



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE

APR 28 2008

MEMORANDUM FOR USAFE ADDRESS #2 - MAJOR USAFE UNITS

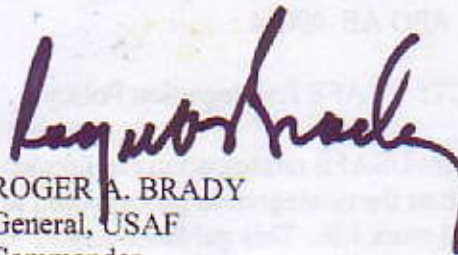
FROM: USAFE/CC
Unit 3050 Box 1
APO AE 09094

SUBJECT: USAFE Reintegration Policy

1. Current USAFE reintegration requirements are documented in Attachment 1. This guidance standardizes the reintegration process used to assist returning Airmen with re-adjustment to home and work life. This guidance targets the needs of our single and married Airmen, their dependents, commanders, and supervisors.
2. The USAFE reintegration process takes 4 days to allow gradual re-adjustment and adequate in-processing time. Commanders may choose to expand reintegration periods based upon local needs. Roles and responsibilities of key leaders within this process are detailed in Attachment 2. The following guidance is provided to further assist commanders in balancing these requirements with mission demands:
 - a. Commanders will provide returning personnel with 1 day of down time for every 6 days deployed, up to a maximum of 14 days. Prior to beginning reconstitution leave, service members must complete the full 4-day reintegration process unless the member has returned from a previous deployment within the last 12 months. In this case, the 4-day reintegration period may be included as part of the allowed time for R&R. The wing commander is the decision authority to grant R&R immediately upon return or to delay based upon mission requirements; however, members who've been delayed will be allowed to take reconstitution leave within 90 days of return.
 - b. Leave en-route policy has been updated and is outlined in AFI 10-403, Deployment Planning and Execution, dated 13 Jan 08.
 - c. The Airman and Family Readiness Center (A&FRC) will ensure members complete the Project Care Survey (Atch 3) within 2 months of return to obtain feedback on the reintegration process and the Project Care program. A&FRCs will analyze surveys to determine trends and concerns and will report the number of Project Care surveys completed each week to the Installation Deployment Officer (IDO).
 - d. Unit Deployment Managers (UDM) will ensure the Post-Deployment Health Reassessment, DD Form 2900, is completed 3 to 6 months after return from deployment. In addition, UDMs will report the number of returning Airmen weekly to the IDO.

e. IDOs will utilize the USAFE reintegration tracking tool at <https://ice.usafe.af.mil/sites/A1/A1P/A1PM/reintegration/default.aspx> to record consolidated returnee inputs and the number of completed Project Care surveys weekly. Your support of this policy is a must, as planning is key to the successful reintegration of our Airmen as well as the success of future deployments.

3. If you have any questions, please contact the HQ USAFE POC, Ms. Julie Mason, HQ USAFE/A1PM, at DSN 314-480-6634/6705, commercial 011-49-6371-47-6634/6705, or julie.mason@ramstein.af.mil.



ROGER A. BRADY
General, USAF
Commander

Attachments:

1. Reintegration Requirements
2. USAFE Reintegration: Procedures, Roles, and Responsibilities
3. Project Care Survey

USAFE REINTEGRATION REQUIREMENTS

Large Group Return

Pre-Return at Deployed Location (30 days before return)

Reintegration training
In person (preferred)
Computer-based (as necessary)
Complete DD Form 2796, Medical Assessment
Identify high-risk personnel

Pre-return at home station (30 days before return)

Return and Reunion Briefings to spouses and significant others
Workplace supervisors/child care providers briefed on reintegration issues
Installation/unit plans "Welcome Home" ceremony

Day of Return Day #0

Welcome Home
Collect DD Form 2796 and Deployed Medical Record
Turn in weapons/classified materials (if applicable)
Greeted by family/friends/co-workers
Receive briefing on next day's activities
Decompression time

Decompression Day #1

24 hours off-duty allowed - Day of rest and reintegration into community/family
Freetime for spouse, children, school, friends, colleagues, telephone calls
Personal affairs, car insurance and registration, change of address, etc.

Reintegration Day #2 Half-day

Financial Actions (Vouchers/Changes in entitlements/allotments)
Safety briefing
Medical
Screening/serum draw/TB questionnaire/Medical intel brief
Turn in unused medications/CW agents
Reintegration briefing

Reintegration Day #3 Half-day

Turn in contingency equipment
Meet with UDM/CSS for unit requirements
Personnel actions
Communication workshop - Partner (Role Play) - Children
Reintegration and Spirituality briefing
Community Informational briefings (<5 minutes each)
DoDDS
Legal
Education
Chapel
AAFES
FSC (Financial issues)
MWR/ITT/Project Cheer
Single Airmen Activities
Trips
Commanders welcome back (for individuals)

Post-deployment follow-up

Combat Care Survey (completed during second week following Reconstitution Leave)
Telephone/personal contact 30 days after return from leave
Post Deployment Health Reassessment (DD Form 2900) completed at 3-6 months after return