

## Compassionate Reassignment/Deletion/Deferment & Attachments

To be considered for Compassionate action, Soldiers must submit their request through their Chain of Command by utilizing a DA Form 4187. Other individuals cannot initiate such actions on behalf of the Soldier.

### SUPPORTING DOCUMENTATION REQUIRED:

1. DA Form 3739, Application for Compassionate Actions.
2. Statement from Soldier requesting Compassionate action.
3. Statement from Spouse (if action is based on a condition of the Spouse or the sponsor's in-laws).
4. Medical Problems: A signed statement from the attending physician giving the specific medical diagnosis, and prognosis of illness. They *must include* date of onset, past and anticipated hospitalization, period of convalescence, and anticipated life expectancy for terminal cases. The statement must list any other factors that established the Soldier's presence as having a bearing on the medical condition.

NOTE: If the request is based on the medical conditions of the Soldier's dependent(s), the dependents *must* be enrolled in the Exceptional Family Member Program (EFMP) before action will be processed. Contact the medical EFMP Coordinator, Ms. Tammy Summers, (337) 531-3002, at Bayne-Jones Army Community Hospital for assistance.

5. Legal Problems: A signed statement from a licensed attorney stating the problem and the reasons why solutions other than reassignment of the Soldier are unacceptable. If applicable, a copy of the Court order, divorce decree, or other pertinent legal documents will be submitted.
6. Rape or Child Abuse: Statements from police, Soldier Service agencies, and/or examining physicians.
7. Other Problems: Supporting statements from Responsible persons (i.e., Clergymen, Social Worker, Court Clerks, American Red Cross personnel, two friends and Family members) who have personal knowledge of the problem.
8. Leave Form (DA Form 31): (If the Soldier is NOT assigned to Fort Polk, LA). Soldier must be on leave pending approval of request for attachment. Only PERSCOM can approve attachment for Compassionate reasons.

**CHECKLIST  
FOR  
SOLDIERS REQUESTING A MEDICAL COMPASSIONATE RE-ASSIGNMENT**

*Developed for Soldiers who are requesting a medical compassionate re-assignment*

Please refer to the attached Information Paper.

1. Contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Compassionate Re-assignment using the DA 3739 (Application for Compassionate Actions)
  - copy of your orders
  - proof of Family member status (birth certificate, marriage license, etc.), as applicable
  - proof of custody, as applicable
  - letter from local health clinic stating diagnosis, need requirements, and reason for the compassionate request (CR).
  - copy of Exceptional Family Member Program (EFMP) enrollment paperwork which includes the information related to the compassionate request **OR** Copy of the denied Family travel message
  - Enlisted Record Brief (ERB) or Officer Record Brief (ORB)
2. Make sure your Family is enrolled in DEERS, TRICARE, if not already enrolled, and in EFMP
3. Be aware that you are requesting a change of station
4. Contact your local military health clinic EFMP Case Coordinator in order to ensure that your EFMP enrollment paperwork is current and includes the information related to the CR, if not already done. The health clinic EFMP case coordinator will provide any further instructions required.
5. After the compassionate packet is complete it needs to be processed through the following offices:
- Unit Commander, Battalion Commander, Brigade Commander, Division Commander, then the G-1 sends the packet to IMCOM, to Human Resource Command (HRC). HRC has 15 business days to review and make final approval or disapproval; response comes back to IMCOM and is sent back down to the G-1 office to Battalion, who contacts the Soldier.
  - Commanders can only make a recommendation on the CR, HRC is the final approval or disapproval authority.

***Note: CR packet must be sent forward through the chain to HRC. IAW AR 614-200, only a General Officer with General Courts Martial Authority can disapprove a CR with a written justification.***

6. Contact your local Army Community Service (ACS) EFMP Manager if you need assistance or advocacy while tracking your CR.

***Note: If you are on assignment to CONUS and medical condition of your Family member requires you to stay in Hawaii, a DA 3739 is completed requesting a deletion of orders following the above process***

**START EARLY AND KEEP INFORMED OF THE PROGRESS OF YOUR REQUEST**



# Compassionate Reassignment



Please note that this Information Paper only provides basic information and is not intended to serve as a substitute for personal consultations with a Legal Assistance Attorney.

Consider these questions and answers to help you determine the procedures for requesting a compassionate reassignment, deletion, or deferral from orders.

## Q: WHAT IS A COMPASSIONATE ACTION?

A: A compassionate action request is one from an individual soldier, requesting reassignment, deletion, or deferral from orders. A compassionate reassignment is a reassignment of a soldier to another duty station prior to his or her scheduled permanent change of station (PCS). It normally occurs in response to a family emergency, hardship, or other situation in which a soldier's presence at another duty station is warranted.

## Q: WHAT ARE THE CRITERIA FOR COMPASSIONATE ACTIONS?

A: The soldier concerned must initiate the request. Compassionate consideration is given for problems that cannot be resolved through leave, correspondence, use of a power of attorney, or the assistance of family members or other parties. Compassionate consideration is only given for family members. The requesting service member must have a valid MOS and grade authorization.

## Q: WHAT ARE GENERALLY NOT CONSIDERED VALID BASES FOR A COMPASSIONATE REQUEST?

A: The following generally are not considered valid bases for a compassionate request:

- a. Soldier's desire to be in a new area.
- b. Divorce or separation resulting from family separation due to military requirements.
- c. Legal actions or court appearances for matters relating to divorce and/or child custody issues.
- d. Sole parenthood.
- e. Problems expected to be resolved by family members joining the soldier at the duty station.
- f. Minor allergies suffered by family members due to climatic conditions.
- g. Home ownership or housing shortage issues.
- h. Financial problems.

## Q: WHO REVIEWS AND APPROVES COMPASSIONATE REQUESTS?

A: A General Court-Martial Convening Authority (typically, an installation commander in the rank of General) reviews applications. Requests that do not meet standards for compassionate actions are disapproved.

**Army Regulation 614–200**

**Assignments, Details and  
Transfers**

**Enlisted  
Assignments  
and  
Utilization  
Management**

**Headquarters  
Department of the Army  
Washington, DC  
25 January 2019**

**UNCLASSIFIED**

**Table 5-3**  
**Procedures for requesting exemption from assignment to duty in a designated hostile fire area**

**Step 1:**

Action required by: Soldier

Description of action(s):

- a. Inform immediate supervisor and unit CDR of intention to apply for exemption from assignment to duty in a designated HFA (or reinstatement of HFA exemption).
- b. Initiate request using DA Form 4187 (or memorandum).
- c. Attach supporting documentation to DA Form 4187 (or memorandum).
- d. Submit request and supporting documentation to unit CDR/MPD/BN/BDE/BCT S1 for processing.

**Step 2:**

Action required by: unit CDR, MPD, BN, BDE, and/or BCT S1

Description of action(s):

- a. Counsel Soldier on exemption from assignment to duty in a designated hostile fire area criteria, policy, and assignment restrictions outlined in AR 614-200.
- b. Review DA Form 4187 (or memorandum) and supporting documentation to ensure Soldier is eligible for exemption from assignment to duty in a designated HFA (or reinstatement of HFA exemption).
  - (1) If Soldier does not meet eligibility requirements, provide him or her with reasons for disapproval.
  - (2) If additional verification/supporting documentation are required, inform Soldier and suspense action pending receipt of additional information.
- c. If Soldier meets eligibility criteria, prepare CDRs' recommendation(s) (unit, BN, and/or BDE/BCT CDR).
- d. Forward recommendation(s), DA Form 4187 (or memorandum), and supporting documentation to next higher headquarters for review/recommendation.

**Step 3:**

Action required by: general court-martial authority, division CDR, and/or CDR in grade of COL or above

Description of action(s):

- a. Review DA Form 4187 (or memorandum), recommendations, and supporting documentation for completeness.
- b. Prepare and attach memorandum recommending approval (if complete and Soldier meets eligibility; otherwise, disapprove and return for correction if necessary).
- c. Forward entire package to Chief, (AHRC-EPO-A) for final decision.

**Step 4:**

Action required by: Chief, Special Actions Branch (AHRC-EPO-A)

Description of action(s):

- a. Review DA Form 4187 (or memorandum), supporting documentation, and recommendation(s) for completeness.
- b. Coordinate legal review of package as necessary.
- c. Once package has been verified as complete and legally sufficient, approve Soldier's request for exemption from duty in a hostile fire area (or reinstatement), authorize appropriate assignment limitation, and coordinate applicable reassignment actions with Soldier's chain of command.
- d. If case is not favorably considered (package does not meet regulatory guidance), inform Soldier and Soldier's chain of command of reasons for disapproval.

**Notes:**

1. Only the Soldier can request exemption from assignment to duty in a HFA, request to withdraw exemption from assignment to duty in a HFA, or request reinstatement of exemption from assignment to duty in a HFA previously withdrawn.

## **Section III**

### **Compassionate Actions**

#### **5-10. Overview**

a. Compassionate actions are requests from individual Soldiers when personal problems exist. The two types of compassionate requests are when personal problems are as follows:

- (1) Temporary (resolvable within a year).
- (2) Not expected to be resolved within a year.

b. Soldiers may be reassigned, deleted, or deferred from AIs, or attached as a result of an approved compassionate request. Soldiers requesting reassignment may be assigned to an area other than their requested geographical preference based on availability of medical services and the needs of the Army.

- c. Soldiers may request reassignment from—
  - (1) CONUS to CONUS.
  - (2) OCONUS to CONUS.
  - (3) CONUS to OCONUS.
  - (4) OCONUS to OCONUS
  - (5) Within same OCONUS command.
- d. Normally, the following conditions alone are not a basis for a compassionate request:
  - (1) Soldier's desire is to be in a new area.
  - (2) Divorce or separation that is the result of Family separation due to military requirements.
  - (3) Legal actions and court appearances for matters relating to divorce and/or child custody issues.
  - (4) Awarding of custody of dependent child or children to the Soldier under the terms of a divorce or legal separation by temporary or permanent court order.
  - (5) Sole parenthood.
  - (6) Pregnancies involving threatened miscarriage, breech birth, cesarean section, or Rhesus factor incompatibility of spouse.
  - (7) The problem expected to be resolved by Family members joining the Soldier at their duty station.
  - (8) Minor allergies suffered by the members of the Family due to climatic conditions.
  - (9) Problems relating to home ownership or housing shortages.
  - (10) Financial problems alone or as the result of mismanagement of financial affairs by the Soldier or the Soldier's Family or problems related to an off-duty job, spouse's job, or private business activities.
  - (11) Chronic problems relating to parents or parents-in-law.
- e. Soldiers are authorized to submit only one request for reconsideration for the same or similar extreme family problem, providing that there are new supporting documents.
- f. Commanders who are GCMCAs will review each application to determine that the established criteria have been met. Requests that do not meet standards for a change in assignment will not be approved by the general court-martial authority. Applications that are not approved will be returned to Soldiers. Reasons for disapproval will be specified.
- g. Guidance for requesting compassionate actions for USAR AGR Soldiers is contained in AR 140-30.
- h. Request for compassionate actions will be forwarded through the servicing MPD or BCT/S1 to the HRC via e-mail (usarmy.knox.mbx.epmd-compassionate-section@mail.mil).

#### **5-11. Criteria**

- a. Compassionate requests must be initiated by the individual Soldier concerned. Spouses of Soldiers enrolled in the MACP will receive compassionate consideration unless otherwise indicated in the remarks section of DA Form 3739 (Application for Compassionate Actions). However, this does not guarantee favorable consideration.
- b. Compassionate consideration will be given for problems that cannot be resolved through the use of leave, correspondence, power of attorney, or the help of Family members or other parties.
- c. Compassionate consideration will be given only for Family members. A Family member includes spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the Soldier. Other persons, including parents-in-law, may also be considered provided they are documented as authorized Family members (see AR 600-8-14). If the problem is based on conditions of the parents-in-law, there must be no other Family members of the spouse's Family to help solve the problem.
- d. Chief, Special Actions Branch, EPMD HRC is the approving authority for compassionate actions. There must be a valid MOS and grade authorization at the requested installation or activity. A 12-Month stabilization may be granted on a case by case basis
- e. The Director, EPMD, HRC may waive the MOS and grade authorization when a valid MOS and grade authorization does not exist at the requested installation or activity and the Office of the Surgeon General has recommended approval. Waiver of MOS and grade authorization will only apply to extreme cases involving the Soldier's spouse or child. Upon completion of 12-month stabilization, Soldier will be awarded AEA Code "L" and may be placed on assignment to a location where MOS is authorized.
- f. Soldiers' AIs may be deferred pending the results of their compassionate request (see AR 600-8-11). However, Soldiers in BT will not be deferred from AIT pending the results.
- g. Soldiers having an unfulfilled enlistment commitment must sign a waiver statement if their compassionate request is approved.
- h. Soldiers requesting compassionate reassignments from OCONUS locations where medical care for Family members is not available, as determined by appropriate medical authorities (Regional Health Command Europe or ACOM, ASCC, and/or DRU Surgeon General), must submit appropriate medical documentation verifying care is not available.

### **5-12. Supporting documentation**

The following documentation will be included (as appropriate) with DA Form 3739.

*a. Medical problems.* A signed statement from the attending physician giving the specific medical diagnosis, prognosis of illness, and treatment plan. The statement will include date of onset, past and anticipated periods of hospitalization, period of convalescence, and anticipated life expectancy for terminal cases. The statement will list any other factors that establish the Soldier's presence as having a bearing on the medical condition. For cases involving reassignment from OCONUS location where medical care for Family members is not available, include documentation from appropriate medical authorities stating that fact (see para 5-15g).

*b. Legal problems.* A signed statement from a licensed attorney stating the problem and the reasons why solutions other than reassignment of the Soldier are unacceptable. If applicable, a copy of court order, divorce decree, or other pertinent legal documents will be submitted.

*c. Rape or child abuse.* Statements from police, social service agencies, and/or examining physicians.

*d. Marital and dependent status.* When cases involve reassignment of Soldiers to dependent-restricted tours, a statement by the Soldier, witnessed by an officer, will be included. It will specify that the Soldier has been advised that travel for dependents at Government expense is not authorized.

*e. Other problems.* Supporting statements from responsible persons (for example, clergymen, social workers, court clerks, American Red Cross personnel) who have personal knowledge of.

### **5-13. Compassionate requests when problems are temporary**

The following criteria is in addition to the criteria listed in paragraphs 5-10 and 5-11:

*a.* The problem must be temporary and resolvable within 1 year.

*b.* The problem neither existed nor was foreseen at the time of the latest entry on AD. Reenlistment without a break in service is not considered to be the latest entry on AD.

*c.* Commanders with GCMCA, on a one-time basis, may—

(1) Temporarily defer, up to 60 days, Soldiers' AIs when the request for Family travel was submitted late due to extensive evaluation and testing of Family members identified during mandatory medical screening in support of the EFMP (not applicable to IET students).

(2) Delete Soldiers' AIs when, within 9 months of Soldiers' report date—

*(a)* The spouse or minor child is deceased.

*(b)* There has been a documented rape of spouse or minor child, and the Soldier's presence is essential to resolve related problems.

*d.* Situations not stated in paragraph 5-13c, will be decided by the HRC (AHRC-EPO-A). The following are examples of conditions that normally warrant approval:

(1) Terminal illness with less than 12 months' life expectancy of an immediate Family member documented by attending physician.

(2) Scheduled major surgery of Soldier's spouse or minor child with 12 months or less recovery/rehabilitation documented by attending physician.

(3) A recent severe psychotic episode involving a spouse or child.

(4) Soldiers' minor children are being made wards of the court or placed in an orphanage or foster home as a result of Family separation. Separation must be the result of military Service and not of neglect or misconduct on the part of the Soldier.

(5) Adoption cases in which the home study (deciding if a child is to be placed) has been completed and a child is scheduled to be placed in Soldiers' home within 90 days. Additionally, if Soldiers are pending reassignment action, the Soldiers must have initiated the adoption proceedings before notification of reassignment.

(6) Soldiers en route from an accompanied OCONUS tour to an unaccompanied OCONUS tour may be deferred for up to 30 days. The deferment is for settlement of Family when the Soldier's presence is required for unforeseen problems.

### **5-14. Compassionate requests when problems are not expected to be resolved within one year**

The following criteria are in addition to the criteria listed in paragraphs 5-10 and 5-11:

*a.* A second PCS in the same fiscal year is not involved.

*b.* A valid requirement (requisition) for the Soldier's grade and PMOS must exist at the desired location.

*c.* The following are examples of conditions that normally warrant approval:

(1) Extreme Family problems stated in paragraph 5-11b, that cannot be resolved in 1 year.

(2) A recent death in the Soldier's Family, other than spouse or minor child, when extenuating circumstances exist.

(3) Serious chronic health problems.

(4) Disabling allergies that will be aggravated by climatic conditions.

## 5-15. Compassionate reassignments under emergency conditions

a. Soldiers in a leave status may apply for a change in assignment or attachment through the CDR of the nearest Army installation or activity that has a personnel or administration office provided—

(1) They have a verified compassionate problem that can be resolved only by remaining in the area of attachment.

(2) The local CDR, based on Soldier's supporting documents, determines that one of the following emergency situation exists:

(a) Documented and/or recent death of an authorized Family member.

(b) Documented terminal illness of an authorized Family member.

(c) Documented and/or recent rape of an authorized Family member.

(d) Documented child abuse, child custody, and/or child protective service case where the child is at risk of being placed in foster care or placed for adoption (this would include incarceration of an authorized Family member with a minor child/children).

(e) While on leave, a Soldier may request attachment when: (1) prior to the Soldier's departure on leave, the Soldier's request for compassionate reassignment was processed and forwarded by the Soldier's assigned activity or installation and the request was received at the HRC; or (2) while the Soldier is on leave, a documented emergency (as noted in paras 5-15a(2)(a) through 5-15a(2)(d)) occurs and the Soldier has not yet submitted a request. The HRC (AHRC-EPO-A) is the approval authority for requests for compassionate attachment. The period of attachment will be for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)).

(f) Emergency medical evacuation of an authorized Family member.

(g) Emergency as severe as those listed in paragraphs 5-15a(2)(a) through 5-15a(2)(f) (these should be considered only on a limited case-by-case basis). Contact the HRC (AHRC-EPO-A) prior to submitting attachment request in EDAS.

b. Soldiers with situations that do not qualify as an emergency situation will be instructed to return to their parent unit and submit their compassionate attachment application through their parent unit.

c. An Army installation is defined as any unit that normally initiates personnel actions. This includes, but is not limited to, military entrance processing stations, U.S. Army Recruiting Battalion, and depots.

d. Normally, Soldiers who are returned from OCONUS on emergency leave qualify as emergency cases. These Soldiers may contact the nearest military personnel and transportation assistance officer. Soldiers who cannot report to an installation should contact the HRC (AHRC-EPO-A). Attachment requests will be forwarded to the HRC via EDAS (Compassionate Attachment Function).

e. Soldiers may be attached for 10 days (or as otherwise directed by HRC (AHRC-EPO-A)), to the installation or activity processing the request when authorized by HRC (AHRC-EPO-A) and Soldiers have submitted a compassionate request at the assigned activity or installation prior to departure on leave, or documented emergencies, as noted in a, above, exist for submitting a compassionate reassignment request.

f. Attachment for Soldiers on leave from or en route between CONUS installations must have approval of the gaining CDR and the HRC (AHRC-EPO-A).

g. During attachment—

(1) Soldier's grade and MOS do not have to be authorized at the installation or activity processing the request.

(2) Payment of per diem and travel allowance is not authorized.

(3) The compassionate reassignment request (if not submitted prior to the attachment) must be processed, forwarded, and received at the HRC prior to the conclusion of the 10-day attachment period. If the HRC has not received the application prior to the conclusion of the 10-day attachment period, then the Soldier will be released from attached status and directed to comply with current AI or return to the parent unit.

(4) Soldiers will remain at the installation and perform duties as directed by the CDR. Soldiers will be granted enough free time to permit them to document their request. However, any absence in excess of 72 hours will be charged as ordinary leave.

h. If the compassionate reassignment application has been submitted to the HRC (AHRC-EPO-A), then the Soldier will remain attached until a reply is received. If no response has been received within 10 days, then local CDRs must contact the HRC (AHRC-EPO-A) for the status and appropriate action.

i. Release from attachment.

(1) Soldier will be released from attachment as directed by HRC (AHRC-EPO-A).

(2) Under no conditions may installations grant attachment extensions for compassionate reasons without approval from HRC (AHRC-EPO-A).

j. The maximum period of attachment will not exceed 60 days. If a Soldier seeks attachment for more than 60 days, the action should be submitted as a reassignment, not an attachment. The 60-day period includes the initial period of attachment for a Soldier submitting a compassionate reassignment request from a location other than their parent unit.



### **5-16. Compassionate stabilizations due to death of a spouse**

This policy was established to help a Soldier during a period of extreme hardship to ensure that they are afforded the stability and allowed time to address personal affairs.

a. Soldiers who experience the death of a spouse are automatically stabilized for a period of not less than twelve months upon HRC Casualty and Mortuary Affairs Operations (CMAOC) notification to HRC (AHRC-EPO-A) of the death of a Soldier's spouse. Stabilization actions should be completed no later than 30 days after the receipt from CMAOC.

b. HRC (AHRC-EPO-A) will enter an ASCO of S3-Survivor Stabilization in EDAS along with an AEA Code "S" with an expiration date.

c. Soldiers desiring to extend their stabilization must initiate a DA Form 4187 requesting an extension up to 24 months through their chain of command, endorsed by a Colonel (O-6) or higher. The brigade or equivalent will forward all documentation to the Commander, U.S. Army Human Resources Command, at [usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil) for action. Soldiers serving OCONUS and requiring an exception to policy must receive approval from DCS, G-1 (DMPM).

d. OCONUS Soldiers who request to extend their stabilization and have a DEROS prior to the requested stabilization termination date must include the following statement: "Upon approval, I will extend my overseas tour to meet the stabilization requirements. I understand that I must meet the service remaining requirement to qualify and be eligible for follow on OCONUS to CONUS assignment based on my new DEROS."

e. Soldiers on assignment instructions requesting to remain at their current location will be deleted. Soldiers may request a compassionate reassignment rather than stabilize at their current location. HRC (AHRC-EPO-A) will make every attempt to issue assignment instructions to the requested location. OCONUS Soldiers who are approved for stabilization and request stabilization at a different location will be curtailed.

f. Soldiers may terminate their stabilization request at any time during the stabilization period by submitting a DA form 4187 through their chain of command to HRC (AHRC-EPO-A). The Soldier will then become immediately available for worldwide assignment.

### **5-17. Stabilization of Soldiers and Military Families with Special Needs (Exceptional Family Member Program Stabilization)**

a. Soldiers with Family members with special needs (medical and/or educational) may request stabilization for a period of 48 months to ensure continuity of care and prevent disruption of special services. The Family member that is the basis for the stabilization request must be enrolled in the EFMP. Soldiers requesting stabilization under this provision must complete a DA Form 3739 along with supporting documentation.

(1) Minimum documentation includes the following:

(a) DA Form 4187 requesting stabilization through the chain of command. The request must be endorsed by a Colonel (O-6) commander or higher.

(b) DD Form 2792 (Family Member Medical Summary).

(c) DD Form 2792-1 (Special Education/Early Intervention Summary) (if applicable).

(d) Correspondence from a treating physician and/or education specialist.

(2) Additional documentation may include:

(a) Individual Family Service Plan (IFSP).

(b) Individual Education Plan (IEP).

b. The S-1 will forward all documentation to the Commander, U.S. Army Human Resources Command, Compassionate Actions Team functional mailbox, [usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-compassionate-section@mail.mil) for action.

c. If approved, HRC (AHRC-EPO-A) will annotate the Soldier's record in the personnel database of record with the assignment consideration (ASCO) code "S2" (EFMP Stabilization, and the AEA Code "S" (Stabilized -Extreme Family Problems), The AEA code will be accompanied by an expiration date (YMAEAT) that designates the end of the stabilization period. The Soldier may terminate the request at any time during the approved period and become immediately available for worldwide assignment. Appropriate special needs (EFMP) coordination must be accomplished prior to any/all post-stabilization assignment selection.

d. OCONUS Soldiers who request stabilization and have DEROS prior to the requested stabilization period end date must include the following statement on their request, "If approved, I will extend my overseas tour to coincide with the remaining requirement as a result of my new DEROS." Upon approval, these Soldiers must extend their Foreign Service tour to meet the stabilization period.

e. Soldiers on HRC-issued assignment instructions who wish to remain at their current duty station will be deleted from assignment, if approved for stabilization. If the request pertains to stabilization at a different and/or specific location, HRC will consider Army requirements, as well as the availability of the required special needs resources at the requested location.

**Army Regulation 600-8-11**

**Personnel—General**

# **Reassignment**

**Rapid Action Revision (RAR) Issue Date: 18 October 2012**

**Headquarters  
Department of the Army  
Washington, DC  
1 May 2007**

**UNCLASSIFIED**

d. Operational requests pertaining to five or more Soldiers must be forwarded through the requester's ACOM, Army service component command (ASCC), or direct reporting unit (DRU) or higher headquarters.

e. All stovepipe organizations (Intelligence and Security Command, U.S. Army Material Command, Criminal Investigation Division Command, Network Enterprise Technology Command) will forward requests through their ACOM, ASCC, or DRU or higher headquarters.

f. Requests for operational deletion and deferment apply only to CONUS based units. OCONUS based units must request an involuntary foreign service tour extension in accordance with AR 614-30.

g. If the Soldier reenlisted for the assignment, a request for operational deletion must include a statement from the Soldier waiving the reenlistment option; otherwise, reenlistment assignments will only be considered for deferment.

h. The final approval authority for all requests for operational deletion or deferment is HRC. Operational requests may be disapproved by any commander in the Soldier's chain of command and returned to the requestor without referral to HRC.

## **2-15. Compassionate deletions and deferments**

a. Compassionate deletion or deferment is defined as a request based on compassionate reasons or extreme Family problems.

b. Requests based on compassionate reasons or extreme Family problems (reason codes EF and CG) will be submitted to Commanding General, U.S. Army Human Resources Command (AHRC-EPO-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 using DA Form 3739 (Application for Compassionate Actions) in accordance with AR 614-200, chapter 5.

c. Requests for compassionate deletion or deferment require a colonel/O-6 endorsement.

d. Deferment should be used instead of deletion if the extreme Family problems can be resolved within 90 days of the report date.

e. The request will be submitted to HRC within 45 days of EDAS cycle date. If deletion or deferment situation occurs after the initial 45 days, the request will be submitted within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).

f. If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. Medical statement will list any factors that may have a bearing on the medical condition of the Family member, if the Soldier's presence is being requested.

g. If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why Soldier's presence is essential.

h. If the request is based upon other than medical or legal problems, supporting statements from responsible persons (such as clergy, social workers, or local law enforcement officials) must be included.

i. Deletion code HA will only be used by the General Court Martial Convening Authority for deletions based on the recent death of a Soldier's spouse or child or for recent documented rape of Soldier's spouse or child (within 9 months of Soldier's report date).

## **Chapter 3**

### **Reassignment Verification (Officer)**

#### **Section I**

#### **Overview**

##### **3-1. Overview**

The Personnel Reassignment Work Center must notify officer of assignment, conduct reassignment briefing, and interview officer within 15 calendar days of request for orders (RFO). To facilitate this, the Personnel Reassignment Work Center must notify the officer or his or her immediate commander within 3 calendar days of the receipt of the RFO from the personnel automation section.

##### **3-2. Methodology**

All RFO issued by HRC will be issued or confirmed through TOPMIS. See AR 614-100, paragraphs 1-6 and 6-33 for an overview of the officer personnel assignment system and assignment alert notice.

##### **3-3. Distribution**

Functional commands whose subordinate elements are serviced by more than one BCT S1 or MPD will be furnished

## PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended  
**PRINCIPAL PURPOSE:** To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.  
**ROUTINE USES:** The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.  
**DISCLOSURE:** Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU <i>(Include ZIP Code)</i>	2. TO <i>(Include ZIP Code)</i>	3. FROM <i>(Include ZIP Code)</i>
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### SECTION I - PERSONAL IDENTIFICATION

4. NAME <i>(Last, First, MI)</i>	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
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### SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above Soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
 effective \_\_\_\_\_ hours, \_\_\_\_\_

### SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

<input type="checkbox"/> Service School <i>(Enl only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other <i>(Specify)</i>
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER <i>(When required)</i>	10. DATE (YYYYMMDD)
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### SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

### SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -  
 HAS BEEN VERIFIED     RECOMMEND APPROVAL     RECOMMEND DISAPPROVAL     IS APPROVED     IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
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15. NAME OF INDIVIDUAL

16. SSN

ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL

AUTHORITY	a. TO	b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
d. NAME (Last, First, Middle)		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
e. RANK		f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE
i. COMMENTS		

AUTHORITY	a. TO	b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
d. NAME (Last, First, Middle)		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
e. RANK		f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE
i. COMMENTS		

AUTHORITY	a. TO	b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
d. NAME (Last, First, Middle)		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
e. RANK		f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE
i. COMMENTS		

AUTHORITY	a. TO	b. FROM
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
d. NAME (Last, First, Middle)		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
e. RANK		f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE
i. COMMENTS		

## APPLICATION FOR COMPASSIONATE ACTIONS

For use of this form, see AR 614-200; the proponent agency is DCS, G-1.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 10 U.S.C. 7013, Secretary of the Army; Army Regulation (AR) AR 614-200, Enlisted Assignments and Utilization Management; and E.O. 9397 (SSN) (as amended).

**PRINCIPAL PURPOSE:** To determine eligibility for compassionate action.

For additional information see the System of Records Notice A0600-8-104 AHRC  
<https://dpclid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf>

**ROUTINE USES:** The National Archives and Records Administration for the purpose of records management inspections. To the members of Congress for inquiries. To US state courts and various law enforcement agencies by subpoena only. To the Department of Justice for use in litigation. To appropriate agencies, entities, and persons for data breach remediation.

**DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in denial of request for compassionate action.

**FORWARD APPLICATION TO HRC (AHRC-EPO-A). SUBMIT ONE COPY ONLY.** The Soldier is advised that if this request for compassionate action is approved, he/she may be assigned to duties in other than PMOS; further, a waiver of any enlistment/reenlistment commitment must be accomplished (AR 601-210, chapter 8 and AR 601-280, chapter 4). If submitted by Soldier on leave, DDALV or in attached status, a copy of DA Form 31 or orders must be included with this request.

**1. REQUEST:**

- a. REASSIGNMENT TO \_\_\_\_\_
- b. DEFERMENT OF \_\_\_\_\_ DAYS FROM ORDERS TO \_\_\_\_\_
- c. DELETION FROM ORDERS TO \_\_\_\_\_
- d. PERMISSIVE ATTACHMENT OF \_\_\_\_\_ DAYS AT \_\_\_\_\_ EFFECTIVE \_\_\_\_\_

2. NAME (Last, First, MI)		3. Last 4 of SSN	4. RANK	5. PRO-PAY CATEGORY
6. ENL COMMITMENT	7. PMOS	8. SMOS		9. LATEST PCS
10. CURRENT STATUS (CHECK ONLY ONE)		11a. ASG/ATCH UNIT		11b. PHONE NO.
<input type="checkbox"/> ORDINARY LEAVE	<input type="checkbox"/> DUTY			
<input type="checkbox"/> EMERGENCY LEAVE	<input type="checkbox"/> ATCH			
	<input type="checkbox"/> DDALV			
12. DEROS	13. DROS	14. MARITAL STATUS	15. DATE OF MARRIAGE	
16a. NAME OF SPOUSE		16b. AGE	16c. PRESENT ADDRESS OF SPOUSE	
17. BASD	18. PEBD	19. ETS	20. HOME PHONE NO. (Include area code)	

**21. AUTHORIZED FAMILY MEMBERS, CHILDREN OR OTHERS AUTHORIZED AS FAMILY MEMBERS IAW AR 600-8-14.**

NAME	AGE	RELATIONSHIP	ADDRESS

22a. PARENTS/PARENTS-IN-LAW (To be completed by all Soldiers. Indicate if parents/parents-in-law are deceased.)

NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH

22b. THIS REQUEST IS BASED ON LOCO PARENTIS. I RESIDED WITH THE FOLLOWING PERSONS FROM

\_\_\_\_\_ (Month/Year) TO: \_\_\_\_\_ (Month/Year)

NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH

23. SOLDIER'S BROTHERS AND SISTERS WHETHER LIVING AT HOME OR ELSEWHERE AND OTHER MEMBERS OF FAMILY. (Include brothers/sisters-in-law, if request is based on in-law problems.)

NAME	AGE	RELATIONSHIP	ADDRESS	OCCUPATION	MONTHLY INCOME

24. HAS SOLDIER SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE ACTION?

YES  NO IF YES, INCLUDE DATE SUBMITTED, CIRCUMSTANCES PROMPTING THE REQUEST, AND FINAL DECISION.

25. GIVE REASONS FOR REQUESTING COMPASSIONATE ACTION (if illness or injury is involved, attach statement from attending physician, IAW AR 614-200, Chapter 5.)

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26. WHAT ATTEMPTS HAVE BEEN MADE BY SOLDIER TO REMEDY THE CONDITIONS OTHER THAN APPLYING FOR A COMPASSIONATE ACTION?

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27. REMARKS

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28a. I have been interviewed by a commissioned officer and have been advised that false statements on this application will constitute a violation of the UCMJ 1951 (as amended) and may subject me to a trial by court-martial.

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b. SIGNATURE OF APPLICANT

c. DATE

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29a. I certify that the information on the request for compassionate action contained herein

HAS BEEN VERIFIED

RECOMMEND APPROVAL

RECOMMEND DISAPPROVAL

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TYPED OR PRINTED NAME OF  
COMMANDER/AUTHORIZED REPRESENTATIVE

c. SIGNATURE

d. DATE