



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION COMMAND
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ARLINGTON, VA 22202

MCWT-CG

WTC Policy Memo 10-006

Expires **AUG 24 2012**

AUG 24 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Policy Memorandum – Cadre Selection Approval and Assignment to Warrior Transition Units (WTUs)

1. References:

a. MILPER Message 07-179, Warrior Transition Unit Cadre Personnel (Assignment and Stabilization of Active Component Personnel), 17 July 2007.

b. DODI 1215.06, Uniform Reserve Training and Retirement Categories, 14 March 1997.

c. AR 614-200, Enlisted Assignments and Utilization Management, RAR 3 September 2009.

d. ALARACT, 210/2009 Warrior Transition Unit (WTU) Personnel Assignment and Utilization Policy, DTG 310216Z JUL 09.

e. FRAGO 3/4 to DA EXORD 118-07.

2. Purpose: Provide procedural guidance on the selection and assignment of military personnel to a WTU.

3. Proponent: The United States Army Warrior Transition Command.

4. Applicability: This policy applies to the assignment of personnel to all Warrior Transition Units and Community Based Warrior Transition Units.

5. Responsibilities: ALARACT, 210/2009 Warrior Transition Unit Personnel Assignment and Utilization Policy, DTG 310216Z JUL 09 prescribes specific guidance, responsibilities and tasks as summarized below:

a. Component Force Providers (CFP): United States Army Human Resources Command (HRC); Army National Guard (ARNG); United States Army Reserve Command (USARC); and Senior Commanders.

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(1) Nominate backfill replacements (by component) for both programmed and un-programmed losses in accordance with applicable guidance and policies.

(2) Nominate/ by name request eligible personnel for WTU key leader positions (BN Commander, CSM, Separate Company Commander and First Sergeants) through the WTC to the applicable Senior Commander.

(3) The Senior Commander is the approving authority for all WTU cadre assignments and is responsible to ensure WTUs are properly manned.

b. United States Army Medical Command Human Resources Directorate (MEDCOM-HR)

(1) Manage WTU Cadre manning based on approved Table of Distribution and Allowances (TDA) and WTU population.

(2) Validate and build requisitions for backfill by HRC when requested by the WTU, Military Treatment Facility (MTF) and Senior Commander (COMPO 1 only).

(3) Monitor cadre assignments in the appropriate data systems (i.e. Contingency Battle Roster – CBR, EDAS, TOPMIS, etc) to ensure WTUs accurately manage assigned or attached personnel.

c. United States Army Warrior Transition Command.

(1) Coordinate with CFPs, WTU, MTF and Senior Commanders to manage WTU (BN and Separate Company) Leadership assignments and backfill.

(2) Approve Component mis-match requests.

(3) Recommend to MEDCOM-HR and Department of the Army, G1 appropriate policy changes to ensure proper management of cadre personnel.

d. Regional Medical Commands (RMC). Monitor cadre manning and personnel management activities of subordinate WTUs.

e. Warrior Transition Units. Coordinate with Military Treatment Facility, RMC, MEDCOM HR and Senior Commander to ensure unit is fully manned and trained.

6. Policy:

a. Selection.

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(1) Force Providers (by Component) will identify, screen and select qualified candidates in WTU positions IAW selection criteria outlined in ALARACT 210/2009 (WTU Personnel Assignment and Utilization Policy).

(2) WTUs will initiate replacement and identification of personnel will coincide with 180 day projected/ programmed loss rosters with the CFPs.

(3) WTUs may request through their chain of command (MTF and RMC) with endorsement from the Senior Commander to have HRC backfill COMPO 1 positions vice filling those positions with local assets. Forward requests to MEDCOM WT HR Support Branch for coordination with HRC.

(4) WTUs will fill to the authorized level of the TDAs or to established ratios unless, at the recommendation of the WTU, MTF and/or Senior Commander, manning is elevated due to projected populations expected to remain or increase significantly above approved TDA authorization.

b. Approval.

(1) The Senior Commander is the approving authority for all cadre assignments and is responsible to ensure units are fully manned.

(2) All personnel identified for assignment as Cadre to Warrior Transition Units will be assigned against an authorized TDA position commensurate to their service component.

(3) WTU Commanders are encouraged to interview and/or review the records of incoming personnel and provide recommendations.

(4) All cadre assignments are recommended as two-year obligations due to the intensity of operational tempo. Senior Commanders are encouraged to limit tour lengths accordingly but may extend on a case by case basis.

(5) Both assignment and tour lengths for CSMs will be made by Human Resources Command (HRC - Sergeants Major Branch).

(6) CFPs will provide the WTC, G1 weekly cadre updates indicating both programmed and un-programmed losses.

(7) Active Component cadre personnel assigned to the WTU will be stabilized for 24 months upon their arrival using the Assignment Eligibility and Availability (AEA) code of "W" (Organizational Stabilization). WTU S1 or garrison Military Personnel Division will ensure AEA codes and termination dates are properly posted.

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(8) Upon acceptance, Reserve Component (RC) cadre will submit through DA G3's DAMPS-A process a request for orders under Contingency-Active Duty for Operational Support (CO-ADOS) in a voluntary status in accordance with DA G1 Personnel Policy Guidance reference instructions. Per Army policy, consecutive CO-ADOS tour length cannot exceed 1095 days. If an RC cadre member requests to remain beyond the three year limit, the Soldier must request a voluntary mobilization order.

c. Component Mismatch assignments.

(1) All personnel identified for assignment as Cadre to Warrior Transition Units will be assigned against an authorized position commensurate to their service component (as reflected in the MODS module of the Contingency Battle Roster – CBR).

(2) By Name Request assignments are not authorized without the written approval of the Commanding General (CG), Warrior Transition Command (WTC). The CG, WTC is the sole approval authority for component mismatch assignments.

(3) Requests for component mismatch approval will be sent by the requesting WTU THRU the Senior Commander, TO Commanding General, Warrior Transition Command (ATTN: MCWT-PER, G1). Requesting officials will forward requests electronically to the WTC (wtcordersapproval@conus.army.mil).

(4) Upon receipt of requests, the G1, WTC will notify Component Force Providers (CFP) of the identified Soldier and the position. Requests for concurrence/non-concurrence will be sent in writing to each CFP. The CFPs will respond within five business days of receipt with concurrence or non-concurrence on selection.

(5) Once the G1, WTC receives the concurrence/non-concurrence, the WTC Commander will approve or disapprove the recommendation. The originating office will be notified in writing of the decision. If the recommendation is approved, the written notification will include the duration of the mis-match.

d. Senior Leadership Assignment.

(1) CFPs will forward all senior leadership nominations to the U.S. Army Warrior Transition Command (ATTN: G1) for distribution to and approval by the respective Senior Commander. Nominations for Battalion/Brigade Commanders, CSMs, Separate Company Commanders and their First Sergeants will be tracked and managed through this process.

(2) CFPs will forward senior leadership nominations (both BN and SEP CO) electronically to the WTC (wtcordersapproval@conus.army.mil).

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(3) WTC will staff all nominations thru channels to affected Senior Commanders for concurrence/ non-concurrence within one business day of receipt.

(4) Senior Commanders will provide concurrence/ non-concurrence within 10 business days as per ALARACT, 210/2009, WTU Personnel Assignment and Utilization Policy, DTG 310216Z JUL 09

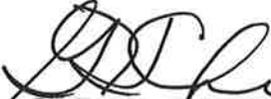
(5) WTC will coordinate Senior Commander approval with the respective RMC, MTF and CFP.

(6) WTC will forward Senior Commander responses to respective CFPs with one business day of receipt.

(7) Disapprovals will result in additional nominations from the CFP and/or Senior Commander.

(8) If the approved nominee is a RC Soldier, the CFP will ensure that the DAMPS-A package includes a statement that indicates that the Soldier was nominated and approved by the Senior Commander of the applicable installation in accordance with ALARACT 210/2009.

7. Point of contact for this policy is the WTC G1; LTC(P) R.G. Dickinson at 703-602-7096 or MAJ Henry Perry, III at 703-602-7057.



GARY H. CHEEK
Brigadier General, U.S. Army
Commanding General

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