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Logistics

MOBILITY PROGRAM FOR LOGISTICS ASSISTANCE PROGRAM (LAP)
CIVILIAN PERSONNEL

Local supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

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CHAPTER 1

INTRODUCTION

1-1. **Purpose.** a. This regulation supplements Civilian Personnel Regulation (CPR) 300 (C52), 336.1, and constitutes the U.S. Army Materiel Command (AMC) Mobility Program for uniform management of personnel in the Logistics Assistance Program (LAP) as defined by AR 700-4. It has been prepared to provide, AMC, the Logistics Support Activity (LOGSA), major subordinate commands (MSC), and other Army activities supporting the AMC LAP with one document that lists major elements of personnel management functions for the LAP.

b. The Department of the Army (DA) has delegated authority to AMC to manage the worldwide LAP. Thus, as the Army's Executive Agent, AMC's authority extends to logistics assistance personnel throughout the MSC system, separate reporting activities (SRA), and supporting activities and installations.

1-2. **Applicability.** This regulation governs the assignment and personnel management of LAP personnel, both supervisory and nonsupervisory, who occupy Emergency-Essential (EE) mobile positions subject to worldwide rotational assignment. Employees are drawn primarily from one of the following career programs: Supply Management (AR 690-950-13), and Materiel Maintenance Management (AR 690-950-17) (GS/GM 11 through 15).

1-3. **References.** Related publications are listed in [appendix A](#).

1-4. **Explanation of abbreviations and terms.** Abbreviations and special terms used in this regulation are explained in the glossary.

1-5. **Authority.** a. Department of Defense Directive (DODD) 1400.24, Civilian Mobility Program, authorizes the establishment of civilian mobility programs in support of mission-related needs when voluntary programs are incapable of supporting essential mobility requirements.

b. CPR 690-300 (C26), Chapter 336.1, Civilian Mobility Program, the DA supplement to DODD 1400.24, authorizes the Commander, AMC, to establish and implement formal mobility programs to support technical assistance missions and functions operating exclusively within AMC. Formal mobility program operations require only a post audit review of any further implementing program documents by AMC (AMCPE-C), with a copy furnished to Headquarters, Department of the Army (HQDA), Deputy Chief of Staff for Personnel (DCSPER).

1-6. **Justification for mandatory mobility requirements.** A successful LAP mission is dependent upon personnel being completely mobile and available for worldwide assignment for periods of short or long duration to provide logistical assistance to U.S. Army field commanders. In addition, the worldwide mandatory mobility program is a means to maximize training of LAP personnel for efficient performance in different environments supporting different equipment.

1-7. **Responsibilities.** a. Commander, AMC, is responsible for the total AMC materiel readiness mission.

b. The AMC Deputy Commanding General directs and exercises staff supervision over the LAP.

c. AMC Deputy Chief of Staff for Logistics (DCSLOG) manages the worldwide LAP through development and implementation of policies and procedures relating to operations during peacetime, contingencies, and transition to a mobilization status. The AMC DCSLOG is the "process owner" for the AMC logistics assistance process. LOGSA is the executive agency for LAP.

d. MSC commanders.

(1) Establish, manage, and staff an MSC LAP organization to support weapons systems/equipment fielded and managed by that MSC.

(2) Ensure and maintain an unimpeded technical intelligence feedback source responsive to the MSC Logistics Assistance Division (LAD) for timely problem resolution.

(3) Ensure that technical training to support the fielding of equipment/weapon systems is timely and of the highest quality.

e. LAP mobility program managers.

(1) Responsible for overall personnel management of mobile Logistics Assistance Representatives (LAR), to include the rotational assignment of LAP personnel to satisfy field requirements.

(2) Maintain centralized records for rotation and/or training. Coordinate with Civilian Personnel Officers, LAP/MSA Activity Career Program Managers (ACPM), AMC Career Program Managers (CPM), and other personnel management elements as necessary to carry out program objectives.

(3) Promulgate governing regulations and resolve program disputes.

f. AMC Command Surgeon.

(1) Provides staff assistance and advice in the administration of physical/functional policy for LARs.

(2) Assures compliance with provisions of the Army Surgeon General and DA directives.

g. Civilian Personnel Office (CPO).

(1) Provides staff guidance and assistance in administration of the LAP.

(2) Assures compliance with provisions of Office of Personnel Management (OPM), Department of Defense (DOD) DA directives, and AMC policies and procedures.

1-8. **Relationships.** a. LAP and DA/DOD Career Programs. Since the LAP is not a separate and distinct career program, the journeyman positions are staffed through DA. The provisions outlined herein supplement AR 690-950, career management, and related HQDA regulations with regard to career development, appraisals, screening, and referral procedures. Journeyman level positions are filled through merit promotion and/or DA career program referral. All LAP positions that are to be filled by rotational assignments of current employees may be filled without clearing stopper lists. Reference memorandum, OASD (FM&P), 27 Jul 89.

b. AMC Logistics Assistance Offices (LAO) and MSC LADs. The missions and functions of these elements are fully integrated as part of the overall LAP. Further guidance on relationships is found in AR 700-4, Logistics Assistance Program.

1-9. **Equal employment opportunity (EEO) considerations.**

a. Pertinent DA EEO policy will govern all personnel actions within the LAP. Assignments, training, and development will be made without regard to such nonmerit factors as race, color, sex, religion, national origin, age, or physical/mental handicaps.

b. In no instance will qualified LARs be denied consideration for overseas assignments to accommodate the official or de facto discriminatory practices of a foreign government. If a foreign nation denies an entry visa for reasons that are perceived to be discriminatory, the guidance in AR 690-300, Chapter 301/DODD 1400.6, DOD Civilian Employees in Overseas Areas, will be followed.

c. LARs may, without prejudice to future assignments or career development, refuse assignments to a foreign country which discriminates internally against a particular group as an official policy or de facto practice. Supervisors and employees may seek EEO counseling (1) for

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guidance which they, as management officials, need and (2) provide information to their employees, through their local CPO or by contacting AMC EEO.

1-10. **Exceptions.** Request for exceptions to this regulation will be forwarded to Executive Director, USAMC Logistics Support Activity, ATTN: AMXLS-LL, Redstone Arsenal, AL 35898-7466.

CHAPTER 2

POLICIES AND PROCEDURES

2-1. **Staffing.** As a condition of employment, selection and assignment to a LAP position will be made contingent upon execution of the employment mobility agreement (**appendix B**) and successful completion of the required LAP physical examination and dental examination (**appendix C**). LAP positions will not be filled by persons with military recall status who are subject to mobilization unless they are placed in an inactive status.

2-2. **Mobility agreement.** a. The mobility agreement in appendix B (AMC Form 2884-R) will be used in lieu of DD Form 2365 (DOD Civilian Employee Overseas EE Position Agreement) as a standardized agreement throughout the LAP to ensure uniformity. This agreement will be certified upon entry into the LAP, change in grade and/or job series.

b. A copy of this agreement will be placed in the employee's official personnel file. The original will be provided to the employee.

c. Addenda to the basic agreement are permitted by the MSCs to meet additional employment requirements. Addenda must have concurrence of respective CPO and legal representatives. Copies of all addenda will be forwarded to Executive Director, USAMC Logistics Support Activity, ATTN: AMXLS-LL, Redstone Arsenal, AL 35898-7466, for review and concurrence before they are used.

2-3. **LAP physical/medical requirements.** a. Emergency-Essential personnel (EEP) DA civilians who, as a precondition of employment, agree to meet strict standards (administrative, physical, and other) and deploy worldwide to operational theaters, as needed. EEP include LARs, Logistics Management Specialists (LMS), and Supervisory Logistics Management Specialists (SLMS). These three categories encompass commonly known positions such as Senior Staff Technical Representatives (SSTR), Senior Command Representatives (SCR), and LAR, Master-Technicians (LAR-MT). In appendix C, EEP requirements pertain to all EE, mandatory mobile members of the LAP and those nominees that apply for EE, mandatory mobile positions within the LAP.

b. There are seven occasions when EEP must undergo a physical evaluation (PE): upon appointment (preplacement), at 5-year intervals (5-year periodic), annually (annual), prior to deployment to a hostile environment (predeployment), following deployment from a hostile environment (postdeployment), when there is cause (fitness-for-duty), and upon termination. These are described in **appendix C**. All physical evaluations must be conducted and signed by a physician or physician

assistant (PA). Failure to meet physical requirements may disqualify applicants and may be cause for separation from the LAP. The requirements for physical evaluation are in appendix C of this regulation.

2-4. Military recall status. a. EE positions are considered key and essential positions. DOD Directive 1220.7 requires that key and essential positions are not to be filled by persons with military recall status to preclude such positions from being vacated during mobilization. AR 690-11, section 4-1b(4) defines a person with military recall status as one who is in the status of a Ready Reserve, Standby Reserve, or is a military retiree. AR 690-11 requires that key and essential employees who are retired military members subject to recall to active duty (i.e., those who have preassignment orders or who are under age 60 and were not retired for disability) be exempted from recall.

b. Procedures for requesting removal from the Ready Reserve are contained in DOD Directive 1200.7 and AR 135-133. Procedures for requesting exemption from retiree recall are contained in AR 601-10.

c. Employees selected for assignment to a LAP position are required to report their military recall status. This will be accomplished at the time the employment agreement is signed. Individuals administering the agreement will ensure that requests for removal from the Ready Reserve or exemption from retiree call-up are submitted to the cognizant military personnel center, if appropriate. Additionally, the servicing CPO will include a statement on the SF 50 that will read: Employee has been informed of requirement to report their military recall status and requests for removal from Ready Reserve or exemption from retiree call-up has been submitted to cognizant military personnel center, if appropriate.

2-5. Position descriptions and vacancy announcements. a. LAP position descriptions and vacancy announcements will be annotated to indicate that the position is identified as EE and mandatory mobile. They will clearly stipulate the physical requirements and will exclude anyone subject to military recall.

b. Upon publication of this regulation, existing position descriptions will require review by the CPO office to ensure compliance with AR 690-11.

2-6. Relocation requirements. a. Temporary duty assignments. Inherent in accomplishment of the logistics assistance mission is the element of urgency in responding to the supported unit's short-term logistics assistance requirements. Management will, in such a situation, make optimum use of temporary duty assignments.

(1) Personnel on temporary duty (TDY) may be required to occupy government quarters (including tents, or other temporary military field billeting) when it is essential to accomplish the mission. This fact must be stated in the temporary duty (TDY) orders. If such quarters are not available, supported command will issue statements of nonavailability.

(2) Battle dress uniforms (BDU), organizational clothing and individual equipment (OCIE), and chemical defense equipment (CDE) will be worn in support of appropriate mobilization/ exercise efforts per AMC-R 500-4 and AR 700-4. All EE LAP personnel are required to participate in the necessary training to ensure proper use of individual equipment and chemical defense gear.

(3) AMC-R 500-4, LAP Mobilization/Exercise Planning and Management, provides the concept of operations for LAP support during mobilization, contingency operations/hostilities, civil/humanitarian assistance operations and exercises.

b. Rotation scheduling -general. The LAP requires a planned rotation system due to the number and complexity of the moves involved and the importance of using available LAP resources in the most effective manner. Career management policies, technical training plans, and the benefits obtained from making use of experience gained overseas also dictate the need for planned rotation.

(1) Duration. Assignment to duty stations within continental United States (CONUS) will not be for less than 24 months unless there are circumstances where management must direct relocation of an employee based on mission requirements, program needs, and/or compassionate reasons.

(2) Length of outside continental United States (OCONUS) assignment. Tours to OCONUS areas, to include Panama, Alaska, and Hawaii, will be per DOD Joint Travel Regulations, OPM Regulations and Army Regulations; however, the length (with extensions) will be limited to 5 years in 3-year tour areas; 4 years in 2-year tour areas; and 2 years in 1-year nonsponsored tour areas. Consecutive tours in OCONUS areas will count as part of the 5-year limit with the next assignment being within CONUS. The length may be adjusted by LAP Mobility Program Managers to accommodate mission requirements, or the needs of management, on a case-by-case basis. When an employee transfers into a command within the LAP from another command in or outside the LAP while assigned in an OCONUS area, the OCONUS tour length will normally start over. Tour length will be negotiated between gaining command and employee upon reassignment.

(3) Extensions. All requests for extensions must have LAO concurrence prior to final approval by parent command. A

management decision taken to either assign the employee from one geographic location to another or return an employee from an overseas assignment is excluded from coverage of DOD administrative grievance system.

(4) Advance notice. LAP Mobility Program Managers will maintain assignment systems that schedule all personnel movements in the program. The affected employee will be notified in writing by the LAP Personnel Manager of the new assignment (unless urgent requirements dictate a shorter advance notification period), at least 120 days prior to the planned permanent change of station (PCS) date.

2-7. **Reemployment rights.** a. Section 1586, Title 10, United States Code, is the authority for statutory reemployment rights. AR 690-300, chapter 352, subchapter 8, contains DA policy governing statutory reemployment rights of career and career-conditional employees serving in overseas rotational assignments, including employees on worldwide mobility agreements.

b. The employee shall be placed in the position which he/she held immediately before his/her assignment to duty outside the United States, if such a position exists. Employees will normally receive at least a 90-day advance notice before relocation, if possible.

c. An employee may elect, on a voluntary basis, to accept a position at a location in CONUS other than that which the employee occupied before going overseas. Voluntary acceptance of such a position in CONUS satisfies management's obligation to extend reemployment rights.

2-8. **Exception to planned relocations.** Where circumstances are such that hardship would exist as a result of a specific assignment under the rotation schedule, the LAR may request deferment or release from that assignment by submitting a written request through supervisory channels within 10 workdays after receiving notification of the scheduled assignment. Final decision will be granted at division/director level or above; or, if time allows, at the normal mobility rotation conference. A written response will be provided to the affected employee.

a. Requests for deferment or release from assignment will be considered only on an exception basis. Decisions will be based solely on merit and urgency using criteria such as the following examples.

(1) Serious illness or injury to the employee that would prevent performance of duties in the new assignment.

(2) Health problems in the employee's immediate family (father, mother, guardian, child, spouse) such as illness that is expected to be terminal or that dictates presence of the employee; anticipated pregnancy complication.

(3) Due to the death of an immediate member of the family, absence of the employee will impose undue hardship on the family.

(4) Imminent breakup of the family group.

b. Specific types of requests will be excluded from consideration, such as in the following examples:

(1) Family separation incident to overseas assignment.

(2) Care of aged parents.

(3) Employment of spouse.

(4) Outside employment or business.

(5) Outbreak of hostilities or Declaration of Military Vigilance.

c. An employee who encounters a situation which may require temporary release from his/her current or projected assignment must provide his/her request to the supervisory chain for consideration. All such requests will be coordinated with the local operating CPO to ensure that proper laws and procedures are followed.

d. Approved deferments will be for no longer than 6 months with a maximum of two deferments. The employee is responsible for immediately notifying the appropriate office when circumstances necessitating the deferment no longer exist.

e. The Family Medical Leave Act of 1993 (FMLA) provides up to 12 workweeks of leave without pay (LWOP) in any 12-month period for adoption, foster care, birth and care of a newborn, serious illness of the employee, spouse, child, or parent.

f. Public Law 103-329 also provides paid leave (sick leave) for adoption and related purposes, donation of bone marrow and organs (7 days of annual leave and sick leave), and attending funerals of federal law enforcement officers and firefighters.

2-9. Failure to honor mobility agreement. In the event of official disapproval of a request for exception or postponement of an assignment involving permanent change of duty location, and subsequent refusal of the employee to accept the new assignment, the employee may be separated from Federal Service per applicable Civilian Personnel Regulations.

2-10. Nonmobile position reassignment. LAP employees who desire lateral transfers to nonmobile positions within AMC or other DOD elements must initiate appropriate documentation to the servicing CPOs of those activities in which the employee is interested. Employees registered in

the DA Central Referral Program should also submit an updated interest and availability to the DA Central Referral Activity. The employee will also advise the supervisory chain regarding the desire to become nonmobile; supervisors will alert the appropriate LAP Mobility Program Manager who will provide assistance in locating a position for the individual.

2-11. **Interest and availability statement.** Mobility for TDY and PCS lateral assignments in CONUS and OCONUS is a condition of employment; however, LAP employees will be required to periodically submit a written notification of geographical preference for future PCS assignment (statement of interest and availability). Insofar as possible, the employee's geographical preference will influence upcoming assignments after mission requirement, tour limitation, and rotation base considerations are satisfied. Interest and availability statements will be forwarded through the applicable LAO for comment prior to submission to appropriate LAD.

2-12. **Home leave.** a. Home leave is authorized by Section 6305(a) of Title 5, United States Code, and earned by service abroad for use in the United States, in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States. The granting of home leave is at the discretion of an agency.

b. Per FPM Supplement 990-2, subchapter S6 1.c., LARs stationed in Alaska and Hawaii are excluded from coverage under provisions of home leave law.

2-13. **Employee performance.** As mission needs often dictate the assignment of some LARs in remote locations, it is difficult to accomplish the desired face-to-face contact between supervisor and employee. This condition requires added effort on the part of the LAO as first line supervisor to guarantee the accomplishment of timely performance standards, appraisals, and career development documentation for the widely-dispersed work force. Additional guidance on rating input may be found in AR 690-400, Chapter 430.

a. MSC LAR rating chain. The following policy applies to MSC LARs and SCRs who are not assigned to the MSC LAD with duty station at the MSC.

(1) All MSC LARs, including GS-13 technical LARs, will be assigned to an LAO for rating purposes as follows:

(a) The LAO chief will serve as rater. The MSC, SCR, or LAD Chief will serve as senior rater.

(b) For LARs not collocated with an LAO, the geographic area of responsibility defined in AR 700-4 will be used for determining the correct LAO to serve as the rating official.

(c) For LARs that support units or equipment supported by two or more LAO Chiefs within a single Corps, the geographic LAO, in coordination with the MSC SCR, will decide the primary LAO Chief to be the rating official.

(d) For MSC LARs collocated with SCRs at the geographic level and not affiliated with a unit, the SCR will serve as rater, geographic LAO Chief will serve as intermediate rater, and the MSC LAD Chief as senior rater.

(2) As the rating official, the appropriate LAO Chief will--

(a) Assign tasks, prioritize workload, perform supervisory duties to include developing Total Army Performance Evaluation System (TAPES) objectives, counsel, evaluate performance, and monitor MSC technical taskings.

(b) Review, with the rated LAR, employee performance. Review will occur at least three times annually, to include a beginning, midyear review, and in preparation of the performance appraisal.

(3) In cases of disagreement or conflict concerning the LAR, the rating official will discuss the differences with the senior rating official. If a satisfactory solution is not worked out at this level, the chain of command on both sides will be utilized to resolve the disagreement. The final decision will be made by the approving official at the MSC.

(4) Rating official responsibilities will be reflected in the LAO performance standard; e.g., Officer Evaluation Record (OER) support form for military LAO Chiefs and TAPES objectives for civilian LAO Chiefs.

b. LAP performance appraisal rating periods.

(1) GM employees. DA and AMC guidance will be followed to determine rating periods. Rating periods may be adjusted due to PCS moves or other circumstances per current policies and guidelines for GM employees.

(2) GS employees will be rated per local CPO instructions. Supervisors will ensure that employees receive an annual appraisal, especially during rating periods which include a PCS move by the

employee. The gaining LAO is responsible to ensure the employee is given an annual rating and for requesting input from the losing LAO, if necessary, to complete a comprehensive annual appraisal.

(3) All supervisors will use DA Pamphlet 690-400, Total Army Performance Evaluation System (TAPES), to do appraisals.

2-14. **Passports.** All mobile employees will maintain a current no fee official passport. AR 600-290 provides applicable procedures.

2-15. **Security clearance.** Per AR 380-67, chapter 3-100, certain civilian positions within the DOD entail duties of such a sensitive nature, including access to classified information, that the misconduct, malfeasance, or nonfeasance of an incumbent in any such position could result in an unacceptable adverse impact upon the national security. Members of the LAP have access to SECRET and/or CONFIDENTIAL information via automated data processing systems and meetings. This is especially true during staff meetings conducted in theaters of operations during deployments. A LAR may be required to clear a security clearance checklist at such times. Therefore, members of the LAP will require a SECRET security clearance. Per AR 380-67, chapter 3-101 (2)(a), a SECRET clearance has a security designation of noncritical-sensitive because of access to SECRET and/or CONFIDENTIAL information.

2-16. **Manpower reporting.** The MSCs and LOGSA are responsible for initiating action to determine logistics assistance manpower requirements. AMC LAP man-year requirements will be developed by AMC MSCs utilizing the guidelines for requirements determination established in chapter 3 of AR 700-4. Each MSC is required to report logistics assistance personnel requirements, authorizations, and on-hand personnel fill data on a monthly basis to LOGSA. The report will include--

a. MSC/LAO/major commands (MACOM) coordinated DA-approved requirements identified by geographic location, and by identifying categories required, authorized and personnel on-hand. Reports are required for each of the following specific skills: maintenance LAR, supervisor, administration, and contractor.

b. Requirements versus Fill Manpower Reports will be submitted to LOGSA, ATTN: AMXLS-LLL, LOG ASST DIV by the 5th day of each month. The reports may be submitted by facsimile, DSN 645-6880 or commercial (205) 955-6880.

c. Report of MSC plus LOGSA LAR/supervisor ratio is provided to AMC Civilian Personnel monthly not later than the 5th day of each month. Information is required from each MSC for the following categories: Required/authorized/and on-hand MSC/LOGSA LARs (maintenance/LMS/supply LARS), administrative (i.e., management support assistants on-hand assigned to LAOs), MSC/LOGSA supervisors, and contractor/contractor field service representatives (CFSR).

CHAPTER 3

CAREER MANAGEMENT

3-1. **Policy.** a. The development of technical and professional qualifications is the joint responsibility of the individual employee and all levels of the supervisory chain.

b. Career management of LAP participants will be accomplished per the provisions of AR 690-950, Career Management Basic Policies and Procedures, and the specific program document(s) covering the career field in which the careerist is registered.

c. Intern intake, appraisal and counseling, training and development, registration and referral, all of which are elements of career management, are subject to the guidelines in the aforementioned regulations, as supplemented by AMC directives such as AMC-P 690-3-13 and AMC-P 690-950-17.

3-2. **Career development.** a. ACPMs and supervisors will maintain contact with and counsel LAP employees with regard to developments in their respective career fields (availability of prescribed training, career screening panels, changes in policies and procedures, etc.) ensuring that necessary documentation to be considered by career screening panels is processed in a timely manner. ACPMs will maximize the use of available government funds for high potential careerists by programming and budgeting for career/mission-related training and education.

b. Individual development plans (IDP) are vehicles for careerists to use in planning their career development needs and desires. They should carefully consider and indicate special requirements in the IDPs for consideration during the annual career screening process. Careerists must be counseled regarding their responsibility to accurately and expeditiously complete and update all necessary forms related to their registration.

c. All LARs are encouraged to submit Army Civilian Career Evaluation System packages through his/her supervisor for review to CPM for submission to DA Personnel Command for potential promotional opportunities.

CHAPTER 4

MOBILITY PROGRAM FOR LOGSA

4-1. **Fill of vacancies within LOGSA.** a. For the fill of vacancies at the grade of GS-12 and below, SF-52s will be submitted per locally-established procedures. Selections for all GS-12 positions must be coordinated with the geographic LAO.

b. For the fill of vacancies at the grades of GS-13 and above, maximum use of the HQDA referral system will be made. Information copies of DA referral lists will be provided by the recruiting geographic LAO to other geographic LAOs and LOGSA, Customer Support Center.

(1) Selections for GS-13 positions will be made by the geographic LAO and coordinated with LOGSA, Customer Support Center, prior to formalizing selection process with CPO.

(2) The geographic LAO will review candidates for GS-14 and will submit recommendations to LOGSA, Customer Support Center. Selection will be made by a panel consisting of the Chief, Customer Support Center, Chief, Logistics Assistance Division, and the geographic LAO.

4-2. **Unprojected vacancies in LAOs.** a. In the case of CONUS/OCONUS unprojected vacancies; e.g., death, unplanned retirements, or transfers, LOGSA will be notified and will determine if the vacancy can be filled in a timely manner through the next scheduled mobility panel; if not, all geographic LAOs will be queried for volunteers.

b. If there is more than one volunteer, LOGSA will determine the selection, in conjunction with LAO ACPMs. The selection will be based on time in current assignment, special skill requirements, and other job-related factors. Volunteers in CONUS for OCONUS positions must have a minimum of 2 years at their current location.

c. If there are no eligible volunteers, the ACPM having the vacant position is authorized to recruit using the procedures outlined in this regulation provided there are no current command hiring restrictions. In OCONUS areas, the ACPM may defer recruitment based on nonavailability of local talent or lengthy timeframes involved in obtaining HQDA referral lists. In those cases, LOGSA will fill the position from rotation list established by the last mobility panel or recruit centrally through Redstone Arsenal CPO. Volunteers for vacant positions will have priority except in situations where there are CONUS AMC LARs who have been on-station for more than 5 years; those individuals may be reassigned first.

4-3. **Mobility panels.** a. Rotation of AMC LARs will be managed through semiannual mobility panels chaired by the LOGSA Principal Assistant for Support. Geographic ACPMs will attend to represent their geographical areas and serve as mobility panel members.

b. Mobility panels will finalize reassignments to fill all CONUS/OCONUS vacancies that are scheduled to occur during the next 12 months using a first-in/first-out rotation list; additional factors such as individual desires (as reflected on interest and availability statements), long-term schooling, developmental assignment needs, and compassionate justification will be considered by the panel during the assignment process.

c. A copy of the rotation list, by grade, will be provided to each geographic ACPM mobility panel member. Each individual affected by mobility panel decisions will be informed in writing by LOGSA within 30 days after the rotation panel. Individuals assigned to mobile positions (GS-11s and above) will not be moved without prior approval of LOGSA, Customer Support Center. Written correspondence from LOGSA to geographic LAOs involved, with information copies to affected LAOs, will serve as authority to initiate PCS orders.

4-4. **Management-directed lateral transfers.** Transfer of AMC LARs within a geographic LAO area must be approved by LOGSA due to impacts on the overall mobility program. Intra-CONUS transfers will serve to reestablish the "start time" for mobility purposes. Promotions at the same LAO location in CONUS and within the same theater OCONUS will not effect the start time for mobility purposes. At no time will promotions be denied based on length of time at any location.

4-5. **Transfer of AMC LARs between CONUS and OCONUS.** a. Release/ pick up dates must be coordinated between gaining/losing CPOs in conjunction with geographic LAOs, with copy furnished to LOGSA, Customer Support Center.

b. All annual leave will be approved and absorbed by the losing LAO; home leave will be approved and absorbed by the gaining CONUS LAO.

c. Employees leaving on PCS will be retained on the rolls of the losing LAO until the actual date the employee arrives at the gaining activity. ACPMs will ensure that the losing CPO will notify the gaining CPO and gaining activity in advance, by message, the report date of employee and, if leave is involved, coordinate with the local LAO to ensure accuracy of the time and attendance card. ACPMs will ensure that the gaining LAO will prepare SF-52, Notification of Personnel Action, effecting the employee's appointment to the gaining activity's position on the date the employee arrives for duty and forward a copy of the SF-52 to the losing CPO.

4-6. **PCS costs.** a. CONUS to CONUS PCS. LAO CONUS will program, budget, and pay for all PCS costs.

b. OCONUS to OCONUS PCS. The gaining OCONUS geographic LAO will program, budget and pay for all PCS costs.

c. CONUS to OCONUS PCS. The gaining OCONUS geographic LAO will program, budget, and pay for all PCS costs.

d. OCONUS to CONUS PCS. The OCONUS geographic LAO will program, budget, and pay for all PCS costs with the exceptions of temporary quarters subsistence expenses (TQSE) and expenses incurred in connection with residence transactions (JTR, Volume 2, chapters 14 and 15). TQSE and residence expenses will be paid for by the gaining geographic LAO (LAO CONUS or LOGSA).

e. CONUS to LOGSA PCS. LAO CONUS will program, budget, and pay for all PCS costs with the exceptions of TQSE and expenses incurred in connection with residence transactions (JTR, volume 2, chapters 14 and 15). TQSE and residence expenses will be paid for by LOGSA.

4-7. **Activity career program managers (ACPM).** The Chief, Logistics Operations Division, LOGSA, serves as the overall MACOM CPM (MCPM). The senior LOGSA civilian within each geographic area will serve as the ACPM for that geographic area. Each geographic LAO is responsible to plan for and provide resources to cover administrative costs; e.g., TDY expenses for ACPMs to participate in planning boards and panels requiring subject matter experts. Since the location of LAO employee work sites preclude daily contact with employing AMC or servicing civilian personnel officers, ACPMs must continually communicate with employees concerning career management requirements, responsibilities, policies, and procedures and the meaning and characteristics of the career system in terms of career progression, EEO, and training opportunities. ACPMs will additionally--

a. Request concurrence/nonconcurrence for OCONUS extensions to LOGSA, Customer Support Center, Logistics Operations Division, 7 months in advance of date eligible for return from OCONUS.

b. Designate, in writing, a sponsor to assist all LAO personnel being assigned within responsible area.

c. Immediately advise LOGSA, Customer Support Center, Logistics Operations Division, by DSN when an unprojected vacancy occurs at the GS-11 level and above.

d. Ensure all mobile employees are informed of unprojected vacancies.

e. Provide personnel data required to manage the Mobility Program to LOGSA, Customer Support Center, Logistics Operations Division, as follows:

- (1) Signed employment agreement.
- (2) Current physical examination.
- (3) Current interest and availability statement.
- (4) Copy of initial/subsequent SF-50s (Promotions/ Assignments only).
- (5) Copy of panograph (dental full-mouth x-ray) film.

f. Ensure all mobile employees maintain a current official passport, uniforms, organizational clothing and individual equipment, chemical defense equipment, and medical provisions in [appendix C-10](#), and per AMC-R 500-4.

g. Ensure all mobile employees assigned to LAOs are counseled and thoroughly indoctrinated in all aspects of the mobility program; this is particularly critical when decisions are made by semiannual mobility panels.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAMC, Logistics Support Activity, ATTN: AMXLS-LL, Redstone Arsenal, AL 35898-7466.

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TACOM/AMSTA-DRM (4)
TECOM/AMSTE-CT-N (4)
USASAC/AMSAC-IM-O (4)

APPENDIX A

REFERENCES

Section I. RELATED PUBLICATIONS

AMC-R 500-4	LAP Mobilization/Exercise Planning and Management
AMC P 690-3-13	AMC Supply Management Career Intern Training Program
AMC P 690-950-17	AMC Materiel Maintenance Management Career Intern Training Program
AR 11-34	The Army Respiratory Protection Program
AR 40-5	Preventive Medicine
AR 40-501	Standards of Medical Fitness
AR 135-133	Ready Reserve Screening, Qualification Records and Change of Address Report
AR 380-67	The DA Management and Personnel Security Program
AR 601-10	Mobilization of Retired Soldiers of the Army
AR 690-11	Mobilization Planning and Management
AR 690-300-352	Reemployment Rights
AR 690-300-301	DOD Civilians in Overseas Areas
AR 690-400-430	Employee Performance Utilization
AR 690-700	Personnel Relations and Services (General)
AR 690-950	Civilian Personnel Career Management
AR 690-950-13	Civilian Career Program for Supply Management
AR 700-4	Logistics Assistance Program (LAP)
DA Pamphlet 690-400	Total Army Performance Evaluation System (TAPES)
DODD 1000.21-R	Passports and Passport Agent Services Regulation
DODD 1220.7	Screening the Ready Reserve
DODD 1400.24	Civilian Mobility Program
DODD 1400.6	DOD Civilian Employees in Overseas Areas
DODD 1404.10	Retention of Emergency-Essential DOD Civilian Employees Overseas
FPM Chgs.339-401	Medical Qualification Determinations
JTR, Volume 2	Joint Travel Regulation, Volume 2: Department of Defense Civilian Personnel
5 USC 6305	Home Leave
10 USC 1586	Reemployment Rights

Section II. REFERENCED FORMS

AMC Form 2884-R	Logistic Assistance Program (LAP) Employment Mobility Agreement
DA Form 7222	Senior System Civilian Evaluation Report
DA Form 7222-1	Senior System Civilian Evaluation Report Support Form
DD Form 2365	DOD Civilian Employee Overseas Emergency-Essential Position Agreement
Standard Form 78	United States Civil Service Commission Certificate of Medical Examination
Standard Form 93	Report of Medical History
Standard Form 88	Report of Medical Examination
Standard Form 600	Health Record - Chronological Record of Medical Care

LOGISTIC ASSISTANCE PROGRAM (LAP) EMPLOYMENT MOBILITY AGREEMENT

(AMC-R 700-19)

1. Execution of the following agreement is required as a condition of employment upon entrance into the LAP.
2. LAP management agrees that future assignment of the undersigned selectee will be consistent with the provisions of this agreement and program requirements set forth in AMC-R 700-19. Wherever possible, geographic preferences of the selectee will be considered in the relocation process. Management recognizes its obligations to exercise judgment and integrity in placing employees under the terms of this agreement.
3. The undersigned understands:
 - a. The requirement for mobility within the LAP and the obligation to accept assignments as directed by LAP management.
 - b. The position is designated as Emergency-Essential and is subject to the requirements prescribed in AMC-R 700-19, DoDD 1404-10, AR 690-11 and AMC-R 500-4. This includes, but is not limited to:
 - (1) The draw and wear of Protective Clothing (BDU), Organizational Clothing and Individual Equipment (OCIE), and Chemical Defense Equipment (CDE) in support of major field exercises and mobilization. Appropriate training for all equipment, particularly chemical defense equipment, is mandatory.
 - (2) The deployment to, and retainment in, hostile zones during crisis situations or mobilization, which may require flying in military aircraft.
 - (3) The support of field exercises which may require living in a field environment in conditions similar to those of field grade officers. Military driver's license will be required when participating in field exercises/deployments.
 - (4) The meeting of physical/functional requirements before employment, and on an annual basis thereafter.
 - c. LAP positions may not be filled by Reserve Component members subject to recall to active duty. Individuals executing this employment agreement are required to report their military recall status to the administrator of this agreement to effect removal from the Ready Reserve or exemption from retiree call-up (DoDD 1200.7 and AMC-R 700-19, Para 2.4).
 - d. Assignments to duty stations within the CONUS normally will not be for less than two years unless mission requirements dictate otherwise.
 - e. Assignment to overseas positions will be in accordance with established tours as defined in DoD Civilian Personnel Joint Travel Regulations unless mission requirements dictate otherwise.
 - f. When leaving a position in the CONUS to accept an overseas position (to include Panama, Alaska, and Hawaii) reemployment rights will be in accordance with 10 U.S.C. 1586 as set forth in AR 690-300, Chapter 352, Subchapter 8; however, LAP mission requirements may necessitate onward movement to another permanent station within 90 days.
 - g. Failure to comply with this agreement may result in separation from the LAP/Federal service.
4. The selectee may request release from the provisions of this agreement in the event that subsequent circumstances become such that undue hardships would result if release were not granted (AMC-R 700-199, Para 2-8). Outbreak of hostilities or declaration of military vigilance, as such, is not included in the definition of hardship.
5. Obligations of management and the undersigned selectee under this agreement are terminated when the selectee accepts employment in a function not covered by the provisions of this agreement or tenders a letter of resignation from Federal service.
6. This employee is eligible for all entitlements pertaining to Emergency-Essential employees per DoDD 1404.10 and AR 690-11.

Applicant's Name (Typed or Printed)

Applicant's Signature

Date

LAP Manager's Name (Typed or Printed)

LAP Manager's Signature

Date

CPO Representative's Name (Typed or Printed)

CPO Representative's Signature

Date

APPENDIX C

LOGISTICS ASSISTANCE PROGRAM
MEDICAL REQUIREMENTS

C-1. **GENERAL.** a. Terminology. In this appendix, terms will be used frequently and are defined here:

(1) Logistics Assistance Program (LAP). The organization consisting primarily of Emergency-Essential (EE) Personnel (EEP) to which this appendix is addressed.

(2) Emergency-Essential Personnel (EEP) - DA civilians who, as a precondition of employment, agree to meet strict standards (administrative, physical, and other) and deploy worldwide to operational theaters as needed. EEP include Logistics Assistance Representatives (LAR), Logistics Management Specialists (LMS), and Supervisory Logistics Management Specialists (SLMS). These three categories encompass commonly known positions such as Senior Staff Technical Representatives (SSTR), Senior Command Representatives (SCR), and LAR-Master Technicians (LAR-MT). In this appendix, EEP requirements pertain to all EE, mandatory mobile members of the LAP and those nominees that apply for EE mandatory mobile positions within the LAP.

(3) Physical Evaluation (PE) - An evaluation of one's health, based on various input such as medical and occupational history, objective tests (EKG, lab, X-ray, etc.), and physical examination.

(4) Emergency-Essential Employee (EEE) - Member of the LAP who is EE and mandatory mobile.

(5) Military Medical Treatment Facility (MTF) - The MTF that services the EE and mandatory mobile employee. This is usually the Occupational Health Clinic at the assigned duty station.

b. This annex describes the physical standards and medical/administrative requirements of AMC EEP. The annex is intended to help EEP maintain general medical readiness. Whenever deployment-specific guidance is issued (by AMC or higher HQ) that conflicts with this regulation, the deployment-specific guidance will take precedence.

C-2. **PHILOSOPHY.** a. During deployment to operational theaters, austere or no medical support is anticipated and should be assumed. Therefore, it is essential that EE and mandatory mobile members of the LAP meet stringent medical qualifications and physical requirements in order to safely and efficiently perform their duties and responsibilities without jeopardizing themselves or others. In general, retention standards (found in AR 40-501, Standards of Medical Fitness) will be used in determining fitness for EEP.

b. The examining physician or Physician Assistant (PA) has full authority in determining EEP fitness. In making this determination, he/she should consider: the specified standards of the EE and mandatory mobile position as described on SF 78, Certificate of Medical Examination; the physical and medical condition of the EEE, the potential environment to which the EEP may deploy, such as a combat zone in the Third World, and the austere medical support that will be available, such as an aid station or a field surgical hospital. The physician/PA should be conservative in determining the fitness of EEP.

C-3. **MANAGEMENT.** EEP are responsible for meeting all medical and administrative requirements of this regulation at all times. Medical requirements are reviewed and verified (not necessarily repeated) yearly. The checklist at appendix C-9 is provided to assist EEP in this initial and yearly validation process.

C-4. **COSTS.** The government will bear costs of physical evaluations, special equipment (e.g., protective mask optical inserts, medical alert ID tags), and services (e.g., travel immunizations, Tuberculin Skin Test, DNA sampling, HIV testing, as required, yearly dental examinations, subsequent panoraphs) required for employment and deployment. The nominee to the LAP or the EEE will bear medical costs incurred in meeting job standards (e.g., corrective surgery, dental work). While on temporary duty, AR 40-3 (Medical, Dental, and Veterinary Care), paragraph 4-29a(8) applies--any disease or injury incurred by a civilian employee on TDY will be regarded as job-related. While deployed, in support of a contingency operation or humanitarian effort, in-theater medical services will be available to EEP as if they were soldiers.

C-5. **LOCATION.** a. All PEs should be accomplished at home station, if possible. This saves TDY costs and provides the greatest continuity of care. Where medical support is not available, supervision at HQ (i.e., LOGSA, or the MSC) should arrange support at the nearest available military MTF. Supervisors will arrange their own support at the nearest available military MTF.

b. Normally, LAP personnel may deploy with supported units. However, for specific deployments, DA may designate central processing centers to perform predeployment processing, including PE. In this case, EEP (for whom the most recent, annual periodic PE suffices) should review the checklist appendix C-9 and ensure they are current before leaving home station, taking their medical records with them.

c. If DA does not designate a central processing center for predeployment processing and EEP are to deploy with the supported units, the EEP, upon notification of overseas deployment (excluding Hawaii and Alaska), must undergo a medical record review and update of their medical history at the home station.

d. EEP should undergo a medical record review and update of their medical history within 90 days of Permanent Change of Station (PCS) to an overseas assignment (including Alaska and Hawaii) at the CONUS home station.

C-6. **COMPONENTS OF MEDICAL READINESS.** a. **PHYSICAL EVALUATION.** There are seven occasions when EEP must undergo PE: upon appointment (preplacement), at 5-year intervals (5-year periodic), annually (annual), prior to deployment (predeployment), following deployment (postdeployment), when there is cause (fitness-for-duty), and upon termination. They are described below. All PEs must be conducted and signed by a physician or PA. A complete PE is required on all occasions except annually, prior to deployment, OCONUS PCS, and following deployment. The requirements of a complete PE are in appendix C-8. The requirements of an annual PE are in appendix C-9.

(1) Preplacement - A complete PE will be administered. Nominees must pass a preplacement PE based on the functional requirements of the job (appendix C-9) to determine fitness for duty prior to entering the program.

(2) 5-Year Periodic - EEP continuing in the LAP will receive a complete PE every 5 years beginning at age 20. The 5-year examination will take place at age 20, 25, 30, 35, 40, 45, 50, 55, and 60. Beyond age 60, the PE will be annually. If an employee under the age of 60 has his/her preplacement physical examination at an age other than 20, 25, 30, 35, 40, 45, 50, or 55, he/she will be required to have his/her 5-year periodic again at the next specified age regardless of the interval between the preplacement and the 5-year age specified. For example, John Smith has a preplacement physical at age 32. He will have his 5-year physical evaluation at age 35 even though only 3 years have elapsed. His next 5-year physical examination will be at age 40. EEP will undergo physical evaluations within 3 calendar months before the end of his/her birth month. A physical evaluation accomplished within 4 calendar months before the end of the birth month will be considered as having been accomplished during the birth month. The provisions above align the LAP with active duty personnel requirements per AR 40-501, chapter 8-19.

(3) Annual - EEP continuing in the LAP will receive an annual PE consisting of a medical history, except when they are undergoing a 5-year periodic PE. The goal of the annual PE is to identify--by history--any changes in the health status of the employee that may preclude worldwide deployability to an area with little or no medical support. Emphasis should be placed on identifying any changes in cardiovascular, pulmonary, neurologic, endocrine, dermatologic, orthopedic, psychological, visual, or auditory status since the EEP's last PE. A list of current medications must be provided by the employee. The need for physical examination and diagnostic procedures (and for making entries on part C,

SF 78) will be left to the discretion of the examining physician/PA but is not required unless warranted by the history. Normally, the PE will be accomplished using SF 93 and SF 78, parts A, B, C, D, and F. See appendix C-9 for details.

(4) Predeployment - The goal of the overseas screening (predeployment) is to identify any changes in the health status of the employee which may preclude worldwide deployability to an area without adequate medical support. Emphasis should be placed on identifying any changes in cardiovascular, pulmonary, neurologic, endocrine, dermatologic, orthopedic, or psychological status since the employee's last periodic medical examination. A listing of medications must be provided by the employee. Physical examination and diagnostic procedures will be left to the discretion of the examining physician or PA.

(5) Postdeployment - Normally, the Army Surgeon General or Theater Surgeon specifies the postdeployment PE, which usually consists of a medical history by a medic or nurse, with physician review and (as necessary) consultation. A tuberculin skin test is often required. Ordinarily, the postdeployment PE forms are specific to the operation and are issued by the Surgeon General or the Theater Surgeon. EEP will receive the same post-deployment PE as soldiers. If these PEs are being performed in-theater, the EEP will be examined there. If soldiers are undergoing postdeployment PE at home station, so will EEP.

(6) Fitness for Duty - A complete PE will be administered, when appropriate, to determine the employee's fitness for duty. This examination will be based upon a supervisor's observation or suspicion of deficiency in safe or efficient job performance.

(7) Termination - All EEP will undergo a complete PE within 90 days prior to termination of assignment to the LAP or termination of employment.

b. Immunizations and Tuberculin Skin Test (TST).

(1) Immunizations - EEP must be **up-to-date** on all routine adult immunizations (i.e., measles, mumps, rubella, diphtheria, tetanus, and polio). Additionally, all EEP must become/remains **up-to-date** on the following immunizations: influenza, typhoid, hepatitis A (active vaccine, not Immune Globulin), and meningococcal. No other immunizations are required until mandated for a specific deployment. Immunizations will be recorded in the **yellow** shot record (PHS Form 731, International Certification of Vaccination).

(2) Tuberculin Skin Test (TST) - EEP will receive a TST every 5 years. TST results will be recorded in the **yellow** shot record (PHS Form 731, International Certification of Vaccination).

c. Records. EEP will establish three medically-related records. A medical record will be established and maintained at the supporting home station medical clinic. This record will include all PEs, consultations, labs, etc., pursuant to the EEP deployment and employment in the LAP. A **yellow** shot record (PHS Form 731) will be established and maintained inside the medical record. A dental record will be established and maintained at the supporting home station Dental Treatment Facility (DTF). EEP will hand-carry the appropriate record(s) on consultation visits, and will hand-carry all three records to the central processing center (if designated) and on deployment.

d. Dental Examination. EEP will undergo yearly dental examination at a military DTF. Army dental officers will make dental fitness determinations. The four Army dental fitness classes are--

(1) No dental work needed.

(2) Existing dental condition, unlikely to result in dental emergency within 12 months.

(3) Existing dental condition, likely to cause dental emergency within 12 months.

(4) No exam within 1 year, no record available, or no panograph. EEP who are in dental fitness class 3 or 4 will be nondeployable until restored to class 1 or 2; such dental work will be the responsibility of the EEE. Army dental Officers will provide dental status on an SF 88 (Report of Medical Examination) or SF 600 (Chronological Record of Medical Care) and include annotation of dental work required to restore the LAP employee to class 1 or 2.

e. Panograph. EEP must have a current panograph (dental full mouth x-ray) on file in their dental record. The second copy is maintained in their deployment packet at their servicing Civilian Personnel Office (CPO). The question of **currency** is one of clinical judgement, not simply years. The examining Army dental officer will make this determination.

f. DNA Sample. EEP will have two DNA samples taken during their preplacement PE, or prior to deployment. If the EEE has not deployed nor had DNA sample taken at preplacement, he/she will have the DNA samples taken at the next 5-year physical evaluation. The supporting military MTF will obtain the DNA sample and forward it to the central DNA repository. A second DNA sample will remain in the medical record.

g. HIV Test. Current Army policy calls for involuntary HIV testing of civilian employees only if required by the country to which EEP deploy. Therefore, HIV testing will be done prior to deployment, as required. In accordance with current Army policy, HIV positive civilian employees are nondeployable.

h. Medical Alert ID Tags. The military MTF or installation will provide red medical alert ID tags for EEP with allergies or medical conditions (that fall within fitness standards).

i. Protective Mask Optical Inserts. When an EEE's vision needs correcting to 20/30 either eye for near vision, or 20/40 either eye for far vision, the supporting military MTF will provide two pairs of prescription protective mask optical inserts. These are maintained by the EEE. EEP will have their optical inserts made as they are accessed to the LAP or prior to deployment or at the next 5-year physical evaluation.

j. Chemoprophylaxis and Medicines.

(1) Chemoprophylaxis - Preventive medicines such as antimalarial medications will be provided to EEP during preparation for deployment.

(2) Medicines - In-theater medical support may be austere or, for a time, nonexistent. For this reason, EEP must maintain, at their expense, a 90-day supply of personal, unexpired prescription medications prior to deployment.

k. Other Items. Generally, other items of personal or medical importance must be maintained in a ready condition by the EEE, at his/her own expense. This includes, for example, two pair of eyeglasses and spare hearing aid batteries.

C-7. **EXAMINING PHYSICIAN/PA.** a. Location. EEP PEs will be conducted by a physician or PA at a military MTF. EEP should use home station medical support, whenever possible.

b. Examining physicians/PAs should refer to appendix C-8 for the requirements of a complete PE. Note that all EEP PEs are **complete** except annual, predeployment, OCONUS PCS, and post-deployment. In performing a complete PE, the physician/PA should review information provided by the EEE on the SF 93 (Report of Medical History), complete block 25; and SF 78, Part C, (rendering his/her opinion in the **conclusions** block), D and F. See appendix C-11 for SF 78 and appendix C-13 for SF 93. The requirements of an annual PE are at appendix C-9. In performing an annual PE, the physician/PA should review prior PEs, the completed SF 93, and complete only the signature and **conclusions** block of Part C, unless further testing or examination is indicated by the history, and Part D and F of the SF 78.

c. Determining Fitness. In general, retention standards found in AR 40-501 (Standards of Medical Fitness), chapter 3. The examining physician/PA has full authority in determining EEP fitness. In making this determination, he/she should consider: The specified standards of the Emergency-Essential Mandatory Mobile position (described on SF 78,

Certificate of Medical Examination; see appendix C-11); the physical and medical condition of the EEE; the potential environment to which EEP may deploy, such as a combat zone in the Third World; and the austere medical support that will be available such as an aid station or a field surgical hospital. The physician/PA should be conservative in determining EEP fitness, rendering his/her written recommendation on SF 78 (Part C, Conclusions). Additionally, the physician/PA will complete Part D and F of the SF 78.

d. Consultation. Examining physicians/PAs may consult with specialists, if necessary, to determine fitness. Furthermore, examining physicians/PAs may consult with their Medical Training Facility Commander, MSC Surgeon, or the Command Surgeon, AMC (DSN 767-9470, Comm 703-617-9470).

C-8. RESPONSIBILITIES OF EMERGENCY-ESSENTIAL, MANDATORY MOBILE PERSONNEL.

a. Maintain physical fitness and be able to function in harsh environmental conditions in a combat zone.

b. Inform the immediate supervisor, supervision at headquarters (i.e., the MSC or LOGSA), and the physician of any health problems that could affect the EEE's ability to perform the functional requirements of the job. Failure to disclose known problems could jeopardize the EEE's health and the unit's mission, and justifies removal from the LAP or deployment.

c. Manage Personal Medical Readiness. EEP bear the responsibility for familiarity with this appendix and meeting all the medical and administrative responsibilities contained herein.

C-9. FAILURE TO MEET STANDARDS OR REQUIREMENTS. Failure to pass the required PE will disqualify the EEE/nominee from the LAP unless the condition is corrected within 6 months. Corrective work is the EEE/nominee's responsibility and will be accomplished using his/her normally available medical care and resources.

C-10. APPEAL PROCESS. The determination of fitness for duty will be made by the evaluating physician/PA. If the physician/PA determines that the EEE/nominee is not fit for this duty, and the EEE/nominee has questions or disagrees, he/she should first seek explanation/resolution with the evaluating physician/PA. Appeals will be made by memorandum through command channels to the MSC Commander (AMC Commander for those assigned to AMC). The appellant should include the PE in question and all consultations and information that bear on the case. The MSC Commander will make the final decision after consulting with the MSC Surgeon (AMC Surgeon if the MSC has no assigned Surgeon). For those assigned to AMC, the AMC Commander will make the final decision after consulting with the AMC Surgeon.

C-11. REQUIREMENTS OF A COMPLETE PHYSICAL EVALUATION (PE).

NOTE: This section is intended to guide medical personnel, EEP, and EEP managers.

General: Emphasis will be placed on diagnosing cardiovascular, pulmonary, orthopedic, neurologic, endocrine, dermatologic, psychological, visual, and auditory conditions which may preclude performing the related functional requirements under harsh environmental conditions. The evaluation must be performed by a physician or PA.

Documents:

- SF 93 - Report of Medical History
 - Medical History (SF 93)
 - Occupational History (SF 93)
- SF 78 - Certificate of Medical Examination
- Certificate of Medical Examination (SF 78, parts A, B, and C)

Elimination Requirements:

- UA (urinalysis)
- CBC (complete blood count)
- LFTs (liver function tests)
- Lipid Profile (fasting)
- FBS (fasting blood sugar)
- EKG (electrocardiogram)
- PFTs (pulmonary function tests; initially, then as indicated by history)
- CXR (chest x-ray; initially, then as indicated by history)
- Visual Acuity

Tonometry (over 35 years old)

Audiometry

HRAA (Health Risk Analysis Appraisal)

CVSP (Cardiovascular Screening Program; if 40 or more years old)

The physician/PA's written opinion is recorded at the bottom of part C, SF 78. Additionally, the physician will complete Part D and F of the SF 78.

C-12. REQUIREMENTS OF AN ANNUAL PHYSICAL EVALUATION (PE)

NOTE: This section is intended to guide medical personnel, EEP, and EEP managers.

General: Emphasis will be placed on diagnosing--through interval history--cardiovascular, pulmonary, orthopedic, neurologic, endocrine, dermatologic, psychological, visual, and auditory conditions which may preclude performing the related functional requirements under harsh

environmental conditions. The evaluation must be performed by a physician or PA. Further testing and physical examination are at the discretion of the physician/PA.

Documents:

- SF 93 - Report of Medical History
 - Medical History (SF 93)
 - Occupational History (SF 93)
- SF 78 - Certificate of Medical Examination
 - Written Opinion (SF 78, Parts A, B, bottom of C)

Examination Requirements: Requirements are based on interval history provided by the EEE at time of examination.

The physician/PAs written opinion is recorded at the bottom of Part C, SF 78. Additionally, the physician/PA will complete Part D and F, SF 78.

C-13. AMC EMERGENCY-ESSENTIAL PERSONNEL (EEP) READINESS CHECKLIST.

NOTE: This section is intended to guide medical personnel, EEP, and EEP managers. During preplacement, yearly, and before deployment, EEP should revalidate the following requirements. While not every requirement must be done each time, all items should be checked to ensure they are up-to-date, on file, current, etc. See appendix C-3 for detailed guidance.

Components of Medical Readiness.

- a. Physical Evaluation - yearly, undergoing appropriate type of PE.
- b. Immunization and Tuberculin Skin Test (TST) - review yearly and before deployment.
- c. Records (medical, dental, immunization) - check for presence and completeness.
- d. Dental Examination - yearly.
- e. Panograph - current and on file in dental record and in deployment packet at CPO.
- f. DNA Sample - in medical record and at central repository.
- g. HIV Test - if required by country of deployment.
- h. Medical Alert ID Tags - check yearly and before deployment.
- i. Mask Optical Inserts - check yearly and before deployment.

j. Chemoprophylaxis and Medicines - before deployment.

k. Other Items (2 pair of glasses, extra hearing aid batteries, etc.) - check yearly and before deployment.

C-14. **CERTIFICATE OF MEDICAL EXAMINATION (SF 78)**. Emergency-Essential Personnel will provide SF 78 (C-11) to the physician/PA administering the PE. The functional requirements of the LAP are defined in Part B. The EEP will complete Part A of this form. The MSC or LOGSA headquarters will complete Part B. This includes Blocks 1 and 2 making special note to specify the kind of physical evaluation in Block 1. The physician/PA will complete as much of Part C as is required by the kind of evaluation required. He/she must complete Part C, Block 1-3, and Conclusions, as well as Part D and F.

C-15. **REPORT OF MEDICAL HISTORY (SF 93)**. Emergency-Essential Personnel will provide SF 93 (C-13) to the physician/PA administering the physical evaluation. EEP will complete this form in its entirety (excluding Block 25) prior to their examinations. The physician/PA will complete Block 25.

TO BE GIVEN TO PERSON EXAMINED WITH A PRE-ADDRESSED "CONFIDENTIAL-MEDICAL" ENVELOPE.

**UNITED STATES CIVIL SERVICE COMMISSION
CERTIFICATE OF MEDICAL EXAMINATION**

Form Approved
Budget Bureau
No. 50-R0073

Part A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE (typewrite or print in ink)-

1. NAME (last, first, middle)	2. SOCIAL SECURITY ACCOUNT NO.	3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4. DATE OF BIRTH
5. DO YOU HAVE ANY MEDICAL DISORDER OR PHYSICAL IMPAIRMENT WHICH WOULD INTERFERE IN ANY WAY WITH THE FULL PERFORMANCE OF THE DUTIES SHOWN BELOW? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If your answer is YES explain fully to the physician performing the examination)</i>		6. I CERTIFY THAT ALL THE INFORMATION GIVEN BY ME IN CONNECTION WITH THIS EXAMINATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF _____ (signature of applicant)	

Part B. TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER

1. PURPOSE OF EXAMINATION <input type="checkbox"/> PREAPPOINTMENT <input type="checkbox"/> OTHER (specify)	2. POSITION TITLE						
3. BRIEF DESCRIPTION OF WHAT POSITION REQUIRES EMPLOYEE TO DO							
SAMPLE							
4. Circle the number preceding each functional requirement and each environmental factor essential to the duties of this position. List any additional essential factors in the blank spaces. Also, if the position involves law enforcement, air traffic control, or fire fighting, attach the specific medical standards for the information of the examining physician.							
<p>A. FUNCTIONAL REQUIREMENTS</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> 1. Heavy lifting, 45 pounds and over 2. Moderate lifting, 15-44 pounds 3. Light lifting, under 15 pounds 4. Heavy carrying, 45 pounds and over 5. Moderate carrying, 15-44 pounds 6. Light carrying, under 15 pounds 7. Straight pulling (hours) 8. Pulling hand over hand (hours) 9. Pushing (hours) 10. Reaching above shoulder 11. Use of fingers 12. Both hands required 13. Walking (hours) 14. Standing (hours) </td> <td style="width:33%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> 15. Crawling (hours) 16. Kneeling (hours) 17. Repeated bending (hours) 18. Climbing, legs only (hours) 19. Climbing, use of legs and arms 20. Both legs required 21. Operation of crane, truck, tractor, or motor vehicle 22. Ability for rapid mental and muscular coordination simultaneously 23. Ability to use and desirability of using firearms 24. Near vision correctable at 13" to 16" to Jaeger 1 to 4 </td> <td style="width:33%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> 25. Far vision correctable in one eye to 20/20 and to 20/40 in the other 26. Far vision correctable in one eye to 20/50 and to 20/100 in the other 27. Specific visual requirement (specify) 28. Both eyes required 29. Depth perception 30. Ability to distinguish basic colors 31. Ability to distinguish shades of colors 32. Hearing (aid permitted) 33. Hearing without aid 34. Specific hearing requirements (specify) 35. Other (specify) </td> </tr> </table> <p style="text-align: center; margin-top: 10px;">B. ENVIRONMENTAL FACTORS</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> 1. Outside 2. Outside and inside 3. Excessive heat 4. Excessive cold 5. Excessive humidity 6. Excessive dampness or chilling 7. Dry atmospheric conditions 8. Excessive noise, intermittent 9. Constant noise 10. Dust </td> <td style="width:33%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> 11. Silica, asbestos, etc. 12. Fumes, smoke, or gases 13. Solvents (degreasing agents) 14. Grease and oils 15. Radiant energy 16. Electrical energy 17. Slippery or uneven walking surfaces 18. Working around machinery with moving parts 19. Working around moving objects or vehicles </td> <td style="width:33%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> 20. Working on ladders or scaffolding 21. Working below ground 22. Unusual fatigue factors (specify) 23. Working with hands in water 24. Explosives 25. Vibration 26. Working closely with others 27. Working alone 28. Protracted or irregular hours of work 29. Other (specify) </td> </tr> </table>		<ul style="list-style-type: none"> 1. Heavy lifting, 45 pounds and over 2. 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Part C. TO BE COMPLETED BY EXAMINING PHYSICIAN

1. EXAMINING PHYSICIAN'S NAME (type or print)	3. SIGNATURE OF EXAMINING PHYSICIAN
2. ADDRESS (including ZIP Code)	<p style="text-align: center;">_____ (signature) _____ (date)</p> <p>IMPORTANT: After signing, return the entire form intact in the pre-addressed "Confidential-Medical" envelope which the person you examined gave you.</p>

NOTE TO EXAMINING PHYSICIAN: The person you are about to examine will have to cope with the functional requirements and environmental factors circled on the other side of this form. Please take them, and the brief description of job duties above them, into consideration as you make your examination and report your findings and conclusions.

1. HEIGHT: _____ FEET, _____ INCHES. WEIGHT: _____ POUNDS.

2. EYES:
 (A) Distant vision (Snellen): without glasses: right ²⁰ left ²⁰ ; with glasses, if worn: right ²⁰ left ²⁰
 (B) What is the longest and shortest distance at which the following specimen of Jaeger No. 2 type can be read by the applicant? Test each eye separately.

Jaeger No. 2 Type _____
 employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and June 18, 1923 (Executive Order, September 4, 1924).

without glasses: with glasses, if used:
 R. _____ in. to _____ in. R. _____ in. to _____ in.
 L. _____ in. to _____ in. L. _____ in. to _____ in.

(C) Color vision: Is color vision normal when Ishihara or other color plate test is used? YES NO
 If not, can applicant pass lantern, yarn, or other comparable test? YES NO

3. EARS: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.)
 Ordinary conversation: _____
 Audiometer (if given):

RIGHT EAR _____ 20 ft.; LEFT EAR _____ 20 ft.

250	500	1000	2000	3000	4000	5000	6000	7000	8000

4. OTHER FINDINGS: In items a through l briefly describe any abnormality (including diseases, scars, and disfigurements). Include brief history, if pertinent. If normal, so indicate.

a. Eyes, ears, nose, and throat (including tooth and oral hygiene)	e. Abdomen
b. Head and back (including face, hair, and scalp)	f. Arteries and blood vessels
c. Speech (note any malfunction)	g. Extremities
d. Skin and lymph nodes (including thyroid gland)	h. Urinalysis (if indicated) Sp. gr. _____ Sugar _____ Blood _____ Albumen _____ Casts _____ Pus _____
i. Respiratory tract (X-ray if indicated)	
j. Heart (size, rate, rhythm, function) Blood pressure _____ Pulse _____ EKG (if indicated)	
k. Back (special consideration for positions involving heavy lifting and other strenuous duties)	
l. Neurological and mental health	

CONCLUSIONS: Summarize below any medical findings which, in your opinion, would limit this person's performance of the job duties and/or would make him a hazard to himself or others. If none, so indicate.

No limiting conditions for this job
 Limiting conditions as follows:

REPORT OF MEDICAL HISTORY

(THIS INFORMATION IS FOR OFFICIAL AND MEDICALLY-CONFIDENTIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS)

1. LAST NAME—FIRST NAME—MIDDLE NAME		2. SOCIAL SECURITY OR IDENTIFICATION NO.	
3. HOME ADDRESS (No. street or RFD, city or town, State, and ZIP CODE)		4. POSITION (Title, grade, component)	
5. PURPOSE OF EXAMINATION	6. DATE OF EXAMINATION	7. EXAMINING FACILITY OR EXAMINER, AND ADDRESS (Include ZIP Code)	

8. STATEMENT OF EXAMINEE'S PRESENT HEALTH AND MEDICATIONS CURRENTLY USED (Follow by description of past history, if complaint exists)

9. HAVE YOU EVER (Please check each item)				10. DO YOU (Please check each item)			
YES	NO	(Check each item)		YES	NO	(Check each item)	
		Lived with anyone who had tuberculosis				Wear glasses or contact lenses	
		Coughed up blood				Have vision in both eyes	
		Bled excessively after injury or tooth extraction				Wear a hearing aid	
		Attempted suicide				Stutter or stammer habitually	
		Been a sleepwalker				Wear a brace or back support	

11. HAVE YOU EVER HAD OR HAVE YOU NOW (Please check at left of each item)

YES	NO	DON'T KNOW	(Check each item)	YES	NO	DON'T KNOW	(Check each item)	YES	NO	DON'T KNOW	(Check each item)
			Scarlet fever, erysipelas				Cramps in your legs				"Trick" or locked knee
			Rheumatic fever				Frequent indigestion				Foot trouble
			Swollen or painful joints				Stomach, liver, or intestinal trouble				Neuritis
			Frequent or severe headaches				Gall bladder trouble or gallstones				Paralysis (include infantile)
			Dizziness or fainting spells				Jaundice or hepatitis				Epilepsy or fits
			Eye trouble				Adverse reaction to serum, drug, or medicine				Car, train, sea or air sickness
			Ear, nose, or throat trouble				Broken bones				Frequent trouble sleeping
			Hearing loss				Tumor, growth, cyst, cancer				Depression or excessive worry
			Chronic or frequent colds				Rupture/hernia				Loss of memory or amnesia
			Severe tooth or gum trouble				Piles or rectal disease				Nervous trouble of any sort
			Sinusitis				Frequent or painful urination				Periods of unconsciousness
			Hay Fever				Bed wetting since age 12				
			Head injury				Kidney stone or blood in urine				
			Skin diseases				Sugar or albumin in urine				
			Thyroid trouble				VD—Syphilis, gonorrhea, etc.				
			Tuberculosis				Recent gain or loss of weight				
			Asthma				Arthritis, Rheumatism, or Beriberi				
			Shortness of breath				Bone, joint or other deformity				
			Pain or pressure in chest				Lameness				
			Chronic cough				Loss of finger or toe				
			Palpitation or pounding heart				Painful or "trick" shoulder or elbow				12. FEMALES ONLY: HAVE YOU EVER
			Heart trouble				Recurrent back pain				Been treated for a female disorder
			High or low blood pressure								Had a change in menstrual pattern

13. WHAT IS YOUR USUAL OCCUPATION?	14. ARE YOU (Check one) <input type="checkbox"/> Right handed <input type="checkbox"/> Left handed
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YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED YES MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		<p>15. Have you been refused employment or been unable to hold a job or stay in school because of:</p> <p>A. Sensitivity to chemicals, dust, sunlight, etc.</p> <p>B. Inability to perform certain motions.</p> <p>C. Inability to assume certain positions.</p> <p>D. Other medical reasons (If yes, give reasons.)</p>
		16. Have you ever been treated for a mental condition? (If yes, specify when, where, and give details.)
		17. Have you ever been denied life insurance? (If yes, state reason and give details.)
		18. Have you had, or have you been advised to have, any operations? (If yes, describe and give age at which occurred.)
		19. Have you ever been a patient in any type of hospital? (If yes, specify when, where, why, and name of doctor and complete address of hospital.)
		20. Have you ever had any illness or injury other than those already noted? (If yes, specify when, where, and give details.)
		21. Have you consulted or been treated by clinics, physicians, dentists, or other practitioners within the past 5 years for other than minor illnesses? (If yes, give complete address of doctor, hospital, clinic, and details.)
		22. Have you ever been rejected for military service because of physical, mental, or other reasons? (If yes, give date and reason for rejection.)
		23. Have you ever been discharged from military service because of physical, mental, or other reasons? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for untimely or unsuitability.)
		24. Have you ever received, is there pending, or have you applied for pension or compensation for existing disability? (If yes, specify what kind, granted by whom, and what amount, when, why.)

I certify that I have reviewed the foregoing information supplied by the examinee and it is true and complete to the best of my knowledge. I authorize any of the doctors, hospitals, or clinics mentioned herein to furnish the Government a complete transcript of my medical record for purposes of processing my application for this employment or service.

TYPED OR PRINTED NAME OF EXAMINEE	SIGNATURE
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NOTE: HAND TO THE DOCTOR OR NURSE, OR IF MAILED MARK ENVELOPE "TO BE OPENED BY MEDICAL OFFICER ONLY."

25. Physician's summary and elaboration of all pertinent data (Physician shall comment on all positive answers in items 9 through 24. Physician may develop by interview any additional medical history he deems important, and record any significant findings here.)

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER	DATE	SIGNATURE	NUMBER OF ATTACHED SHEETS
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SAMPLE

GLOSSARY

Section I. ABBREVIATIONS

ACPM	Activity Career Program Manager
AMC	Army Materiel Command
ACALA	Armament and Chemical Acquisition Logistics Activity
ACCES	Army Civilian Career Evaluation System
ATCOM	Aviation Troop Command
AR	Army Regulation
BDU	Battle Dress Uniform
CBC	Complete Blood Count
CDE	Chemical Defense Equipment
CECOM	Communications Electronics Command
CFSR	Contractor Field Service Representative
CONUS	Continental United States
CPM	Career Program Manager
CPO	Civilian Personnel Office
CPR	Civilian Personnel Regulation
CSC	Customer Support Center
CVSP	Cardiovascular Screening Program
CXR	Chest X-Ray
DA	Department of the Army
DCSLOG	Deputy Chief of Staff for Logistics
DCSPER	Deputy Chief of Staff For Personnel
DNA	Deoxyribonucleic Acid
DOD	Department of Defense
DODD	Department of Defense Directive
DSN	Defense Switched Network
DTF	Dental Treatment Facility
EE	Emergency-Essential
EEE	Emergency-Essential Employee
EEO	Emergency-Essential Personnel
EEO	Equal Employment Opportunity
EKG	Electrocardiogram
FBS	Fasting Blood Sugar
FMLA	Family Medical Leave Act
FPM	Federal Personnel Manual
FP&M	Force Management and Personnel
GM	General Management
GS	General Schedule
HIV	Human Immunodeficiency Virus
HQ	Headquarters
HQDA	Headquarters, Department of the Army
HRAA	Health Risk Appraisal Assessment
ID	Identification
IDP	Individual Development Plan
IRR	Individual Ready Reserve

JTR	Joint Travel Regulation
LAD	Logistic Assistance Division
LAO	Logistic Assistance Office
LAP	Logistic Assistance Program
LAR	Logistic Assistance Representative
LAR-MT	Logistics Assistance Representative, Master Technician
LFT	Liver Function Test
LMS	Logistics Management Specialist
LOD	Logistics Operations Division
LOGSA	Logistics Support Activity
LWOP	Leave Without Pay
MAC	Military Aircraft
MACOM	Major Command
MCPM	MACOM Career Program Manager
MICOM	Missile Command
MSC	Major Subordinate Command
MTF	Medical Treatment Facility
MUTA	Military Unit Training Assemblies
OCIE	Organizational Clothing and Individual Equipment
OER	Officer Evaluation Record
OPM	Office of Personnel Management
OASD	Office of the Assistant Secretary of Defense
OCONUS	Outside Continental United States
OPCON	Operational Control
PA	Physician Assistant
PCS	Permanent Change of Station
PHS	Public Health Service
PE	Physical Evaluation
PFT	Pulmonary Function Tests
RC	Reserve Component
SCR	Senior Command Representative
SF	Standard Form
SLMS	Supervisory Logistics Management Specialist
SRA	Separate Reporting Activity
SSTR	Senior Staff Technical Representative
TACOM	Tank Automotive and Armament Command
TDY	Temporary Duty
TAPES	Total Army Performance Evaluation System
TQSE	Temporary Quarters Subsistence Expenses
TST	Tuberculin Skin Test
UA	Urinalysis
USAREUR	United States Army, Europe

Section II. TERMS

Emergency-Essential Civilian Employee. A civilian employee, who occupies an EE civilian position and who is expected to sign a "DOD Civilian Employee Overseas Emergency-Essential Post Agreement." A direct hire U.S. employee who is appointed, either temporarily or permanently, to a position with the Department of Defense.

Emergency-Essential Civilian Position. A civilian position located overseas, or that would be transferred overseas, during a crisis situation, or which requires the incumbent to deploy or to perform temporary duty assignments overseas, during a crisis in support of a military operation. That position is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis. That position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems (DODD 1404.10, AR 690-11, and AR 700-4).

Logistic Assistance Office (LAO). An AMC field office located at selected MACOM, Corps, and area sites to represent the Commander, AMC, in all logistics matters of mutual interest; direct the logistics assistance effort within assigned mission areas; coordinate all AMC activities in the field; provide the focal point for the exchange of information between using commands and AMC; perform liaison activities to enhance customer relations; and assist in resolving logistics problems within the AMC area of responsibility.

Logistics Assistance Office (LAO) Chief. Individual designated by a Major Command LAO who will coordinate exercise team efforts and supervise LAP personnel assigned to his/her geographical area.

Logistics Assistance Program (LAP). DA's and AMC's plan of action in which technical resources are provided to assist using commands in identifying and resolving problems affecting materiel and logistics systems which are beyond the capability or responsibility of using field commands (per AR 700-4).

Logistic Assistance Representative (LAR). For the purpose of this regulation, this term includes AMC and MSC LARs who occupy mobile and emergency-essential positions and are subject to rotational assignment as a condition of employment.

LAP Mobility Program Manager. Those individuals responsible for overall personnel management of LARs are defined as the LOGSA and MSC Logistics Assistance Division Chiefs.