
ARMY ATTACHE DUTY

SOLDIER-STATESMAN



A challenging duty assignment and career progression path for exceptionally well-qualified and highly motivated soldiers

DOES A DEMANDING DIPLOMATIC DUTY ASSIGNMENT IN A U.S. EMBASSY INTEREST YOU?

If so, you may want to consider a tour of duty as an Army Attache NCO in the Defense Attache System.

Army Attache NCOs serve around the world in United States embassies providing staff support within a Defense Attache Office (DAO). The DAO represents the Department of Defense to the host-nation government and military, assists and advises the U.S. Ambassador on military matters, and coordinates other political-military actions within their area of accreditation.

The duties and functions vary slightly depending on location assigned, but are primarily administrative in nature, performing many of the functions normally associated with a brigade, or division staff section (S1-S6; G1-G6). Army Attache NCOs will also be called upon to perform other functions, such as coordinating congressional, Joint Staff or presidential visits, supporting U.S. Navy ship visits, arranging overflights of U.S. military aircraft, or even presenting briefings and information to senior host-nation officials in the absence of the military attaches. The changing situations and varied nature of the responsibilities provide for a challenging and enjoyable tour of duty for most soldiers.

Applications are accepted on a continuing basis from well-qualified soldiers for this highly selective nominative joint-duty assignment.

Here are the steps you need to take if you would like to pursue this career option:

1. Review the required qualification and application procedures as detailed in Army Regulation AR 611-60. If after reading the regulation you are still interested in applying for Army Attache duty, print out the enclosed checklist, use it to complete your packet, and forward it per AR 611-60 (AUG 01). Applications will be accepted from soldiers currently stationed OCONUS beginning 18 months prior to DEROS.

Please note that where there is a discrepancy between the information here and the regulation, the guidance and instructions contained in this information packet take precedence and will be followed.

Examples or copies of the following items on the checklist can be accessed by clicking on the links below:

Biographical Narrative (please ensure that you include complete contact information including a valid e-mail address and fax number)

Communication Skills Paper (not overly long, but detailed enough to show that you can express yourself)

Typing Certification (you may also use one of the many typing tests available online)

Electronic Personnel Security Questionnaire (This program may be accessed through your S-2 or Security manager. If you have received the CD version of this information packet, the complete program (subject2_2.exe) is located on the CD and can be installed from the CD. Otherwise, go to <http://www.dss.mil/epsq/index.htm> to download to your computer)

DA Form 4187

2. The requirements for security clearance eligibility and no non-U.S. Citizen family members are not waivable. There is no specific waiver process for other qualifications such as test scores. If you do not meet one of the other listed requirements, you are still welcome to submit an application, although you will not be as competitive for an assignment as other soldiers. Soldiers with high DLAB or DLPT scores and those who already hold a TS/SCI clearance, or have successfully completed assignments such as Drill Sergeant or Recruiter have a higher selection probability. Each application is evaluated on the "whole soldier" concept.

3. Submit the application packet to the Army Attache Management Division at the address below. Your application will go to your branch manager for a release. Soldiers selected for Attaché Duty will be awarded the ASI of E4 upon successful completion of the Attaché Staff Operations Course. The process of reclassifying soldiers following training has been discontinued, and the change will be reflected in the next revision of AR 611-60.

4. Applications will be maintained in a "hold" status until they are 100% complete and error free and have an approved branch release. Once complete, packets are placed on a standing list based on the qualifications and eligibility of the soldier. This list is reviewed each month, with the most qualified soldiers being nominated for assignments as they become available. Those not selected will continue to be reviewed for a total of six

consecutive months, at which point the packet is considered non-competitive and will be returned to the soldier. Please keep in mind that this is a competitive process and there is no guarantee of selection and nomination to the Defense Intelligence Agency for an attaché position. If you are selected, once the nomination is submitted, it normally takes from four to eight months to obtain the final approval or disapproval for the assignment. This timeline can vary depending on factors such as current security clearance, expected school date, etc.

5. Soldiers must be willing to accept worldwide assignment at the needs of the Defense Attache System. You will be informed of the intended assignment location prior to nomination, and at that point, may withdraw your application. There is no obligation until approved for the assignment by the Defense Intelligence Agency. Assignments are made based on soldier qualifications and experience, language capability, DEROS or other availability dates, and other factors. There are currently over 100 NCOs serving in over 90 different locations, and every effort will be made to ensure that a follow-on assignment is in the geographic region of your choice should you not receive the area you desire on your initial assignment.

6. Upon successful completion of the initial attache tour, soldiers are welcome to apply for continued attache duty, or if otherwise qualified, they may submit an application to become a warrant officer as a 350L Attache Technician

You will find answers to some of the more commonly asked questions in the Frequently Asked Questions section.

Additional Items needed for Attache Packets:

DD Form 2807-2 (One filled out for EACH family member)

DA Form 7246

DA Form 5888 (Authenticated by your PAC)

Take all documents to your TMC/Clinic for a doctor to review/sign. Once the Doctor has reviewed the documents, it must go to the EFMP screener on post for them to sign the bottom of the 5888.

The 3083 is only to be used by the SM, not the family.

If you do not have an EFMP representative at your post, fax the 5888 to Ms. Charleen Booker at Walter Reed Army Medical Center at 202-782-5387. Her phone number is 202-782-3274.

Once you have the signed form back, it should be included in your packet.

If you are not currently interested or qualified, but know a soldier who is, please pass this information along. Thank you.

For questions or comments, please contact SFC Daniel R. Vidis using the contact information listed below.



U.S. Army Field Support Center

Army Attache Management Division

7321 Parkway Drive South

Hanover, MD 21076

Phone (301) 677-2134 x 2633

DSN 622-2134 x 2633

Fax (410) 712-4759 Include cover sheet Attn: SFC Vidis

defenderv@hotmail.com

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, U.S. Army Field Support Center, ATTN:

IAFS-P-A, Fort George G. Meade, MD 20755-5904

SUBJECT: Typing Certification

1. On 01 JAN 02, I tested SSG James J. Jameson. He typed 43 words per minute with one error, for a total typing speed of 42 words per minute.

//s//

Michael M. Michelson
SFC, USA
Training NCO

BIOGRAPHICAL NARRATIVE
SSG JAMES J. JAMESON
123-45-6789

- a. JAMESON, James Jonah
- b. SSN: 123-45-6789
- c. SSG/E-6
- d. DOR: 01 APR 97
- e. MOS 11B3P (Airborne Qualified)
- f. D/POB: 28 FEB 67, Ft. Lewis, WA
- g. 900108 – 900430 Infantryman D Co. 1/50th IN, Ft. Benning, GA
900430 – 900511 Student C Co. 1/507th Parachute Inf. Regiment,
Ft. Benning, GA (Airborne School)
900512 – 920615 Infantryman A Co., 3/10 IN, Ft. Richardson, AK
920616 – 941011 Squad Leader B Co., 3/10 IN, Ft. Richardson, AK
941012 – Present Platoon Sgt. C Co., 3/10 IN, Ft. Richardson, AK
- h. Army Service Ribbon/NCO Professional Development Ribbon with numeral “2”/ National Defense Service Ribbon/Army Good Conduct Medal with 3 knots/Army Achievement Medal/Army Commendation Medal/Meritorious Service Medal
- i. Chinese Mandarin, learned from neighborhood kids, Defense Language Proficiency Test taken in July 2000, Scored R3/L3
- j. Spouse: Kim Kelly Jameson (married 23 MAR 96)
Daughter: Jane Jill Jameson (born 01 JAN 98)
- k. Associates Degree in General Studies, University of Alaska, granted May 94
- l. Infantry Basic Training 1990
Airborne School 1990
Combat Lifesaver 1991
Primary Leadership Development Course 1992
Field Sanitation Course 1993
Basic Non-commissioned Officers Course 1997
- m. Security Clearance: TOP SECRET/SSBI/US ARMY/DEC 98
- n. C Co., 3/10th IN, Ft. Richardson, AK 99999, Ph. (123) 456-7890, DSN 555-7890

(Home) 123 Small St., Iceberg, AK 99999, Ph. (234)567-8901, unclas e-mail
jjjameson@provider.com. Fax: (123) 456-0001

o. Additional Remarks: I am also licensed as a civilian ski instructor and hot air balloon pilot. I currently have a P2 physical profile following a parachute accident while on jump status. However, my only limitations are that I cannot carry a rucksack weighing more than 200 pounds, and I am no longer allowed to participate in professional demolition derby races.

//s//
JAMES J. JAMESON
SSG, USA

ATTACHE NOMINATION PACKET CHECKLIST

- 4 ea. DA Form 4187 w/BN CDRs endorsement
- 4 ea. Biographical Narrative (ensure that complete contact information is provided including a valid e-mail address and that you sign the bio)
- 4 ea. Photographs (8x10 full length of self in Class A uniform with all accompanying dependents. Single soldiers may substitute a standard DA Photo)
- 4 ea. Original Signature Electronic Personnel Security Questionnaire (with floppy disk – write user ID and password on disk) for self and spouse (spouse must complete the full version...not the spouse version.) Ensure that validation check is completed. This must be completed even if you already hold a TS/SCI clearance
- 2 ea. Fingerprint Cards (FBI Form 258) Service member only
- DD Form 2807-2 (One filled out for EACH family member) This form only needs to be included in the packet if EFMP status is “Warranted” If not warranted, keep these forms on hand for subsequent assignments in the DAS.
- DA Form 7246 (One for the whole family) This form only needs to be included in the packet if EFMP status

is “Warranted” If not warranted, keep these forms on hand for subsequent assignments in the DAS.

- 4 ea. DA Form 5888 (Authenticated by your PAC). This form must be signed off by an EFMP physician. Take the above two forms with the 5888 to the physician and they will perform a “paper physical” and check to see if your family members are in the EFMP database.
- 4 ea. SF 88 and SF 93 or other physical forms as used at your local medical treatment facility for the soldier applicant (must have been completed within the last 12 months)
- 4 ea. DA Form 2-1 or ERB
- 4 ea. Typing Certification can be completed online or at your education center.
- 4 ea. Last 4 NCOERs If you don’t have four NCOERs then you must include Letters of Recommendation to equal 4 reports, i.e., 2 NCOERs and 2 LOR or 1 NCOER and 3 LOR.
- 4 ea. Communication Skills Paper (detail any special circumstances or considerations as well)

4 ea. of the following documents as appropriate:

- DA Form 330 for language qualification
- Official notice of DLAB score

- Letters of recommendation (mandatory if soldier has less than 4 NCOERs to submit)
- DD Form 1879 if soldier has already initiated a TS clearance through local S-2 or security manager
- Any other applicable documentation pertaining to the soldier/family's specific situation, such as permanent profile, pending divorce documentation, computer certifications, etc..

COMMUNICATION SKILLS PAPER
SSG JAMES J. JAMESON
123-45-6789

I have had a long and interesting career in the U.S. Army. I have been places and seen things that the average American does not get to see. It has been a goal of mine for many years to join the Defense Attaché System (DAS), and see even more of the world. I have a strong desire to learn about and interact with other world cultures. In fact, although I currently only have an associates degree, my goal is to pursue and attain a Masters Degree in International Relations. Having been previously assigned as an artillery shell fuse tester, I am able to deal with high levels of stress. I am able to walk, talk, and chew gum at the same time, all while blinking one eye and whistling Dixie. My ability to communicate, instruct others, and adapt to unique conditions coupled with the will to succeed would allow me to accomplish any mission. I feel that I would be an asset to the Defense Attaché System.

My family is very enthusiastic and supportive of my decision to apply for Attaché duty. My daughter spends hours poring over a map of the world and asking me what our next assignment may be. My wife is also very excited about the possibility of living overseas and experiencing new cultures firsthand, and is ready to pack at a moment's notice. My son, already fluent in Chinese, Latin, and whale sounds, has started learning 17 other languages in order to better prepare for living overseas in a diplomatic environment. While serving as a recruiter, we were assigned far from normal military support facilities, and we are now quite prepared for the challenges of a remote diplomatic tour. My family members have no special medical or educational needs.

(Include in this letter, any unusual circumstances that apply and describe fully, such as requesting an unaccompanied tour because your spouse will stay behind and run your multi-million business empire, your children are home schooled and do not require that traditional schooling be available in your assignment, your cat suffers from panic attacks at altitudes above 5000 feet, and so on.)

//s//
JAMES J. JAMESON
SSG, USA

Frequently Asked Questions

1. The application process

Q. I am currently deployed - can I still apply and what if I can't provide a Class A photo due to the deployment?

A. Applications can be accepted from deployed soldiers and certain modifications to the required documentation (as in the case of the photograph) may be coordinated directly with SFC Vidis prior to submission. However, in most cases, the application cannot be further processed until the soldier returns to home station or has a redeployment date confirmed by the chain of command.

Q. I submitted my packet last week and I haven't heard anything, what is going on?

A. Due to postal delays and a lack of control over the processing of releases from Branch Managers, it can take several weeks before the soldier is contacted. Once the packet has an approved branch release, the packet is reviewed for completeness and errors. The soldier will be notified of any problems or issues that must be resolved, such as errors in the security questionnaire or missing personnel documents. The application will remain on "hold" until all issues are settled.

Q. I was told that I need to provide additional documents for my packet; where do I send them?

A. Unless instructed that original documents or signatures are required, follow-up documentation can be faxed directly to the Army Attaché Management Division at (301) 677-5352 (DSN 312-622-5352). If originals are requested, they can be mailed to Commander, Army Field Support Center, ATTN: Army Attaché Management Division (SFC Vidis), 7321 Parkway Drive South, Hanover, MD 21076.

Q. I called my branch and they told me that I cannot be released because my MOS is understrength. Is this true?

A. Applications cannot be processed unless the soldier is released by their branch. In most cases, if the branch manager says that a release is not possible for one reason or another, then that is what will happen. That said, it is not official until it is done in writing. Soldiers are still welcome to continue with submission of an application and there is always a chance that the situation or circumstances may have changed in the meantime and a release is now possible. Close coordination is maintained with PERSCOM and from time to time certain objections can be overcome.

Q. I am on orders to Fort _____. Can I get out of those orders by applying for attaché duty?

A. If a soldier is already on assignment instructions, they will normally be required to comply with those orders and submit their packet at the appropriate time following arrival at their next duty station. If a soldier desires to work with their branch manager

to request deletion from assignment instructions, that is their prerogative - the attaché application does not automatically initiate any deletion action. More importantly, highly motivated soldiers are essential to the program, and soldiers who only apply because they don't like where they are or where they are going are not appropriate for this duty.

Q. My spouse is not a U.S. citizen yet, but she does have her green card - can I get a waiver for this?

A. Assignment to Defense Attaché Duty requires eligibility for access to classified information at the TS/SCI level. IAW Defense Intelligence Agency Manual 50-8 and Director of Central Intelligence Directives, all applicants and their immediate family members must be U.S. Citizens. As noted in DIAM 50-8:

"Immediate family includes the individual's spouse, parents, brothers, sisters, and children. Immediate family members also include step and foster parents (in loco parentis); half, step and foster siblings; and adopted, step and foster children, provided that a close relationship existed or exists as evidenced by a substantial period of common residence. Cohabitants, with whom an intimate relationship is maintained, are also considered to be immediate family members for the purposes of this regulation.

Permanent Residency (green card) or other status will not substitute for citizenship. In addition, once citizenship issues have been resolved, an applicant will normally be prevented from serving in or near the country of origin.

2. Selection and assignment

Q. I submitted my application before my friend; he was selected and I still have not been notified. When will I find out if I have been accepted?

A. Once the packet is complete it will be placed on a standing list with other applicants, in order of competitiveness based on overall qualifications. A more qualified soldier will place higher in priority over a lesser qualified applicant regardless of submission dates. The packet will continue to be looked at for up to six months from the date it was considered complete. At that point, the packet will be returned with an explanation of the factors that contributed to non-selection.

Q. Do I get to choose where I am assigned and is there a list of locations online?

A. Since the TDA for the Defense Attaché System is classified, there is no listing of positions provided to applicants. Once selected for attaché duty, the soldier will be notified of the proposed assignment location. In some cases a choice of locations may be offered, but in many cases the qualifications of the soldier, timing of available classes, language requirements, departure dates of personnel on station and other factors combine so that there is only a single assignment possible. In some cases, especially for soldiers without language ability or a passing DLAB score, there are no assignments possible even though they may meet all the other general qualifications. 80% of billets are language coded, so language capability is paramount.

Q. I am a Russian linguist; will I be assigned to Russia or a former Soviet Republic?

A. Although the primary focus is to place a soldier in a billet for which they can use their language skills, in many cases assignments are not available that meet the requirement, especially in the case of low density languages. If selected for attaché duty and no appropriate billet for their current language skills is available, the soldier will be considered to fill a non-language billet, or may be retrained in another language for a specific location. Unlike the normal process where assignments depend on a soldier's language capability, language training for Attaché NCOs revolves around assignments and it is possible to serve several tours in countries with completely different languages.

Q. When can I expect to receive orders?

A. This is a nominative special duty assignment and final approval must be received from DIA before a soldier is placed on assignment. Depending on factors such as current security clearance and the required report date for training, the approval process can take several months or even close to a year. Soldiers who are on stabilized tours or currently overseas will be scheduled for training to coincide with their current availability date. Once approved for the proposed assignment, coordination will be made with PERSCOM and the soldier will be placed on assignment.

Q. I received a welcome packet from DIA in the mail - does this mean I have been approved?

A. No, welcome packets are sent out prior to the soldier receiving final approval. This packet provides general information about DIA and is mainly geared to soldiers who are being processed for regular assignments with DIA in the Washington DC area. The information about inprocessing at Fort Myer and so on does not apply to Attaché applicants. Detailed information about Attaché reporting and inprocessing will be provided directly from the Army Attaché Management Division (AAMD).

3. Training and movement to station

Q. Where do I go for training, and is this PCS or TDY?

A. Most training is conducted in the Washington DC area. The Attaché Staff Operations Course (ASOC) is attended by all selectees, and is a 10 week course held at Bolling AFB. Additional training lasting up to 18 months may be required depending on location of assignment, and can include language training, anti-terrorism courses, or instruction on specialized equipment. Soldiers here for training of less than 139 days will be in a TDY Enroute status. Training longer than 139 days will involve a PCS to Washington DC and then another PCS move to their assignment location.

Q. Where do I stay for training and does my family come with me?

A. Lodging depends on the type of movement. Soldiers in a TDY Enroute status will receive full per diem for the duration of their TDY, currently \$200 per day. They may choose the hotel or other facility in which they wish to stay, and suite or corporate apartment type facilities that have kitchens are recommended. Soldiers PCSing here for training may choose to request government housing on one of the military facilities in

the area (waiting list times may preclude this option so check with the housing office) or they may lease housing using their housing allowances. In both cases, the soldier's family is encouraged to accompany them here for training. There is a spouse program that runs concurrently with the soldier's ASOC course, and if the soldier is to receive language training, it can be provided to the spouse as well. In addition, the soldier's attention is usually much more focused on the training if they are not separated from their loved ones. However, it is understood that the length or timing of training may adversely interfere with children's schools or that the spouse may not be able to leave their job easily, and a decision by the soldier to attend training alone will be supported.

Q. Can I report for training early?

A. Soldiers in a PCS status are encouraged to report at least a couple of weeks early. Unlike most assignments where there is time for house hunting and so on after reporting, training commences almost immediately following the report date on the PCS orders, so housing, schools, etc. must be taken care of earlier. Soldiers here TDY Enroute may report early, but any time prior to the report date on their TDY orders will be considered in a Leave status and expenses will be out of pocket.

Q. What is the uniform for training?

A. Students are encouraged to wear appropriate civilian business attire while attending training. Unfortunately, payment of the civilian clothing allowance cannot normally be made until shortly before arriving at the overseas assignment, so this may involve some up front out of pocket costs depending on how extensive the soldier's current civilian wardrobe is already. Class A and B uniforms are still required for certain portions of the school, such as graduation.

Q. Is there a high failure rate for the Attaché training?

A. Because the selection process is so extensive and only the most highly qualified applicants are selected for assignment, it is rare that a soldier will fail out of training. The course is designed to give the soldier all the basic skills necessary to perform their job but requires a great amount of attention to detail. In many portions of the training, one small error can compound into a serious problem, just as it could out on station. The school staff is there to work with the students to help them succeed. In some cases students have been terminated due to other factors such as disqualifying information that came to light during the background investigation.

4. Duties and lifestyle

Q. What does an Attaché NCO do?

A. The duties vary depending on the location, size and composition of the office. In general, duties in a larger Defense Attaché Office (DAO) will be more specific as compared to a smaller office where the NCO must perform more functions. Some of the responsibilities may include administrative processing (orders, awards, evaluations, and messages), financial management (budgets, procurement), protocol and VIP support, and coordination with host nation military and government, as well as specific

intelligence functions. As this is a joint duty assignment, soldiers may also be involved in actions for other services personnel, such as supporting locally assigned Navy Personnel Exchange Program personnel, or assisting with training or other actions for the embassy's Marine Security Guard Detachment.

[Q. I have heard the terms OPSCO and OPSNCO used - What do they mean?](#)

A. Operations NCO (OPSNCO) is the term for the primary position within the Defense Attaché System filled by Army enlisted members. Most billets are OPSNCO positions and encompass the wide variety of duties described above. Operations Coordinator (OPSCO) positions filled by the Army are generally staffed by Warrant Officers. However, there are about 20 enlisted OPSCO slots as well. OPSCO positions can be likened to the "Executive Officer" and in addition to the normal OPSNCO duties, the OPSCO also has increased responsibilities for budgeting, procurement, logistics, and overall management of the office. Because these positions require additional skills and experience, soldiers on their initial attaché tour are not normally considered for OPSCO positions.

[Q. Do I receive any special pay for this job?](#)

A. All soldiers on attaché duty receive Special Duty Pay at the rate of \$ 225 per month (SD-3). Since this is a civilian clothing required assignment, all NCOs receive an annual civilian clothing allowance (CCA) in addition to their normal uniform maintenance allowance. Soldiers in linguist positions may qualify to receive language proficiency pay of up to \$300 per month. All other pay such as COLA or hostile fire pay is location specific.

[Q. Do we live in an embassy compound and what about schools for the kids?](#)

A. In most locations, soldiers are provided with government owned or government leased quarters that are furnished and usually far exceed the standards of normal on-post quarters that they may be familiar with. There are still a few countries that use private lease housing for which a housing allowance is paid. If assigned to a country that has an appropriate local English language school system, such as the United Kingdom, then the children attend regular public schools. In most cases though, education is provided by a local International or American School. These are local private schools approved by the State Dept and DODDS, and the tuition (tens of thousands of dollars in many cases) is paid for each child by DODDS.

[Q. How do we receive medical treatment?](#)

A. Most embassies have a staff nurse/doctor or local contracted physician that provides routine medical care such as exams or treatment for illnesses. Much of the time, all required medical care can be accomplished using local medical facilities. In cases where special treatment or procedures are not available locally, or when local medical treatment does not meet U.S. standards, the soldier or their family will be medically evacuated to an appropriate facility for care. This is usually to the nearest military medical facility except in emergencies where a nearby civilian facility might be more expeditious.

Q. What happens after the initial assignment?

A. Soldiers who are successful in this position and would like to continue on attaché duty are welcome to do so. Soldiers may elect to request an extension in their current location, or may select a consecutive tour in another DAO. Soldiers who have served 36 months on attaché duty and meet other requirements are encouraged to apply to become a Warrant Officer as a 350L Attaché Technician. The specific qualifications can be found at www.usarec.army.mil/hq/warrant. If a soldier so elects, they may also return to service in a regular Army assignment. This can also happen if they do not meet performance requirements or are deemed for other reasons not eligible to remain on Attaché Duty and are returned to the Army at the request of DIA.