

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6100

Memorandum
Number 600-6

17 March 1995

Personnel - General
DUTY POSITION ASSIGNMENT FOR MILITARY ENLISTED PERSONNEL

1. PURPOSE. The purpose of this memorandum is to prescribe policies and procedures for the utilization and management of soldiers.
2. APPLICABILITY. This memorandum is applicable to all units, directorates, separate activities, and services within the U.S. Army Medical Department Center and School (AMEDDC&S).
3. REFERENCES. Appendix A.
4. EXPLANATION OF ABBREVIATIONS AND TERMS. Appendix B
5. BACKGROUND. Career management of soldiers is a command responsibility. The proper utilization of soldiers, using basic policies and procedures prescribed by this memorandum, is essential in order to:
 - a. Ensure efficient use of soldiers to accomplish mission.
 - b. Place soldiers in positions appropriate to their primary, secondary, and any additional MOS.
6. RESPONSIBILITIES:
 - a. The Director of Personnel will establish procedures to ensure efficient utilization of soldiers within the AMEDDC&S.
 - b. The NCOIC, Directorate of Personnel will
 - (1) Advise and assist the AMEDDC&S Commander, Center Brigade Commander, Unit Commanders, Directors, and other agencies within the AMEDDC&S in carrying out this policy.
 - (2) Inform the responsible commanders, directors of noncompliance within utilization policies for correction or resolution, and recommend courses of action that are available to correct the problem.
 - (3) Monitor and approve the assignment/reassignment of soldiers within AMEDDC&S.

(4) Inprocess new personnel on their first day of arrival; to include assigning a duty position.

c. The directorate chiefs or their representative will:

(1) Ensure soldiers are assigned to duty positions which will make the best use of their grade and MOS qualifications.

(2) Recommend classification, reclassification, or reassignment through command channels to the NCOIC, Directorate of Personnel.

d. The Center Brigade Retention NCO will inform the NCOIC, Directorate of Personnel of a soldier's intent to reenlist/ETS within 150 days of ETS date in order to expedite the request for a replacement.

7. ADMINISTRATIVE DETAILS:

a. Initial assignment. On the first duty day of arrival to the AMEDDC&S, each new soldier will report to the Directorate of Personnel (Bldg 2841, room 0404A) for in-processing.

(1) The duty position assignment must be in compliance with applicable army regulations. The NCOIC, Directorate of Personnel, will review each assignment for this compliance and coordinate with designated directorate representatives to resolve malassignments.

(2) Fort Sam Houston Personnel Service Center (PSC) procedures require the duty position assignment be determined before the new arrival can begin in-processing at the PSC or Finance & Accounting Office. Therefore, the NCOIC, Directorate of Personnel will ensure that the duty position assignment is made as rapidly as possible to avoid causing inconvenience or delay to the soldier.

b. Reassignment of a soldier to a different duty position, or processing a change of rating officials within AMEDDC&S will be requested by the designated directorate representative by initiating AMEDDC&S Form 1059 (Figure 1), Request for Inter-Organizational Move, and forward it to the NCOIC, Directorate of Personnel.

(1) With reassignment requests involving a change in assigned duty section, the losing organization will coordinate the change with the gaining organization. Also for NCOs in the grade of E-7 and above, the AMEDDC&S Command Sergeant Major (CSM) or representative must concur before the AMEDDC&S Form 1059 is prepared. After all parties agree to the change, the AMEDDC&S

Form 1059 will be initiated by the losing organization, and forwarded through the gaining organization to the NCOIC, Directorate of Personnel. The NCOIC, Directorate of Personnel will verify the organizational change with the AMEDDC&S CSM before final approval of the request.

(2) Inappropriate assignments/reassignments will be resolved through coordination with the duty section and NCOIC, Directorate of Personnel.

(3) All AMEDDC&S Forms 1059 must be received by the NCOIC, Directorate of Personnel at least 30 days in advance of the requested effective date of the change, to allow for all related actions (Request for Orders, SIDPERS transactions, NCOER in/out-processing, etc.) to be accomplished before the move. The soldier will not report to the new duty position before the NCOIC, Directorate of Personnel approves the move.

(4) Soldiers with certain SQI, ASI, and SRB, require special management by the Directorate of Personnel. It is the intent that soldiers with an ASI, SQI, or SRB remain proficient in their area of specialized training. Malassignment of personnel with an ASI, SQI or SRB could result in the loss of training or withdrawal of the SQI, ASI, or SRB.

(5) Specialty consultants to United State Army Medical Command (MEDCOM), involved in rendering advice on the allocation and assignment of enlisted soldiers, will coordinate with the NCOIC, Directorate of Personnel concerning assignments or reassignments of soldiers within AMEDDC&S.

(6) Reassignment to another duty position within the AMEDDC&S may result in reassignment to a different company. Consequently, the NCOIC, Directorate of Personnel will coordinate with the losing and gaining First Sergeants to ensure all appropriate actions are transferred.

REQUEST FOR INTER-ORGANIZATIONAL MOVE

For use of this form see AMEDDC&S Memo 600-6

Handcarry form through each level of supervision listed below. After seeing the Center Brigade, carry form to Directorate of Personnel for preparation of necessary paperwork.

PRIVACY ACT STATEMENT

1. **AUTHORITY:** 5 U.S.C. Section 301; 10 U.S.C. Section 3013.
2. **PURPOSE:** Efficient assignment and utilization of soldiers within the AMEDDC&S.
3. **ROUTINE USES:** For the use of the Directorate of Personnel. This form monitors and approves assignments/reassignments.
4. **MANDATORY DISCLOSURE:** Personnel request will not be processed if information is incomplete or incorrect.

I, _____ request
(Rank, Full Name, SSN, Organization)

movement from _____ to _____

Individual's Signature _____ Effective Date _____

New enlisted evaluation rating scheme:

Rater _____ Position _____

Senior Rater _____ Position _____

Reviewer _____ Position _____

The individual rated the following soldier(s) under the old rating scheme:

___ Concur ___ Nonconcur _____
First Line Supervisor Signature

___ Concur ___ Nonconcur _____
Directorate / Activity SGM or OIC signature

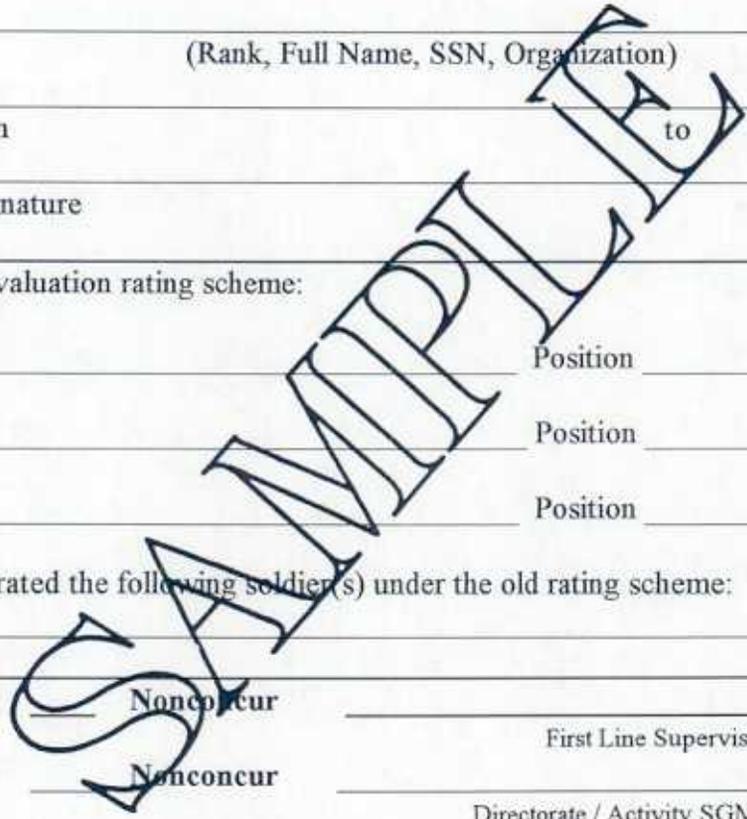
___ Concur ___ Nonconcur _____
Company Cdr or ISG Signature

___ Concur ___ Nonconcur _____
CDR / CSM, Center Brigade Signature

___ Concur ___ Nonconcur _____
CSM, AMEDDC&S

___ Concur ___ Nonconcur _____
Directorate of Personnel

REMARKS: _____



APPENDIX A

References

1. AR 600-8, Military Personnel Management
2. AR 600-20, Army Command Policy and Procedures.
3. AR 600-200, Enlisted Personnel Management
4. AR 611-1, Military Occupational Classification Structure Development and Implementation.
5. AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties.
6. AR 614-200, Selection of Enlisted Soldiers for Training and Assignment.
7. AR 623-205, Enlisted Evaluation Reporting System.

APPENDIX B

Explanation of Abbreviations

ABBREVIATIONS

- a. AMEDDC&S - U.S. Army Medical Department Center and School
- b. MEDCOM - U.S Army Medical Command
- c. MOS - Military Occupational Specialty.
- d. SQI - Skill Qualification Identifier
- e. ASI - Additional Skill Identifier.
- f. SRB - Selective Reenlistment Bonus
- g. NCOER - Noncommissioned Officer Evaluation Report.
- h. SIDPERS - Standard Installation/Division Personnel System
- i. PCS - Permanent Change of Station.
- j. ETS - Expiration time of Service
- k. CSM - Command Sergeant Major
- l. SGM - Sergeant Major
- m. NCOIC - Noncommissioned Officer In Charge.
- n. PSC - Personnel Service Center.

(MCCS-P)

FOR THE COMMANDER:

CHARLES E. DYER, II
Colonel, MS
Secretary of the General Staff


PAUL D. ANDERSON
CPT, MS
Adjutant General

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