



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF:

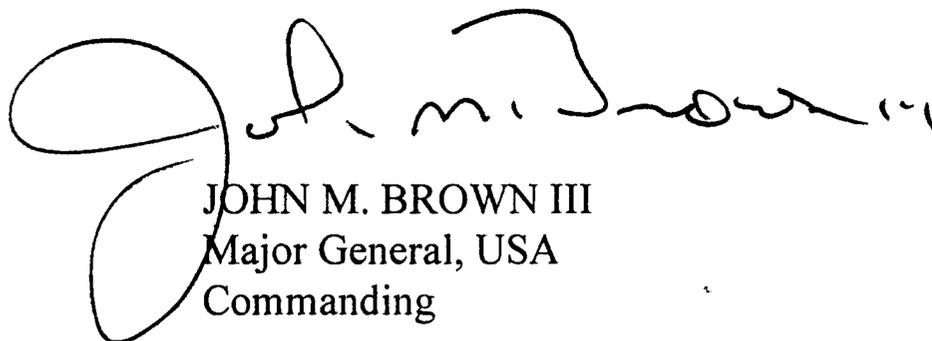
APVR-RAG

18 DEC 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reassignment and Attachment of Soldiers Assigned to United States Army Alaska (USARAK) (CG/CofS Policy #0-18)

1. Commanders at all levels have the inherent responsibility to ensure proper accountability of soldiers assigned and attached to their units. Units must use proper procedures when transferring soldiers to or from other units. USARAK G-1, acting on CG USARAK's behalf, is the only soldier reassignment and attachment approval authority within USARAK and sole publisher of transfer orders.
2. G-1 assigns, reassigns or attaches soldiers based on valid MTOE or TDA authorizations, Department of the Army Distribution Policy, or CG's guidance or intent. MSC Commanders and CSMs who want to reassign or attach soldiers out of their units will provide G-1 a completed DA Form 2446, Request for Orders, signed by the Commander. If G-1 approves the reassignment or attachment request, G-1 will publish and distribute reassignment or attachment orders authorizing the move.
3. The same basic procedures apply when Commanders consider reassigning or attaching soldiers outside of USARAK. This includes reassignment or attachment of USARAK soldiers to US Army Garrison – AK/IMA, 59th Signal Bn, DENTAC, MEDDAC, ALCOM, US Army Engineer District and any other commands in Alaska. G-1 must coordinate these cross-MACOM transfers with Human Resources Command prior to approving them and publishing orders.
4. Human Resources Command authorizes cross-MACOM transfers that require Permanent Change of Station moves.
5. Proponent for this policy is USARAK G-1, 384-0998.



JOHN M. BROWN III
Major General, USA
Commanding

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