



# DEPLOYMENT TRANSITION CENTER NOMINATION\ASSESSMENT TOOL

- \* This tool is to be utilized by the PERSCO Rep, 1st Sergeant, Senior Enlisted Leader, & Commander(s)
- \* This is used for Airmen who have experienced stressors in a deployed environment (DTC is NOT a medical treatment program)
- \* This is MANDATORY for submitting all DTC nominations and is NOT used for pre-identified personnel
- \* This is the only document needing submission to the DTC for DTC nomination approval

## **BACKGROUND**

The Deployment Transition Center (DTC) was established at Ramstein AB, Germany to assist redeploying service members who were exposed to any type of stressful environment, combat or non-combat related. This is available to all service branches, any career field (AFSC) at any forward deployed location. DTC attendance gives members the opportunity to decompress and prepare for reintegration with home station, co-workers and families. Additional information can be found at <http://www.ramstein.af.mil/Deployment-Transition-Center>.

A commander may submit a denomination letter for an individual who is pre-identified to attend the DTC. If the commander feels that the particular individual does not require DTC attendance, due to their experiences on their deployment rotation, he/she (G-Series or first O-6 in the chain) may submit a de-nomination memorandum for record to the DTC Director of Operations for approval ([Det1.86MSG.DTC@us.af.mil](mailto:Det1.86MSG.DTC@us.af.mil)).

## **INSTRUCTIONS**

This assessment tool is provided to assist commanders in evaluating and nominating Airmen who were not pre-identified for DTC attendance. This evaluation/nomination should be accomplished NLT 30 days prior to their end of tour, exceptions can be expedited, on a case-by-case basis.

Once approved by the DTC, the downrange Unit Travel Rep (UTR) will submit a completed Travel Request to 379 ELRS/LGRDAP ([379elrs.paxtravel@auab.afcent.af.mil](mailto:379elrs.paxtravel@auab.afcent.af.mil)) or applicable theater ELRS. In addition, the UTR must contact the Director of Operations/ DTC Logistics Flight to complete a Redeployer Information Spreadsheet in order to coordinate all logistical needs for member(s) attending the program. The DTC's four day itinerary begins with redeployers arrival in Germany (there are no specified class dates – classes run daily). Downrange UTRs will book return travel on the fourth day of itinerary, departing commercially from Frankfurt International. Any exceptions or questions must be directed to the Director of Operations/DTC Logistics Flight ([Det1.86MSG.DTC@us.af.mil](mailto:Det1.86MSG.DTC@us.af.mil)).

Downrange UTRs will ensure that any weapons assigned to DTC attendees are shipped to home station prior to redeployment.

## **BRIEF NARRATIVE/JUSTIFICATION**

If any of the decision questions on the next page are answered "yes," commanders will conduct a closer evaluation for possible DTC attendance. Provide a brief narrative/justification below of member(s)' experiences that would warrant their attendance.

**DECISION QUESTIONS** (at any point in this deployment the member...)

- (1) participated in direct combat operations
- (2) experienced job related stress (i.e. high ops tempo)
- (3) was injured in mission activities
- (4) was exposed to casualties/dead bodies (handling or video)
- (5) witnessed personnel killed or injured (including video)
- (6) experienced injury or casualties to members within their unit
- (7) felt in danger of being killed or injured (high risk)
- (8) discharged weapon and/or received fire (i.e. mortar, IED, etc.)
- (9) had significant home-front stressors or changes
- (10) witnessed or participated in morally questionable acts\*

\*i.e.: friendly fire incident, civilian casualties, violation of ROEs, pain or suffering of combatants

**COMMANDER'S NOTES**

The DTC is a HAF/A1S program intended for decompression and resiliency fortification. It is a social touchpoint focused on transitioning members from a deployed environment to home station. It is not a medical or mental health treatment facility, nor is it focused on solely combat/outside-the-wire operations. This opportunity should be afforded to all members and the decision criteria above is simply for guidance.

**PERSONNEL RECOMMENDED FOR DTC ATTENDANCE**

#	ULN	Grade	Last Name	First Name	AFSC	ETL	Est. Attendance Date	Depl. Duty (Air Advisor, Medical, etc.)	Depl. Org. (123 SFS, etc.)	Decision Questions Met (2, 3, etc.)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

**DEPLOYED FIRST SERGEANT OR SENIOR ENLISTED LEADER**

*I recommend the above Service Member(s) attend the DTC.*

Name, Rank

Signature

Date

**DEPLOYED UNIT COMMANDER**

*The above Service Member(s) were not pre-identified for the DTC and I am nominating them to attend.*

Name, Rank

Signature

Date

**DEPLOYED COMMANDER (First O-6 or above in chain of command; required if unit CC is not on G-Series)**

*I recommend the above Service Member(s) attend the DTC.*

Name, Rank

Signature

Date