



DEPARTMENT OF THE ARMY
SEVENTH ARMY TRAINING COMMAND
&
100th AREA SUPPORT GROUP
IG NEWS LETTER



APO AE 09114
OFFICE OF THE INSPECTOR GENERAL
PHONE: DSN 475-5555; COMM 09641-83-5555

3d Quarter, FY 03

JUL 2003

INSPECTOR GENERAL CORNER

What Can the IG do for You?

- IG Role and Responsibilities
 - Help train the Army
 - IGs are responsible to the U.S. Army, the IG System, and the commander
 - IG sphere of activity includes everything for which the commander is responsible
 - IGs provide assistance, conduct inspections, conduct investigations/inquiries, teach & train
- IG System
 - Assist commanders, soldiers, civilians, and family members of the command and community in matters of Army interest
 - Conduct assessments, inspections, and investigations as directed by the CG
 - Assist other IGs with issues involving this command and community
 - Provide the CG and other commanders with impartial assessments of the state of economy, efficiency, discipline, morale and esprit de corps of the command and community

- IG Confidentiality
 - Protects individual privacy
 - Minimizes the risk of reprisal
 - Access to IG records only with approval from The Inspector General of the Army
 - Promotes voluntary cooperation and willingness to ask for help
 - *Cannot be guaranteed*
- IG Regulation (AR 20-1) Highlights
 - IGs cannot recommend punishment (Commander's call)
 - IGs do not interpret the law (SJA's call)
 - IGs do not establish command policy (Commander's call)
 - IGs do not exercise directive authority (Commander's call)
 - IGs do not establish redress procedures (DA proponent's call)
 - Everyone has the *right* to see the IG (25,000+ customers in 7ATC/100ASG)
 - No allegation or request for assistance can be ignored
 - The IG is not a commander, but is a fair and impartial fact finder and problem solver
 - Investigations, inquiries, and inspections are directed by the CG, 7th ATC
 - IG records *cannot* be used as the basis for adverse action, compare commands or commanders, or be cited in evaluation reports or awards

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ASSISTANCE CORNER

Key and Essential Personnel USAREUR Suppl. 1 and AR 210-50

Key and essential (K&E) military and civilian employees are incumbents of designated key and essential positions as established by the 100th ASG commander IAW USAREUR Suppl. 1 to AR 210-50, paragraph 3-11c-e. https://www.aeaim.hqusareur.army.mil/library/spl/pdf/us210-50_1.pdf

The duties of key and essential positions require the incumbents' immediate availability on the installation due to military necessity. Therefore, they must reside in Government housing.

The designation of key and essential positions will be kept to an absolute minimum to ensure maximum housing equity for all soldiers as outlined in paragraph 3-11, AR 210-50. http://www.usapa.army.mil/pdf/files/r210_50.pdf

Key and essential (K&E) positions are not automatically authorized "designated-position housing units." These positions are established for the purpose of assigning housing on a priority basis. In USAREUR, the following positions are designated as K&E positions (refer to paragraph 3-11c-d, USAREUR Suppl. 1 to AR 210-50).

According to the basic regulation, ASG commanders may designate other K&E positions in their command, but only military personnel and DOD civilians may be designated as K&E. ASG commanders may not designate contractor personnel or other DOD-sponsored civilians as K&E. ASG commanders are the approving authority for adding or deleting positions from the K&E list. ASG commanders will identify K&E positions in writing. Housing managers will maintain a list of K&E positions.

Incoming accompanied K&E personnel will be:

- (1) Added as a priority 1 to the appropriate waiting list by date of eligibility and assigned
- (2) Assigned the next dwelling unit that becomes available in the appropriate category.

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Key and Essential Personnel USAREUR Suppl. 1 and AR 210-50

During unit moves, K&E personnel will be given priority without regard to other assignments factors. This applies to APH and UPH.

Designated-position housing units are family-dwelling units identified for occupancy by the incumbents of approved K&E positions. The designation of these units should be kept to a minimum as outlined in paragraph 3-11, Suppl. 1 to AR 210-50.

ASG commanders will ensure:

- (1) K&E-position personnel eligible for designated-position housing units will be assigned to the dwelling unit identified for that position.
- (2) If a dwelling unit designated for a K&E position is occupied by other K&E personnel when the unit is designated, the military residents will be relocated through attrition.
- (3) If K&E personnel occupying designated housing are reassigned to a duty position that is not authorized designated-position housing, they will be relocated at Government expense. The relocation will be to other quarters appropriate to their grade and bedroom requirement. These K&E personnel will be placed at the top of the appropriate waiting list and assigned the next available quarters in the appropriate category. This action will be completed within 30 days after the K&E personnel are reassigned.
- (4) If the incumbent of a K&E position is designated for family quarters but is not eligible for UPH, a dwelling unit may be diverted to UPH if adequate quarters are not available.

The proponent for family housing issues is your local housing manager.

ASSISTANCE CORNER

Profiling pregnant soldiers

The intent of these provisions is to protect the fetus while ensuring productive use of the soldier. Common sense, good judgment, and cooperation must prevail between policy, soldier, and the soldier's commander to ensure a viable program.

Responsibilities: The **soldier** will seek medical confirmation of pregnancy and will comply with the instructions of medical personnel and the individual's unit commander.

The **commander** will counsel all female soldiers as required by AR 600-8-24 or AR 635-200. The unit commander will consult with medical personnel as required. This includes establishing liaison with the occupational health clinic and requesting site visits by occupational health personnel if necessary to assess any work place hazards.

Physical profiles. Profiles will be issued for the duration of the pregnancy. The MTF should ensure that the unit commander is provided a copy of the profile, and advise the unit commander as required. Upon termination of pregnancy, a new profile will be issued reflecting revised profile information.

Limitations. Unless superseded by an occupational health assessment, the standard pregnancy profile, DA Form 3349, will indicate the following limitations:

- 1) Except under unusual circumstances, the soldier should not be reassigned to overseas command until pregnancy is terminated.
- 2) The soldier will not receive an assignment to duties where nausea, easy fatigue, or sudden lightheadedness would be hazardous to the soldier, or others, to include all aviation duty.
- 3) Restrict exposure to military fuels.
- 4) No weapons training in indoor firing ranges due to airborne lead concentrations and bore gas emissions.
- 5) No work in the motor pool involving painting, soldering, grinding, and sanding on metal, parts washing, or other duties where the soldier is routinely exposed to carbon monoxide, diesel exhaust, hazardous chemicals, paints, organic solvent vapors, or metal dusts and fumes (for example, motor vehicle mechanics). It does not apply to pregnant soldiers who perform preventive maintenance checks and services on military vehicles using impermeable gloves and coveralls.
- 6) The soldier should avoid excessive vibrations.
- 7) Upon the diagnosis of pregnancy, the soldier is

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Profiling pregnant soldiers

exempt from mandatory physical training and PT testing. Pregnant soldiers are encouraged to participate in a pregnancy PT program, where available. If they participate in a pregnancy PT program, they should obtain the profiling officer's approval prior to beginning the program. The soldier is exempt from wearing of load bearing equipment, including web belt.

8) The soldier is exempt from all immunizations except influenza and tetanus-diphtheria and from exposure to all fetotoxic chemicals noted on the occupational history form. The soldier is exempt from exposure to chemical warfare and riot control agents (ie, NBC training) and wearing MOPP gear at any time.

9) The soldier may work shifts.

10) The soldier must not climb or work on ladders or scaffolding.

11) At 20 weeks of pregnancy, the soldier is exempt from standing at parade rest or attention for longer than 15 minutes. The soldier is exempt from participating in swimming qualifications, drown proofing, field duty, and weapons training. The soldier should not ride in, perform PMCS on, or drive in vehicles larger than light medium tactical vehicles due to concerns regarding balance and possible hazards from falls.

12) At 28 weeks of pregnancy, the soldier must be provided a 15-minute rest period every 2 hours. Her workweek should not exceed 40 hours and the soldier should not work more than 8 hours in any one day. The duty day begins when reporting for formation or duty and ends 8 hours later.

Performance of duty. A woman who is experiencing a normal pregnancy may continue to perform military duty until delivery. Only those women experiencing unusual or complicated problems will be excused from all duty, in which case they may be hospitalized or placed in sick in quarters. Medical personnel will assist commanders in determining duties.

Sick in quarters. A pregnant soldier will not be placed sick in quarters solely on the basis of her pregnancy unless there are complications present that would preclude any type of duty performance.

For additional information regarding limitations, refer to paragraph 7-9d, AR 40-501.

References:

http://www.usapa.army.mil/pdffiles/r40_501.pdf

ASSISTANCE CORNER

Misuse of Non-Tactical Vehicles

(AR 58 –1, Management, Acquisition and use of Motor Vehicles)

http://www.army.mil/usapa/epubs/pdf/r58_1.pdf

1. Any officer or employee of the Government who willfully uses or authorizes the use of any U.S. Government-owned or leased passenger motor vehicle (except for official purposes as authorized by 31 U.S.C. Section 1344), or otherwise violates section 1344 shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant (31 U.S.C. 1349(b)). (AR 58-1, Para 1-4a)

2. Military personnel who willfully use or authorize the use of any U.S. Government-owned or leased passenger motor vehicle (except for official purposes as authorized by 31 U.S.C. Section 1344) may be disciplined under provisions of the Uniformed Code of Military Justice or other administrative procedures deemed appropriate (AR 58-1, Para 1-4 b).

3. Leaders and civilian supervisors must ensure that all personnel under their supervision are aware of the restrictions when using a NTV. Below is an extract from AR 58-1, Para 2-4.

a. Vehicles will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

b. Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulation(s).

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Misuse of Non-Tactical Vehicles

c. Government vehicles must not be used for transportation to or be parked at commissaries, post exchanges (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any nonappropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty travel (TDY).

d. NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment, unless specific prior authorization is received (See Chapter 4, Transportation between Domicile and Place of duty Employment).

(1) This does not, however, preclude movement of groups of enlisted soldiers between troop billets and duty areas when the commander determines that such movement is incident to the performance of duty. Paragraph 5-2 provides additional guidance on this issue.

(2) Additionally, domicile-to-duty (D-T-D) transportation for certain groups of Army employees may be provided during public transit strikes, transportation stoppages, or emergency conditions. Chapter 4 contains procedures to be followed when requests for such transportation are initiated.

e. NTVs will not be used to transport Army personnel and their family members to, from, or between U. S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, non-tactical vehicles will not be used to transport personnel or to pickup or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, etc.

IG WEB PAGE CORNER

Our IG Web Page is operational. You can access our web page from either the 7th ATC or 100th ASG command web pages.

USEFUL WEB SITES

AER: <http://www.aerhq.org/>

PCS INFO: <http://www.pcshousearmy.com>

AFLO: <http://www.aflo.org/home.asp>

TRAVEL: http://travel.state.gov/travel_warnings.html

FINANCE: <http://www.dfas.mil/money/milpay/>

GOVERNMENT: <http://www.firstgov.com/>

TRICARE: <http://www.tricare.osd.mil/>

COUNSELING: <http://www.counseling.army.mil/>

DENTAL: <http://www.ucci.com/was/uccweb/home.jsp>

TRAINING: <http://www.army.mil/usapa>

SGLI: <http://www.insurance.va.gov/sgliSite/default.htm>

CHRMA: <http://www.chrma.hqusareur.army.mil/>

OSC: <http://www.osc.gov/>

SOCO: http://www.defenselink.mil/dodgc/defense_ethics/index.html

IMPORTANT

Commanders are reminded to become familiar with the provisions of DOD Instruction 6490.4, DOD Directive 6490.1 and USAREUR Regulation 40-6 dealing with "Referring Soldiers for Mental Health Evaluations". There are certain requirements that must be met prior to sending a soldier for a mental health evaluation. Paramount is that commander must inform the soldier, ***in writing***, of their rights pursuant to the referral. This is in addition to the USAREUR Form 40-6A-R (Unit Commanders Request for Mental Health Evaluation). Do not forget the memo. A verbal statement to the soldier of their rights is not enough. DOD Instruction 6490.1 has an example of a proper memorandum to a soldier explaining their rights.

Comments may be addressed to HQ 7ATC, Office of the Inspector General, ATTN: AETT-IG, APO AE 09114 or please call DSN 475-5555.

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DAC
Inspector General

DISTRIBUTION:

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The Secretary of the Army has determined that the publication of this periodical (pamphlet) is necessary in the transaction of the public business as required by law of the Department. IAW AR 25-30, dated 1 April 1993, the USAREUR Commander approved use of funds for printing this publication. The views and opinions expressed in the periodical are not necessarily those of the Department of the Army or of the publishing agency or command.