

Subject: ALARACT 008/2006

UNCLASSIFIED//PRECEDENCE TO: ROUTINE DTG: 130152Z JAN 06

THIS MESSAGE IS BEING SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAPE-PR//

SUBJ: COTTADS IN SUPPORT OF THE GLOBAL WAR ON TERRORISM

1. REFERENCES:

1.A. ALARACT MSG 003/2006, SUBJ: COTTADS IN SUPPORT OF THE GLOBAL WAR ON TERRORISM

1.B. ALARACT MSG 083/2005, SUBJ: COTTADS IN SUPPORT OF OPERATION NOBLE EAGLE (ONE), OPERATION ENDURING FREEDOM (OEF) AND OPERATION IRAQI FREEDOM

1.C. ALARACT MSG 054/2005, SUBJ: REVISED CONTINGENCY TEMPORARY TOUR OF ACTIVE DUTY (COTTAD) PROCEDURES IN SUPPORT OF GLOBAL WAR ON TERROR (GWOT)

1.D. ALARACT MSG 123/2004, SUBJ: ALARACT COTTADS ISO OPERATION NOBLE EAGLE (ONE), OPERATION ENDURING FREEDOM (OEF), AND OPERATION IRAQI FREEDOM (OIF)

1.E. HQDA MSG, 291837Z JUL 03, SUBJ: VOL EXTENSIONS BEYOND PARTIAL MOB AUTHORITY CORRECTED COPY

1.F. HQDA MSG, 131757Z FEB 04, SUBJ: COTTAD AUTOMATION PROCESSING AND PROCEDURES

1.G. HQDA MSG, 271302Z JAN 04, SUBJ: VOLUNTARY EXTENDED ACTIVE DUTY (EAD) ISO CONTINGENCY OPERATIONS

1.H. AR 135-210, ORDER TO ACTIVE DUTY AS INDIVIDUALS FOR OTHER THAN A PRESIDENTIAL SELECTED RESERVE CALL-UP, PARTIAL OR FULL MOBILIZATION

1.I. RONALD W. REAGAN NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2005 (NDAA 05), EFFECTIVE 28 OCTOBER 04 1.J. HQDA, G-1, MEMORANDUM DATED 13 SEP 05, SUBJECT: DEFINITION OF THE TERM OPERATIONAL SUPPORT

2. THE PURPOSE OF THIS MESSAGE IS TO ANNOUNCE CHANGES TO COTTAD POLICY AND TO PROVIDE HQDA POLICY CLARIFICATION TO INCLUDE QUALIFICATION FOR ORDERS, TOUR LENGTHS, ORDERS PROCEDURES AND AUTOMATION PROCESSING FOR RESERVE COMPONENT (RC) SOLDIERS SERVING ISO GWOT. THIS MESSAGE RESCINDS REFERENCES 1.A. THROUGH 1.G. ABOVE.

3. THIS POLICY IS APPLICABLE TO THE SIX CATEGORIES OF COTTADS BELOW:

3.A. CATEGORY 1: SOLDIERS PREPARING FOR MOBILIZATION WHO DO NOT HAVE SUFFICIENT PARTIAL MOBILIZATION AUTHORITY REMAINING TO COMPLETE REQUIRED BOOTS ON GROUND (BOG) PERIOD WITH THEIR UNIT, AND VOLUNTARILY REQUEST A COTTAD IN ORDER TO COMPLETE 12 MONTHS BOG WITH THEIR UNIT (OCONUS). THIS CATEGORY ALSO APPLIES TO RC SOLDIERS WHO VOLUNTEER TO SERVE AS A REPLACEMENT IN UNITS THAT HAVE ALREADY DEPLOYED.

3.B. CATEGORY 2: SOLDIERS MOBILIZED UP TITLE 10 USC 12302, PARTIAL MOBILIZATION, WHO ARE ALREADY DEPLOYED AND REQUEST A COTTAD TO COMPLETE 12 MONTHS BOG WITH THEIR DEPLOYED UNIT.

3.C. CATEGORY 3: SOLDIERS CURRENTLY MOBILIZED UP TITLE 10 USC 12302, PARTIAL MOBILIZATION, EXECUTING A CONUS-BASED MISSION WHO WANT TO TRANSITION TO COTTAD ORDERS TO FILL A VALID REQUIREMENT.

3.D. CATEGORY 4: SOLDIERS MOBILIZED UP TITLE 10 USC 12302, PARTIAL MOBILIZATION, WHO ARE DEPLOYED OCONUS AND WHO REQUEST A COTTAD IN ORDER TO REMAIN IN THEATER IN SUPPORT OF OTHER REQUIREMENTS AFTER THEIR UNIT REDEPLOYS.

3.E. CATEGORY 5: SOLDIERS CURRENTLY ON ACTIVE DUTY VIA COTTAD ORDERS AND REQUESTING AN EXTENSION OF THEIR CURRENT COTTAD ORDERS OR REQUESTING NEW COTTAD TO FILL A VALID REQUIREMENT.

3.F. CATEGORY 6: SOLDIERS WHO ARE NOT ON ANY TYPE OF ACTIVE DUTY ORDERS AND VOLUNTEER FOR A COTTAD TO FILL A VALID REQUIREMENT.

4. COTTAD TOUR LENGTHS: SOLDIERS SUPPORTING HQDA, G-3 VALIDATED GWOT REQUIREMENTS (CONUS AND OCONUS) MAY REQUEST COTTAD ORDERS TOTALING UP TO 1095 DAYS. REQUESTS BEYOND 365 DAYS REQUIRE DCS G-1 APPROVAL PRIOR TO HRC-A PUBLISHING ORDERS.

4.A. IT IS THE ARMY S POLICY THAT SOLDIERS MAXIMIZE USE OF THE 24 MONTHS OF PARTIAL MOBILIZATION AUTHORITY UP TITLE 10 USC 12302 PRIOR TO REQUESTING A COTTAD. CURRENT ASSIGNMENT INCENTIVE PROGRAMS ALSO REQUIRE SOLDIERS TO HAVE SERVED THE FULL 730 DAYS AUTHORIZED UNDER PARTIAL MOBILIZATION IN ORDER TO BE ELIGIBLE FOR THE PROGRAMS.

4.A.1. COTTAD REQUESTS WILL NOT EXCEED 365 DAYS AT A TIME FOR SOLDIERS SERVING IN CONUS LOCATIONS OR 545 DAYS FOR INDIVIDUAL AUGMENTEES SERVING OCONUS. FOR CATEGORY 1 OR 2 SOLDIERS MOBILIZING WITH UNITS, COTTADS WILL NOT EXCEED THE MAXIMUM NUMBER OF DAYS AUTHORIZED ON UNIT MOB ORDERS. INDIVIDUALS MAY REQUEST EXTENSIONS THROUGH THEIR CHAIN OF COMMAND USING THE SUBMISSION PROCEDURES OUTLINED IN THIS MESSAGE FOR THE DIFFERENT CATEGORIES OF COTTADS, AS APPLICABLE.

4.A.2. RC SOLDIERS WILL NOT BE ALLOWED TO SERVE SIX (6) OR MORE CONTINUOUS YEARS OF ACTIVE FEDERAL SERVICE WITHOUT HQDA G-1 APPROVAL.

4.A.3. AS A RESULT OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2005 (NDAA 05), SOLDIERS MUST NOT PERFORM OPERATIONAL SUPPORT DUTIES FOR MORE THAN 1095 DAYS (3 YEARS) WITHIN ANY 1460 DAY (4 YEAR) PERIOD. THIS NEW POLICY WAS EFFECTIVE 28 OCTOBER 2004.

MEMBERS OF THE U.S. ARMY RESERVE AND THE ARMY NATIONAL GUARD WILL BE CONSIDERED TO BE PERFORMING OPERATIONAL SUPPORT DUTIES IF THEY ARE ORDERED TO ACTIVE DUTY UP 10 U.S.C. 12301(D) TO PERFORM: ADSW (AC OR RC FUNDED), TO INCLUDE RESERVE SOLDIERS SERVING ON ACTIVE DUTY ON EAD, COEAD, TTAD, COTTAD, ADSW AND SOME TYPES OF ACTIVE DUTY TRAINING.

5. AIP ELIGIBILITY: RC SOLDIERS WHO HAVE BEEN MOBILIZED FOR A TOTAL OF 24 MONTHS UP TITLE 10 USC 12302 PARTIAL MOBILIZATION AND VOLUNTEER TO SERVE WITH A DEPLOYING UNIT IN IRAQ OR AFGHANISTAN; OR THOSE WHO REACH 24 MONTHS OF MOBILIZATION UP TITLE 10 USC 12302 WHILE SERVING WITH THEIR UNIT IN IRAQ OR AFGHANISTAN AND VOLUNTEER TO REMAIN WITH THE UNIT IN ORDER TO COMPLETE 12 MOS BOG ARE AIP ELIGIBLE.

6. COTTAD PROCESSING INSTRUCTIONS:

6.A. CATEGORY 1 COTTADS.

6.A.1. UPON ALERT, UNITS WILL BEGIN PREPARING INDIVIDUAL SOLDIERS VOLUNTARY COTTAD PACKETS AT HOME STATION.

6.A.1.A. IMMEDIATELY UPON RECEIPT OF AN HQDA ALERT ORDER, UNIT COMMANDERS WILL SCREEN ALL SOLDIERS IN THEIR UNIT TO DETERMINE IF ANY SOLDIERS HAVE BEEN PREVIOUSLY MOBILIZED UNDER PARTIAL MOBILIZATION AUTHORITY (10 USC 12302) SINCE 11 SEP 01. DOD POLICY PROHIBITS THE INVOLUNTARY REMOBILIZATION OF ANY RESERVE COMPONENT SOLDIER WHO HAS BEEN PREVIOUSLY MOBILIZED WITHOUT THE SECRETARY OF DEFENSE (SECDEF) APPROVAL.

6.A.1.B. UNLESS SECDEF HAS AUTHORIZED THE INVOLUNTARY REMOBILIZATION OF SOLDIERS WITHIN THE UNIT, WHICH WILL BE NOTED IN THE UNITS HQDA MOBILIZATION ORDER, COMMANDERS MUST FIRST DETERMINE IF THE PREVIOUSLY MOBILIZED SOLDIERS WISH TO VOLUNTEER TO REMOBILIZE WITH THE UNIT. IF SO, COMMANDERS MUST SECURE THE WRITTEN CONSENT OF PREVIOUSLY MOBILIZED SOLDIERS.

6.A.1.C. SECOND, COMMANDERS MUST CALCULATE ALL PRIOR PARTIAL MOBILIZATION AUTHORITY TIME USED BY EACH PREVIOUSLY MOBILIZED SOLDIER UNDER 10 USC 12302 TO DETERMINE IF THE SOLDIER WILL HAVE SUFFICIENT PARTIAL MOBILIZATION AUTHORITY REMAINING TO COMPLETE THE CURRENT MISSION OR TOUR. INDIVIDUAL SOLDIERS MAY NOT EXCEED 730 DAYS OF PARTIAL MOBILIZATION (MOBILIZATION AUTHORITY LISTED ON ORDERS AS 10 USC 12302) TOTAL SINCE 11 SEP 01. SOLDIERS WHO WILL NOT HAVE ENOUGH PARTIAL MOBILIZATION TIME TO DEPLOY WITH THE UNIT WHO VOLUNTEER TO REMOBILIZE AND DEPLOY MUST REQUEST COTTAD ORDERS FOR THE BALANCE OF TIME BETWEEN THE END OF 12302 AUTHORITY AND THE END OF THE UNITS MOBILIZATION.

6.A.2. SOLDIERS WILL USE A PRE-FORMATTED DA FORM 4187 TO REQUEST COTTAD ORDERS. SOLDIERS MAY ACCESS THE FORM ONLINE AT THE HQDA,

G-1, WEBSITE

[HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/POLICY.ASP](http://www.armyg1.army.mil/militarypersonnel/policy.asp).

SOLDIERS WILL COMPLETE THE REQUIRED BLOCKS IN SECTIONS I, II, III AND IV ON THE DA FM 4187, PARTICULARLY THE END DATE OF TOUR, TOUR LOCATION AND COMMENCEMENT DATE REQUESTED, PRINT AND SIGN. SOLDIERS MAY MAKE ONE LINE-THROUGH CORRECTION ON THE FORM THAT MUST BE ACCOMPANIED WITH THE SOLDIERS INITIALS. IF THERE IS MORE THAN ONE CORRECTION, THE FORM SHOULD BE FILLED OUT AGAIN TO PREVENT CONFUSION ABOUT THE TERMS UNDER WHICH THE SOLDIER IS ACTUALLY VOLUNTEERING.

ATTACH ALL COPIES OF PREVIOUS COTTAD ORDERS, MOBILIZATION ORDERS AND ANY PRIOR DD FORM 214S FOR TOURS SINCE 11 SEP 05, IF APPLICABLE. PROVIDE THE COMPLETED PACKET TO THEIR COMMANDER WHO MUST INDICATE HIS/HER APPROVAL/DISAPPROVAL IN SECTION V.

6.A.3. UPON RECEIPT OF THE UNIT MOBILIZATION ORDER, UNIT COMMANDERS OR THE DESIGNATED REPRESENTATIVE WILL VERIFY, SIGN, AND DATE EACH DA FORM 4187 AND ENSURE ALL ITEMS ARE COMPLETE, CORRECT, AND ALL REQUIRED ENCLOSURES ATTACHED.

6.A.4. THE COMMANDER WILL THEN PREPARE A UNIT ROSTER OF ALL SOLDIERS IN THE UNIT. THE UNIT ROSTER WILL INCLUDE THE FOLLOWING: NAMES OF ALL SOLDIERS IN THE UNIT; SOCIAL SECURITY NUMBER; RANK; COMPONENT; UNIT NAME; UNIT IDENTIFICATION CODE (UIC); ANTICIPATED DEPLOYMENT DATE; UNITS EMAIL ADDRESS FOR REQUESTED COTTAD ORDERS WHEN THEY ARE PUBLISHED; A COLUMN STATING WHETHER A COTTAD IS REQUIRED AND IS REQUESTED BY THE SOLDIER (YES OR NO); A COLUMN FOR ASSIGNMENT INCENTIVE PAY (AIP) ELIGIBILITY (YES OR NO), AND A COLUMN FOR AIP ELIGIBILITY DATE. AN EXAMPLE OF A UNIT ROSTER IS LOCATED AT THE HQDA, G-1, WEBSITE

[HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/POLICY.ASP](http://www.armyg1.army.mil/militarypersonnel/policy.asp)

6.A.5. NO LATER THAN TEN DAYS AFTER RECEIPT OF THE HQDA MOBILIZATION ORDER, UNIT COMMANDERS, IN CONJUNCTION WITH JOINT FORCE HEADQUARTERS-STATE (JFHQ-ST) OR REGIONAL READINESS COMMANDS (RRC), AS APPROPRIATE, WILL SCAN AND SUBMIT COTTAD REQUESTS TO HRC-A VIA EMAIL TO RCCOTTAD@HOFFMAN.ARMY.MIL. UNIT COMMANDERS WILL ALSO PROVIDE COPIES OF THEIR UNIT ROSTERS AND COTTAD REQUESTS TO THE JFHQ-ST OR RRC, AS APPROPRIATE. AFTER ARRIVAL AT THE MOBILIZATION STATION UP UNTIL THE UNIT DEPLOYS, UNIT COMMANDERS WILL SUBMIT SUBSEQUENT COTTAD REQUESTS THROUGH THE MOBILIZATION STATION COMMANDER, WHO WILL TRANSMIT THEM TO HRC.

6.A.6. THE HQDA MOBILIZATION ORDER WILL SERVE AS THE AUTHORITY AND VALIDATION TOOL FOR THE PUBLICATION OF COTTAD ORDERS UNDER CATEGORY 1. HRC-A WILL CALCULATE AND APPROVE THE NUMBER OF DAYS FOR COTTAD ORDERS TO COINCIDE WITH THE END DATE OF THE UNITS MOBILIZATION ORDER NOT TO EXCEED THE NUMBER OF DAYS FOR WHICH THE SOLDIER VOLUNTEERED ON THE DA FM 4187.

6.A.7. WITHIN 72 HOURS OF RECEIPT, HRC-A WILL REVIEW THE UNIT ROSTER AND COTTAD REQUESTS AND RESOLVE ANY DISCREPANCIES WITH THE APPROPRIATE AGENCY. HRC MAY NOT EXTEND THE COTTAD TOUR LENGTH FOR WHICH THE SOLDIER CONSENTED ON THE DA FM 4187 WITHOUT THE WRITTEN CONSENT OF THE SOLDIER.

6.A.8. WITHIN FIVE DAYS OF REVIEWING THE COTTAD REQUEST, HRC-A WILL PUBLISH AND DISTRIBUTE COTTAD ORDERS FOR ALL COMPLETED PACKETS. HRC WILL MAKE DISTRIBUTION TO THE INDIVIDUAL SOLDIER; THE SOLDIER S UNIT; THE JFHQ-ST, NGB, RRC, OR USARC, AS APPROPRIATE; THE CONUSA; MOBILIZATION STATION COMMANDER; DFAS; AND THEATER PERSCOM. SOLDIERS WILL NOT DEPLOY TO THEATER WITHOUT ORDERS IN HAND TO COVER THE ENTIRE PERIOD OF THE UNIT S DEPLOYMENT.

6.A.9. WITHIN 14 DAYS OF PUBLISHING COTTAD ORDERS, HRC-A WILL ENTER THE COMPLETE COTTAD PACKAGE INTO DAMPS.

6.A.10. ONLY CONUSA OR MOBILIZATION STATION COMMANDERS MAY REQUEST THAT HRC-A REVOKE OR AMEND CATEGORY 1 COTTAD ORDERS. REQUEST FOR REVOCATION WILL BE SUBMITTED BY EMAIL TO HRC-A AT [RCCOTTAD@HOFFMAN.ARMY.MIL](mailto:RCCOTTAD@HOFFMAN.ARMY.MIL) 6.A.11. THE CONUSA(S) AND MOBILIZATION STATION COMMANDERS WILL ENSURE UNIT COMMANDERS HAVE ALL REQUESTED COTTAD ORDERS IN HAND NLT 30 DAYS AFTER ARRIVAL TO MOBILIZATION STATION AND WILL ENSURE ALL NON-DEPLOYABLE SOLDIERS HAVE THEIR COTTAD ORDERS REVOKED.

## 6.B. CATEGORY 2 COTTADS

6.B.1. UNIT COMMANDERS AND RC SOLDIERS WILL PREPARE COTTAD PACKETS AS OUTLINED IN PARAGRAPH 6.A.2 ABOVE. THE MINIMUM REQUIREMENT IS A COMPLETED DA FM 4187. IF NECESSARY, USARC, AND NGB WILL DIRECTLY ASSIST HRC-A WITH ACQUIRING ADDITIONAL DOCUMENTS NEEDED TO PROCESS REQUESTS TO INCLUDE OBTAINING A TAG RELEASE FROM THE PARENT STATE FOR ARNG SOLDIERS.

6.B.2. UNIT COMMANDERS WILL SUBMIT COTTAD PACKETS TO THE THEATER PERSCOM. THEATER PERSCOM WILL VALIDATE THE DA FORM 4187 AND AVAILABLE SUPPORTING DOCUMENTS, ENSURE THE REQUEST IS AGAINST A VALID THEATER REQUIREMENT AND EMAIL THE COTTAD PACKETS TO HRC-A AT [RCCOTTAD@HOFFMAN.ARMY.MIL](mailto:RCCOTTAD@HOFFMAN.ARMY.MIL)

6.B.3. HRC-A WILL FOLLOW THE SAME PROCEDURES OUTLINED FOR CATEGORY 1 COTTADS. IN ADDITION THEY WILL IMMEDIATELY DISTRIBUTE ORDERS ONCE PUBLISHED TO THEATER PERSCOM, AS WELL AS, ALL OTHERS LISTED IN PARAGRAPH 6.A.5.

6.B.4 ONLY THE THEATER PERSCOM MAY REQUEST HRC-A TO REVOKE OR AMEND COTTAD ORDERS ON SOLDIERS IN CATEGORY 2. REQUEST FOR REVOCATION WILL BE SUBMITTED USING EMAIL TO HRC-A AT [RCCOTTAD@HOFFMAN.ARMY.MIL](mailto:RCCOTTAD@HOFFMAN.ARMY.MIL)

## 6.C. CATEGORY 3, 4, AND 5 COTTADS

6.C.1. UNIT COMMANDERS AND RC SOLDIERS WILL PREPARE COTTAD PACKETS AS OUTLINED IN PARAGRAPH 6.A.2. ABOVE AND WILL SUBMIT AS SOON AS POSSIBLE OR NLT 60 DAYS PRIOR TO THE START DATE OF THE COTTAD. THE REQUESTING COMMAND WILL SUBMIT A JUSTIFICATION LETTER SIGNED BY AN O-6 OR HIGHER (OR CIVILIAN EQUIVALENT (GS-15 OR HIGHER)). THE INTENT IS FOR GAINING COMMANDS TO SUBMIT COTTAD REQUESTS FOR THEIR BY-NAME REQUIREMENTS AND FOR MACOMS TO SUBMIT REQUESTS FOR THOSE THEY ARE TASKED TO FILL. THE JUSTIFICATION LETTER WILL INCLUDE THE UIC AND A VALID PARAGRAPH AND LINE NUMBER FROM AN APPROVED MOBILIZATION TDA (MOBTDA) OR MULTICOMPONENT TDA OR JMD, OR WIAS CONTROL NUMBER. HQDA G-3 WILL NOT SUPPORT UNDOCUMENTED REQUIREMENTS.

### 6.C.2. AUTOMATION OF COTTAD PROCESSING PROCEDURES.

6.C.2.A. HQDA, DAMO-ODM HAS AUTOMATED THE STAFFING AND PROCESSING OF MOBILIZATION AND ACTIVATION REQUESTS THROUGH THE USE OF THE DEPARTMENT OF THE ARMY MOBILIZATION PROCESSING SYSTEM (DAMPS) ([WWW.ARMYC2APPS.HQDA.ARMY.SMIL.MIL](http://WWW.ARMYC2APPS.HQDA.ARMY.SMIL.MIL)). ALL AUTHORIZED REQUESTORS, AS OUTLINED IN THIS MESSAGE, ARE REQUIRED TO USE THE DAMPS SYSTEM TO GET SOLDIERS THEIR ORDERS IN A TIMELY MANNER.

6.C.2.B. REQUESTING COMMANDS WILL SUBMIT COTTAD REQUESTS AND ALL SUPPORTING PAPERWORK THROUGH THEIR CHAIN OF COMMAND VIA DAMPS. PAPERWORK FOR PACKETS SHOULD BE SCANNED IN A PORTABLE DOCUMENT FILE (PDF) FORMAT. THEATER PERSCOM AND DESIGNATED REQUESTORS WILL SUBMIT REQUESTS IN DAMPS FOR THOSE SERVING IN THEIR AOR. MACOMS THAT SUBMIT FEWER THAN 50 COTTAD PACKETS ANNUALLY WILL SUBMIT COTTAD REQUESTS TO HQDA, DAMO-ODM, WHERE THEY WILL BE ENTERED INTO DAMPS.

6.C.2.C. COTTAD REQUESTS SHOULD BE SUBMITTED TO DAMO-ODM NLT 60 DAYS BEFORE THE REQUESTED START DATE OF THE TOUR.

6.C.2.D. REQUIREMENTS FOR DATA ENTRIES IN DAMPS FIELDS 6.C.2.D.1. IN THE PACKET DESCRIPTION, ENTER SOLDIER S LAST NAME AND LAST 4 OF SSN.

6.C.2.D.2 A CLEAR, CONCISE DESCRIPTION OF THE SOLDIER S DUTIES, AS WELL AS A JUSTIFICATION, SHOULD BE INCLUDED IN THE JUSTIFICATION BLOCK. REQUESTORS SHOULD ALSO INCLUDE THE MOBTDA UIC, PARAGRAPH AND LINE NUMBER OR WIAS REQUIREMENT NUMBER, THE TOUR LENGTH REQUESTED, THE COMMAND BEING SUPPORTED AND A BRIEF STATEMENT OF THE SOLDIER S MOBILIZATION HISTORY (I.E. SOLDIER COMPLETED 730 DAYS OF PARTIAL MOBILIZATION AND IS CURRENTLY IN PLACE ON A COTTAD, ETC.). REQUESTS WITH INCORRECT UICS, PARAGRAPHS AND/OR LINE NUMBERS WILL BE REJECTED.

6.C.2.D.3. INDIVIDUALS OR COMMANDS REQUIRING DAMPS TRAINING SHOULD CONTACT HQDA, DAMO-ODM AT COMM (703) 693-4823/DSN 223-4823.

6.C.2.E. HQDA G-3 WILL COMMENCE REVIEW, STAFFING, AND VALIDATION OF COTTAD REQUESTS IN DAMPS WITHIN 72 HOURS OF RECEIPT AT HQDA G-3, DAMO-ODM.

6.C.2.F. HRC-A WILL REVIEW COTTAD REQUESTS IN DAMPS WITHIN 24 HOURS OF HQDA G-3 APPROVAL. HRC WILL ENSURE ALL COTTAD REQUESTS ARE ADMINISTRATIVELY CORRECT (FORMS PROPERLY COMPLETED, PHYSICAL EXAM CURRENT, HIV RESULTS CURRENT, ETC.) BEFORE PUBLISHING ORDERS. AS LONG AS PACKETS ARE ADMINISTRATIVELY CORRECT, HRC WILL PUBLISH AND DISTRIBUTE ORDERS WITHIN 7 DAYS OF HQDA, G-3 APPROVAL. DISTRIBUTION WILL BE IN ACCORDANCE WITH PARAGRAPH 6.A.9 AND WILL INCLUDE THEATER PERSCOM FOR THOSE SERVING IN THE CENTCOM AOR.

6.C.2.G. ONLY THE GAINING COMMAND FOR CONUS BASED COTTADS OR THEATER PERSCOM FOR OCONUS BASED COTTADS, AS APPROPRIATE, MAY REQUEST HRC-A TO REVOKE OR AMEND CATEGORY 3, 4 OR 5 COTTAD ORDERS. REQUEST FOR REVOCATION WILL BE SUBMITTED BY EMAIL AT RCCOTTAD@HOFFMAN.ARMY.MIL 6.D. CATEGORY 6 COTTADS.

6.D.1. SOLDIERS IN THIS CATEGORY WILL REQUEST COTTAD ORDERS USING A DA FORM 1058-R. SUPPORTED OR REQUESTING COMMANDS WILL SUBMIT A JUSTIFICATION LETTER SIGNED BY AN O-6 OR HIGHER (OR CIVILIAN EQUIVALENT (GS-15 OR HIGHER)). THE JUSTIFICATION LETTER WILL INCLUDE THE UIC AND A VALID PARAGRAPH AND LINE NUMBER FROM AN APPROVED MOBILIZATION TDA (MOBTDA) OR MULTICOMPONENT TDA, OR WIAS CONTROL NUMBER. COMMANDS WILL NOT EXCEED THE NUMBER OF AUTHORIZATIONS FOR A GIVEN POSITION ON THEIR TDA OR MOBTDA. HQDA G-3 WILL NOT SUPPORT UNDOCUMENTED REQUIREMENTS.

6.D.2. SOLDIERS MUST ALSO PROVIDE THE FOLLOWING DOCUMENTATION: PROOF OF NEGATIVE HUMAN IMMUNODEFICIENCY VIRUS (HIV) TEST WITHIN TWO YEARS OF TOUR START DATE, PROOF OF CURRENT MEDICAL PHYSICAL OR DA FM 7349, DA FORM 5500-R/5501-R (BODY FAT WORKSHEET) IF SOLDIER EXCEEDS SCREENING TABLE WEIGHT IN AR 600-9, TABLE 1, TAG/GOVERNOR RELEASE FOR ARMY NATIONAL GUARD SOLDIERS, COPIES OF PRIOR MOBILIZATION AND COTTAD ORDERS, AND ALL PRIOR DD FORM 214S (AS APPLICABLE) FOR TOURS SINCE 11 SEP 01.

6.D.3. OTHER THAN THE MAKE-UP OF THE REQUEST PACKET, COTTADS IN THIS CATEGORY WILL BE PROCESSED USING THE SAME PROCEDURES LISTED ABOVE FOR CATEGORIES 3-5 BEGINNING WITH PARAGRAPH 6.C. ABOVE.

7. COTTADS FOR SPECIAL BRANCH (JUDGE ADVOCATE GENERAL CORPS, AMEDD CORPS AND CHAPLAIN CORPS) PERSONNEL.

7.A. ALL REQUESTS FOR COTTADS FOR SPECIAL BRANCH PERSONNEL MUST BE ENDORSED BY THE SPECIAL BRANCH APPROVAL AUTHORITY BEFORE HRC CAN PUBLISH ORDERS. THIS CAN BE ACCOMPLISHED VIA DAMPS, MEMO OR EMAIL.

7.A.1. JUDGE ADVOCATE GENERAL OFFICERS AND WARRANT OFFICERS: MAJ MARILYN CHIAFULLO, OFFICE OF THE JUDGE ADVOCATE GENERAL (OTJAG), PERSONNEL, PLANS AND TRAINING OFFICE, 703-696-3943, MARILYN.CHIAFULLO@HQDA.ARMY.MIL.

7.A.2. ALL AMEDD OFFICERS: COL BOB TABARONI, OFFICE OF THE SURGEON GENERAL, 703-681-4234, ROBERT.TABARONI@OTSG.AMEDD.ARMY.MIL.

7.A.3. CHAPLAINS: LTC ERIC KELLER, OFFICE OF THE CHIEF OF CHAPLAINS, 703-693-5775, ERIC.KELLER@US.ARMY.MIL OR MR. RACSTER AT 703-601-1154, LARRY.RACSTER@US.ARMY.MIL.

7.B. FOR JAG PERSONNEL, IN ADDITION TO THE AMENDMENT AND REVOCATION AUTHORITIES LISTED ABOVE, OTJAG PP&TO HAS THE AUTHORITY TO REQUEST THE REVOCATION OR AMENDMENT OF COTTAD ORDERS.

8. COTTAD ORDER SPECIAL INSTRUCTIONS:

8.A. FOR ENLISTED SOLDIERS, THE FOLLOWING WILL BE STATED IN THE SPECIAL INSTRUCTIONS: THIS SOLDIER IS AUTHORIZED TO CARRY OVER TO THE PERIOD OF VOLUNTARY COTTAD THE TOTAL LEAVE ACCUMULATED DURING THE PERIOD OF SERVICE UNDER 10 USC 12302. THE DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR HUMAN RESOURCES MAY INVOLUNTARILY TERMINATE THE PERIOD OF COTTAD WITH 30 DAYS NOTICE TO THE SOLDIER.

8.B. FOR OFFICERS, THE FOLLOWING WILL BE STATED IN THE SPECIAL INSTRUCTIONS: THIS SOLDIER IS AUTHORIZED TO CARRY OVER TO THE PERIOD OF VOLUNTARY COTTAD THE TOTAL LEAVE ACCUMULATED DURING THE PERIOD OF SERVICE UNDER 10 USC 12302. THIS COTTAD IS FOR A PERIOD LESS THAN THREE YEARS AND THE SOLDIER WILL BE RETAINED ON THE RESERVE ACTIVE STATUS LIST. THE DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR HUMAN RESOURCES MAY INVOLUNTARILY TERMINATE THE PERIOD OF COTTAD WITH 30 DAYS NOTICE TO THE SOLDIER.

8.C. INCLUDE ACTIVE DUTY FOR OPERATIONAL SUPPORT UP 10 USC 12301(D) IN THE PURPOSE LINE OF ALL SOLDIERS ORDERS.

9. SPECIAL INSTRUCTIONS:

9.A. NGB, JFHQ-ST, USARC, AND RRC MUST ENSURE INDIVIDUALS MOBILIZED UP 10 USC 12302 DO NOT EXCEED A TOTAL OF 24 MONTHS (730 DAYS) ON ACTIVE DUTY UNDER THAT AUTHORITY.

9.B. INVOLUNTARY TERMINATIONS FOR MISCONDUCT OR PERFORMANCE-RELATED ISSUES MUST BE HANDLED IAW AR 635-200 (ENLISTED) OR AR 600-8-24 (OFFICERS).

9.C. SERVICING INSTALLATION MILITARY PERSONNEL DIVISION (MPD) OR PERSONNEL SUPPORT BATTALIONS (PSB) WILL ENSURE TCS ORDERS ARE

PUBLISHED IF NECESSARY TO SUPPORT VOLUNTARY EXTENSIONS ON AD. THEY WILL ALSO UPDATE THE DEERS/RAPID SYSTEM, TO INCLUDE ISSUANCE OF AN UPDATED MILITARY ID CARD (CAC) AND DEPENDENT ID CARD (OR APPLICATION THEREOF) TO SOLDIERS AND ELIGIBLE FAMILY MEMBERS AS REQUIRED. REQUESTING COMMANDS WILL SEND A COPY OF ALL ORDERS TO SOLDIERS HOME STATIONS TO ASSIST FAMILY MEMBERS WITH ISSUANCE OF UPDATED MILITARY ID CARDS.

9.D. HRC-A WILL PROVIDE HQDA, G-3 (DAMO-ODM) A SPREADSHEET, BY SOCIAL SECURITY NUMBER, OF ALL COTTAD ORDERS REVOKED DURING THE PRECEDING MONTH WITH THE REASON FOR REVOCATION, AS WELL AS THOSE WHO WERE APPROVED FOR COTTAD ORDERS BY HQDA G-3, BUT WHOSE ORDERS WERE NOT PUBLISHED FOR ADMINISTRATIVE REASONS.

9.E. HRC-A WILL NOTIFY THE DESIGNATED POC IN THE PACKET AND HQDA G-3 (DAMO-ODM) WHEN ORDERS FOR SOLDIERS IN CATEGORIES 3 THROUGH 6 WILL BE DELAYED MORE THAN 3 DAYS DUE TO ADMINISTRATIVE REASONS.

9.F. SOLDIERS MAY BE ASKED TO APPLY FOR A COTTAD ON A VOLUNTARY BASIS IN SUPPORT OF ARMY REQUIREMENTS, BUT UNDER NO CIRCUMSTANCES MAY A SOLDIER BE COERCED OR OTHERWISE COMPELLED TO APPLY FOR A COTTAD AGAINST HIS/HER WILL. COMMANDERS MAY ADVISE RC SOLDIERS OF INDIVIDUAL AND FAMILY BENEFITS, IF ANY, FOR CONTINUED SERVICE ON ACTIVE DUTY. REQUESTS FOR COTTAD SERVICE MUST BE VOLUNTARY UNDER TITLE 10, UNITED STATES CODE, SECTION 12301(D). COMMANDERS WILL ENSURE THAT RC SOLDIERS ARE ADVISED OF THE VOLUNTARY NATURE OF COTTAD AND THAT A SOLDIER CANNOT BE ORDERED TO REQUEST A COTTAD WITHOUT HIS/HER CONSENT.

9.G. A SOLDIER MAY WITHDRAW HIS/HER VOLUNTARY CONSENT TO SERVE ON A COTTAD TOUR BY SUBMITTING A WRITTEN WITHDRAWAL REQUEST TO HIS/HER UNIT COMMANDER AT ANY TIME PRIOR TO PUBLICATION OF THE SOLDIER S COTTAD ORDERS. PROVIDED THE COTTAD ORDERS HAVE NOT ALREADY BEEN PUBLISHED BY HRC, THE WITHDRAWAL IS EFFECTIVE IMMEDIATELY UPON THE COMMANDERS RECEIPT. ONCE A COMMANDER RECEIVES A WITHDRAWAL REQUEST, THE COMMANDER MUST PROMPTLY NOTIFY THE APPROPRIATE COTTAD ORDERS REVOCATION AUTHORITY (LISTED ABOVE).

9.H. AFTER COTTAD ORDERS HAVE BEEN PUBLISHED BY HRC, SOLDIERS CANNOT WITHDRAW THEIR CONSENT. HOWEVER, RC SOLDIERS WHO HAVE A JUSTIFIABLE HARDSHIP MAY REQUEST, THROUGH THEIR CHAIN OF COMMAND, EITHER A COMPASSIONATE REASSIGNMENT IAW AR 614-200 (ENLISTED SOLDIERS) OR AR 614-100 (OFFICERS); OR HARDSHIP DISCHARGE IAW AR 635-200 (ENLISTED SOLDIERS) OR 600-8-24 (OFFICERS).

9.I. A DD FM 214 WILL NOT BE PRODUCED UPON THE COMPLETION OF MOBILIZATION UP 10 USC 12302 FOR SOLDIERS APPROVED FOR A SUBSEQUENT COTTAD STARTING IMMEDIATELY FOLLOWING COMPLETION OF A MOBILIZATION TOUR. THE DD FM 214 WILL BE PUBLISHED UPON FINAL

RELEASE FROM ACTIVE DUTY. ALL PERIODS OF AD WILL BE ENTERED ON THE DD FM 214.

9.J. SANCTUARY/18 YEAR LOCK-IN. RC SOLDIERS WHO ARE WITHIN TWO YEARS OF BECOMING ELIGIBLE FOR REGULAR RETIRED PAY MAY NOT BE INVOLUNTARILY REFRAD BEFORE BECOMING ELIGIBLE FOR THAT PAY, UNLESS THE SECRETARY OF THE ARMY (DELEGATED TO THE ASA (M&RA) APPROVES SUCH RELEASE). INDIVIDUALS WHO FALL INTO THIS CATEGORY SHOULD CONTACT HRC, TAPC-PDZ-B, 703-325-2520/1811 OR DSN: 221, FOR A DETERMINATION OF APPROPRIATE ACTIONS AND VERIFICATION OF ACTIVE FEDERAL SERVICE, AT LEAST 90 DAYS PRIOR TO THE END OF THE ACTIVE DUTY PERIOD TO ENSURE THE SOLDIER HAS TIMELY FOLLOW-ON ASSIGNMENT INSTRUCTIONS. SOLDIERS RETAINED ON AD UP OF THIS PROGRAM WILL BE UTILIZED IAW THE NEEDS OF THE ARMY.

9.K. SOLDIERS ON ACTIVE DUTY UNDER COEAD ORDERS, OR WHO HAVE BEEN APPROVED FOR A COEAD TOUR AND COEAD ORDERS HAVE BEEN PUBLISHED ARE NOT AUTHORIZED TO REQUEST REVOCATION OF COEAD ORDERS FOR THE PURPOSE OF CONVERTING TO A COTTAD.

9.L. SOLDIERS WITH ACCRUED LEAVE SHALL BE TREATED IAW 37 USC 501. COMMANDERS SHOULD ALLOW SOLDIERS THE OPPORTUNITY TO USE ACCRUED LEAVE WITHIN THE CURRENT OR NEW ACTIVE DUTY PERIOD. BECAUSE THERE SHOULD BE NO BREAK IN SERVICE FOR SOLDIERS IN CATEGORIES 1 THROUGH 5, SOLDIERS CAN CARRY LEAVE OVER WITH NO PENALTY SUBJECT TO THE LIMITATIONS IN 10 USC 701.

9.M. SOLDIERS WHO ARE ORDERED TO ACTIVE DUTY UNDER TITLE 10, USC, SECTION 12301(D) ARE EXEMPT FROM THE UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT (USERRA) FIVE-YEAR LIMIT FOR RETAINING RE-EMPLOYMENT RIGHTS AS PROVIDED IN TITLE 38, USC, SECTION 4312(C)(4)(B).

10. POCS FOR THIS MESSAGE ARE:

10.A. FOR PERSONNEL POLICY GUIDANCE TO INCLUDE REQUIRED DOCUMENTATION, ORDERS W01 MARSHALL, HRC, AT DSN 221-2520, 703-325-2520 OR MAUREEN.MARSHALL@HOFFMAN.ARMY.MIL OR LTC BRISCHKE, HQDA, ODCS, G-1 AT DSN 223-2106, 703-693-2106 OR KARLA.BRISCHKE@HQDA.ARMY.MIL.

10.B. FOR DAMPS PROCESSING AND POSITION VALIDATION, G-3, DAMO-ODM AOC MOBILIZATION DESK OFFICER AT DSN 225-4375, COMM 703-695-4375, OR DEPUTY CHIEF, HQDA ODCS, G-3, DAMO-ODO AT DSN 227-6192, 703-697-6192, UAAODOMM@HQDA-AOC.ARMY.PENTAGON.MIL

11. EXPIRATION DATE OF THIS MESSAGE CANNOT BE DETERMINED.

BT

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