

Department of the Army
Headquarters, Forces Command
Fort McPherson, Georgia 30330-6000
15 April 1989

*FORSCOM Supplement 1 to AR 350-9

Training
OVERSEAS DEPLOYMENT TRAINING

Supplementation. Further supplementation of this regulation is prohibited without prior approval of Cdr, FORSCOM, ATTN: FCJ3-TRU.

Suggested improvements. The proponent of this supplement is the Directorate of Operations, J-3, HQ FORSCOM. Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Cdr, FORSCOM, ATT'N: FCJ3-TRU, Fort McPherson GA 30330-6000.

AR 350-9, dated 20 October 1988, is supplemented as follows:

CONTENTS. Add the following appendices to the table of contents:

Appendix B.	ODT/JCS Exercise Five-year Plan Development
Appendix C.	ODT Request Procedures During the Execution Year
Appendix D.	ODT Preparation/Execution Checklist
Appendix E.	Public Affairs Guidance
Appendix E.	OCONUS Transportation Checklist
Appendix G.	DT Funding Responsibilities
Appendix H.	Reimbursement of Training Ammunition
Appendix I.	Unit Evaluations During ODT
Appendix J.	OCONUS Driver Training/ Testing
Appendix K.	NATO Travel Orders
Appendix L.	Advisors Accompanying RC Unit/Cells
Appendix M.	Procedures for Processing Unit Fund Dividend Requests
Appendix N.	Personnel Preparation for Overseas Movement
Appendix O.	World-wide Point of Contacts

Paragraph 1-1, Purpose. Add the following:

This supplement sets FORSCOM administrative procedures for ODT.

Paragraph 2-2h. Add the following:

CONUSA/WESTCOM/1st SOCOM Commanders will use the approved FORSCOM 5-year ODT/JCS Exercise Plan as the movement directive in, accordance with AR 220-10.

(1) USAR units (appropriate order issuing authority) will publish movement orders as outlined in AR 220-10.

(2) National Guard Bureau (NGB) will provide State Adjutants General unit movement directive approval for approved Army National Guard (ARNG) units/cells.

NOTE: ARNG unit requests for movement directives will be submitted through appropriate State Adjutant General to CNGB under NGB Pamphlet 350-1. Information copies will be given to appropriate CONUSA/WESTCOM.

Paragraph 2-2i. Add the following:

Units approved for ODT are authorized limited augmentation by Public Affairs (PA) personnel to insure dedicated PA support throughout the deployment, training and redeployment periods. A maximum of two PA personnel for company size and three PA personnel for battalion size ODT is authorized. PA personnel will be included in the unit's deployment strength.

Paragraph 2-2. Add the following subparagraphs:

m. Coordinate/manage AC and USAR Counterpart Contingency Training Programs for OCONUS theaters and CONUS-based Corps.

n. Review ODT participation requests for proper frequency and validity of training in accordance with AR 350-9.

*This supplement supersedes FORSCOM Supplement 1 to AR 350-9, dated 1 October 1983.

FORSCOM Supplement 1 to AR 350-9

o. Notify CONUSA/WESTCOM/1st SOCOM, OCAR, NGB, OCONUS commands, Third U.S. Army and CONUS-based Corps of the availability of the draft ODT/JCS Exercise 5-year Plan for review and dates for the annual planning workshop.

Paragraph 2-5e. Add the following:

Third U.S. Army will submit request for OMAR and OMARNG funds to HQ FORSCOM as part of the normal budget process.

Paragraph 2-5i. Add subparagraphs (1) and (2):

(1) The approved ODT plan constitutes theater clearance for 0-6's and below. AC and USAR General Officers must receive approval from HQ FORSCOM for OCONUS travel. Requests should be forwarded to FORSCOM AG IAW FORSCOM Supplement 1 to AR 1-40. ARNG General Officers will be approved for OCONUS travel by Chief NGB.

(2) Participating units will be notified of requirements for visa/passports.

Paragraph 2-8. (Added.)

2-8. CONUSA Responsibilities

a. Review the draft ODT/JCS 5-year Plan for the coming execution year and 4 succeeding out years, identify units requiring a FORSCOM Form 1-R evaluation and provide comments to HQ FORSCOM.

b. Review ODT participation requests and inform HQ FORSCOM of supportability based on unit's capability, training needs, availability and ability to resource.

c. Ensure sufficient drivers are trained and licensed to drive in overseas training area. Training and licensing authority may be granted down to battalion level.

d. Ensure USAR personnel meet CONIJS APOE portcalls.

e. Monitor, through TAGs, movement of ARNG units/cells to CONUS APOE and return to home station.

f. Include unit assigned strength, for full unit participation requests, with supportability comments to HQ FORSCOM.

g. Assume movement responsibility for USAR units/cells to home station upon their arrival at CONUS APOD.

h. Submit, by 1 November each year, an after action report in memorandum format, for the previous fiscal year's ODT participation to CDR, FORSCOM, ATTN: FCJ3-TRU. Cite the following in all after-action report correspondence: RCS exempt: AR 335-15, paragraph .5-2e(7). The report will include as a minimum, the following:

(1) Number of units/cells and personnel, by reserve component, participated.

(2) Deployment/redeployment delays (identify causes and employer problems).

(3) Value Of training/ planning conducted.

(4) Quality of AC sponsor, support.

(5) Specific personnel, training and logistics problems.

(6) Actual ODT participation costs by theater (identify by JCS and non-JCS exercises).

(7) Recommendations and supporting rationale for program improvement.

Table 2-1, Suspense Dates and Reporting Requirements.

Add the following:

20 March	NGB and CONUSA/WESTCOM/1st SOCOM formal comments, to include unit evaluation requirements, on final ODT// JCS Exercise 5-year Plan due to HQ FORSCOM.
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Paragraph 3-1f. Add the following:

If participation will be conducted in several countries, each location will be listed in the location column of the ODT/JCS Exercise 5-year Plan. Standard abbreviations may be used. The first entry will be the desired OCONUS APOD.

Paragraph 3-1, Participation in ODT. Add Subparagraph h:

h. RC units based outside CONUS (48 contiguous states) requesting training in CONUS and units in CONUS requesting training in Puerto Rico, U.S. Virgin Islands, Canal Zone, Alaska, Guam, and Hawaii will be governed by FORSCOM Reg 350-2.

Paragraph 3-2, Planning for ODT. Add subparagraphs g and h:

g. ODT Coordination Conference (OCC). Unit/detachment representation at ODT coordination conferences is authorized and encouraged. Detachment and company size units will be limited to one representative and battalion size units two. Cells of 10 or more are authorized one representative. Unit cells of nine or less will be represented by the CONUSA/WESTCOM/1st SOCOM representative. CONUSA/WESTCOM/1st SOCOM will provide funds for their representatives to attend Overseas ODT Coordination Conferences. Units participating in ODT yearly may be

excluded from OCC unless special requirements (change in mission, unique exercise requirements, etc.) occur. OCC unit representatives will not be identified on the 5-year ODT/JCS Exercise Plan. Participation will be managed through message traffic.

h. OCONUS coordination. Units/cells approved for ODT are authorized to coordinate directly with the OCONLJS command sponsor after HQ FORSCOM approves the 5-year plan in April of each year. Direct coordination for participation requested during the execution year is authorized upon FORSCOM approval of the request.

Paragraph 4-1a. Add subparagraphs (1) and (2):

(1) CINCLANT will identify in-country support cost requirements to HQ FORSCOM, FCJ3-TRU, as the Army Component (ARLANT) of LANTCOM. In turn, FORSCOM will identify requirements to NGB and OCAR. NGB will distribute funds for in-country support to each state, based on the 5-year JCS Exercise/ODT Plan. OCAR will provide funds for the USAR to FORSCOM for distribution to the Continental Armies.

(2) Third U.S. Army will identify in-country support cost requirements to HQ FORSCOM, Program/Budget Division. Funds will be allocated from HQ FORSCOM to Third U.S. Army.

Appendix A:

References

Section II, Related Publications. Add the following:

AR 40-501

Standards of Medical Fitness

AR 40-562

Immunization Requirements and Procedures

AR 215-1

Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 220-10

Preparation for Overseas Movement of Units (POM)

AR 360-81

Command Information Program

AR 600-290

Passports and Visas

Add appendices B through O as follows:

Appendix B:

ODT/JCS Exercise Five-year Plan Development

B-1. By 1 September, HQ FORSCOM will notify CONUSA/WESTCOM/1st SOCOM, OCAR, and NGB of the availability of the updated draft 5-year plan through WWMCCS and the suspense date for comments.

B-2. Based on their review and RC peacetime chain of command comments, OCONUS commands, Third U.S. Army and CONUS-based Corps will provide adjustments/corrections to the draft plan to HQ FORSCOM NLT 30 days prior to the FORSCOM ODT workshop. After this date, new requirements will not be accepted for staffing until the plan is reviewed and approved by HQ FORSCOM in April.

B-3. During the FORSCOM ODT workshop, OCONUS commands will identify minor changes/adjustments (date refinements, specific rotations) and JCS troop-listed units. CONUSA/WESTCOM/1st SOCOM/NGB representatives should be prepared to nominate units for generic unit training opportunities listed on the draft plan released in September.

B-4. One week following the workshop, HQ FORSCOM will provide access, through WWMCCS, to the final draft 5-year plan for CONUSA/WESTCOM/1st SOCOM, OCAR, and NGB review and comment.

B-5. Upon receipt of supportability-comments, CDR FORSCOM will review and approve the 5-year plan, which will be available through WWMCCS by 1 April.

Appendix C:

ODT Request Procedures During the Execution Year

C-1. Requests for changes to the five-year plan, after plan approval, will be submitted in the basic/one-line plan format. Only items that change need to be submitted.

C-2. New participation requests will contain all information shown on the detailed/two-line plan format, except computer input. CONUSA/ WESTCOM/1st SOCOM will identify units requiring evaluations with their reply to participation requests.

FORSCOM Supplement 1 to AR 350-9

C-3. All requests will be submitted by the OCONUS commands, Third U.S. Army and CONUS-based Corps to HQ FORSCOM, with an information copy provided to CONUSA/WESTCOM/1st SOCOM and NGB. HQ FORSCOM will notify peacetime chain of command if request is to be accepted for action.

C-4. Requests from participating units will be submitted through the OCONUS sponsor to the OCON US command, Third U.S. Army or CONUS-based Corps for submission to HQ FORSCOM.

Appendix D:

ODT Preparation Execution Checklist

This checklist outlines items which require coordination between ODT participant and AC host. Specific areas are as follows:

D-1. Before Unit Arrival in Overseas Area.

Item	Responsibility	When to be Accomplished
a. Coordination initiated between AC host and participant.	Sponsor	#8
b. Appoint evaluator for RC during AT period and ensure he/she attends a MACOM-sponsored evaluator orientation.	Sponsor	#4
c. Arrange OCC to coordinate training, administrative, logistics, and advance/rear party requirements to support overseas training mission.	Sponsor	#3
d. Develop training schedule based on RC needs and AC host capabilities. AC Host unit provides RC unit a proposed overseas training mission.	RC & Sponsor	1, #2, #8
e. Determine training requirements and responsibility for acquiring necessary support equipment (e.g., wartime mission tasks, equipment, ammunition, radio frequencies, security clearances, drivers licenses).	RC* & Sponsor	#1, #2
f. Prepare copy of training schedule in coordination with AC sponsor and furnish copy to peacetime chain of command.	RC & Sponsor	#3
g. Determine number of unit members who will require an overseas driver's license.	RC & Sponsor	#2, #4
h. Request OCONUS driver training packet (App K). Accomplish driver testing.	RC	#3, #4

i. Determine logistics requirements to support training schedule and take appropriate action to acquire required items.	RC* & Sponsor	#2, #3, #6
j. Provide sponsor with personnel roster, to include security clearances and postal locator cards. Update roster as changes occur.	RC*	#2
k. Notify unit of items, (including organizational clothing equipment) it Must bring to support training requirements.	Sponsor	#1, #2
l. Request transportation of personnel and equipments to and from the overseas training location (coordinate early for host country and airline approval for shipment of individual weapons, TA50, and protective mask by commercial air).	RC	#3
m. Conduct preparation for overseas movement, to include passport/visas, and area orientation training based upon OCC information, AR 600-290 and AR 220-10.	RC	#3
n. Make arrangement for AT payroll and prepare unit portion of FORSCOM Form 1-R.	RC*	#5
o. Identify government billets, dining facilities, and training areas, and arrange for transportation within country to accommodate required movement of the unit.	Sponsor	#1, #2, #5
p. Tailor advance party to accomplish required admin/log functions before arrival of the main body	RC*	#2
q. Provide unit with information folder. Information, as a minimum, to be included in folder: (Mission	Sponsor	#1, #8

Item
of sponsoring unit. Projected unit training mission,, billeting and dining facilities, duty

**When to be
Responsibility Accomplished**

FORSCOM Supplement 1 to AR 350-9

hours, medical and dental services, check cashing and currency exchange.

D-2. Actions Upon Arrival of Unit/Cell in Overseas Area.

- | | | |
|--|-----------------|--------|
| a. Prepare ration cards, Status of Forces (SOFA) cards, and Soviet Military liaison Mission cards for issue to unit members. Update unit roster provided AC Host during OCC. | RC &
Sponsor | #6, #7 |
| b. Escort, with transportation, meets unit at point of debarkation (POD). | Sponsor | #6, #7 |
| c. Arrange customs check on runway and load directly from aircraft. | Sponsor | #5, #7 |
| d. Sign for billets, equipment, and supplies furnished by sponsor unit (ensure valid 1687 accompanies advance party, 1. | RC | #6, #7 |
| e. Reconfirm transportation arrangements for redeployment to CONUS and provide revised manifest to MTMC before departure from POD. | RC | #7 |
| f. Inprocess - arrival day (with assistance). | RC | #6, #7 |
| (1) Occupy billets | RC | #7 |
| (2) Personnel processing | RC &
Sponsor | #7 |
| (a) Cash checks/ bank drafts | | |
| (b) Money conversion | | |
| (c) Issue ration cards | | |
| (d) Orientation of work areas and assignment. | | |
| (3) Establish Orderly Room | RC | #6, #7 |
| (a) Locator cards prepared in CONUS. | | |
| (b) Payroll prepared in CONUS. | | |
| (4) Unit fund dividend request processed. | RC | #7 |
| (5) Present FORSCOM Form 1-R to evaluator (form | RC | #6, #7 |

**When to be
Responsibility Accomplished**

- Item**
 Prepared in CONUS except for present/ absent strength).
 g. Execute training.

RC &
Sponsor #7

h. Assist unit/cell in arranging weekend orientation/ tour of operational area. Sponsor #7	Sponsor	#7
i. Provide daily report to participating unit commander, identifying strengths and weaknesses.	Sponsor	#7
j. Conduct RC unit evaluation and prepare/submit required reports (FORSCOM Pam 135-3).	Sponsor	#7
k. Outprocessing for CONUS movement.		
(1) Turn in ration cards, supplies and equipment, as required.	RC	#7
(2) Money conversion	RC	#7
(3) Arrange customs check and loading inspected baggage on aircraft.	Sponsor	#5, 7
(4) Present copy of FORSCOM Form 1-R to unit and provide original to appropriate CONUSA.	Sponsor	#7
(5) Movement to departure airfield.	Sponsor	#7
(6) Complete all line of Duty Investigations or Serious Incident Reports before departure from overseas area.	RC	#7
(7) Arrange for unit debriefing.	RC& Sponsor	#7
l. Prepare After Action Report and send through channels to appropriate CONUSA/WESTCOM/1st SOCOM), for ARNG units an additional copy to NGB-ARO-Y, and a copy to appropriate MACOM (HQ USAREUR, HQ EUSA, HQ USARJ, HQ Third U.S. Army) and HQ FORSCOM (see app O) within 60 days after AT. Report should	RC	#7

Item
address as a minimum:
training, results, problem areas., benefits unique to the program and recommendations for improving ODT

**When to be
Responsibility Accomplished**

FORSCOM Supplement 1 to AR 350-9

Draft copy of the report will be left with sponsor unit before departing OCONUS training site.

*Participating unit accomplishes with the assistance of the peacetime chain of command.

Legend of time intervals:

1. Before attending OCC.
2. During OCC
3. 120-180 days before training.
4. 90-120 days before training.
5. 30-60 days before training.
6. Upon arrival of advance party
7. During training.
8. Upon plan approval.

Appendix E:

Public Affairs Guidance

E-1. Release of information concerning Overseas Deployment Training (ODT) will be made according to the Public Affairs policies and procedures of the host command. In the absence of such guidance, information may be released under AR 360-5 and AR 360-81.

E-2. When a unit is selected to participate in an OCONUS exercise or Deployment for Training (DFT), release of information is contingent on receipt of approved public affairs guidance.

a. Until public affairs guidance is approved and/or public announcement of the subject training is made, the following statement may be used by Reserve Component soldiers to notify employers: "My (Army National Guard) (Army Reserve) unit has been selected for training overseas during (month/year). We will be involved in training for approximately (number of days) beginning on (day/ month).

I cannot provide any details until our training activity has been publicly announced." The statement will be used as presented. Under no circumstances will the country, theater of operation or exercise name be divulged without specific written approval from DOD or HQDA.

b. The statement may be used by ARNG/USAR units and/or soldiers as soon as ODT is verified for the unit or individual. ODT dates within the intent of this releasable information may be used to complete Drill Date Notification cards developed by the National Committee for Employer Support of the Guard and Reserve.

E-3. Information about units participating in nonexercise ODT can be released by the responsible commander using the following guidelines:

a. Before FORSCOM approval of a unit's participation in such ODT, only the fact that an unidentified unit (or element of a unit) of a major command is scheduled for training in a general geographic area (e.g., Europe) is releasable.

b. Specific identification of the unit (or element of a unit) and the actual training dates are releasable upon approval by the appropriate CONUSA or WESTCOM.

E-4. Command information should actively emphasize the variations of environmental, political, economic and safety situations during ODT.

E-5. Commanders should be prudent and use good judgement if using upcoming ODT as a recruiting device. Adverse publicity can result when newly recruited soldiers may be determined to be ineligible for ODT, due to regulatory restrictions.

**Appendix F:
OCONUS Transportation Checklist**

F-1. This checklist outlines the major actions that must occur before moving individual units for training OCONUS. Unit commanders should use the following listing as a planning guide in preparation for movement of units OCONUS. Actions detailed below should be done in sequence and not later than the date shown. Target dates for actions to be completed are not directive in nature unless specified by Army regulations or other appropriate authority. (NOTE: Asterisk (*) indicates date of Section is specified.

Action to be Completed	Days Prior to Deployment
a. Unit is notified by FORSCOM through command channels of selection for ODT	540
b. The approved 5-year ODT Plan serves as the movement directive in accordance with AR 220-10.	*120
c. Movement orders directing authorized travel are issued by appropriate order issuing authority. NATO travel orders for travel to Europe must also be issued.	80
d. Unit requests necessary transportation from supporting installation transportation office (ITO).	75
e. Supporting ITO obtains routing and port call information.	*60
f. MTMC issues routing instructions and port call (when required) to the supporting ITO.	*30
g. Supporting ITO issues movement instructions with appropriate documentation.	15
h. Unit submits data in specified format to ITO for expedited movement report (EXMOVREP) under AR 220-10.	4
j. Provide a roster of unit personnel, which includes names, grades, and SSN, to the Army Passenger Liaison Officer (APLO).	NLT 2 days after arrival in OCONUS training area,
k. Submit to MTMC, DD Form 1341 (Report of Commercial Carrier Service) upon completion of travel for AT. Form should be provided by the supporting ITO/ U SPF0.	NLT 30 days after completion of training

F-2. Points of contact for assistance enroute are provided by MTMC, for groups of 20 or more, on the port call message. For groups of 20 or less, appropriate information should be provided by the supporting installation ITO.

F-3. Return MAC transportation will not be entered to allow personnel to stay behind in leave/tourist status. Exceptions will not be granted.

FORSCOM Supplement 1 to AR 350-9

Appendix G:

ODT Funding Responsibilities

G-1. The commander of the OCONUS MACOM (Army Component) is responsible for programming and budgeting for all in-country support costs for units/cells participating in FORSCOM approved ODT, to include attendance of unit representatives at overseas coordination conferences. In addition to items listed in AR 350-9, paragraph 4-lb, typical in-country costs are:

- a. Temporary civilian employees.
- b. Dining facilities and issue commissary operations.
- c. Recreational services.
- d. Administrative support for evaluators.
- e. TDY for evaluators provided by OCONUS units.

G-2. There is no user charge for borrowed equipment, however, the borrower is responsible for lost, damaged, or destroyed items while it is the responsibility of the borrower. This may include replacement in kind or reimbursement for the dollar value required to purchase the replacement item from the supply system. These procedures are not intended to negate the requirement to process statements of charges, reports of survey, or other appropriate supply accountability procedures.

Appendix H:

Reimbursement of Training Ammunition

H-1. Units submit ammunition forecasts, within authorizations, through channels to Cdr, USAREUR, ATTN: AEAGC-EX-R, at least, 120 days in advance and identify supporting Ammunition Supply Point (ASP) in USAREUR. In Eighth U.S. Army, units submit ammunition forecasts within authorizations through channels to Cdr, EUSA, ATTN: EACJ-TD-RCX, at least 180 days in advance of training. Forecasts will then be sent to the supporting ASP.

H-2. Supporting ASP orders ammunition against UIC upon forecast.

H-3. Units draw ammunition on DA Form 581; ammunition is then charged against UIC on a DA Form 581.

H-4. Since all costs are charged against the unit's UIC, reimbursement is not necessary.

Appendix I:

Evaluations During ODT

I-1. Units participating in ODT will receive an annual training evaluation under FORSCOM Reg 350-2 and FORSCOM Pamphlet 135-3, (3ulde for the Analysis of Training).

I-2. Evaluation Policy

- a. Active Component sponsor units will ensure that a dedicated evaluator is assigned to each unit.

- (1) Evaluation duties have priority over evaluator's normal duties.

- (2) Evaluator must not be the AC Sponsor Unit Commander.

- b. Evaluators will be identified by name to the OCONUS command, Third U.S. Army or CONUS-based Corps headquarters at least 90 days before, the unit is scheduled to arrive in theater. To provide continuity and uniformity to the evaluation, the overseas command will ensure that all evaluators receive a thorough orientation on evaluation policies and procedures before assuming evaluator duties. Evaluators should also be furnished appropriate reference material and detailed instruction for completing the FORSCOM Form 1-R (Analysis of Training Performance of Reserve Components of the Army).

- c. Distribution of completed evaluation reports will be made IAW FORSCOM Pamphlet 135-3, within 30 days after completion of unit's AT period.

Appendix J:

OCONUS Driver Testing

J-1. This appendix outlines procedures for acquiring OCONUS driver training and testing materials for unit members training in an overseas environment.

J-2. Verification of RC unit eligibility for driver testing is based on the FORSCOM approved 5-year ODT Plan.

J-3. Procedures in USAREUR.

- a. The FORSCOM J6 Information Management Division. FCJ6-OA, is the point of contact for requisitioning USAREUR driver training/testing materials from the USAREUR MMC and USAREUR Publications Stockroom.
- b. Test Control Officer (TCO).

(1) CONUSA will designate a TCO to manage the requisition, control, and issue of USAREUR drivers training testing material for units in their command. The TCO duties cannot be designated lower than MUSARC level.

(2) State Adjutant General will designate a TCO to manage the requisition, control, and issue of USAREUR drivers training/testing material for ARNG units in their state.

(3) Active At-my units in CONUS will request USAREUR driver training/testing materials from the installation TCO designated by the installation commander.

(4) All units will request USAREUR driver training/testing materials from the designated installation, TAG or CONUSA TCO. The TCO will consolidate requests and, Using normal DA Form 17 procedures, submit to Commander, FORSCOM, ATTN: FCJ6-OAP.

(5) USAREUR training/test materials, except wall/pocket poster and answer sheets, are reusable and should not be issued permanently to individual units, but remain under control of the TCO.

J-4. Procedures in EUSA.

a. Driver testing and training materials will be coordinated through sponsor unit in coordination with assigned or supporting safety office.

b. Driver training materials should be mailed to RC unit or will be provided during OCC.

c. The driver's test will normally be taken upon arrival in country Individuals to be tested must bring copy of SF 46 and DA Form 348 to the testing station.

d. For large units, special arrangements can be made, during OCC, with the sponsoring unit to test in CONUS before deployment.

**Table J-1
USAREUR Driver Training/Testing Materials**

Item	Title/Form Number	Basis for Ordering
1. Training Material		
USARFUR Pamphlet 190-34	Driver's Manual for Germany	Five per unit
USAREUR Suppl 1 to AR 385-55	Prevention of Motor Vehicle	One per unit
Accidents		
USARFUR Poster 190-11 (wall size)	European Road Signs	Two per test station
USAREUR Poster- 190-12 (pocket size)	European Road Signs	One per applicant
2. Testing Material		
Test Booklet	AE-PRT-600-55A and 55B	One per applicant
Answer Sheet for AE-PRT-600-55A and 55B	DA Form 6000* (Army Standard Answer Sheet)	One per applicant
Answer Key for AE-PRT-55A and 55B	AE-PRT-100-M-C1 and C1a	One per TCO
European road sign recognition test	FORSCOM Test 200-M	One per applicant
Answer sheet for FORSCOM 200-M	FORSCOM Test 200-M-1	One per applicant
Scoring sheet for FORSCOM 200-M	FORSCOM Test 200-M-2	Two per TCO

* DA Form 6000 will be ordered by the TCO through normal forms/publications requisition channels.

**Appendix K:
NATO Travel Order**

K-1. NATO travel orders are required for U.S. military personnel directed to travel to or through the countries, listed in AR 310-10.

K-2. Headquarters issuing travel orders for Overseas Deployment Training will prepare NATO travel orders in accordance with AR 310-10. Each country where training will be conducted must be entered in paragraph 2 of the travel order.

K-3. Units should verify training locations with OCONUS sponsor unit during OCC and insure the FORSCOM ODT Plan reflects the same locations. Discrepancies should be reported through CONUSA and OCONUS command.

FORSCOM Supplement 1 to AR 350-9

Appendix L:

Advisors Accompanying RC Units/Cells

L-1. The decision for advisors to accompany cells (50 or more Pax) and units during ODT participation will be predicated on a known need for technical assistance and advice on training management, without which planning and developing training requirements would be significantly hindered. Advisors may not accompany units/cells for the purpose of performing a function normally performed by a unit member its a part of the unit's mission.

L-2. CONUSA/WESTCOM/1st SOCOM will establish internal procedures for the RC unit to identify the need for advisor personnel once the fiscal year ODT program is approved. Advisor personnel will be included in a unit cell ramp strength for either commercial or exercise airflow. CONUSA/WESTCOM/1st SOCOM. may approve advisor participation that meet the parameters of this regulation. Requests for exceptions will be sent through the chain of command to Cdr, FORSCOM, ATTN: FCJ3-TRU.

L-3. Funds to support advisor travel cannot be drawn from that which has been established to support the ODT program. The appropriate CONUSA/WESTCOM/1st SOCOM will program and budget for approved travel.

L-4. Exceptions to policy.

a. Requests for exceptions must include the following information:

(1) Exact relationship between the advisor and the RC unit (assigned advisor, internally dedicated advisor, assistance officer, etc.)

(2) Contribution to the performance of ODT/unit mission that proposed travel will permit (knowledge of foreign language alone is not proper justification).

b. Request must arrive at HQ FORSCOM at least 60 days before travel. Requests received outside the stated time frame cannot be favorably considered due to lack of staffing time with the OCONUS command.

L-5. Any advisors approved for ODT participation will be an integral part of the unit/cell. No special billeting, transportation, or other administrative support will be required and none should be offered.

Appendix M:

Procedures for Processing Unit Fund Dividend Requests

M-1. Specific guidance below is references in AR 215-1 unless otherwise stated.

a. Paragraph 3-23 outlines procedures for payment of dividends to RC while in an annual training (AT) status.

b. Payments are made by the installation, Morale, Welfare and Recreation (MWR) Fund where training is performed.

c. The amount paid is computed according to HQDA annual announced rate.

M-2. Processing unit fund dividend requests and supporting documents will be specified by the OCONUS command.

Appendix N:

Personnel Preparation for Overseas Movement

N-1. This appendix pertains only to ODT participation.

N-2. Medical.

a. Deploying personnel will meet the medical requirements as prescribed in AR 40-501 and AR 40-562.

b. Human Immunodeficiency Virus (HIV) screening is required prior to departure as stated below:

(1) If deployment exceeds 180 days, screening must be accomplished within 6 months of the date of departure.

(2) For deployments of 180 days or less, screening must have been accomplished within 24 months of the date of departure.

(3) RC personnel who will be on extended active duty orders (30 or more continuous days, during peacetime) require screening within 6 months of start of active duty. If deploying for less than 30 days, screening is required within 24 months of portcall date.

(4) Soldiers confirmed to be HIV antibody positive are nondeployable.

c. Prior to deployment, soldiers will be screened and given required immunizations.

N-3. Dental.

a. All soldiers will have a dental record and an identification panographic radiograph on file at DOD-operated central panograph storage facility (CPSF).

b. A soldier is not deployable OCONUS for any exercise, TDY, AT, or ADT unless a dental record is available for identification purposes.

N-4. Legal.

- a. Soldiers are subject to the UCMJ while on ODT under Title 10, USC, and are subject to recall to active duty for offenses which occur during ODT.
- b. Unit members will be given premobilization legal preparation, including instruction under the premobilization legal counseling (PLCF) and premobilization legal services as prescribed in Appendix 1, Annex Q, FORSCOM Mobilization Plan (Part 1, Volume III, FORM-DEPS) and Memorandum, DAJA-LA, Subject: Reserve Component Premobilization Legal Preparation, 4 April 1988.

Appendix O:

Worldwide Points of Contact

O-1. Points of contact are:

- a. DA, AUTOVON 225-1446, message ATTN: DAMO-TRR.
- b. NGB, AUTOVON 224-0265, message ATTN: NGB-ARO-Y.
- c. OCAR, AUTOVON 225-0877/0879, message ATTN: DAAR-TRP.
- d. FORSCOM, AUTOVON 367 (CENTAM, 5449) (EUROPE, 5540) (SWA, 5459) (PACIFIC, 5429). Message ATTN: FCJ3-TRU.
- e. USAREUR, AUTOVON 370-7106/8777, message ATTN: AEAGC-EX-O.
- f. USSOCOM, AUTOVON 282-3814, message ATTN: SCJ3.
- g. LANTCOM, AUTOVON 564-8904/18905, message ATTN: J5/J3.
- h. Eighth U.S. Army, AUTOVON 723-5317, message ATTN: EACJ-RC-ODT.
- i. USARJ/IX Corps, AUTOVON 233-3818/3265, message ATTN: AJGC-E.
- j. USARCEN, AUTOVON 588-4018/4911, message ATTN: AFRD-DTX.
- k. WESTCOM, AUTOVON 438-1950/9752, message ATTN: APOP-TRS/SO.
- l. USARSO, AUTOVON 287-3067/3156, message ATTN: SORA/SOOP-EP/SOP/T
- m. USFORCARIB, AUTOVON 483-8239/8408, message ATTN: J3.
- n. ARICE, AUTOVON 478-3899/256-2993, message ATTN: AFKA-ACC-ARICE.
- o. ICORPS, AUTOVON 357-3265/3266, message ATTN: AFZH-GTX.
- p. IICORPS, AUTOVON 737-7015/2947, message ATTN: AFZF-DPT-PXO-PL.
- q. XVIII ABNCORPS, AUTOVON 236-9039/9408, message ATTN: AFZA-GT-EJ.
- r. MTMC, AUTOVON 289-2442/2407, message ATTN: MT-PTO-I.
- s. First U.S. Army, AUTOVON 923-71091/2329, message ATTN: AFKA-TR-UT-S.
- t. Second U.S. Army, AUTOVON 797-7366/3070, message ATTN: AFKD-TRU-U.
- u. Fourth U.S. Army, AUTOVON 459-6729/6730, message ATTN: AFKE-TR-CT.
- v. Fifth U.S. Army, AUTOVON 471-56521/5091, message ATTN: AFKB-TR-UA/AFKB-OP-E.
- w. Sixth U.S. Army, AUTOVON 586-3004/3132, message ATTN: AFKC-TRX.
- x. 1ST SOCOM, AUTOVON 236-5105/9856, message ATTN: ASOP-OPR.

O-2. Once FORSCOM has provided final approval and units have been officially notified of ODT participation, direct coordination is authorized between unit and sponsor.

Glossary

Section II, Terms. Add the following:

Country Clearance

Host nation approval for U.S. Military personnel/units to enter the country and conduct military operations/training. The OCONUS command, Third U.S. Army or CONUS-based Corps is responsible for obtaining this and any associated clearances and providing to the requested unit N LT 90 days prior to deployment.

Mission Training

ODT that relates to and is designed to improve the unit or a specific segment of the unit (MOS, section, staff, etc.). Mission training includes OCONUS command unnamed internal exercises.

Overseas Coordination Conference

A conference sponsored by the OCONUS command, Third U.S. Army, or CONUS-based Corps to provide face-to-face (Coordination between CONUSA/unit representatives and OCONUS sponsors. The conference will cover all training scheduled over a specified period of time, normally 4 to 6 months.

FORSCOM Supplement 1 to AR 350-9

Predeployment Site Survey (PDSS)

A reconnaissance of training area and/or coordination conference conducted in preparation for a specific exerciser/training event. Funding procedures, for a PDSS in support of a JCS exercise, are the same as for exercise planning conferences.

Sponsor

The OCONUS unit designated to coordinate in-country logistical support and provide information/assistance to the requested RC unit in preparation for ODT

Theater Clearance

Authorization provided by the OCONUS CINC for units, programmed in the 5-year JCS Exercise/ODT Plan, to conduct training/operations in the theater.

FOR THE COMMANDER:

OFFICIAL:

ROBERT D. WIEGAND
Major General, USA
Chief of Staff

Signed

IAIN REILLY
Colonel, USA
Director, Command, Control,
Communications and Computers, J6

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