approval.

b. If requests are approved for entire organizations, activities, or elements, they will be added to table 2-1 or 2-2.

c. Commanders are responsible for updating the SIDPERS data base with the proper AEA code and termination date for enlisted personnel after stabilization has been approved by HQDA. (See para 1-4d(8).)

d. Requests for extension of stabilization of individuals are covered by paragraph 2-9.

Section II Stabilization of Positions

3-4. General

This section contains additional procedures for establishing selective TOE/TDA position stabilization. This section also outlines policies

to control this stabilization. Requirements often cannot be met by normal tour lengths, because the duties of some positions involve—

- a. Unusual continuity of effort.
- b. Specialized training or experience.

3-5. Requests for stabilization

Commanders may request, through command channels, stabilized tours for specific positions in their organizations. If the request supports a specific research or test project, it will be submitted under chapter 3, section III.

a. Requests for position stabilization will be sent through the MACOM to HQDA (DAPE-MDP), WASH DC 20310, for approval.

b. For each position, the request will include the following information:

- (1) UIC.
- (2) Position identification (paragraph, line number, and authorization document) and description of duties performed.
- (3) Authorized and operating strength in the unit for the grade and MOS or specialty required and substitutable grades or MOS.
- (4) Justification, to include an impact statement if the request is denied.
- (5) Specific period of stabilization requested.
- (6) Listing by UIC, paragraph and line number, and date of approval of position, organization, and special category stabilizations that already have been approved or are pending approval.

c. Requests for position stabilization must be approved by HQDA before the submission of the incumbent's name to MILPERCEN (see app B) for approval. Requests to stabilize individuals in a stabilized position must include a copy of the HQDA approval of the position stabilized.

3-6. Stabilized position validation and revalidation

a. Approved position stabilization requests will remain valid for 3 years from the date of approval; this is true unless a shorter period of time is requested by the originating organization or approved by HQDA (DAPE-MPD-PO).

b. Revalidation of stabilized positions may be requested. Procedures for submitting requests are the same as those for requesting the original stabilized position.

3-7. Enlisted training base positions

a. Commanders of US Army Training Centers (USATCs) and service schools, and the Commandant, Academy of Health Sciences, are authorized to stabilize for 18 months not more than 50 percent of the total enlisted members authorized in the training base; drill sergeants (DMOS with SQI of "X") are excluded. (See table 2-2.) Personnel in service schools and USATCs are eligible for tour stabilization. These individuals must be directly involving in planning, preparing, and executing training programs. Such personnel are listed below.

- (1) Instructors and trainers.
- (2) Student company cadre.
- (3) Operations personnel.
- (4) Training company cadre.
- (5) Aviation maintenance personnel supporting school-assigned aircraft used in training.
- (6) Personnel assigned to authorized positions in G3 and S3 sections of training or student brigades and battalions.

b. Training personnel not listed in a above are not authorized to be stabilized. These personnel include administrative and support personnel.

3-8. Extension of position stabilization

Extension of incumbent in a stabilized positions is covered in paragraph 2-9. Essential requests will include the following:

- a. Complete and specific justification.
- b. Impact statement if the request is disapproved.
- c. Copy of initial HQDA approval of stabilization on the individual involved.

d. Individual data required in paragraph 3-11e.

Section III Stabilization of Individuals

3-9. General

This section contains additional procedures and policy for stabilization of individuals.

3-10. Request for stabilization involving special projects

Commanders engaged in special projects, research, or test activities, or having positions that require unusual skills and unusual continuity of effort, may submit a by-name request for stabilization under paragraph 3-11. This request may include extension of organizational and selected position stabilization. Requests for stabilization of soldiers who are being considered for direct involvement in project or test research activities will be approved by HQDA before their integration into high-cost civilian contract or specialized training. Requests for approval of stabilization submitted after-the-fact will be disapproved; the expenditure of funds and time on specialized preparatory training will not be considered as justifiable grounds for approval.

a. Requests will be submitted only if exceptional operational reasons justify the retention of person for a specific period of time; this period of time will not exceed 24 months, and will not be less than 6 months.

b. Stabilization for individuals normally will be considered only for project operating type personnel. Administrative or support personnel usually will not be considered for stabilized tours.

c. Personnel will serve the length of tour prescribed for the normal contract tour when they are serving in positions in which the tour length specified by a Government-to-Government contract differs from the normal, or prescribed, tour.

d. Personnel on assignment instructions will not be granted stabilized tours. Requests for exception must be fully justified; the request must indicate that no other available person is capable of performing the mission.

3-11. Procedures for requesting individual stabilization

a. Requests for individual stabilization will be initiated not earlier than 15 months, nor later than 10 months, for the desired beginning date of the stabilization period. If the request cannot be submitted within this time frame, complete and specific justification for the late submission will be included. Requests will be forwarded through command channels.

b. A request for individual stabilization may be disapproved by any commander in the chain of command without referral to HQDA.

c. Requests for stabilization of personnel in grades E1 through E8 will be submitted through command channels to HQDA (DAPC-EPH-S), ALEX VA 22331. Requests for grades E8(P) and E9 will be submitted to HQDA (DAPC-EPZ-E), ALEX VA 22331.

d. Requests for stabilization of officers will be submitted to the proper addresses shown in appendix B.

e. Request for individual stabilization will include the following information:

- (1) Grade.
- (2) Full name.
- (3) Complete social security number.
- (4) PMOS, DMOS, and specialty code.
- (5) Current AEA code (for enlisted personnel only) and termination date.
- (6) Expiration term of service.
- (7) Date return from overseas.
- (8) Date of last PCS and date assigned to current position.
- (9) Period of requested stabilization (beginning and ending dates). For support of research or test projects, the following will be included:

- (a) Copy of the HQDA approval (if so approved).
- (b) Inclusive dates of the research or test.
- (c) Title of special project, research, or test.

(10) Copy of DA Form 2 and DA Form 2-1 (Personnel Qualification Record-Part II).

(11) Justification; this will include a statement of impact, if the request is disapproved.

(12) Total authorized and assigned personnel in enlisted soldier's grade, substitutable grade, and MOS for the installation, organization, or agency.

f. If five or more individuals are involved in the same research, test, or special project, all service members will be included in a single request; this request will be in effect whether PMOS is the same, or several PMOS are involved. The information cited in e above is required for each individual. This request will be forwarded through MACOMs for recommendation. (See para 2-13.)

g. The commander concerned will notify HQDA if the project or program is terminated before the individual's stabilization termination date expires. Addresses in c above will be used. For enlisted soldiers, AEA code will be updated immediately under paragraph 1-4d(6).

h. If a Service member received assignment instruction after a stabilization request is approved by HQDA, a request for deferment or deletion from reassignment may be submitted to the addresses in c above or appendix B; enlisted personnel are covered under DA Pam 600-8-10. A copy of the HQDA-approved stabilization will be included with the request.

Appendix A References

Section I Required Publications

AR 5-15

Organizational Effectiveness (OE) Cited in the applicability statement.

AR 10-5

Department of the Army Cited in Table 2-1, item 18.

AR 135-18

Assignment of ARNGUS and USAR Officers to Headquarters and Agencies Responsible for Reserve Affairs Cited in the applicability statement.

AR 600-20

Army Command Policy and Procedures Cited in paragraph 2-3c(3).

AR 601-280

Army Reenlistment Program Cited in paragraph 2-3c(5).

AR 614-30

Oversea Service Cited in the applicability statement.

AR 614-101

Officer and Warrant Officer Reassignment Policy Cited in paragraph 2-13b.

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment Cited in paragraphs 1-4d(5), 2-6, 2-12b, 2-13b, 2-18a, b and c, and 2-19.

AR 640-2-1

Personnel Qualification Records Cited in paragraph 2-12a.

DA PAM 600-8-2

Standard Installation/Division Personnel System (SIDPERS) Cited in paragraph 2-12a.

DA PAM 600-8-10

Management and Administrative Procedures: Centralized Assignment Procedures III System (CAP III). Cited in paragraph 3-11h.

Section II

Related Publications

This section contains no entries.

Appendix B HQDA Addresses for Requests Pertaining to Stabilization of Tours

Note:

The addresses listed in this appendix will be used in all correspondence to HQDA pertaining to the stabilization of tours.

B-1. General information actions pertaining to policies and requests for organization and position stabilization.

HQDA (DAPE-MPD-PO)
WASH DC 20310

B-2. Requests and reports pertaining to officer personnel.

a. Army Medical Department officers.

HQDA (DASG-(AN, DC, MC, MS, SP, or VC))
1900 Half Street, SW
WASH DC 20324

b. Chaplains.

HQDA (DACH-PE)
WASH DC 20310

c. Officers of the Judge Advocate General Corps.

HQDA (DAJA-PT)
WASH DC 20310

d. Officers not assigned to a branch of service covered in a, b, or c above.

HQDA (DAPC-OPD-M)
ALEX VA 22332

B-3. Individual requests pertaining to enlisted personnel (grades E1 to E8).

HQDA (DAPC-EPH-S)
ALEX VA 22331

B-4. Individual requests pertaining to command sergeants major, sergeants major, and promotable master sergeants.

HQDA (DAPC-EPZ-E)
ALEX VA 22331

Glossary

Section I Abbreviations

AEA

assignment eligibility and availability

AFB

Air Force Base

APG

Aberdeen Proving Ground

ARNG

Army National Guard

ASI

additional skills identifier

BMD

Ballistic Missile Defense

CAP III

Centralized Assignment of Personnel System

CDEC

Combat Development and Experimentation Command

CG

Commanding General

CGSC

Command and General Staff College

COHORT

Cohesive Operations Readiness Training

CONUS

continental United States

DARCOM

US Army Material Development and Readiness Command

DCSPER

Deputy Chief of Staff for Personnel

DLA

Defense Logistics Agency

DMOS

duty MOS

DoD

Department of Defense

EMF

enlisted master file

ISG

First Sergeant

FOA

field operating agency

HHC

headquarters and headquarters company

HQ

headquarters

HQDA

Headquarters, Department of the Army

INSCOM

US Army Intelligence and Security Command

MACOM

major Army command

MILPERCEN

US Army Military Personnel Center

MILPO

Military Personnel Office

MOS

military occupational specialty

MP

Military Police

MTMC

Military Traffic Management Command

NA

not applicable

NET

new equipment training

NMS

New Manning System

OCONUS

outside CONUS

OCPA

Office of the Chief of Public Affairs

PCS

permanent change of station

PMOS

primary MOS

SIDPERS

Standard Installation/Division Personnel System

SQI

skills qualification identifier

TDA

table of distribution and allowances

TOE

table of organizations and equipment

TRADOC

US Army Training and Doctrine Command

UIC

unit identification code

USACIDC

US Army Criminal Investigation Command

USACC

US Army Communications Command

USAMRDC

US Army Medical Research and Development Command

USAR

US Army Reserve

USAREC

US Army Recruiting Command

USATC

US Army Training Center

USMA

US Military Academy

Section II Terms

Deferment from reassignment

A delay or postponement of HQDA reassignment instructions for a 90-day period or less.

Deletion from reassignment

A cancellation of HQDA reassignment instructions.

Deploying unit

A CONUS unit alerted for movement to an oversea command.

Exempted from reassignment

The temporary ineligibility of personnel from consideration for reassignment.

Individual stabilization

Officer and enlisted personnel assigned to an organization or selective position for which stabilized tours have been previously approved by HQDA (para B-2, B-3, or B-4).

Normal tour

A CONUS tour for which a specific period of duty has not been established. The length will vary, depending on the grades and skills involved and the priority of competing demands for those qualifications.

Officer

Unless otherwise stated, the term "officer" refers to both commissioned and warrant officer.

Stabilized organization, activity, or agency

An organization in which HQDA recognizes that an individual assigned is stabilized for a set period of time.

Stabilized positions

Specific individual TOE/TDA positions approved by HQDA (DAPE-MPD-PO) as stabilized for a specific period of time.

Stabilized tour

A CONUS tour for which a mandatory minimum period of assignment has been established.

Training base

Activities, facilities, and personnel that comprise USATCs, Army schools and courses, and units specifically established or directed to conduct individual training on a recurring basis.

Section III**Special Abbreviations and Terms**

There are no special terms.

Unclassified

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