DEPARTMENT OF THE ARMY
WASHINGTON DC 20310-0200

26 MAR 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Deployment Cycle Support (DCS) Directive

1. The Army is dedicated to the safety and well-being of its Soldiers, Department of the Army (DA) civilians, and families. Soldiers have responded in an exemplary manner to the Global War on Terrorism. Active Army (AA), Reserve Components (RC), DA civilians, and families, have clearly answered the Nation's call to duty. The sacrifices of America's Army have not gone unnoticed. Therefore, the Army is placing greater emphasis on the reconstitution of Soldiers, DA civilians, and families within the context of the entire deployment cycle. Based on lessons learned from previous deployments, the Army recognizes a critical need for all deploying Soldiers and DA civilians to be provided the opportunity and a means for personal reconstitution, family reunion/reintegration, and reestablishment of personal readiness.

2. To fulfill this critical requirement, the Army will conduct DCS operations for all personnel deployed away from home station for 90 days or more. The objective of DCS is to assist the Total Army Family in their reintegration to predeployment environments.

3. All levels of command will be involved to ensure DCS requirements are accomplished and documented. The DCS Directive applies to all AA and RC Soldiers, DA civilians, and their families.

4. The Deputy Chief of Staff, G -1 is the staff agent for DCS policy.

Pete Geren
Acting Secretary of the Army

Encl:
Deployment Cycle Support Policy Guidance

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SUBJECT: Deployment Cycle Support (DCS) Directive

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Deployment Cycle Support (DCS) Policy Guidance

1. Background.

a. In 2002-2003, the Deputy Chief of Staff, G - 3 formed a Tiger Team to review the effects of stress caused by deployments with the goal to mitigate the adverse effects associated with extended deployments. This review was in direct response to the incidents of domestic violence which had occurred in 2002 following the return of Soldiers from extended deployments to Afghanistan. The Tiger Team identified the requirement to increase the emphasis on successful reintegration of Soldiers, DA civilians, and families into pre-conflict environments. In March 2003, the Deputy Chief of Staff, G - 3 identified the emerging nature of DCS as a personnel coordination requirement, and responsibility shifted from the G - 3 to the G -1. The G -1 conducted a DCS Conference with key staff agencies and Army Command representatives at Fort Bragg in April 2003, and on 2 May 2003, the DCS CONPLAN was approved, which was the genesis of the current DCS process.

b. Deployment Cycle Support (DCS) is a comprehensive process that ensures Soldiers, DA civilians and their families are better prepared and sustained throughout the deployment cycle. It provides a means to identify Soldiers, DA civilians, and families who may need assistance with the challenges inherent to extended deployments. Personal reconstitution for Soldiers is both Commanders' and Sergeants' business, and the Army must provide the right tools and training to execute the mission. The goal of the DCS process is to facilitate Soldier, DA civilian and family well-being throughout the deployment cycle. The Army will disseminate this Directive to leaders at all levels. All levels of command will be involved to ensure DCS requirements are accomplished and documented. The DCS Directive applies to all Active Army (AA) and Reserve Components (RC) Soldiers, DA civilians, and their families.

c. The Deputy Chief of Staff, G -1 is the staff agent for DCS policy. All Soldiers deployed away from home station for 90 days or more will complete the DCS process. Services for DA civilians and families are integrated in every stage of the process, and they are highly encouraged to take advantage of the resources provided.

d. This Directive is predicated upon several key assumptions. The key assumptions are:

(1) The majority of deployments will exceed 90 days.

(2) RC units and individual RC Soldiers will return to their pre-deployment reserve status as effectively and efficiently as possible, consistent with mission accomplishment.

(3) Soldiers may permanently change station (PCS) or reach expiration term of service (ETS) prior to completion of the DCS process with their deployed unit.

(4) External demands (e.g., congressional, media, DoD leadership) and internal demands (e.g., spouses, family members, local commands) will place additional requirements on the DCS process.

(5) The Army will make key transformation initiatives such as Army Force Generation and Force Stabilization operational, requiring further review of existing policies and processes governing the human dimension of readiness.

2. Implementation.

a. The Army conducts DCS operations for Soldiers and DA civilians who are deployed for 90 days or more to mitigate the stressors associated with extended deployments. DCS operations include Soldiers departing theater on emergency leave, R&R, and medical evacuation.

b. All Soldiers will undergo DCS tasks within the respective phases of the deployment cycle. Commanders are responsible for ensuring Soldiers complete DCS tasks and documentation of tasks. Supporting units, agencies, and staffs must provide necessary assistance to units and / or eligible individuals to accomplish DCS tasks during the appropriate phases of the deployment cycle.

c. All levels of command must be involved to ensure DCS tasks are accomplished and documented for all Soldiers, including Army personnel deploying or deployed with other services. The DCS process takes place concurrently for Soldiers at deployed locations, CONUS Replacement Centers (CRC), mobilization (MOB) / demobilization (DEMOB) stations, and at the home station for families.

d. The gaining command is responsible for DCS tasks not completed for newly assigned and returning Soldiers and their families.

e. In accordance with AR 600-20, paragraph 5-10, family members of DA civilians are included in Army family programs; therefore, both Soldier and DA civilian family members are authorized and encouraged to attend briefings, training, counseling, and other services identified by the DCS process.

f. DA civilians deployed overseas and their family members may use Military OneSource services during the period of deployment and for up to 180 days after return to home station.

g. There are seven stages to the DCS process which support the deployment cycle by emphasizing the human dimension of readiness. The stages, modeled off the force projection process, are:

(1) **Train-up / Preparation**. Units complete the reset actions and begin to enter the traditional training cycle. Individual and collective training and

readiness activities drive this stage. During the Train-up / Preparation stage, DCS tasks consisting of personnel administrative actions, briefings, training, counseling, and medical evaluations are completed to ensure all Soldiers, DA civilians, and their families are prepared for extended deployments.

(2) **Mobilization**. Units or individuals are alerted for possible deployment and undergo preparation. During the mobilization stage, DCS tasks consisting of administrative actions, briefings, training, counseling, and medical evaluations are completed to ensure all Soldiers and their families are prepared for extended deployments.

(3) **Deployment**. Units or individuals deploy from the CONUS or OCONUS installations into the designated theater. Recurring administrative actions are completed during the deployment stage.

(4) **Employment**. During the employment stage, units or individuals perform their assigned mission in theater for a prescribed period of time. Employment stage tasks include recurring administrative actions and briefings, training, and counseling for Soldiers departing theater on emergency leave, R&R, and medical evacuation.

(5) **Redeployment**. Units / individuals reposture in-theater; transfer forces and materiel to support other operational requirements; or return personnel, equipment, and materiel to the home station or DEMOB station. The redeployment stage continues the process of reintegrating Soldiers and DA civilians into their predeployment environments. Redeployment stage tasks include administrative actions, briefings, training, and counseling for Soldiers and DA civilians departing theater and family members at home station.

(a) DCS redeployment stage tasks for Soldiers and DA civilians should be accomplished in theater. Commanders are responsible to ensure those tasks not completed in the redeployment stage are completed in the post-deployment stage. All individuals departing theater will have DCS checklist in their possession.

(b) During the redeployment stage, the first O-5 in the chain of command will certify that the unit and / or eligible individuals have completed DCS tasks.

(c) In addition to theater redeployment activities, DCS identifies tasks to be accomplished at home station. The successful reunion of families depends on proper preparation, including briefings, training, and counseling for spouse and family members. Reception activities (e.g., parades and picnics) should occur for redeploying Soldiers and DA civilians. Family Readiness Groups (FRGs), community agencies, and employers should participate.

(6) **Post-Deployment**. Personnel, equipment, and materiel arrive at

home station, CRC or DEMOB station. The post-deployment stage consists of administrative actions, briefings, training, counseling, and medical evaluations to facilitate the successful reintegration of Soldiers and DA civilians into their families and communities.

(7) **Reconstitution**. Soldiers and DA civilians are reintegrated into their families, communities, and civilian jobs. The reconstitution stage begins after completing post-deployment recovery and administrative requirements. Administrative actions, briefings, training, counseling, and medical evaluations are completed during the reconstitution stage.

h. The DCS tasks are listed in ANNEX A, Deployment Cycle Support Tasks to the DCS Directive, and outlines the guidance for unit and individual requirements and family activities.

i. The DCS Checklist is listed in ANNEX B, DA FORM XXXX, AUG 2006, Deployment Cycle Support (DCS) Checklist identifies the tasks that must be accomplished in each stage of the DCS process.

j. The Commander's Validation Memorandum to the DCS Directive is listed in ANNEX C and illustrates the certification required upon completion of redeployment stage tasks.

3. Resources.

a. Training tools are available on the DCS website at http://www.armyg1.army.mil/hr/dcs.asp.

b. Applicable regulations and forms can be found on the U.S. Army Publishing Directorate's website at http://www.army.mil/usapa.

4. Authority. In accordance with AR 25-30, para 2-2, 27 March 2006, *The Army Publishing Program*, Department of the Army directives are policy and information memorandums issued by the Secretary of the Army to impart immediate policy, changes to policy, guidance or procedures. DA directives apply Army-wide. They are permanent and remain in effect until superseded or rescinded by the Secretary of the Army. If policy, guidance, or procedures issued in a DA directive conflicts with policy or guidance in existing departmental publications, the DA Directive takes precedence and the proponent is responsible for initiating a revision to the publication to ensure compliance with DA directives.

Deployment Cycle Support (DCS) Policy Guidance

Annexes:

A - (DEPLOYMENT CYCLE SUPPORT TASKS) TO THE DCS DIRECTIVE
B - (DA FORM XXXX, AUG 2006, DCS CHECKLIST) TO THE DCS DIRECTIVE
C - (COMMANDER'S VALIDATION MEMORANDUM) TO THE DCS DIRECTIVE

ANNEX A (DEPLOYMENT CYCLE SUPPORT TASKS) TO THE DCS DIRECTIVE

Deployment Cycle Support (DCS) Tasks **Installation; Home Station; MOB / DEMOB Sites; AOR; and Community-Level Processing**							
	Deployment Cycle Support Stages						
Deployment Cycle Support Tasks	**TRAIN-UP / PREPARATION**	**MOBILIZATION**	**DEPLOYMENT**	**EMPLOYMENT**	**REDEPLOYMENT**	**POST - DEPLOYMENT**	**RECONSITUTION**
Unit Commander / Unit Leadership							
Identify and ensure support for single Soldiers	X				X		
Conduct Unit Refresher / Army Sexual Assault Prevention and Response training					Y	X	
Publish leave schedule	X			Z	X		
Initiate / complete investigations (e.g. Line of Duty, AR 15 - 6, and Report of Survey)	Y	Y		Y	Y	Y	Y
Provide individual career counseling (Reenlistment Counseling), as required	Y			Y		Y	
Finalize disciplinary and adverse administrative actions	Y	Y	Y	Y	Y	Y	Y
Conduct Sexual Assault Prevention and Response training (Awareness of Host Country; risk reduction factors tailored to specific deployment location) AR 600-20, para 8-7(c), *Army Command Policy*	X	X		Y			
Complete DA Form 5305-R (Family Care Plan), as required	X	X					
Assess the effectiveness of the FRG and ensure FRG is trained and has adequate resources to function during the deployment cycle	X	X					
Ensure that the RDC has completed all training and is prepared to accomplish the duties commensurate with the position	X	X					

X - Mandatory Tasks

Y - Perform Tasks, as required

Z - Mandatory Task prior to any Leave (e.g. R&R, emergency, ordinary)

HS - Family and installation activity tasks performed at home station during the redeployment stage

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Unit Commander / Unit Leadership							
Ensure the family readiness plan, including unit readiness goals, is updated	X	X					
Counsel Soldiers on requirement to provide financial support payments to family members while deployed	X	X	Y	Y	Y	Y	Y
Complete / verify completion of OERs, NCOERs, civilian evaluations, and awards, as required	Y	Y	Y	Y	Y	Y	Y
Conduct Soldier Counseling, as required	Y	Y	Y	Y	Y	Y	Y
Identify potential Soldier financial issues, refer to financial training and/or assistance	X	X	Y	Y	Y	X	Y
Update Personnel Reporting System	X	X			X	X	
Update CIVTRACKS for DA civilians	X	X			X	X	
Conduct briefing about substance abuse, its effects and legal consequences				Z		X	X
Provide RDC updated redeployment rosters					X		
Utilize Risk Reduction Reintegration Tip Card				Z	X	Y	
Plan, coordinate, and execute reunion and homecoming ceremonies and activities					HS	X	
Encourage Soldier to keep channels of communication open with family	X	X		X		X	X

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Deployment Cycle Support Tasks	**TRAIN-UP / PREPARATION**	**MOBILIZATION**	**DEPLOYMENT**	**EMPLOYMENT**	**REDEPLOYMENT**	**POST - DEPLOYMENT**	**RECONSITUTION**
Unit Commander / Unit Leadership							
Conduct safety briefings covering, at a minimum, POV, motorcycles, seasonal driving conditions, and factors affecting behavior				Z		X	Y
Verify that operator licenses, registrations, insurance policies, and safety inspections are current						X	Y
Conduct preseparation counseling (DD Form 2648-1, Preseparation Counseling Checklist for Reserve Component Service Members Released from Active Duty) for RC Soldiers.						X	
Provide ACAP services to affected Soldiers						X	Y
Conduct Command Climate Survey	X						X
Reintegrate RC Soldiers into civilian workplaces							X
Conduct Unit Risk Inventory (URI) NLT 30 days prior to deployment	X	X					
Conduct Reintegration - Unit Risk Inventory (R-URI) 120-180 days after redeployment							X
Ensure Soldiers who PCS and TCS complete the DCS Process, as required	Y	Y	Y	Y	Y	Y	Y
Personnel Service Center							
Update DD Form 93 (Record of Emergency Data)	X	X				Y	
Complete VA Form SGLV 8285 (Request for Insurance (Servicemembers' Group Life Insurance))	X	X				Y	

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Deployment Cycle Support Tasks	**TRAIN-UP / PREPARATION**	**MOBILIZATION**	**DEPLOYMENT**	**EMPLOYMENT**	**REDEPLOYMENT**	**POST - DEPLOYMENT**	**RECONSITUTION**
Personnel Service Center							
Complete VA Form SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate)	X	X				Y	
Complete VA Form SGLV 8285A (Request for Family Coverage (SGLI))	X	X				Y	
Complete VA Form SGLV 8286A (Family Coverage Election Servicemembers' Information (SGLI))	X	X				Y	
Verify Eligibility for overseas deployment (AR 614-30, Overseas Service)	X	X				Y	
Query for Soldiers who have record of a conviction of a misdemeanor crime of domestic violence (Lautenberg Amendment)	X	X					
Issue passports to DA Civilians who are in receipt of Deployment Orders	X	X					
Educate Soldiers and family members regarding the impact of personnel policies (e.g., STOP-LOSS, STOP-MOVE)	X	X				X	
Ensure that incumbents of Emergency-Essential (E-E) positions fill out DD Form 2365, DoD Civilian Employee Overseas E-E Position Agreement		X					
Conduct final check to ensure Soldier has processed correctly		X				X	
Advise RC Soldiers of 18-year sanctuary (10 USC, Sec 12686), as required						X	
Reenroll Soldiers in MGIB and state tuition assistance programs (RC)						X	
Conduct MMRB, MEB, and PEB, as required	Y	Y	Y	Y	Y	Y	Y

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	Deployment Cycle Support Stages						
Deployment Cycle Support Tasks	**TRAIN-UP / PREPARATION**	**MOBILIZATION**	**DEPLOYMENT**	**EMPLOYMENT**	**REDEPLOYMENT**	**POST - DEPLOYMENT**	**RECONSITUTION**
Unit Ministry Team / Installation Chaplain							
Conduct Suicide Awareness and Prevention training		Y		Y	X	Y	Y
Identify families with reported stress / separation issues for follow-up	Y	Y	Y	Y	HS	Y	Y
Facilitate small group discussion on deployment experiences				Y	X	Y	Y
Conduct Operation READY Reunion / Reintegration training for redeploying Soldiers and DA civilians					X	Y	
Provide opportunity for spouses to take marital assessment instrument	Y	Y	Y	Y	HS	X	X
Complete marital assessment instrument	Y	Y	Y	Y	Y	X	Y
Provide opportunity for voluntary marriage education / enrichment workshops	Y						X
Conduct Predeployment Battlemind training for leaders	X	X					
Conduct Predeployment Battlemind training for junior enlisted Soldiers	X	X					

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Unit Ministry Team / Installation Chaplain							
Conduct Post-Deployment Battlemind training for Soldiers						X	
Conduct PDHRA Battlemind training for Soldiers (recommend conducting in conjunction with PDHRA)							X
Conduct Suicide Intervention Skills Training for Leaders and Gatekeepers	X	X					X
Medical / Dental Health Team							
Conduct leader training on identifying symptoms of distress and suicide tendencies	X	X			X		
Screen Individual medical profile for a permanent geographic or climatic duty limitations	Y	Y	Y	Y	Y	Y	Y
Provide Preventive Medicine briefing (Preventive Medicine) to defeat the threat of disease and non-battle injuries (DNBI)	X	X					
Complete DD Form 2795 (Pre-Deployment Health Assessment Questionnaire)	X	X					
Conduct behavioral health assessments	Y	Y			Y		Y
Conduct medical record review	Y	X				X	

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Medical / Dental Health Team							
Conduct TRICARE benefits briefing	Y	X				X	Y
Identify Soldiers with medical or behavioral health issues requiring referral upon redeployment					X	Y	Y
Identify potential family issues for returning Soldiers					X		
Conduct Health Threat brief to educate installation and in-home childcare providers on health symptoms and myths					HS		
Conduct Health Threat brief to educate spouses on health symptoms and myths					HS		
Conduct Medical Threat brief for Soldiers					X	Y	
Treat and document adverse, potentially adverse exposures or negative health-related behaviors (DD Form 2796, Post-Deployment Health Assessment)					X	Y	
Extend health care for deployment-related condition to DA civilians						X	
Complete DA Form 3349 (Medical Profile) prior to release from MOB/DEMOB Station or CRC, as required		Y				X	
Perform initial TB Test and complete 90 day TB Test requirements						X	X

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Medical / Dental Health Team							
Draw serum specimens after return to DEMOB Station (RC) / home station (AA) and complete serum requirements						X	X
Complete DD Form 2900 (Post-Deployment Health Reassessment) to document health concerns, assessments and referrals within 90-180 days (recommend conducting in conjunction with PDHRA Battlemind Training)							X
Update individuals' permanent health record with deployment health records						X	X
Military Pay							
Review current status of DoD charge card holders	X	X				X	
Provide travel pay as requested for Soldiers with TCS orders	X	X				X	
Conduct finance briefings		X				X	
Expedite allotment changes		X				X	
Adjust BAH for AGR Soldiers		X				X	
Review entitlements / special pay		X				X	
Legal Assistance							
Update Wills	X	X				Y	Y
Provide Power of Attorney	X	X				Y	Y
Provide counseling on civil matters	X	X	Y	Y	Y	Y	Y
Provide personnel information on taxes, transition entitlements and legal rights under Servicemembers' Civil Relief Act (SCRA)		X		Y	X	Y	

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Legal Assistance							
Provide RC personnel information on legal rights under Uniformed Services Employment and Reemployment Rights Act (USERRA)		X		Y		X	
Provide legal assistance to RC Soldiers for legal problems arising from, or aggravated by mobilization or deployment	Y	X	Y	Y	Y	Y	X
Provide tax class / information to spouses	Y	Y	Y	Y	HS	Y	Y
Process Claims for personal property lost in shipment or while in storage						X	Y
Installation Management Command							
Identify Family Readiness staff shortages	Y	Y	Y	Y	HS	Y	Y
Coordinate with State Adjutant General and appropriate USAR Regional Readiness Command Office as well as RC units within 50-mile radius to identify the potential number of family members eligible for ACS assistance		X					
Identify families with major problems requiring special assistance and support during mobilization or deployment		X	Y	Y			
Provide family members with the toll free number to nearest ACS and Family Assistance Center (FAC) to address family issues and crises		X				Y	Y
Educate AA & RC Family Readiness Groups (FRGs) on available services (e.g., ACS, AER, Red Cross, Virtual FRG, Operation READY training	X	X	Y	Y	HS	Y	Y

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Installation Management Command							
Educate Family Members about the services provided through Military OneSource (MOS)	X	X	Y	Y	HS	Y	Y
Identify and refer family members who have experienced problems during deployment to appropriate agencies			Y	Y	HS	Y	X
Family Advocacy Program (FAP) program managers (AA) / State Family Program Directors (SFPD) (RC) reestablish case continuity					HS		
Involve employers in home station DEMOB Station ceremonies and reunion activities					HS		
Provide education and information materials to IRR / IMCOM families		X	Y	Y	HS		
Provide DCS information to family members prior to return of Soldiers					HS		
Refer DA Civilians to the Employee Assistance Program Coordinator, as required						Y	Y
Inform DA Civilians of the Office of Workers' Compensation Programs process for occupational illness and injury reporting						X	
Conduct Operation Ready Reunion / Reintegration training to families of redeploying Soldiers and DA civilians				Y	HS	Y	Y
Conduct Operation Ready Communication with Spouses, Families and Children training to Soldiers and DA civilians						X	

X - Mandatory Tasks

Y - Perform Tasks, as required

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HS - Family and installation activity tasks performed at home station during the redeployment stage

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Installation Management Command							
Conduct Operation READY Deployment and Children training, if applicable	X	X					
Conduct Operation READY Predeployment Battlemind training for Families	X	X					
Conduct Operation READY Post-Deployment Battlemind training for Families					X	Y	
Conduct Financial Management Planning for Deployments training	X	X					
DEERS / RAPIDS / ID Cards							
Update ID Cards / ID Tags for DA Civilians and ID Cards for eligible family members	Y	Y	Y	Y	HS	Y	Y
DEERS / RAPIDS enrollment	Y	Y	Y	Y	HS	Y	Y
DEERS / RAPIDS data entry and date for residential address	Y	Y					
Issue DD Form 1934 (Geneva Convention Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces)		X					
Issue DD Form 489 (Geneva Convention Identity Card for Civilian Personnel Who Serve in or Accompany the Armed Forces)		X					

X - Mandatory Tasks

Y - Perform Tasks, as required

Z - Mandatory Task prior to any Leave (e.g. R&R, emergency, ordinary)

HS - Family and installation activity tasks performed at home station during the redeployment stage

ANNEX C (COMMANDER'S VALIDATION MEMORANDUM) TO THE DCS DIRECTIVE

[Date]

[Office Symbol]

MEMORANDUM FOR RECORD

SUBJECT: Commander's Validation Memorandum

1. I certify that the Soldiers on the attached roster have completed the required DCS Redeployment tasks in accordance with the DCS Directive.

2. POC is [name], [position], [phone].

[Commander's Signature Block]