



DEPARTMENT OF THE ARMY
417th BASE SUPPORT BATTALION
UNIT 26137
APO, AE 09031

AETV-WG-W

18 August 2004

MEMORANDUM FOR RECORD

SUBJECT: 417th Base Support Battalion Individual Reintegration Standard Operating Procedure (SOP)

1. References:

- a. <http://www.per.hqusareur.army.mil/reintegration> USAREUR's Reintegration Website.
- b. <http://www.armyg1.army.mil/WellBeing/DeployCycleSpt.asp> May 2003 Department of the Army CONPLAN.
- c. "USAREUR Soldiers, Civilians & Family Members' Reintegration Guide".
- d. USAREUR Regulation 600-8-109, April 2004.
- d. AE Form 600-8-109A, JUN 04, most up-to-date version found on website listed in 1.a..

2. Purpose: This Standard Operating Procedure (SOP) outlines the community resources available to the tactical units supported by the 417th BSB, in regards to Individual Reintegration Requirements (for soldiers redeploying prior to the unit returning. Reintegration is a USAREUR mandated program.

3. Responsibilities:

a. Tactical Units

(1) Rear Detachment Commanders

(a) Coordinate with appropriate agencies to enable smooth reintegration process to occur for each soldier. A majority of this coordination will occur when you complete Annex L.

(b) Insure each soldier completes all applicable reintegration tasks within the 7 half-day schedule.

(c) Inform the BSB Commander or S-3 regarding any customer service issues during a Soldier's reintegration process. Maintain open communication with BSB in regards to future reintegration.

(d) All commanders (down to Company level, rear detachment or actual) are invited to attend the monthly Community Round Table (CRT). This will be the forum where future deployment

related issues (reintegration, PDP, ISA operations) will be discussed by the BSB. Upcoming CRT dates are:

17 AUG
21 SEP
19 OCT
16 NOV

All are held at the Cantigny Club, Leighton Barracks, 0900. Please call ACS for further information and monthly dates.

(e) Identify “issues” or “concerns” as early as possible and refer to appropriate agency or program.

(f) Order all applicable Reintegration Handbooks (see Annex J) through your publication sources & ensure all soldiers and family members receive copies.

(g) Read USAREUR Regulation 600-8-109 for entire listing of responsibilities and overview of reintegration.

(h) Report to USAREUR using their reporting format (USAREUR Reintegration website) every Tuesday, Thursday & Sunday, NLT 1600L to G3 watch and G1. (questions 370-9676)

(2) Forward Commanders.

(a) Need to ready their units for the reintegration process and complete all downrange requirements.

(b) Inform the Rear Detachments of any concerns, issues, or requests regarding the reintegration process or individual soldiers’ needs.

(c) Read USAREUR Regulation 600-8-109 for entire listing of responsibilities and overview of reintegration (emphasis on Appendix B).

(3) Family Readiness Groups (FRGs)

(a) Coordinate with ACS and MEDDAC (Preventive Medicine) for informational briefings outlined in Section II of the Reintegration Checklists. These briefs should be conducted BEFORE the soldiers return.

(b) Assist family members in identifying resources for individual concerns.

(c) Encourage spouses to attend reintegration process, especially the briefs dealing with relationships.

(d) Read USAREUR Regulation 600-8-109 for entire listing of responsibilities and overview of reintegration (emphasis on Appendix C).

b. 417th Elements

(1) Directorate Plans, Training, Mobilization and Security (DPTMS):

- (a) Maintain oversight of entire Reintegration process.
- (b) Coordinate unit level services when required.
- (c) Continue planning and briefing for the upcoming Reintegration processes.

(2) Army Community Service (ACS)

- (a) Provide informational and agency support to both units and individuals.
- (b) Cross-train several individuals in order to deliver the “Relationship and Family Reintegration Informational Brief” (RAFRIB)

(3) 417th Chaplain Corps

- (a) Provide regular chaplain services to all redeploying soldiers.
- (b) Train chaplains on the desk-side RAFRIB and any specific needs of reintegrating soldier.
- (c) Be prepared to give “Suicide Awareness” & “Soldier Life Experience” training to those who did not receive this downrange.

(4) CYS – Be prepared to coordinate for free daycare at community CDCs.

c. Separate Support Agencies. (MEDDAC, DENTAC, 106 Finance, 38th PSB, Staff Judge Advocate, Social Work Services)

- (1) Provide services, during hours listed, to all individually reintegrating soldiers.
- (2) Ensure accuracy of this SOP and notify BSB S-3 when updates are required.
- (3) Remain in contact with BSB S-3 for upcoming planning process for redeployment.

4. Operating Procedures:

a. Requirement to Reintegrate a Soldier. The mandate has come from the Department of the Army CONPLAN and implementation was directed to USAREUR to execute Reintegration of every soldier returning from a theater of operation. **Reintegration (all “Pre-Block” tasks) must be completed for every individual soldier, within 7 seven days of arrival.** This is applicable for all those who:

- have been in theater for more than 30 days
- have the possibility to stay in USAREUR for more than 30 days
- MEDAVAC Patients – after being medically cleared to participate
- returned to USAREUR for PCS/ETS or other separations
- see MILPER Message 04-053 regarding reporting dates

The USAREUR rear detachments are responsible for executing Reintegration to standard with every soldier and executing all USAREUR reporting requirements. You will make all mandated Reintegration Reports through your unit's S-1 channels. The 417th BSB can facilitate resources, information, and tracking systems in support of your reintegration process. Current planning is underway in the BSB for the unit level redeployment expected early next year. Please attend monthly BSB meetings (Community Round Tables-CRT) in order to keep up to date in the planning process.

b. Specific 7-day Requirements. Priorities of Work for 7-day Pre-Block Leave tasks. Soldiers are to participate in the half-day schedule as set by your rear detachment. (See Annex A for checklist outline)

NOTE – Annex B has all the community agency Points of Contact by name. Please feel free to contact those individuals responsible for your concern. If there are any customer service issues, please let the BSB S-3 know at 355-1530.

(1) **Secure weapon and any sensitive items. (UNIT)** See Section VIII, AE Form 600-8-109A.

(2) **Conduct Welcome Home Ceremony** Currently under planning process inside the BSB to conduct group ceremonies.

(3) **Housing. (UNIT & SOLDIER)** Reintegrating soldiers have walk-in priority at the Housing office. (part of AE 2.1.15)

Larson-Kitzingen Bldg 12 (upstairs) 355-2240 MTWF 0800-1600 & R 1300-1600

(4) **Meal Card (UNIT)** as applicable (part of AE 2.1.15)

NOTE: The 4187 for meal cards needs to be at the Finance within 48 hours after issue!!!

(5) **Local Medical Clinic (SOLDIER)** (to begin Section VII)
Hours of Reintegration are 0900-1130 Monday, Wednesdays, and Fridays at all clinics (closed on Training and Federal Holidays) See Annex B for direct Points of Contact.

(6) **Collect paperwork from downrange. (UNIT & SOLDIER)**

(a) Ensure soldier has all documentation supporting entry and exit from theater (needed for Finance Travel Voucher). See Annex D.

(b) Fill out top portion of the reintegration checklist (AE FORM 600-8-109A) and ensure all soldiers have their USAREUR Reintegration guide.

(c) Check to see if soldier has completed Section II (gray portion) of AE FORM 600-8-109A. (If soldier brings documentation from downrange, just transfer that to the USAREUR checklist). If gray area tasks have not been completed, unit must ensure completion before 7-day limit.

(i) 1.1.1 – Unit

(ii) 1.1.2 – Will be covered in 417th RAFRIB Please ensure your downrange Chaplains have an ongoing program to support Reintegration requirements before they arrive back in theater.

(iii) 1.1.3 – Contact 417th Chaplains

(iv) 1.1.4 – Will be conducted at each local medical clinic in conjunction with 2.1.3

(v) 1.1.5 – Contact 417th Chaplains

(vi) 1.1.6 – Will be conducted at each local medical clinic in conjunction to Section VII requirement

(vii) 1.2.4- Unit

(viii) 1.4.4 - Information is found on the USAREUR website and questions can be asked at local PSB and Finance office. See Annex E & I for more information.

(ix) AE 1.1.7 – ATFP Level I – There are three options to complete this annual training requirement inside the 417th BSB:

- <http://at-awareness.org/> (keyword “aware”) remember to print certificate in “landscape” format under “Page Setup” menu.

- ITC (Bldg 12) upstairs, every Tuesday 1300 – POC BSB S-3

- Every unit is to have a qualified instructor. If you need a listing of those who are qualified, please contact BSB S-3, Force Protection Officer.

(x) AE 1.1.8 – Unit Commander, briefing found on USAREUR Reintegration website.

(xi) AE 1.2.5 – Completed in conjunction with AE 2.1.21

(d) Verify individual PERSTEMPO updated (AE 2.2.16)

(e) Records update and evaluation completed (OER/NCOER) (1.2.3)

(f) Ensure leave forms are completed both for travel voucher and for post deployment leave (AE 2.1.20)

(g) AE 2.2.15, if applicable.

NOTE – 1.5.11 cannot be performed until the soldier is literally exiting the army. This is one of the last pieces of paper that they receive at the transition point. ACAP will assist in preparing this form, but it will not be completed until later.

(7) Report incoming soldier to BSB (UNIT) This will allow us to track your soldier through the Reintegration process and to coordinate specific needs, such as the desk side briefings with ACS. Send all reports to 98ASGEOC@cmtymail.98asg.army.mil.

Report should include (refer to ANNEX L for format):

- (a) RANK – Soldier’s rank
- (b) LAST – Soldier’s last name
- (c) First – Soldier’s first name
- (d) SSN – Soldier’s Social Security Number (important to pull records)
- (e) Soldier’s Current Location – if they were MEDAVACed (are they at Landstuhl or Wurzburg?) are they in your company area? Where is that soldier
- (f) UIC - Unit’s Identification Code
- (g) Unit – Soldier’s Unit down to the company level
- (h) Date expected to begin 7-day processing – this should be the day following arrival to Germany (exceptions are soldiers such as MEDAVAC)
- (i) Completed ITC – YES or NO – This includes HeadStart and all initial inprocessing.
- (j) Need POV or HHG redelivery – YES or NO – this will give our Transportation Office time to pull records and assist in coordinating for redelivery.
- (k) Married – YES or NO – to give demographic for RAFRIB
- (l) Children – YES or NO – to give demographic for RAFRIB
- (m) Wish free childcare during RAFRIB – YES or NO – see 10 (c) for details. The next three shaded columns only apply to those desiring free childcare.

(8) Car Insurance activated. (SOLDIER) If the soldier can do this before returning to theater, the process can progress even faster. (AE 2.5.6, AE 2.5.7 & AE 2.5.8) ***Not pre-block leave tasks***

NOTE – 2.5.4 (Section IX) is a “Pre-Block” leave task, but cannot be completed until a soldier retrieves his/her POV. Please complete damage and claim transactions as soon as possible after discovering the conditions. But in literal terms, ignore the “pre-block” status of 2.5.4. Refer to Annex I and Claims Office 355-8535 (Kitzingen-Harvey) or 350-6239/7122 (Wurzburg) for further assistance.

VEHICLE REGISTRATION

Kitzingen-Harvey 355-8819/8622 Bldg 138 Upstairs Gym 0745-1200, 1230-1500
Walk in (please arrive NLT 1430)
Closed Last Day of Month

Wurzberg	350-7507/7472	Bldg 56	0745-1200, 1300-1500
	Please call for an appointment		<i>Closed First Day of Month</i>

VEHICLE INSPECTION

Kitzingen-Harvey	355-8692	Bldg 134	M-F 0715-1200, 1230-1515
Wurzberg	350-7291	Bldg 54	M-F 0720-1200, 1230-1515

DRIVERS TESTING

Kitzingen-Larson	355-2829	Bldg 1	M-F 0730-1600
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(9) Coordinate for Household and Vehicle Redelivery (UNIT & SOLDIER) See Annex B for complete guidance (AE2.5.5 & AE 2.5.9)

NOTE – During V Corps’ reintegration, one rear detachment obtained power of attorneys from most of its single soldiers for redelivery of house hold goods. The unit then had the soldier sign for his barracks, upon arrival, and all of his/her stuff was already waiting for them to unpack. This expedited the redelivery process, but DOL is unwilling to do this without a POA due to liability issues. Something for the rear detachment and forward deployed soldiers to think about.

(a) Remind Soldiers to file claim (annotate on the inventory paperwork) with the contractor delivering household if something is identified as damaged or missing upon arrival. (2.5.3).

(b) Contact the MP Station if Vehicle damage has occurring upon redelivery of your POV (AE 2.5.10)

(10) Attend a desk-side RAFRIB (SOLDIER)

(a) This is a briefing hosted by ACS. Topics include 1.1.2, 1.5.1, 1.5.13, 1.3.16, 1.5.17, 2.1.10, 2.1.11. These topics are directed towards all soldiers (single or married) and all significant others (spouse or girl/boy friend). **SOLDIERS CAN MAKE AN APPOINTMENT BY CALLING LEIGHTON ACS, 355-7103.**

(b) Soldiers returning separate from their unit might have the feeling of sudden isolation. Unit emphasis must be taken with single soldiers that have little social support network available upon return. Assets available to rear detachments are DCA (to include ACS and MWR activities), Chaplain Corps, Social Work Services (SWS), a local chapter of Veterans of Foreign Wars (VFW), and additional ACS resources such as Family Advocacy Program.

(c) Free Childcare is available but must be coordinated through reporting to the BSB. This daycare is only available on the half day of the RAFRIB brief. (See Annex L). In order for children to receive daycare they need to meet the following requirements:

- 6 months – 11 years
- Registered with CYS
- Or show up to the Leighton CDC (when receiving care) with shot records

NOTE – Please coordinate with the BSB in order to ensure space and proper staffing of the CDC.

(11) Finance (SOLDIER) See Annex D & E (Section V)

(a) Go to Leighton Finance Office (upstair next to BookMark & Theater), sign-in “travel” and you will see a Mr. Calvin.

MTWF0900-1200 WALK-INS WELCOME
Afternoons MUST MAKE APPOINTMENT

NOTE: DO NOT GO TO the Larson-Kitzingen ITC Finance Office

(b) Documents needed for Reintegration at Finance

(i) Leave Form (completed DA 31 – if soldier took leave)

(ii) Orders taking soldier to Iraq (by name or with roster attached)

(iii) Orders bringing soldier back to Germany (by name or with roster attached)
OR Letter of Release (from Iraq)

(iv) Please bring any supporting documentation regarding movement in and out of theater

(v) All 1610s and receipts (if soldier went on TDY)

(12) Local PSB (SOLDIER).

(a) Ensure you have a current and readable ID Card. ***Not Pre-Block Leave Task.*** All ID Sites are APPOINTMENT ONLY-NO WALKINS with the following hours:

0900-1200, 1300-1600 (Thursday, closed until 1300)

Kitzingen-Larson	Bldg 61	355-2492/2366
Leighton	Bldg 13	350-6469/6603
Giebelstadt	Bldg 540	352-7213/7217

(b) ORB/ERB updated (1.2.3) Soldier can access their ORB/ERB online. If needing updating, please go to your local PSB (facility holding your 201 file). Can Walk-in, Redeployers have Priority.

Kitzingen-Larson	Bldg 61 Room 107	MTWF0900-1700
		R 1300-1500

(c) SGLV and emergency data updated (AE 2.2.17) Same office handles both this and ORB/ERB updates.

(13) Contact Local CMR (SOLDIER) (AE 2.1.21)

NOTE - Be aware that while 12th Aviation redeployed their CMR was overflowing with footlockers and boxes. It is highly advisable that commands emphasize the need for soldiers to pickup all their received mail at their CMR before block leave. Otherwise overflow will have to be kept at the Faulenburg warehouse (or other storage facilities) and soldiers will have a delay on delivery.

	Giebelstadt CMR 408 352-7924/7260		Harvey CMR 449 355-8841		Larson CMR 448 355-2466/2866		Leighton CMR 475 350-7286
MTWR	1100-1300 1600-1800		MTWF 1100-1300 1600-1800		same as Harvey		same as Harvey
F	1500-1700		R 1500-1700				

(14) **Call ACAP (UNIT)** (AE 2.5.4) to see if your soldier needs counseling before going on block leave. Call 355-2462. 98th ACAP services Larson Bldg 60. ***Not Pre-Block Leave Task.*** See Annex H for more information.

NOTE - It is a congressional mandate that ACAP counseling occurs 90 days before separation. This is why ACAP would like to schedule an appointment and check incoming soldiers BEFORE they are released to block leave.

(15) Complete all Safety Requirements (UNIT)

(a) AE 2.1.12 – found on USAREUR website and conducted by RDC

(b) AE 2.1.13.1 – found on USAREUR website

(c) AE 2.1.12 – Summer Safety Requirements = Summer, Winter Safety Requirements = Winter. 417th BSB Safety is a resource to obtain materials 355-1670.

c. Finish Reintegration. These are tasks that can be completed after leave and the seven-day initial processing.

(1) Ensure registered in IACS (SOLDIER) (AE 2.1.16)

- Required every time you receive a new ID Card
- Kitzingen-Harvey is the only site that does services other than ID Cards (i.e. visitors over 30 days, etc)
- All offices are walk-ins for redeploying soldiers

Kitzingen-Harvey 0800-1200,1300-1700 Bldg 141 next to MP station

Kitzingen-Larson 0800-1200,1300-1700 Bldg 61 opposite side of “U” from ID Cards

Leighton 0800-1200,1300-1700 Bldg 13

Giebelstadt 0900-1600 (Thursday closed until 1300) Bldg 540

(2) Local Dental Clinic (UNIT) (AE 2.3.17). Verify Dental classification.

(3) Legal (SOLDIER) Section IX

Kitzingen Law Center (Bldg 170-enter Richthofen Circle, across from Harvey exit, and take a right to the end of the street)

0900-1600 MTWF (closed noon hour)
1300-1500

OIC/NCOIC	355-8567/8338
Claims	355-8535
Legal Assistance	355-8412
Fax	355-8344

Leighton Law Center (Bldg 47- next to MP station up the hill from the Shoppette)

0800-1600 M-F (closed noon hour)

Claims	350-6239
Legal Assistance	350-7174/6255

(4) **Finalize Medical Processing (SOLDIER)** Section VII

(5) **Receive FRG Information (SOLDIER)**(AE 2.5.12) These services are always offered at Army Community Services (ACS).

(6) **Out process Individual Augmentees (UNIT)** (AE 2.4.10) if this applies

(7) **Cleared quarters, BOQ, BEQ (UNIT & SOLDIER)** (AE 2.5.11) if this applies

(8) **Review and finalize Checklist (UNIT)** The soldier must sign the checklist after completing all tasks (Section 1, Part A, 1.) The Rear Detachment Company Commander signs (Section 1, Part B, 1.). Throughout this process the unit is responsible for reintegration reports through their higher chain of command.

(9) **File Taxes (SOLDIER)**<This is not a checklist requirement but highly recommended.> Soldier has 90 days to file upon return. Even if tax exempt, soldier must submit a return for documentation. See Annex M for more information.

(10) **Vote (SOLDIER)** <This is not a checklist requirement but highly recommended.> Contact unit voting assistance officer for more information. Information is also available through the installation BSB S-1 office, 355-8181. Your basic right as a citizen soldier is your right to vote.

d. Family Reintegration (Section III) FRG groups should be having regular meetings and providing the information in order to complete Section III **before soldiers return**. Please contact ACS if you wish to coordinate briefings or obtain more material.

NOTE – CYS has been given the mission to provide free daycare during the reintegration process, to include the huge IID wave expected to return. The CYS faces a problem. Due to the fact that their workforce is mostly spouses of returning soldiers, the CYS will have difficulty manning facilities at operational levels, not including this requirement for free daycare. The CYS director asks for the FRG leaders to consider the option of FRG to FRG care to assist in the Redeployment

417th BSB Individual Reintegration SOP

Process. (Jamie.ruffini@cmtymail.98asg.army.mil) There is an SOP that outlines the requirements and CYS is willing to offer free instruction to all those FRG members willing to participate. In order for FRG to FRG care to work, planning and training must begin now.

5. POC is LT James, Kathrina (417th DPTMS) at DSN 355-1530,
Kathrina.james@cmtymail.98asg.army.mil.
OR Mrs. Dianne Hamilton (417th ACS) at DSN 350-6813,
Dianne.Hamilton@cmtymail.98asg.army.mil

Encl

THOMAS H. FASS
LTC, EN
Commanding

ANNEXES:

- ANNEX A – AE FORM 600-8-109A Individual Outline
- ANNEX B – By Name Points of Contacts
- ANNEX C – DOL Deployment Packet
- ANNEX D – 106 Finance Contact & Information Sheet
- ANNEX E – Pay Entitlements
- ANNEX F – 417th Bus Schedule
- ANNEX G – TRICARE Information
- ANNEX H – ACAP Information
- ANNEX I – Claims Information
- ANNEX J – Reintegration Publication
- ANNEX K – RAFRIB Briefing handouts
- ANNEX L – BSB Reporting Format
- ANNEX M – Tax Filing

Distribution:

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