

Milper Message Number

11-066

Proponent

AHRC-OPL-R

Title

2ND QTR,FY 2011 VOLUNTARY TRANSFER INCENTIVE PROGRAM (VTIP)

...Issued: [28 Feb 11]...

- A. AR 350-100, OFFICER ACTIVE DUTY SERVICE OBLIGATIONS
 - B. AR 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS
 - C. DA PAM 600-3, COMMISSIONED OFFICER DEVELOPMENT AND CAREER MANAGEMENT
 - D. MILPER MESSAGE 09-142, FUNCTIONAL DESIGNATION POLICIES AND PROCEDURES
1. THIS MILPER MESSAGE IS EFFECTIVE UPON RELEASE AND EXPIRES NLT 28 FEBRUARY 2012.

 2. THIS MESSAGE PROVIDES PROCEDURAL GUIDANCE FOR THE 2nd QTR,FY11 VOLUNTARY TRANSFER INCENTIVE PROGRAM (VTIP). THE 2nd QTR,FY11 VTIP PANEL CONVENES 18-20 APRIL 2011. ARMY COMPETITIVE CATEGORY (ACC) OFFICERS MAY SUBMIT THEIR DA FORM 4187 REQUESTING BRANCH OR FUNCTIONAL AREA (FA) TRANSFER BEGINNING 28 FEBRUARY – 31 MARCH 2011. OFFICERS SELECTED FOR A BRANCH/FA TRANSFER UNDER THIS PROGRAM WILL INCUR A THREE-YEAR ACTIVE DUTY SERVICE OBLIGATION (ADSO) TO BE SERVED IN THE APPROVED BRANCH/FA.

 3. APPLICATION TIMELINE FOR THE 2nd QTR,FY11 VTIP PANEL:
 - A. 28 FEBRUARY 2011 – APPLICATION WINDOW OPENS
 - B. 31 MARCH 2011 – APPLICATION WINDOW CLOSES
 - C. 18 – 20 APRIL 2011 – PANEL CONVENES

 4. ELIGIBILITY: IN ORDER TO PARTICIPATE IN THE 2ND QTR,FY11 VTIP OFFICERS MUST MEET THE FOLLOWING CRITERIA:
 - A. MUST BE AN ACC OFFICER.

 - B. MUST BE A 1LT PROMOTABLE, CAPTAIN OR CAPTAIN PROMOTABLE AS OF MARCH 2011. OFFICERS IN THIS CATEGORY ARE ELIGIBLE TO SUBMIT A REQUEST FOR A TRANSFER OUT OF AND INTO A BASIC BRANCH/FA.

 - C. MUST BE A MAJOR WITH LESS THAN 14 YEARS OF ACTIVE FEDERAL COMMISSIONED SERVICE (AFCS) AS OF 31 MARCH 2011. OFFICERS IN THIS CATEGORY ARE ELIGIBLE TO

SUBMIT A REQUEST FOR TRANSFER INTO A FA OR BRANCH IN WHICH THEY PREVIOUSLY SERVED. EXCEPTIONS WILL BE MADE FOR OFFICERS WITH OVER 14 YEARS OF AFCS IN THE GRADE OF MAJOR AND LIEUTENANT COLONEL WHO REQUEST TO TRANSFER FROM A BASIC BRANCH/FA INTO FINANCE CORPS. THIS EXCEPTION IS NOT DEPICTED IN THE IN/OUT CHARTS.

D. WARRANT OFFICERS ARE NOT ELIGIBLE FOR THIS PROGRAM.

E. 2LTS AND 1LTS ARE NOT ELIGIBLE FOR THIS PROGRAM (SEE BRANCH DETAIL EXCEPTION IN PARAGRAPH, 5 (B)).

F. REGULAR ARMY OFFICERS CURRENTLY CONTROLLED BY THE JUDGE ADVOCATE GENERAL'S CORPS, CHAPLAIN CORPS, AMEDD, OR MEDICAL SERVICE (MS) CORPS ARE NOT ELIGIBLE FOR THIS PROGRAM. OFFICERS IN THESE CATEGORIES SHOULD CONTACT THEIR HRC ASSIGNMENT OFFICER FOR SUBMISSION PROCESS.

G. RECALL TO ACTIVE DUTY AND INTERSERVICE TRANSFER OFFICERS ARE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM AFTER SERVING AT LEAST 12 MONTHS ON ACTIVE DUTY IN THE BRANCH/FA THEY WERE DESIGNATED. APPLICANTS MUST HAVE AT LEAST ONE OER ON FILE IN IPERMS. IF THE OER HAS NOT YET BEEN SUBMITTED TO IPERMS, INCLUDE THE OER WITH THE DA FORM 4187 AND EMAIL TO HRC.OPMD.RETENTION@CONUS.ARMY.MIL.

H. ARMY RESERVE AND NATIONAL GUARD OFFICERS, INCLUDING ACTIVE GUARD RESERVE (AGR), ARE NOT ELIGIBLE FOR THIS PROGRAM. AGR OFFICERS REQUESTING TO CONDUCT A BRANCH TRANSFER MAY SUBMIT THEIR REQUEST TO RETENTION & TRANSITION BRANCH AT HRC. OFFICERS MUST SUBMIT A DA FORM 4187 (SIGNED BY THE FIRST LTC IN THEIR CHAIN OF COMMAND), A MEMORANDUM FOR RECORD STATING REASON FOR REQUEST AND ONE LETTER OF RECOMMENDATION FROM LTC OR ABOVE. OFFICER MUST SUBMIT THEIR REQUEST ELECTRONICALLY TO: HRC.OPMD.RETENTION@CONUS.ARMY.MIL AND ADDRESS DA FORM 4187 TO:

LEADER DEVELOPMENT DIVISION
ATTN: RETENTION & TRANSITION BRANCH
1600 SPEARHEAD DIVISION AVENUE, DPMT 280
FORT KNOX, KY 40122-5208

I. OFFICERS WHO HAVE UNDERGONE OR ARE PENDING AN UNFAVORABLE ACTION ARE NOT ELIGIBLE FOR THIS PROGRAM. UNFAVORABLE ACTIONS INCLUDE BUT ARE NOT LIMITED TO: PENDING OR HAVE BEEN FOUND GUILTY UNDER ANY FORM OF UCMJ ACTION AS A COMMISSIONED OFFICER; RECEIVED A GENERAL OFFICER LETTER OR MEMORANDUM OF REPRIMAND (GOLOR/GOMR); TWO TIME NON-SELECT FOR PROMOTION; FAILS TO MEET ARMY PHYSICAL FITNESS STANDARDS OR ARMY HEIGHT/WEIGHT STANDARDS IAW AR 600-9; AND OFFICERS THAT HAVE RECEIVED A REFERRED OER OR AER.

J. OFFICERS SERVING AN ADSO FOR SPECIAL SELECTION PROGRAMS (e.g. JOCCP, NDIC, NSDP, FBI INTERN AND MENU OF INCENTIVES) ARE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM. OFFICERS IN THESE CATEGORIES WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES).

K. OFFICERS WHO ATTENDED GRADUATE SCHOOL UNDER THE ADVANCED CIVIL SCHOOL PROGRAM (ACS), EXPANDED GRADUATE SCHOOL PROGRAM (EGSP), TRAINING WITH INDUSTRY (TWI), FELLOWSHIPS, OR ANY OTHER CIVILIAN EDUCATION PROGRAMS FOR ADSO ARE ELIGIBLE TO PARTICIPATE IN THIS PROGRAM. OFFICERS IN THESE CATEGORIES WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES).

L. OFFICERS REQUESTING TO TRANSFER INTO SPECIAL FORCES (SF) MUST HAVE SUCCESSFULLY COMPLETED SPECIAL FORCES OFFICER QUALIFICATION COURSE. OFFICERS IN THIS CATEGORY WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES).

5. EXCEPTIONS: THE FOLLOWING THREE CATEGORIES WILL BE CONSIDERED AS EXCEPTIONS TO THIS PROGRAM AND WILL BE CONSIDERED SEPARATELY FROM VTIP.

A. LIEUTENANT COLONELS AND MAJORS WITH 14 YEARS OR MORE OF AFCS AS OF 31 MARCH 2011.

B. 1LTs AND CAPTAINS CURRENTLY ENROLLED IN THE BRANCH DETAIL PROGRAM REQUESTING TO REMAIN IN THEIR DETAILED BRANCH. OFFICERS SUBMITTING A REQUEST CANNOT BE CURRENTLY ENROLLED OR HAVE ATTENDED THEIR BASIC BRANCH CAPTAINS CAREER COURSE (CCC). OFFICERS REQUESTING TO TRANSFER INTO A BRANCH OTHER THAN THEIR DETAILED BRANCH MUST PARTICIPATE UNDER VTIP ELIGIBILITY CRITERIA.

C. OFFICERS WHO MUST TRANSFER OUT OF THEIR CURRENT BRANCH DUE TO MEDICAL LIMITATION OR MEDICAL BOARD PROCEEDINGS. OFFICER MUST SUBMIT A REQUEST FOR TRANSFER WHICH INCLUDES THE FOLLOWING: PREFERENCES ANNOTATED ON DA FORM 4187, MEDICAL DOCUMENTATION AND/OR MOS/MEDICAL RETENTION BOARD (MMRB) FINAL RESULTS. MEDICAL TRANSFERS ARE CONSIDERED INVOLUNTARY AND WILL NOT INCUR AN ADSO IF APPROVED.

D. OFFICERS IN CATEGORIES 5A, 5B AND 5C MAY SUBMIT AN EXCEPTION TO POLICY TO RETENTION & TRANSITION BRANCH AT HRC. OFFICERS MUST SUBMIT A DA FORM 4187 (SIGNED BY THE FIRST LTC IN THEIR CHAIN OF COMMAND), A MEMORANDUM FOR RECORD STATING REASON FOR REQUEST AND ONE LETTER OF RECOMMENDATION FROM LTC OR ABOVE. OFFICER MUST SUBMIT THEIR REQUEST ELECTRONICALLY TO: HRC.OPMD.RETENTION@CONUS.ARMY.MIL AND ADDRESS DA FORM 4187 TO:

LEADER DEVELOPMENT DIVISION
ATTN: RETENTION & TRANSITION BRANCH
1600 SPEARHEAD DIVISION AVENUE, DPMT 280
FORT KNOX, KY 40122-5208

E. OFFICERS IN CATEGORIES 5A AND 5B WITH APPROVED TRANSFERS WILL INCUR A THREE-YEAR ADSO (TO BE SERVED CONSECUTIVELY TO ANY EXISTING ADSO; BEGINNING ONE DAY AFTER THE EXISTING ADSO EXPIRES). MEDICAL TRANSFERS WILL NOT INCUR AN ADSO IF APPROVED. ALL SUBMISSIONS ARE EVALUATED ON A CASE BY CASE BASIS AND THE DIRECTOR, OFFICER PERSONNEL MANAGEMENT DIRECTORATE (OPMD), ARMY HUMAN RESOURCES COMMAND (HRC) IS THE APPROVAL AUTHORITY.

6. APPLICATION PROCEDURES. THE GUIDELINES FOR OFFICERS REQUESTING TO PARTICIPATE IN 2ND QTR, FY11 VTIP ARE AS FOLLOWS:

A. OFFICERS SHOULD READ DA PAM 600-3 TO ENSURE THEY UNDERSTAND THE CRITERIA AND QUALIFICATIONS FOR THE BRANCH/FA THEY ARE REQUESTING. OFFICERS SHOULD VISIT THE BRANCH/FA WEBSITE TO LEARN MORE ABOUT THE BRANCH/FA OF THEIR INTEREST. <https://www.hrc.army.mil/SITE/ACTIVE/opmd/opmd.htm>

B. OFFICERS SELECTING FA24-TELECOMMUNICATIONS SYSTEMS ENGINEER AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENT:

(1) OFFICER MUST HAVE AN UNDERGRADUATE DEGREE IN AN INFORMATION TECHNOLOGY (IT)/SCIENCE/MATHEMATICS FIELD OF STUDY SUCH AS MATHEMATICS, ELECTRICAL ENGINEERING, COMPUTER SCIENCE OR PHYSICS.

(2) IF THE OFFICER DOES NOT POSSESS ONE OF THE REQUIRED UNDERGRADUATE DEGREES, HE/SHE MUST HAVE A GRE WITH A QUANTITATIVE SCORE GREATER THAN 550. MEMORANDUM FOR RECORD SUBMITTED TO HRC SHOULD DISCUSS RELATED NON-DEGREE BACKGROUND.

(3) OFFICER SHOULD INCLUDE ANY IT CERTIFICATIONS WHEN SUBMITTING VTIP REQUEST TO HRC. IT CERTIFICATIONS ARE NOT REQUIRED BUT ILLUSTRATE CAPABILITY TO SERVE AS A FA24.

C. OFFICERS SELECTING FA29-ELECTRONIC WARFARE (EW) AS A PREFERENCE MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN A TOP-SECRET (TS) SECURITY CLEARANCE. A TS SECURITY CLEARANCE IS REQUIRED PRIOR TO ATTENDING THE FA29 QUALIFICATION COURSE. OFFICERS WORKING IN EW PREVIOUSLY AS A 1J ARE ENCOURAGED TO APPLY.

D. OFFICERS SELECTING FA30-INFORMATION OPERATIONS (IO) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST BE AVAILABLE TO TRANSITION TO FA30 WITHIN 18 MONTHS OF BEING APPROVED FOR TRANSFER. ADDITIONALLY, OFFICERS WHO ARE ALREADY COMMITTED TO ANOTHER PROGRAM (e.g. FELLOWSHIPS, USMA, ETC.) MAY NOT BE ELIGIBLE TO COMPETE SINCE IT MAY NOT SUPPORT TIMELINE TO BEGIN TRAINING AS A FA30.

(2) OFFICER MUST BE ABLE TO OBTAIN AND MAINTAIN A TS SECURITY CLEARANCE. A SECRET SECURITY CLEARANCE IS REQUIRED PRIOR TO ATTENDING THE FA30 QUALIFICATION COURSE.

(3) OFFICERS MUST BE COMPLETE, CURRENTLY ATTENDING, OR ENROLLED IN CCC WITHIN SIX MONTHS PRIOR TO THE VTIP BOARD CONVENING.

E. OFFICERS SELECTING FA34-STRATEGIC INTELLIGENCE AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICER MUST POSSESS THE DEMONSTRATED APTITUDE TO OBTAIN AN ADVANCED DEGREE; THEREFORE MUST HAVE EITHER A MINIMUM GPA OF 3.0, A GRE OF 500/500/4.0 OR A COMPLETED MASTERS DEGREE (THIS IS A REQUIREMENT FOR ACCEPTANCE INTO THE MASTER OF SCIENCE IN STRATEGIC INTELLIGENCE PROGRAM AT THE NATIONAL DEFENSE INTELLIGENCE COLLEGE).

(2) OFFICER MUST BE ABLE TO OBTAIN AND MAINTAIN A TS SECURITY CLEARANCE BASED ON A SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI) AND ACCESS TO SENSITIVE COMPARTMENTED INFORMATION (SCI). OFFICERS SELECTED FOR FA34 TRAINING WHO DO NOT SATISFACTORILY COMPLETE, RECEIVE CONSTRUCTIVE CREDIT, OR RECEIVE A WAIVER FOR STRATEGIC INTELLIGENCE OFFICER COURSE (SIOC) AND/OR MSSSI WILL BE INVOLUNTARILY RETURNED TO THEIR PREVIOUS BRANCH/FA.

F. OFFICERS SELECTING FA40-SPACE OPERATIONS MUST HAVE A COMPLETE OR INTERIM TS/TSI SECURITY CLEARANCE. PERSONNEL WITH AN INTERIM TS/SCI MUST INCLUDE A JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) PERSON SUMMARY IN THEIR VTIP REQUEST TO HRC. THIS DOCUMENT MAY BE OBTAINED BY COORDINATING WITH YOUR INSTALLATION SECURITY MANAGEMENT OFFICE (SMO).

G. OFFICERS SELECTING FA46-PUBLIC AFFAIRS AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST BE COMPLETE, CURRENTLY ATTENDING, OR ENROLLED IN CCC WITHIN SIX MONTHS PRIOR TO THE VTIP BOARD CONVENING.

(2) OFFICERS MUST BE AVAILABLE TO TRANSITION TO FA46 WITHIN 18 MONTHS OF BEING APPROVED FOR TRANSFER.

(3) OFFICER MUST BE AVAILABLE FOR WORLDWIDE DEPLOYMENT.

H. OFFICERS SELECTING FA48-FOREIGN AREA OFFICER (FAO) AS A PREFERENCE MUST MEET MINIMUM REQUIREMENTS FOR FA48 AND COMPLETE A SPECIALIZED QUESTIONNAIRE. REQUIREMENTS VARY BY COHORT YEAR GROUP (CYG) AND IT IS CRITICAL THAT THE OFFICER CONSIDER NOT ONLY GENERAL REQUIREMENTS BUT SPECIFIC REQUIREMENTS FOR THEIR CYG AS OUTLINED IN THIS MESSAGE.

(1) OFFICERS APPLYING FOR FA48 MUST MEET THE FOLLOWING GENERAL REQUIREMENTS:

(A) COMPLETE THE FAO QUESTIONNAIRE THAT WILL BE REVIEWED BY THE FAO PROPONENT. QUESTIONNAIRES MUST BE RECEIVED BY FAO PROPONENT NLT ONE WEEK PRIOR TO THE FINAL SUBMISSION DATE OF VTIP REQUESTS TO HRC (31 MARCH 2011). OFFICERS WHO DO NOT SUBMIT THIS QUESTIONNAIRE WILL NOT BE CONSIDERED FOR SELECTION TO FA48.

(B) COMPLETE THE DEFENSE LANGUAGE APTITUDE BATTERY (DLAB) AND HAVE THEIR SCORE POSTED ON THEIR ORB PRIOR TO THE VTIP PANEL. THE MINIMUM DLAB SCORE IS 95. OFFICERS ALREADY POSSESSING A FOREIGN LANGUAGE ARE STILL REQUIRED TO MEET MINIMUM DLAB REQUIREMENTS AS FAO BRANCH MAY REQUIRE THEM TO LEARN ANOTHER LANGUAGE.

(C) OFFICERS MUST HAVE COMPLETED CCC AND HAVE COMPLETED COMPANY GRADE LEVEL KEY DEVELOPMENTAL (KD) POSITIONS IN BASIC BRANCH ASSIGNMENTS OR BE CURRENTLY SERVING IN THEIR KD POSITION.

(D) IAW AR 621-1, AN OFFICER MUST HAVE A BACCALAUREATE DEGREE WITH A GPA OF 2.5 ON A 4.0 SCALE OR HAVE COMPLETED A FAO RELATED GRADUATE DEGREE AS PER DA PAM 600-3. OFFICERS WHO DO NOT MEET THE 2.5 GPA REQUIREMENT MUST SUBMIT GRADUATE DEGREE TRANSCRIPTS AND/OR GRE TEST SCORES. OFFICERS THAT ARE DEPLOYED TO A COMBAT ZONE AND ARE UNABLE TO OBTAIN THEIR COLLEGE TRANSCRIPTS AND/OR GRE SCORES CAN SEND A LETTER TO BOTH THEIR BASIC BRANCH AND THE FA48 PROPONENT EXPLAINING THEIR SITUATION.

(E) OFFICERS MUST BE WILLING TO ACCEPT DESIGNATION INTO ANY FA48 AREA OF CONCENTRATION (AOC). PLEASE NOTE THAT WHILE OFFICERS MAY SUBMIT UP TO FOUR PREFERENCES, AOC DESIGNATION IS DONE TO MEET ARMY REQUIREMENTS AND OFFICERS MAY NOT RECEIVE A DESIGNATION IN ONE OF THEIR PREFERENCES.

(F) OFFICERS WHO ARE ALREADY COMMITTED TO ANOTHER PROGRAM (e.g. FELLOWSHIPS, USMA, ETC.) MAY NOT BE ELIGIBLE TO COMPETE. FAO TRAINING IS EXTENSIVE AND AN OFFICER'S COMMITMENT TO ANOTHER PROGRAM MAY NOT ALLOW FOR THE TIME REQUIRED TO FULLY TRAIN AS A FAO. OFFICERS IN OTHER PROGRAMS MUST BE ABLE TO PCS TO FAO TRAINING BY SUMMER 2012.

(G) OTHER CONSIDERATIONS: OFFICERS WHO HAVE FAMILY MEMBERS ENROLLED IN EFMP OR ARE DUAL MILITARY SHOULD SERIOUSLY CONSIDER WHETHER FAO IS THE RIGHT CHOICE FOR THEM. FAO OFFICERS OFTEN SERVE IN REMOTE ASSIGNMENTS WHERE SERVICES AND CONCURRENT SPOUSE ASSIGNMENTS MAY NOT BE AVAILABLE.

(2) SPECIFIC CYG OFFICER REQUIREMENTS:

(A) CYG2001 AND OLDER: OFFICERS IN THESE CYG MUST ALREADY POSSESS ALL REQUIRED SKILLS AND EXPERIENCES AS A TRAINED FAO. FAO BRANCH WILL NOT BE ABLE TO PROVIDE ANY TRAINING TO OFFICERS IN THESE CYG. THUS, OFFICERS MUST HAVE THE FOLLOWING SKILLS IN THE AOC THEY DESIRE TO ACCESS INTO:

1. LANGUAGE SKILLS WITH A CURRENT (WITHIN LAST 12 MONTHS) DLPT SCORE OF 2/2 OR HIGHER IN A LANGUAGE OF THE REGION FOR WHICH THEY WANT TO APPLY.

2. A GRADUATE DEGREE IN AN APPROPRIATE FAO RELATED DISCIPLINE (SEE DA PAM 600-3, CHAPTER 28).

3. EXTENSIVE REGIONAL EXPERIENCE IN THE AREA/REGION OF THE WORLD FOR WHICH THEY ARE APPLYING TO BE A FAO.

4. POSSESS ALL GENERAL REQUIREMENTS AS LISTED IN SECTION H-1.

(B) CYG2002 AND 2003: IN ADDITION TO THE GENERAL REQUIREMENTS LISTED IN SECTION H-1, OFFICERS IN THESE CYG MUST ALREADY POSSESS AT LEAST ONE OF THE REQUIRED SKILLS AND EXPERIENCES LISTED ABOVE IN THE SECTION FOR CYG2001 AND OLDER TO BE CONSIDERED FOR ACCESSION INTO FA48

(C) CYG2004 AND YOUNGER: IN ADDITION TO THE GENERAL REQUIREMENTS LISTED IN SECTION H-1, IT IS HIGHLY DESIRABLE FOR OFFICERS IN THESE CYG TO POSSESS ONE OR MORE OF THE SKILLS/EXPERIENCES AS OUTLINED ABOVE FOR CYG2001 AND OLDER.

(D) FOR QUESTIONS OR CONCERNS, PLEASE CONTACT THE FAO PROPONENT OFFICE BY EMAIL AT DAMOSSFFA48@CONUS.ARMY.MIL OR LOOK AT THE FAO PROPONENT WEBSITE AT WWW.G357EXTRANET.ARMY.PENTAGON.MIL/DCSEXTRANET/SS/SSF/DEFAULT.ASPX. THE FAO QUESTIONNAIRE CAN BE FOUND AT WWW.FAO.ARMY.MIL. ENSURE SUBJECT LINE OF EMAILS STATE NAME OF OFFICER AND "VTIP" AT A MINIMUM. OFFICERS SHOULD SUBMIT THE COMPLETED QUESTIONNAIRE TO THE FAO PROPONENT EMAIL (PREFERRED) OR BY FAX. IF DONE BY FAX, FAX HEADER SHOULD CLEARLY STATE THAT FAX IS FOR DAMO-SSF, FAO PROPONENT. FAO PROPONENT FAX: (703) 602-8198.

I. OFFICERS SELECTING FA49-OPERATIONS RESEARCH/SYSTEMS ANALYSIS (ORSA) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS MUST BE CYG2004 OR OLDER.

(2) OFFICERS IN THE RANK OF CAPTAIN MUST BE KD QUALIFIED IN THEIR BASIC BRANCH OR ARE CURRENTLY OCCUPYING A KD POSITION.

(3) OFFICER MUST HAVE SUCCESSFULLY COMPLETED ONE SEMESTER OF CALCULUS.

J. OFFICERS SELECTING FA53-INFORMATION SYSTEMS MANAGEMENT AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICER MUST HAVE AN UNDERGRADUATE DEGREE IN AN IT RELATED FIELD OF STUDY.

(2) OFFICER MUST POSSESS OR HAVE THE ABILITY TO OBTAIN AND MAINTAIN A TS/SCI SECURITY CLEARANCE.

(3) OFFICER SHOULD INCLUDE ANY IT CERTIFICATIONS WHEN SUBMITTING REQUEST TO HRC. IT CERTIFICATIONS (e.g. CISSP, CEH, SECURITY+, NET+) ARE NOT REQUIRED BUT ILLUSTRATE CAPABILITY TO SERVE AS A FA53. MEMORANDUM FOR RECORD SUBMITTED TO HRC SHOULD DISCUSS RELATED IT CAPABILITIES AND EXPERIENCES.

K. OFFICERS SELECTING FA59-STRATEGIC PLANS AND POLICY AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICER MUST BE CYG2004 AND OLDER. FA59 DOES NOT HAVE CAPTAIN BILLETS.

(2) OFFICERS IN CYG1999 THRU 2004 MUST HAVE A GRE SCORE OF 500/500/4 [PER AR621-1 ACS CRITERIA] OR A COMPLETED MASTERS DEGREE IN A RELATED FIELD OF STUDY (e.g. ECONOMICS, INTERNATIONAL RELATIONS, POLITICAL SCIENCE, AND HISTORY). OFFICERS WITHOUT MASTERS DEGREES WILL BE PLACED IN ACS AT THE EARLIEST CONVENIENCE, PREFERABLY BEFORE THEIR FIRST ASSIGNMENT AS A FA59.

(3) OFFICERS IN CYG1998 OR OLDER MUST HAVE A MASTERS DEGREE IN A RELATED FIELD OF STUDY (e.g. ECONOMICS, INTERNATIONAL RELATIONS, POLITICAL SCIENCE, AND HISTORY). THESE OFFICERS ARE TOO SENIOR TO EASILY MOVE INTO AN ACS BILLET.

(4) OFFICER MUST POSSESS OR HAVE THE ABILITY TO OBTAIN AND MAINTAIN A TS/SCI SECURITY CLEARANCE.

(5) CAPTAINS MUST BE CCC GRADUATES OR ABLE TO COMPLETE CCC WITHIN 12 MONTHS OF BECOMING AN FA59.

L. OFFICERS SELECTING ACQUISITION CORPS (AC) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS. WAIVERS OF THE MINIMUM ELIGIBILITY CRITERIA ARE NOT AUTHORIZED:

(1) OFFICERS MUST BE A GRADUATE OF CCC (BRANCH IMMATERIAL).

(2) OFFICERS SHOULD HAVE SUCCESSFULLY COMPLETED A MINIMUM 12-MONTH KD ASSIGNMENT OR BE SERVING IN A QUALIFYING KD ASSIGNMENT AS IDENTIFIED IN DA PAM 600-3 FOR THEIR BASIC BRANCH. OFFICERS ARE RESPONSIBLE FOR ENSURING THAT THE KD ASSIGNMENT IS ANNOTATED ON THEIR ORB, SECTION IX (ASSIGNMENT INFORMATION).

(3) ALL AVIATION BRANCH OFFICERS ACCEPTED FOR BRANCH TRANSFER INTO THE

ACQUISITION CORPS WILL BE CONSIDERED FOR UTILIZATION AS AN EXPERIMENTAL TEST PILOT. OFFICERS SELECTED FOR UTILIZATION AS AN EXPERIMENTAL TEST PILOT WILL ATTEND THE FIXED WING MULTI-ENGINE QUALIFICATION COURSE FOLLOWED BY THE 11-MONTH UNITED STATES NAVAL TEST PILOT SCHOOL (USNTPS). UPON COMPLETION OF INITIAL ASSIGNMENT AS AN EXPERIMENTAL TEST PILOT, OFFICERS HAVE THE OPTION OF CHANGING TO OTHER ACQUISITION CAREER FIELDS.

(4) ALL AVIATION BRANCH OFFICERS MUST INCLUDE THE FOLLOWING DOCUMENTS TO BE CONSIDERED FOR BRANCH TRANSFER INTO AC:

(A) LETTER OF RECOMMENDATION FROM A STANDARDIZATION INSTRUCTOR PILOT (SP) COMMENTING ON THE APPLICANT'S FLYING ABILITY. SP RECOMMENDATIONS MUST BE WITHIN ONE YEAR OF CURRENT UNIT OR LAST OPERATIONAL FLYING ASSIGNMENT. PERSONNEL IN A POSITION TO RECOMMEND AND ENDORSE ARE URGED TO MAKE A THOROUGH APPRAISAL OF THE APPLICANT. THE APPRAISAL SHOULD INCLUDE FLYING ABILITY, OPERATIONAL EXPERIENCE, MOTIVATION, ADAPTABILITY, MATURITY, ORAL AND WRITTEN COMMUNICATION SKILLS. INCLUDE THESE ENDORSEMENTS AS ENCLOSURES TO THE AVIATOR'S VTIP REQUEST TO HRC.

(B) ALL MEDICAL WAIVERS ISSUED DURING MILITARY SERVICE. THIS INFORMATION WILL DETERMINE THE APPLICANT'S ABILITY TO MEET NAVY FLIGHT PHYSICAL REQUIREMENTS AND WILL BE VETTED BY USNTPS PERSONNEL PRIOR TO THE CANDIDATE BEING ALLOWED TO COMPETE.

(C) OFFICIAL "STAMPED" TRANSCRIPT(S) OF COLLEGE CREDITS AND DEGREE AWARDED.

(D) COPY OF THE AVIATOR'S ENTIRE DA FORM 7122R AND SIGNED DA FORM 759.

M. OFFICERS SELECTING CIVIL AFFAIRS (CA) AS A PREFERENCE MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICER MUST BE IN CYG2005 THRU 2007: OFFICERS REQUESTING CA MUST BE ABLE TO COMPLETE CCC, AIRBORNE TRAINING, CA OFFICER QUALIFICATION COURSE (CAQC), AND 12-24 MONTHS IN A CA QUALIFYING KD POSITION PRIOR TO THEIR PRIMARY BOARD TO MAJOR. OFFICERS IN CYG2005 OR OLDER MAY BE CONSIDERED BUT MUST ALREADY BE 38A QUALIFIED OR QUALIFIED IN A KD POSITION WITHIN ANOTHER ARMY SPECIAL OPERATION FORCE (ARSOF) BRANCH (e.g. SF,PSYOP).

(2) OFFICER MUST BE AVAILABLE FOR WORLDWIDE DEPLOYMENT AND ABLE TO CONDUCT AIRBORNE OPERATIONS (MINIMUM PULHES STANDARD OF 111221). OFFICERS NOT AIRBORNE QUALIFIED WILL BE SCHEDULED TO ATTEND AIRBORNE SCHOOL.

(3) OFFICER MUST BE ABLE TO OBTAIN AND MAINTAIN A TS SECURITY CLEARANCE.

(4) CANDIDATES WITH DEPLOYMENT EXPERIENCE, LANGUAGE SKILLS AND/OR APTITUDE (AS DEMONSTRATED BY A CURRENT DLPT OF 1/1 OR HIGHER OR A DLAB SCORE OF 85 AND ABOVE), AND SIGNIFICANT OVERSEAS TRAVEL ARE DESIRED.

(5) ALL OFFICERS SELECTED FOR CA BRANCH MUST SUCCESSFULLY COMPLETE CIVIL AFFAIRS ASSESSMENT AND SELECTION PRIOR TO STARTING CAQC. OFFICERS NON-SELECTED WILL BE INVOLUNTARILY RETURNED TO THEIR PREVIOUS BRANCH.

N. OFFICERS SELECTING PSYCHOLOGICAL OPERATIONS (PO) AS A PREFERENCE MUST MEET

THE FOLLOWING MINIMUM REQUIREMENTS:

(1) OFFICERS IN CYG1999 THRU 2001 MUST BE QUALIFIED IN A KD POSITION WITHIN ANOTHER ARMY SPECIAL OPERATIONS FORCE (ARSOF) BRANCH (e.g. SF,PSYOP).

(2) OFFICER MUST BE ABLE TO OBTAIN AND MAINTAIN A TS SECURITY CLEARANCE.

(3) OFFICER MUST BE AVAILABLE FOR WORLDWIDE DEPLOYMENT AND ABLE TO CONDUCT AIRBORNE OPERATIONS (MINIMUM PULHES STANDARD OF 111221). OFFICERS NOT AIRBORNE QUALIFIED WILL BE SCHEDULED TO ATTEND AIRBORNE SCHOOL.

(4) CANDIDATES WITH DEPLOYMENT EXPERIENCE, LANGUAGE SKILLS AND/OR APTITUDE (AS DEMONSTRATED BY A CURRENT DLPT OF 1/1 OR HIGHER OR A DLAB SCORE OF 85 AND ABOVE), AND SIGNIFICANT OVERSEAS TRAVEL ARE DESIRED.

(5) ALL OFFICERS SELECTED FOR PO BRANCH MUST SUCCESSFULLY COMPLETE PSYOP ASSESSMENT AND SELECTION PRIOR TO STARTING POQC. OFFICERS NON-SELECTED WILL BE INVOLUNTARILY RETURNED TO THEIR PREVIOUS BRANCH.

O. OFFICERS ELECTING TO PARTICIPATE IN THE VTIP PANEL MUST ELECTRONICALLY SUBMIT A DA FORM 4187 (TABLE 1-3), MEMORANDUM FOR RECORD STATING REASON FOR REQUEST, TRANSCRIPTS, CERTIFICATIONS, AND ANY OTHER DOCUMENTS NOT IN THE OFFICER'S PERSONNEL MANAGEMENT FILE.

P. OFFICERS MAY ONLY REQUEST ONE BRANCH/FA.

Q. REQUESTS MUST BE SIGNED BY THE FIRST LTC OR ABOVE IN THE OFFICER'S CHAIN OF COMMAND.

R. LETTERS OF RECOMMENDATION WILL NOT BE CONSIDERED.

S. OFFICERS CANNOT REQUEST TRANSFER INTO AVIATION, SPECIAL FORCES (UNLESS SUCCESSFULLY COMPLETED SPECIAL FORCES OFFICER QUALIFICATION COURSE), AMEDD, MEDICAL SERVICE CORPS, JUDGE ADVOCATE GENERAL'S CORPS, CHAPLAIN CORPS, OR FA47-MILITARY ACADEMY PROFESSOR.

T. OFFICERS INTERESTED IN BECOMING AN FA47-MILITARY ACADEMY PROFESSOR SHOULD CONTACT THE MILITARY ACADEMY DEPARTMENT IN WHICH YOU ARE INTERESTED IN TEACHING. THE MILITARY ACADEMY ALSO PUBLISHES ADVERTISEMENTS FOR PROFESSORS THRU AKO EMAILS, THE WEST POINT WEBPAGE, AND ARMY RELATED PUBLICATIONS WHICH DESCRIBE HOW AND WHEN TO APPLY. OFFICERS WILL BE SCREENED AND SELECTED BY A MILITARY ACADEMY COMMITTEE. CRITERIA FOR AN ACADEMY PROFESSOR CAN BE FOUND IN DA PAM 600-3.

U. REQUESTS SUBMITTED AFTER 31 MARCH 2011 WILL BE RETURNED WITHOUT ACTION.

V. THE SUBMISSION OF A REQUEST WILL NOT AFFECT AN OFFICER ON ORDERS OR HIS/HER NORMAL PCS ROTATION SCHEDULE.

W. THE VTIP PANEL WILL ELECTRONICALLY REVIEW ALL APPLICANTS' OFFICER MILITARY PERSONNEL FILES (OMPF) AND SUBMITTED DOCUMENTS (e.g. CERTIFICATIONS, GRE SCORESHEETS, ETC.). APPLICANTS ARE ENCOURAGED TO UPDATE ALL INFORMATION IN THEIR OMPF.

X. OFFICERS QUALIFYING AND ELECTING TO PARTICIPATE IN THE VOLUNTARY TRANSFER INCENTIVE PROGRAM MUST SUBMIT THEIR REQUEST ELECTRONICALLY TO HRC.OPMD.RETENTION@CONUS.ARMY.MIL AND ADDRESS DA FORM 4187 TO:

LEADER DEVELOPMENT DIVISION
ATTN: RETENTION & TRANSITION BRANCH
1600 SPEARHEAD DIVISION AVENUE, DPMT 280
FORT KNOX, KY 40122-5208

7. APPROVED TRANSFERS. OFFICERS APPROVED FOR TRANSFER WILL:

A. RECEIVE A VTIP APPROVAL NOTIFICATION FROM RETENTION & TRANSITION BRANCH OUTLINING THE TRANSFER DATE INTO THEIR NEW BRANCH/FA ALONG WITH THEIR ACKNOWLEDGMENT OF A THREE-YEAR ADSO.

B. BE REQUIRED TO ACCEPT OR DECLINE THEIR TRANSFER BY REPLYING TO HRC.OPMD.RETENTION@CONUS.ARMY.MIL NLT 30 WORKING DAYS FROM NOTIFICATION.

C. HAVE THE OPTION TO ACCEPT OR DECLINE THEIR TRANSFER. OFFICERS ELECTING TO DECLINE TRANSFER WILL REMAIN IN CURRENT BRANCH/FA AND MUST WAIT ONE YEAR BEFORE SUBMITTING ANOTHER REQUEST. THE BRANCH/FA APPROVED BY THE SELECTION PANEL WILL BE VOID.

D. TRANSFER TO THE SELECTED BRANCH/FA IS EFFECTIVE UPON THE DATE INDICATED IN THE NOTIFICATION OFFERED TO THE OFFICER. OFFICERS ASSIGNED TO UNITS WITHIN 120 DAYS OF LAD WILL REMAIN WITH THEIR UNIT UNTIL R+120 AND THEN TRANSFER TO THEIR GAINING BRANCH/FA.

E. WILL HAVE AT LEAST 12 MONTHS TIME ON STATION PRIOR TO TRANSFER TO THE APPROVED BRANCH/FA. OFFICERS SERVING A THREE-YEAR OCONUS TOUR MUST COMPLETE 30 MONTHS OF TOUR PRIOR TO THEIR AVAILABILITY DATE.

F. OFFICERS WITHOUT AN EXISTING ADSO WILL BEGIN THEIR THREE-YEAR ADSO UPON REPORTING INTO TRAINING AND/OR A PCS ICW NEW BRANCH/FA. OFFICERS WITH EXISTING ADSOS WILL BEGIN THEIR THREE YEAR ADSO ONE DAY AFTER THE EXISTING ADSO EXPIRES.

G. OFFICERS WHO ARE UNABLE TO COMPLETE THEIR REQUIRED TRAINING FOR THEIR APPROVED BRANCH/FA WILL BE INVOLUNTARILY RETURNED TO THEIR PREVIOUS BRANCH.

8. THE VOLUNTARY TRANSFER INCENTIVE PROGRAM IS A SEPARATE PROGRAM FROM THE ANNUAL 4 AND 7 YEAR FUNCTIONAL DESIGNATION (FD) BOARDS. THE VTIP IS DESIGNED TO SUPPLEMENT THE ANNUAL FD BOARDS.

9. TRANSFER ELIGIBILITY.

A. TABLE 1-1 (TRANSFER OUT ELIGIBILITY). THIS TABLE BREAKS OUT BASIC BRANCH/FA ELIGIBILITY BY YEAR GROUP FOR TRANSFER OUT DURING THE 2ND QTR, FY11 VTIP PANEL. "Y" INDICATES AN OFFICER MAY REQUEST A TRANSFER OUT OF THEIR BRANCH/FA. "N" INDICATES AN OFFICER MAY NOT REQUEST A TRANSFER OUT OF THEIR BRANCH/FA.

B. TABLE 1-2 (TRANSFER IN ELIGIBILITY). THIS TABLE BREAKS OUT BASIC BRANCH/FA ELIGIBILITY BY YEAR GROUP FOR TRANSFER IN DURING THE 2ND QTR, FY11 VTIP PANEL. "Y" INDICATES AN OFFICER MAY COMPETE FOR TRANSFER INTO THAT SPECIFIC BRANCH/FA. IT

DOES NOT GUARANTEE APPROVAL. ALL FILES ARE SCORED AND PLACED ON AN OML FOR EACH REQUESTED BRANCH/FA. THE MOST QUALIFIED OFFICERS ARE SELECTED FOR APPROVAL BASED ON ARMY REQUIREMENTS. "N" INDICATES AN OFFICER MAY NOT REQUEST A TRANSFER INTO THAT SPECIFIC BRANCH/FA.

C. CYG2003 OFFICERS THAT WENT BEFORE THE FY10 FD BOARD MAY APPLY TO THIS PANEL AS AN APPEAL. AN OFFICER MAY APPEAL ONLY IF HE/SHE WAS NOT DESIGNATED INTO ONE OF THEIR THREE PREFERENCES SUBMITTED TO HRC. OFFICERS WHO DID NOT SUBMIT PREFERENCES TO THE FD BOARD MAY NOT APPEAL IF THEY WERE SUBSEQUENTLY DESIGNATED INTO A FUNCTIONAL AREA. FD APPEALS ARE NOT SUBJECT TO THE IN/OUT CALLS IN TABLES 1-1 AND 1-2. BOARD RESULTS WERE PUBLISHED AUGUST 2010. IF THE OFFICER'S APPEAL IS APPROVED, AN ADSO WILL NOT BE INCURRED.

10. ANY QUESTIONS OR CONCERNS ABOUT THE VTIP PROGRAM OR ELIGIBILITY CAN BE ADDRESSED VIA EMAIL AT HRC.OPMD.RETENTION@CONUS.ARMY.MIL.

TABLE 1-1 (TRANSFER OUT ELIGIBILITY):

OUT	Year Group											
	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997
AC	N	N	N	N	N	N	Y	N	Y	N	N	Y
AD	Y	Y	Y	Y	Y	N	N	N	N	N	N	N
AG	Y	Y	N	N	N	N	N	N	Y	N	N	N
AR	Y	Y	Y	Y	Y	N	N	N	N	N	N	N
AV	N	N	Y	Y	Y	Y	N	N	N	N	N	N
CA	N	N	N	N	N	N	N	N	N	N	N	N
CM	Y	Y	N	Y	N	N	N	N	N	N	N	N
EN	Y	Y	Y	N	N	N	N	N	N	N	N	N
FA	Y	Y	Y	Y	Y	N	N	N	N	N	N	N
FI	Y	Y	N	N	N	N	N	N	N	N	N	N
IN	Y	Y	Y	Y	N	N	N	N	N	N	N	N
LG	Y	Y	Y	Y	Y	N	N	N	N	N	N	N
MI	N	Y	Y	Y	Y	N	N	N	N	N	N	N
MP	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N
PO	N	N	N	N	Y	Y	N	N	N	N	N	N
SC	Y	Y	Y	Y	Y	N	N	N	N	N	N	N
SF	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y
FA24	N	Y	N	N	N	Y	Y	N	N	N	N	N
FA29	N	N	N	N	N	N	N	N	N	N	N	N
FA30	N	N	N	N	N	N	Y	Y	N	N	N	N
FA34	N	N	Y	Y	N	Y	Y	N	Y	N	N	Y
FA40	N	Y	N	N	N	Y	Y	N	N	Y	N	N
FA46	N	N	N	N	N	Y	Y	N	N	N	N	N
FA48	N	N	N	N	N	Y	Y	N	N	N	N	N
FA49	N	N	N	N	N	Y	Y	Y	N	N	Y	N

FA50	N	N	N	N	N	N	N	N	N	N	N	Y
FA52	N	N	N	N	N	Y	Y	Y	Y	Y	N	Y
FA53	N	Y	N	N	N	Y	Y	N	N	N	N	N
FA57	N	N	N	N	N	N	Y	N	N	N	N	N
FA59	N	N	N	N	N	Y	Y	N	N	N	N	N

TABLE 1-2 (TRANSFER IN ELIGIBILITY):

IN	Year Group											
	Br / FA	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998
AC	N	N	N	Y	Y	N	N	Y	N	N	N	N
AD	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
AG	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AR	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
AV	N	N	N	N	N	N	N	N	N	N	N	N
CA	N	N	Y	Y	N	N	N	Y	Y	Y	N	N
CM	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y
EN	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y
FA	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
FI	N	N	N	N	N	Y	Y	Y	N	N	N	N
IN	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
LG	N	N	N	N	N	Y	Y	Y	N	N	N	N
MI	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	Y
MP	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N
PO	N	N	N	N	N	N	N	Y	Y	Y	N	N
SC	N	N	N	N	N	Y	Y	Y	Y	N	N	N
SF	N	N	N	N	N	Y	N	N	N	N	N	N
FA24	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y
FA29	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
FA30	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y
FA34	N	N	Y	Y	Y	N	N	N	N	Y	N	N
FA40	N	N	Y	Y	Y	N	N	N	N	N	N	N
FA46	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y
FA48	N	N	Y	Y	Y	N	N	Y	N	Y	Y	Y
FA49	N	N	N	N	Y	N	N	Y	Y	Y	Y	N
FA50	N	N	N	N	Y	N	Y	Y	N	N	Y	N
FA52	N	N	Y	Y	Y	Y	N	Y	Y	N	Y	N
FA53	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
FA57	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y

FA59	N	N	N	N	Y	N	N	Y	Y	N	N	N
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TABLE 1-3 (4187 Example)

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code) Commander 4-9 Cavalry Squadron Fort Hood, TX 76544	2. TO (Include ZIP Code) Leader Development Division ATTN: Retention & Transition Branch 1600 Spearhead Division Avenue Fort Knox, KY 40122-5208	3. FROM (Include ZIP Code) Commander HHT, 4-9 Cavalry Squadron Fort Hood, TX 76544
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) Doe, John A.	5. GRADE OR RANK/PMOS/AOC CPT/AR	6. SOCIAL SECURITY NUMBER 123-45-6789
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 (Enl only)	<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 (Enl only)	<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 (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Branch Transfer (VTIP)
9. SIGNATURE OF SOLDIER (When required) LOGAN.DAMEION.LAMAR.11164189	10. DATE (YYYYMMDD) 20110228	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. Request Branch Transfer (VTIP) to _____ (You may only request "ONE" Branch or Functional Area). 2. Officer meets Army height and weight standards. 3. Officer is not pending any UCMJ action. 4. Officer is not pending or on separation orders. 5. Supporting documentation is attached as required (transcripts, certifications, or additional documents not in OMPF).		
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 -		
<input checked="" type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE LOGAN.DAMEION.LAMAR.11164189	14. DATE (YYYYMMDD) 20110228