



DEPARTMENT OF THE ARMY AND THE AIR FORCE
LAND COMPONENT, JOINT FORCE HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

JFHQ-LC-CDR

15 November 2010

MEMORANDUM FOR (SEE DISTRIBUTION)

SUBJECT: ATAG Policy Letter #7, Unit Clearing Procedure for Command Directs and Derivative Unit Identification Code (DUICs).

1. Issue: Soldiers who are command directed into mobilizing units are being transferred back to their original units without properly clearing the deployed unit. This clearance includes property, awards, evaluations, medical, and other administrative and logistical issues.
2. Discussion: The Kansas Army National Guard has several units that are derivatives of other units built for deployment purposes. This Policy Letter will establish procedures for clearing all units and command directs upon redeployment.
3. Responsibilities of Deployed Unit's MSC:
 - a. Coordinate and source all Yellow Ribbon and reintegration events NLT 60 days before redeployment of unit with JFHQ. Work with the forward deployed unit personnel leadership and rear detachment (when applicable) personnel on specific date requirements.
 - b. NLT 45 days prior to redeployment of a unit (AA or DUIC), produce LOI of all required Yellow Ribbon and reintegration events and distribute to all redeploying personnel along with the clearing checklist (see enclosure). Ensure requirements are staffed and approved through G-3/MRO shop and distributed to JFHQ directorate staff to include, but not limited to, CoS, G-1, Family Programs, G-3, MRO, G-4 and Medical.
 - c. Ensure that the attached checklist is fully completed before a PAR for transfer is initiated. The completed checklist will be forwarded to the parent unit for supporting documentation to the PAR. All PARs must be initiated within 30 days of completing reintegration training and redeployment checklist.
 - d. If a Command Direct needs to train with the originating unit before the reintegration process is completed, they can SUTA (for short time periods) or be administratively attached to the unit and not transferred. This will allow the unit to pay them and work other administrative tasks without releasing them from the redeploying unit without proper clearing the redeployed unit or DUIC.
 - e. In the event that a Soldier needs to be transferred back to the originating unit before the reintegration training and/or clearing checklist is 100% complete, an approved Exception to Policy (ETP) is required from the MSC Commander to the CoS-LC before the transfer will be processed.
 - f. Redeployed AGR's will be coordinated through HRO and will be transferred back to their originating positions before the clearing process is completed. The redeployed MSC is still responsible for ensuring that reintegrating training and the clearing checklist is 100% completed within 30 days of the last reintegration training date.

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g. MSC's will coordinate all transfers with the originating units and provide completed checklist and all other pertinent documents (to include the DD214) to the gaining MSC at the same time the transfer is input into the system.

h. All DUIC's must be cleared NLT 30 days after the last scheduled reintegration training is completed along with a request to deactivate the DUIC to MRO for processing.

4. Responsibilities of the Originating MSC:

a. Maintain a roster of all deployed personnel to include all HOR and forward deployed contact information. Ensure that roster is updated monthly and that all *M's and *P's are updated in SIDPERS.

b. Contact each deployed Soldier monthly via either email or phone to ensure continuity and connectivity from the unit is maintained. This will identify possible redeployment issues that may be able to be mitigated before redeployment.

c. Ensure that all redeployment documents are properly captured and input into the appropriate systems NLT 30 days after transfer is completed.

d. For AGR's, coordinate with the deployed MSC for orders to and ensure that AGR Soldiers attend all required reintegration training.

5. POC for this policy is LTC Jon Shafer at 785-274-1070 or jon.shafer@ng.army.mil .

Encl
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LEE E. TAFANELLI
COL (P), EN, KSARNG
Commanding

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AA & DUIC Deployment Clearing Checklist
Kansas Army National Guard

Rank: _____ Name: _____ Deployed Unit: _____ Originating Unit: _____

<u>Action Required</u>	<u>Complete</u>
1. All Reintegration Training is completed.	<input type="checkbox"/> <input type="checkbox"/>
2. DD214 is correct and scanned into iPERMS.	<input type="checkbox"/> <input type="checkbox"/>
3. All NCOER/OERs from deployment scanned into iPERMS (if applicable).	<input type="checkbox"/> <input type="checkbox"/>
4. All ACADEMIC EVALUATION REPORTS (DA 1059s) scanned into iPERMS.	<input type="checkbox"/> <input type="checkbox"/>
5. All MEDICAL documents are captured into MEDPROS.	<input type="checkbox"/> <input type="checkbox"/>
6. All STATE AND FEDERAL AWARDS are scanned into iPERMS.	<input type="checkbox"/> <input type="checkbox"/>
7. All deployment specific PROPERTY EQUIPMENT turned in and properly documented/entered into CIF system. If required, a FLIPL will be initiated to reflect any missing equipment by deployed unit.	<input type="checkbox"/> <input type="checkbox"/>
8. All LEAVE taken while deployed is reflected on a completed DA31 and PDMRA (if applicable) will be included.	<input type="checkbox"/> <input type="checkbox"/>
9. All Administration Data (including POC information) is updated in SIDPERS.	<input type="checkbox"/> <input type="checkbox"/>
10. All documents shown from 1-9 are scanned and emailed to the gaining/originating unit and JFHQ personnel with a copy of this completed checklist (confirm email was received).	<input type="checkbox"/> <input type="checkbox"/>

Signature of Soldier: _____ Date: _____

Signature of Deployed Unit AO or Commander: _____ Date: _____

Releasing Unit ensure 1 copy goes with service member and 1 copy is sent to the originating/gaining unit